

Scottish Rural Parliament Exhibition

Brechin Community Campus 6<sup>th</sup>-8<sup>th</sup> Oct 2016

We are pleased to confirm your exhibition space at the Scottish Rural Parliament Exhibition on 6<sup>th</sup>-8<sup>th</sup> October 2016.

**Scottish Rural Parliament will supply per stand:**

2x2m space or 1m frontage as requested

1 x table

2 x Chairs

2 x Delegate passes

Power if available and requested

**Pop Up / Exhibition Panels**

There is space for pop up materials and exhibition display panels (max 2 x pop ups, 1 x display per exhibitor).

All electrical appliances are required to display appropriate PAT testing certification. If you require additional plug points you may bring a multi-plug extension cable if it has been PAT tested. (PAT tested appliances only)

SRP /Brechin Community Campus do not supply tablecloths, backing boards, display boards or any other items for this exhibition.

All Exhibitors should book online by 22<sup>nd</sup> October. If you require additional delegate passes for Thursday or Friday, please ensure these are booked by 22<sup>nd</sup> October online at:

<https://www.surveymonkey.co.uk/r/BookSRP16> You do not need to book to attend on the Saturday.

Exhibition stand numbers will be issued prior to the event or on the day of arrival. Please check with the registration desk.

**Exhibition Open and Closing times are as follows:** Thurs: 17.30-22:00

Fri 09:00 - 17:30

Sat 09:00 – 1600

**Brechin Community Campus access times:**

Thurs 09:00 – 12:00/13:00-15:00/17:30-22:00

Fri 08:00 – 19:00

Sat 08:00 – 18:00

All exhibitors must uplift all exhibition material by **18:00 on Saturday 8<sup>th</sup> Oct.**

**Please note: Stands do not need to be attended at all times so you are welcome to join in the other activities.**

All exhibitors are required to supply appropriate table coverings for their stand to assist in dressing the room. (Please note SRP and Brechin Community Campus will not supply table coverings or linen for the trestle tables)

If storing items or personal belongings under the stand, appropriate stand coverings will be required to ensure the room appears dressed and finished at all times.

Each exhibitor is responsible for ensuring stock and display materials are displayed and secured appropriately at all times and do not cause any form of hazard to members of public, staff, contractors or visitors at any time, including causing falls, or trips. Event staff will check the exhibition hall for hazards prior to opening.

Each exhibitor is responsible for their own stock, insurance and security. SRP and Brechin Community Campus take no responsibility for stock or personal belongings left unattended or stored overnight at the exhibition.

Lunch and dinner is provided each day within Brechin Community Campus, together with a regular supply of tea, coffee and water throughout the day. There is also an onsite café.

Please maintain appropriate housekeeping at all times within your exhibit and the exhibition area and dispose of all litter in the receptacles provided. Any liquid spillages must be reported to the venue staff and cleaned as soon as possible.

Each exhibition stand is allocated and numbered; please ensure you follow the directional plan and reserved signage as appropriate for your exhibit.

Your onsite contact at the Exhibition will be:

Name: **Chris Kinloch**

Tel no: **07919 562389**

## **GENERAL INFORMATION**

### **Venues**

We are using one primary venue for the Rural Parliament:

Brechin Community Campus, Duke Street, Brechin, Angus, DD9 6LB

### **Accommodation**

You are responsible for booking your own accommodation. There is a guide on the event page about local accommodation if you have not already done this. We cannot accept any responsibility for accommodation. For discount codes please see:

[http://www.conventiondundeeandangus.co.uk/conference/98\\_Scottish-Rural-Parliament-2016.html](http://www.conventiondundeeandangus.co.uk/conference/98_Scottish-Rural-Parliament-2016.html)

## **Emergencies**

Standard emergency service numbers apply and details of some service providers will be given on arrival in your delegate pack. Please inform any of the above contacts as soon as possible in the event of an emergency.

## **Parking**

There is a car park available at the venue. Please use the main entrance to the venue.

## **Film & photography**

There will be filming and photography of the presentations and main conference proceedings, together with additional out take footage for both use by SRP and SRA and for use by the media. Your consent for this footage to be used is for business and commercial use is assumed under implied consent.

We will be webcasting some of the performances live or within a few hours of them taking place.

## **Evaluation**

We will send an evaluation out after the event which we would be grateful if you could complete.

## **Social Media**

We will have an active presence on Facebook, Twitter with #SRP2016 and we will upload presentations to our website where possible. Please join in and feel free to tweet throughout the event!