



7th November 2024
Ashton Gate Stadium, Bristol

Exhibitor Manual

Dear Exhibitor,

We are delighted that you have chosen to exhibit at **In-house Recruitment Live Bristol 2024**.

This exhibitor manual will assist you in planning your attendance at **Live** and provide you with all the information you will need whilst on-site to ensure that you maximise your exposure at the event.

Please do take the time to read through the information in this exhibitor manual to ensure that you have everything you need prior to your arrival at Ashton Gate Stadium as it is important that nothing is left to the last minute.

We hope that this manual covers everything, but we are on hand to help you with your planning and to assist you with any queries you may have – our details are listed below.



Megan Thomson

Client Success and Events Manager | IHR

T: 0203 916 5025

E: megan@inhourecruitment.co.uk

Ashton Gate Stadium is also happy to help you with any questions regarding more information on the venue or surrounding area. Their contact details are:



Lucy Dowse

T: 0117 9630652

E: lucy.dowse@ashtongate.co.uk

We look forward to working with you in the upcoming months.

Yours Sincerely,

Natasha Preocanin

Managing Director

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EVENT INFORMATION

In-house Recruitment Live Bristol

7th November 2024

Event Venue

Ashton Gate Stadium
Ashton Road
Bristol
BS3 2EJ

Event Rooms

Dolman Hall

Event Schedule

Build-up Timings

Exhibitors will have access to the exhibition hall from 6th November 12:00 – 18:00 for stand set up.

Open Day Timings

Exhibitors will have access to the exhibition hall from 7th November 08:00. All construction and dressing of stands **MUST** be completed by 09:00.

The exhibition will open to delegates/visitors between **09:00 – 17:00 on 7th November**, including a drinks reception onsite from **16:15 – 17:00**. Please refer to the delegate event programme on the website for the timings of registration and conference sessions to gauge an idea of when the exhibition will be at its busiest.

Break-down Timings

Exhibitors will be able to break down their stands between **17:00 – 20:00**. Please note for safety reasons, break down cannot commence until all delegates/visitors have left the exhibition hall.

All stand fittings and exhibits must be clear of the exhibition area by **20:00 on 7th November**. Anything left on a stand after this time will be deemed as rubbish and disposed of by Ashton Gate Stadium, and the exhibitor will be charged for this service.

CHECKLIST

In order to make the process of preparing for Live as straightforward as possible, the following items need to be completed. We would be grateful if you would complete these by deadlines set, as late submission can incur additional charges. Orders may incur additional charges after deadline dates.

Order Forms and other information can be found on the Bristol Live [exhibitor links page](#).

Please copy Megan into any communications.

Due Date	Task	Notes
Ongoing	Promotion	All marketing collateral can be found on the Exhibitor Links Page
15 th August 24 th October	Speaker Information (if applicable)	Speaker name, headshot, topic title and key takeaways will need to be confirmed with Megan by 15 th August. PowerPoint slides are to be sent to Megan by 24 th October
12 th September	Branding	Required for event site; .AI or .EPS logo, company bio (dependent on partnership level), twitter handle & website landing page. Partner = 25 words Silver = 50 words Gold = 75 words Platinum = 100 words
9 th October	Nameboard Form	Enter the name for your shell scheme EXACTLY as you would like it by using the Nameboard Form found on the Exhibitor Link. Should you not use the form, your name may be incorrect and neither the organisers nor Index Group can be held responsible.
9 th October	Order Forms; Electrics, Graphics, Floorcovering, Furniture	These forms can be found in the Exhibitor Link. NB these are not compulsory, but you may not be able to book these post 9 th October
10 th October	Stand Activations	You will gain, on average, 33% more visitors if you run a stand activation. Please send over to Megan what you will be doing and do feel free to get in touch for ideas as well. <i>Please be aware that Pinpoint holds exclusive rights to provide coffee at this event, so no other exhibitor will be permitted to have a barista on their stand.</i>
23 rd October	Order Forms; AV, Internet	These forms can be found in the Exhibitor Link. NB these are not compulsory, but you may not be able to book these post 23 rd October
24 th October	Exhibitor Tickets	Please order these via the Registration Link that will be emailed to you directly

EXHIBITOR FLOORPLAN

All Exhibitor positions and sizes on the Floorplan will be available to view online [here](#):

FLOORPLAN LINK

CONFERENCE PROGRAMME

We are in the process of confirming the full conference programme, including speakers and topics and will be able to update the website and relevant material in due course.

