

EXHIBITORS INFORMATION A-Z

HPMA Wales Annual Conference

Friday 18 May 2012

Venue to be confirmed - Cardiff

“Engaging in Success”



ACCOMMODATION

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

Travelodge Atlantic Wharf
Cardiff Bay
Tel: 0871 984 6424

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

Copthorne Hotel Cardiff
Culverhouse Cross
Tel: 029 2059 9100

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

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 8 May 2012, we ask that no dismantling of displays or exhibits commence before the Conference closes.

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 venue.

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.

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

To be confirmed.