

# EXHIBITORS INFORMATION A-Z

## HPMA Wales Annual Conference

Friday 7 May 2010

Celn Suite, The ESIS Conference Centre, TŷDysgu, Cefn Coed, Parc Nantgarw, Cardiff CF15 7QQ

### “Moving On”



#### ACCOMMODATION

**Hilton Hotel**  
Kingsway, Cardiff CF10 3HH  
Tel: 087 0770 9429

**The New House Country Inn**  
Thornhill, Cardiff  
Tel: 029 2052 0280

**Park Plaza Cardiff**  
Greyfriars Rd, Cardiff CF10 3AL  
Tel: 029 2011 1111

**Village Hotel**  
Whitchurch, Cardiff  
Tel: 0845 080 5104

**Holiday Inn**  
1 Castle St, Cardiff CF10 1XD  
Tel: 087 0400 8140

**Premier Inn**  
Caerphilly  
Tel: 0845 080 5104

#### BADGES – EXHIBITORS

For security reasons, no-one will be permitted into the Conference or Exhibition area during build-up, open period or breakdown without the appropriate pass. Please contact HPMA Reception to obtain your badge.

#### BANKING (within Cardiff)

NatWest Bank plc  
26, Park Place, Cardiff  
CF10 3BA

Barclays Bank plc  
114-116, St. Mary St  
Cardiff CF10 1DY

Lloyds TSB Bank plc  
31, Queen St. Cardiff  
CF10 2AG

HSBC Bank plc  
56, Queen St, Cardiff  
CF10 2PX

Abbey  
4-6, Queen St, Cardiff  
CF10 2AN

#### CAR PARKING

There is free parking in the ESIS Conference Centre.

#### CODE OF PRACTICE

Please ensure that your stand is manned at all times during the open period of the exhibition and that all exhibits remain displayed during the conference open hours in order that no discourtesy is shown to last minute visitors to the conference, or to other exhibitors around you. On Friday 7 May 2010, we ask that no dismantling of displays or exhibits commence before the Conference closes.

#### DELIVERIES & COLLECTIONS

The venue will only accept deliveries from Tuesday 4 May to Friday 7 May 2010. All deliveries to the exhibition must be clearly marked for the attention of The ESIS Conference Centre Office, TŷDysgu, Cefn Coed, Parc Nantgarw, Cardiff CF15 7QQ with the following information:

\* Contents of delivery      \* Company/Exhibitor Name      \* Stand Number      \*HPMA Wales

#### ELECTRICAL POINTS

If you require any additional electrical services, over and above those provided, please contact Susan Jenks on 01633 238879.

#### EXHIBITION STAND

Table stand size will be 3m x 1m with 2 x chairs will also be provided, if required.

#### FIRE PROCEDURES

Please ensure that you familiarise yourself with the Fire and Emergency Procedures at the ESIS Conference Centre.

## **FIRST AID**

On site First Aid will be provided by the venue.

## **HEALTH & SAFETY**

As an exhibitor, it is your legal and moral responsibility as far as is reasonably practicable to ensure the health and safety welfare of everyone sharing your work site at the exhibition.

## **HOW TO GET THERE**

From M4 exit junction 32, take A470 signposted for Merthyr Tydfil. Exit A470 at A468 - at bottom of slip road, take left towards Nantgarw.

At roundabout take 3rd exit signposted Nant Garw Business Park (by Showcase Cinema)

## **INFORMATION DESK**

If exhibitors require any assistance at any time, please contact the Conference Reception Desk.

## **INTERNET ACCESS**

There will be a limited number of Internet connections available at the Conference. Please contact Susan Jenks on 01633 238879 if you wish to discuss your Internet requirements, i.e., Wire or Wireless.

## **ITEMS LEFT ON SITE**

For security reasons, any goods/material deliveries or miscellaneous items left on site without proper authority will be treated as abandoned and disposed of accordingly.

## LIFTING

The venue does not provide trolleys or forklift trucks, therefore, if you have specific lifting requirements, please ensure you have made prior arrangements.

## LITERATURE

The distribution of leaflets and other promotional materials is confined to the stand area and is not permitted outside the Conference and Exhibition areas. The HPMA reserve the right to prohibit the display or distribution of advertising matter that could give rise to offence and to confiscate the supplies thereof for the duration of the Conference.

## LOST PROPERTY

Any item found should be handed to the Conference Reception Desk where it will be kept for the duration of the Conference to the claimed.

## MUSIC/VIDEOS ON STANDS

You may play recorded background music or videos during the allocated breaks, but they must be kept to an acceptable level and not exceed 60db. No music is to be played during the conference. The HPMA have the right to curtail or ban demonstrations if complaints are received.

## ORGANISERS DESK

Will be located just outside the main conference area.

## SECURITY

The HPMA will provide general security within the Conference and Exhibition area. However, the individual security of the stands and exhibits lies within the responsibility of each exhibitor.

**Please do not leave valuable items on your stand unattended at any time.**

## TIMETABLE FOR EXHIBITORS

Date	Time	Activity
Friday 7 May 2010	6.30am-8.00am	Exhibitors permitted to prepare stands
	9.00am-4.30pm	Conference
	5.00pm-6.30pm	Exhibitors permitted to take down stands