WEBSITE

EXHIBITION STANDS

For In-house Recruitment Live each exhibitor has as **default a shell scheme**. Should you need to order additional items please refer to the **Nameboard Form**.

For stand size and position, please refer to the [floorplan](#)

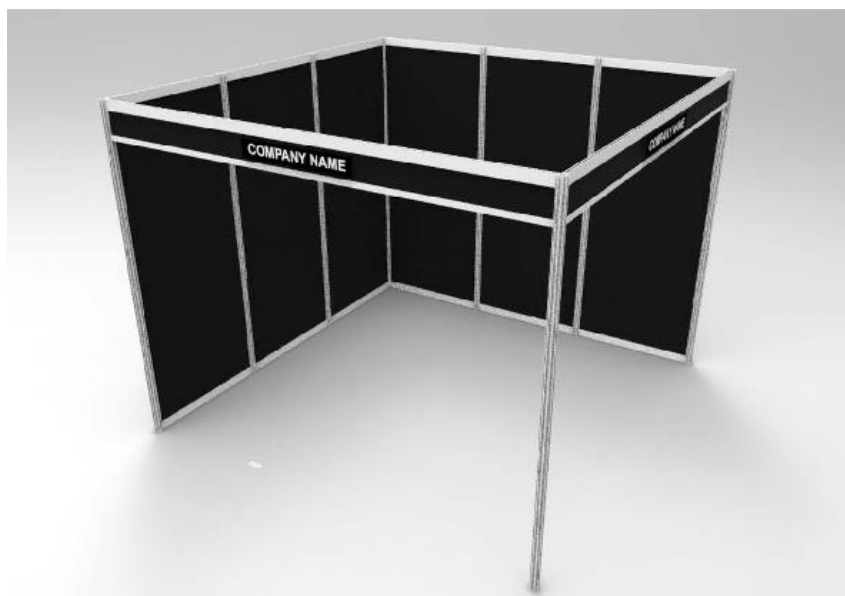
Shell Scheme Stands

Your stand will be provided with a basic shell scheme, as per the diagram below. Each shell scheme stand is provided with black fabric wall panels at the back and each of the sides of the stand (unless you are at the end of a row and you will have one wall) with white text.

Should you not fill in the appropriate Nameboard Form, your name may be displayed incorrectly and neither the Organisers or Index Group can be held responsible for.

The stand height dimensions are:

- Height from floor to underside of ceiling grid: 2400mm
- Visible Panel size for graphics: 2270mm x 945mm



If you wish to order additional items for your stand, such as shelves, please complete any orders on the Stand Form no later than **9th October 2024** (costs will increase with late submissions).

Display materials may be affixed to the panels dependent on what is used. No nails, screws or staples can be used. It is recommended that the thickness of these display materials does not exceed 3-5mm. Support brackets and chain packs must be used to hang heavier items which can be ordered via the online form.

Lightweight display materials can be attached using Velcro.

Space Only Stands

Any exhibitors with **SPACE ONLY** stands must submit a detailed scale plan of their stand design to **Megan Thomson** by **24th October 2024** for approval. Please also complete all necessary forms by **23rd October 2024, the latest**. All plans must also be accompanied by a method statement, risk assessment and H&S declaration.

Stand constructions are limited to a height of 2.7m, subject to approval. All plans must be received by **24th October 2024** for approval by the venue. If you wish to build higher than this, please contact Megan Thomson.

