

- Set up is available from **12 noon on Tuesday 24th February – PLEASE DO NOT ARRIVE BEFORE THIS TIME** – the venue will be open until 19:00 on Tuesday evening.
- There is an on-site coffee shop if you arrive too early.
- The event will conclude at **15:30 on Thursday 26th February** – if you are leaving items for collection make sure they are clearly marked (see FAQ's for information).
- You can access the venue from **07:00 on Wednesday 25th February – registration commences at 07:45.**
- The venue does not have a fork lift truck, please make your own arrangements.
- Venue will provide 6ft trestle table, tablecloth and 2 tables (if required).
- If you require any graphics, please contact Andy Guest at Lion Exhibitions.
- Power is provided to ALL stands – bring along an extension lead (suitably PAT tested) just in case!
- A room has been assigned for storage – ask Event Staff for more information
- Have you registered your colleagues on the Exhibitor Portal? Do not include any Steering Group Members or Presenters as these are registered separately.
- Do any of your colleagues have any dietary requirements – please add to the Exhibitor Portal.
- The Drinks Reception is open to all, sponsorship opportunity available.

- Have you invited Customers to this event? We can offer a reduced price of £250+VAT for exhibitors including the Evening Network Event.
- Mini Bus Service - operating between the airport / station / conference hotel (only).
- Your car/van can be left at the venue overnight if you are using the mini bus service to the conference hotel.
- If you are not booked at the Best Western Manor Hotel, taxis can be booked at reception.
- Have you ordered a scanner? These can be collected at the registration desk on either Tuesday 24th or Wednesday 25th February.
- Do you require a TV? These can be rented per day – order via the exhibitor portal.
- Have you registered on the Online Network Tool to see who is attending and to swap your business card?
- Tell social media about your participation at FPC to encourage more registrations.
- Please complete a feedback form (available from reception) and let us know how we can improve this event.
- We appreciate the invoices have been issued later than usual, please ensure your invoice is paid as soon as possible.
- Finally, we hope you have a great event and thank you for supporting us!