Stand Packages & Specifications

Stand specification				
	Platinum	Gold	Silver	Partner
Size and location (Example sizes)	4m x 4m Prime position	4m x 3m 2 nd priority	3m x 3m 3 rd priority	3m x 2m Standard
Branding & exposure				
Logo size (event app, venue banners & web)	Extra-large	Large	Medium	Small
Bio (event app & web)	100 words	75 words	50 words	25 words
Goodie Bag logo branding	Yes	-	-	-
Speaking opportunity	Yes (priority)	Yes	-	-
Exhibitor tickets	10	6	4	4

FURTHER EXHIBITOR INFORMATION

Accessibility

Ashton Gate Stadium aims to be user-friendly for visitors with access needs.

Accommodation

Ashton Gate Stadium has a number of hotels within a short walk from the venue and partner with The Bristol Hotel for any accommodations needs.

Audio-visual Equipment

Should you have any audio-visual requirements, please contact TechPro



E: henry.pratt@techpro.co.uk

E: mike.foyle@techpro.co.uk

Banks and Cashpoints

There are no cash points in Ashton Gate Stadium but there are a number of cash dispensing facilities en route to the venue, within a 3-minute drive. These are:

- Natwest – North Street, Southville, Bristol, BS3 1JA
- Sainsburys – Winterstoke Road, Bristol, BS3 2NS

Branding Opportunities

There are a number of areas that can be utilised for possible branding opportunities throughout the event. Please contact Megan Thomson at In-house Recruitment for further information.

Car Parking

There is an onsite car park located in Ashton Gate Stadium, chargeable at an hourly rate. Please enter from the Winterstoke Road/Wedlock Way entrance next to KFC. If you are using SatNav we suggest you use postcode BS3 2LQ which will point you to the correct entrance. The parking is first come first serve but holds a total of 350 spaces.

Catering

Ashton Gate Stadium does not charge corkage for food and beverages brought into the stadium, however the necessary H&S documents and food hygiene certificates are required to be submitted beforehand.

There will be a café open on both build-up day and the event day where a selection of hot and cold drinks will be available, as well as sandwiches and snacks. On the event day, the café will also be serving hot food.

Coffee Exclusivity

Please be aware that Pinpoint holds exclusive rights to provide coffee at this event, so no other exhibitor will be permitted to have a barista on their stand.

Cleaning

Cleaning of stands will be carried out overnight. General overnight cleaning will include sweeping, vacuuming, mopping and emptying of bins. This service is free of charge to all exhibitors. Cleaning of exhibits, however, remains the responsibility of the exhibitor.

The venue will dispose of general waste and where possible will always recycle, however if you need to dispose of a large quantity of rubbish following the event, please contact our on-site event manager. An additional charge may apply.

Cloakroom

A cloakroom is available and will be open throughout the event. This is free to exhibitors and delegates.

Common Areas

Licensees/Organisers/Contractors/Exhibitors/their staff and agents must keep ALL common areas clear whilst building or dismantling stands, exhibits etc. All exhibits must be kept within the confines of the stand space and demonstrations must not cause undue congestion and/or obstruction of common areas.

Deliveries and Collections

Exhibitors can arrange delivery and collection by couriers however our team will only accept deliveries on **6th November**. Collections will need to be organised for **17:00 – 20:00 on 7th November**. Items that arrive early or are left beyond the agreed tenancy will be refused or disposed of.

Demonstrations

Exhibitors intending to use televisions or any other potentially loud appliances for stand demonstrations or who wish to hold Live demonstrations must contact the organisers for approval at least one month prior to the show to gain written permission. For some demonstrations such as treatments, licenses may be required. Please check with Megan Thomson for confirmation.

Dilapidation

You are reminded that you will be charged for making good any damage to the hall or stand area, including the floor, caused by your staff or contractors. Under no circumstances can stand construction, graphics, displays, etc. be attached to the fabric of the building.

Disabled Visitors

The front of the building has a ramp, enabling easy access. The whole event takes place on the ground floor, which is fully accessible, including toilets.

Electrical fittings and supplies

All exhibitors are responsible for booking in your own electrics – please order these through Index Group using the **Electric Order Form by 9th October 2024**.

Please note Ashton Gate Stadium does not have any extension leads. If you require one please ensure that you bring one with you to the exhibition.

Anyone who brings portable electrical appliances on-site should ensure that they have been recently PAT tested and bear a current PAT test certificate.

During the open period of an exhibition, stand mains supply will normally be switched on no later than half an hour before the show opens and switched off no later than half an hour after it closes. If you require 24 hour power please get in touch with Megan to organise.

Emergency Procedures

Exhibitors are reminded that they must comply with the stringent regulations governing materials used on site during an exhibition. Exhibitors must ensure that all exhibits are within their stand boundaries and that they do not block aisles, fire exits or fire equipment.

If you discover a fire or someone reports a fire to you immediately raise the alarm.

Operate the nearest fire alarm call point by breaking the glass. If you do this (and it is safe to do so) please stay near the fire point to direct the attending security officer to the fire.

If it is decided to evacuate the building you will hear the fire alarm bells and tannoy messages informing you to leave the building. Please leave by the nearest fire exit or as instructed by members of the security staff. Please familiarise yourself with the nearest fire exits to your conference room or exhibition stand.

Do not stay in the building once you have been instructed to leave. Do not stay to collect handbags, valuables etc.

Fire assembly points will be displayed at the venue.

In the event of a fire the meeting point is winter stoke carpark marked with a green sign.

First Aid

First aid facilities will be available during the exhibition at all times. The First Aid room is in the Dolman Hall nearest the VIP 3 entrance.

Flooring

This venue is incredibly unique, and we have decided to keep the rustic vibes it has to offer. This means that the flooring will not be carpeted or decorated in any way so you would need to consider carpet or other options if you wanted a more traditional look for your stand.

Furniture

Please contact our preferred supplier of furniture which is Index Group and book using the **Furniture Order Form**. For further information, prices and details of the furniture available please refer to their website:



Index Group – Furniture

T: 0208 676 0062

E: furniture@indexgroup.org

W: <http://www.indexgroupfurniture.org/>

Please Read: [Important Information from Index Group](#)

Health and Safety

Ashton Gate Stadium is committed to operating in compliance with all the relevant legislation and guidelines covering Health and Safety at Work and it is a requirement of the venue that all Licensees / Organisers / Exhibitors / Contractors and Visitors comply with the law and the regulations of the venue at all times.

Exhibitors must supply relevant health and safety documentation. This must be completed online. If you have a Space Only stand a bespoke Risk Assessment is required, along with method statement and any further documentation applicable to the build.

Insurance

Whilst we take every precaution to protect your property during the event, neither the organisers nor Ashton Gate Stadium accept any responsibility for any loss or damage. You may wish to consider buying insurance cover. We normally recommend public liability of anything from £2-£5 million.

Internet access

All delegates and exhibitors have access to **complimentary Wi-Fi**. This is open to all, and recommended that its usage is limited to general activities such as checking emails. Anyone wishing for a dedicated line, please note the venue is unable to provide a dedicated Wi-Fi SSID, however are able to offer a hardwired connection internet line. Please do let Megan know as soon as possible, to ensure this is accommodated for the day.

Lasers

Any company proposing to use lasers must inform Megan immediately, together with details of laser equipment, a drawing of the stand and the location of the beam. The Local Authority Regulations, which apply to laser use within exhibition venues, must be strictly adhered to (further details available on request).

Lost Property

There is a lost property office in Ashton Gate Stadium and any item found should be handed into Security at the Main Reception. The property will be held for up to three months and all claims should be made to the Head of Security on reception.

Music

Exhibitors wishing to play any recorded material (including CD/Record/Cassette/Video) must obtain a licence from the Phonographic Performance Limited (PPL) and the Performing Rights Society (PRS). Exhibitors are solely responsible for obtaining any licence required to play music on their stand. Please agree permission with Megan.

Name boards

You are required to enter your chosen name by using the **Nameboard Form**, which should be completed by **9th October 2024**. Should you not use the form, your name may be incorrect and neither the organisers nor Index Group can be held responsible.

Noise

The use of microphones, videos or music is permitted, but the volume must not be such as to cause any annoyance to other exhibitors. The organisers reserve the right to prohibit their use if, in the organisers' opinion, any annoyance is being caused.

Programme

A link to the Live conference programme can be found on page 6 of this manual. Further details of the speakers, workshops and seminars can be found on the [website](#).

Security

The venue will provide general security within the exhibition hall. However, responsibility for the security of individual stands and their exhibits lies with the exhibitor.

For reasons of security, all exhibitors are advised to remove all portable and valuable items whenever their stands are unattended, including during build-up and breakdown. It is recommended that exhibitors do not leave their stands unattended at any time when the hall is

open, whether during build-up, exhibition viewing or breakdown periods. In the event of loss or damage, the organisers should be informed immediately.

Storage

Storage is limited at Ashton Gate Stadium so there is no set space for storage during the show.

Tickets

All exhibitors will need to register the onsite attendees via the **Registration Instructions** that will be emailed to you directly prior to the event date. Tickets can then be provided to you, along with lanyards, on the live event day from 08:00.

Travelling to Ashton Gate Stadium

By Car – Parking is available on site. Please enter from the Winterstoke Road/Wedlock Way entrance next to KFC. If you are using SatNav we suggest you use postcode BS3 2LQ which will point you to the correct entrance. Parking is free for 1 hour.

By Bus – First services 24, 71, m2, X1/X2, X3/X4, X6/X7 and X8/X9 all stop very close to the stadium. For latest timetable information and route maps please visit www.firstgroup.com/coronaviruswoe. The free First Bus app provides journey planning advice, bus tracking, seat availability and the ability to purchase tickets.

By Rail – Ashton Gate is just 15 minutes' walk from Parson Street Station and 40 minutes from Bristol Temple Meads. GWR advise all passengers to check timetables before they set out by visiting www.gwr.com/travel-updates/check-your-journey.

By Walking – The stadium is within easy walking distance from the city centre (35-40 minutes to Queen Square depending on walking pace). We suggest you allow plenty of time in case of poor weather or harbour bridge swings.

By Bicycle – Private cycle parking is available at the south end of the stadium and YoBike Parking is provided at the north by the Ashton Road entrance.

Trolleys

Exhibitors are advised to bring trolleys for build-up and breakdown as they are **NOT** provided by Ashton Gate Stadium. Trolleys cannot be used during the exhibition open periods.

Delivery Label

To ensure that your deliveries reach us prior to the event and are on your stand ready for when you arrive for build-up please complete and attach the below delivery label to **ALL** of your packages. Failure to do so may result in your packages being delayed to your stand.

PLEASE NOTE ANY DELIVERIES PRIOR TO 6TH NOVEMBER WILL BE REFUSED AND TURNED AWAY

In-house Recruitment Live – 7th November

FAO: Megan Thomson, Event Organiser, IHR

Ashton Gate Stadium

Dolman Hall

Bristol

BS3 2LQ

Exhibitor Company Name:

Stand Number:

Exhibitor Contact:

Exhibitor Contact Name:

Package of

Collection Label

To ensure that your items are collected by courier with ease we request that you attach the below collection label to **ALL** of your packages. Failure to do so may result in items not being collected and a storage or disposal fee incurred.

Show: In-house Recruitment Live Bristol

Company Name:

Address:

Stand Number:

Collection Date Agreed:

Collection Time Agreed:

Courier:

Contact Name:

Contact Number:

Package of