



IT & TECHNOLOGY GRADUATE FAIR

EXHIBITOR MANUAL

EAST WINTERGARDEN, LONDON
5th October 2016
14:00 – 19:00

www.itgraduatefair.co.uk



INCLUDING
**CAREERS FOR WOMEN
IN TECH & CONSULTING**
Be Inspired

for technical and non technical candidates

Please take your time to read the information enclosed as it will help you plan your stand at the event.

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DEADLINES

Exhibitor Logo (High resolution, 300 dpi jpeg, pdf or eps)	ASAP ON RECEIPT OF THIS MANUAL
Exhibitor Information Form (sent with this manual)	11.00 FRIDAY 9th September 2016
Online Profile Completed	11.00 FRIDAY 9th September 2016
Seminar Proposals	ASAP
News Articles for Newspaper	11.00 FRIDAY 9th September 2016
Marketing Suggestion Form (sent with this manual)	11.00 FRIDAY 9th September 2016

CONTACTS

Event organisers	Focused Graduate Fairs Telephone: 0203 667 2732 Email: team@itgraduatefair.co.uk Web: www.focusedgradfairs.co.uk
Venue	East Wintergarden Telephone: 0207 418 2782 Fax: 0207 512 9117 Email: Joanne.taylor@canarywharf.com Web: www.eastwintergarden.com
Accommodation	For a list of hotels within short distance of East Wintergardens please visit http://www.canarywharf.com/workwithus/theeastwintergarden/Local-Hotels/

If you require any more information please contact the organisers on 0203 667 2732 or email team@itgraduatefair.co.uk

EXHIBITION CHECKLIST

Please use the questions below to help you plan your stand at the event.

1. Have I sent a high resolution version of my logo?
2. Have I completed the Exhibitor Information Form sent with this manual?
3. Have I confirmed the number of staff on my stand?
4. Have I submitted the Newspaper profile and editorial
5. Do I know what my stand package includes?
6. Do I need to order more furniture (1 table and 2 chairs provided)?
7. Do I need to order more electrics or lights (one 13amp socket provided)?
8. Do I need to hire any audio visual equipment?
9. Do I require a wired internet connection on my stand?
10. Do my team and I know the access & build up times?
11. Do I know what time my stand needs to be completed by?
12. Do I know where I am going & where I can park?
13. Do I know what the address of the venue is to courier my stand equipment?
14. Do I need to let the organiser know about any special activities, demonstrations or equipment I am bringing to my stand?
15. Have I maximised the marketing opportunities? Sent through news articles?
16. Have I got my couriers details
17. Does my company insurance policy cover my team, myself & my stand equipment at the exhibition?

ANSWERS, GUIDANCE AND ADVICE ON ALL THESE QUESTIONS
CAN BE FOUND INSIDE THIS EXHIBITOR MANUAL.

EXHIBITION TIMETABLE AND ACCESS

Please read the times below and ensure you make a note in your diary. Also please note there is only access for two cars at the front of the venue to unload and collect items at any one time.

SET UP	Tuesday 4th October Wednesday 5th October	14:00 – 17:00 10:00 – 13:30
OPENING TIME	Wednesday 5th October	14:00 - 19:00
BREAKDOWN	Wednesday 5th October	19:00 – 20:00

(N.B. For health and safety reasons, breakdown of the show will not start until the hall is clear of visitors.)

Set up

Set will be on the opening morning of the show. There are limited car parking spaces at the front of the venue available for items to be dropped off. Please ensure that you complete your delivery as quickly and efficiently as possible in order to allow the next vehicle to deliver.

All stands must be completed and staffed by 13:30hrs on Wednesday 5th October.

Breakdown

Breakdown will commence once the show has closed and all visitors have left the building. Breakdown will be announced at 19:00hrs.

All stands must be dismantled and collected by 20:00hrs.

Focused Graduate Fairs and East Wintergarden take no responsibility for the dismantling, collection, safe keeping or storage of your equipment. We do not encourage exhibitors to leave dismantled equipment unattended as it may be stolen.

Health and Safety Regulations for Set Up and Breakdown

- Infringing on the aisles around your stand, any other public walkways or blocking entrances is strictly prohibited. Exhibits may not extend beyond the stand space allocated.
- Gangways and exits will be checked by the health and safety/fire officer 30 minutes prior to the event opening and must be clear.
- Children under the age of 16 will not be permitted in the building during set up and breakdown.
- Your stand must be completed prior to opening.
- Items should not be stored behind stands, please use the storage room provided.
- Exhibitors are not permitted to remove items from their stand until instructed to do so.
- No trolleys are allowed to be used once the show has opened.

HOW TO GET THERE?

The East Wintergarden is in the heart of Canary Wharf, one of the most accessible areas of London.

To download a map showing how to get to the East Wintergarden [click here](#)

Underground

Travel to Canary Wharf station on the Jubilee Line.

Exit the station via the West Exit (signposted Docklands Light Railway) up the large escalators straight ahead up to street level. Turn left at the top of the escalators, heading towards Jubilee Park and Bank Street. Walk towards the road – this is Bank Street. Stay on the left and follow the road, turning to the left and walk along Bank Street until you reach a pedestrian crossing. You will be able to see the East Wintergarden on your right. Cross at this crossing which leads you to the main doors of the venue.

Docklands Light Railway

Travel to Canary Wharf station on the Docklands Light Railway.

Take any of the stairs that lead down from the platforms to the concourse level of the station. Exit the concourse area through the door that leads to the South Colonnade. Turn left and cross the road at the pedestrian crossing, turn left and follow the road along until you reach some stairs (on your right) leading down to Reuters Plaza (the one with the clocks).

Take the stairs down to Reuters Plaza and walk straight ahead to Bank Street, passing the Jubilee Line Station and Jubilee Park. Stay on the left and follow the road, turning to the left and walk along Bank Street until you reach a pedestrian crossing. You will be able to see the East Wintergarden in front between two high-rise buildings. Cross at this crossing which leads you to the main doors of the venue.

Travel to Heron Quay station on the Docklands Light Railway.

On arrival at Heron Quay station take the stairs/escalators down to Street level, exit onto Bank Street (between 20 & 25 Bank Street). Turn right and continue up Bank Street passing the West Wintergarden and 40 Bank Street on your right with Bank Street on your left. East Wintergarden is located directly after 40 Bank Street and before 50 Bank Street.

The Promenade Room is accessible via the East Vestibule which is the door to the left of the main entrance, straight down the corridor to the room on your left.

By Road

From City/West London via The Highway and Limehouse Link Tunnel, exit Isle of Dogs & Canary Wharf

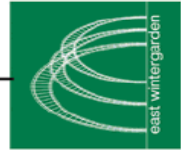
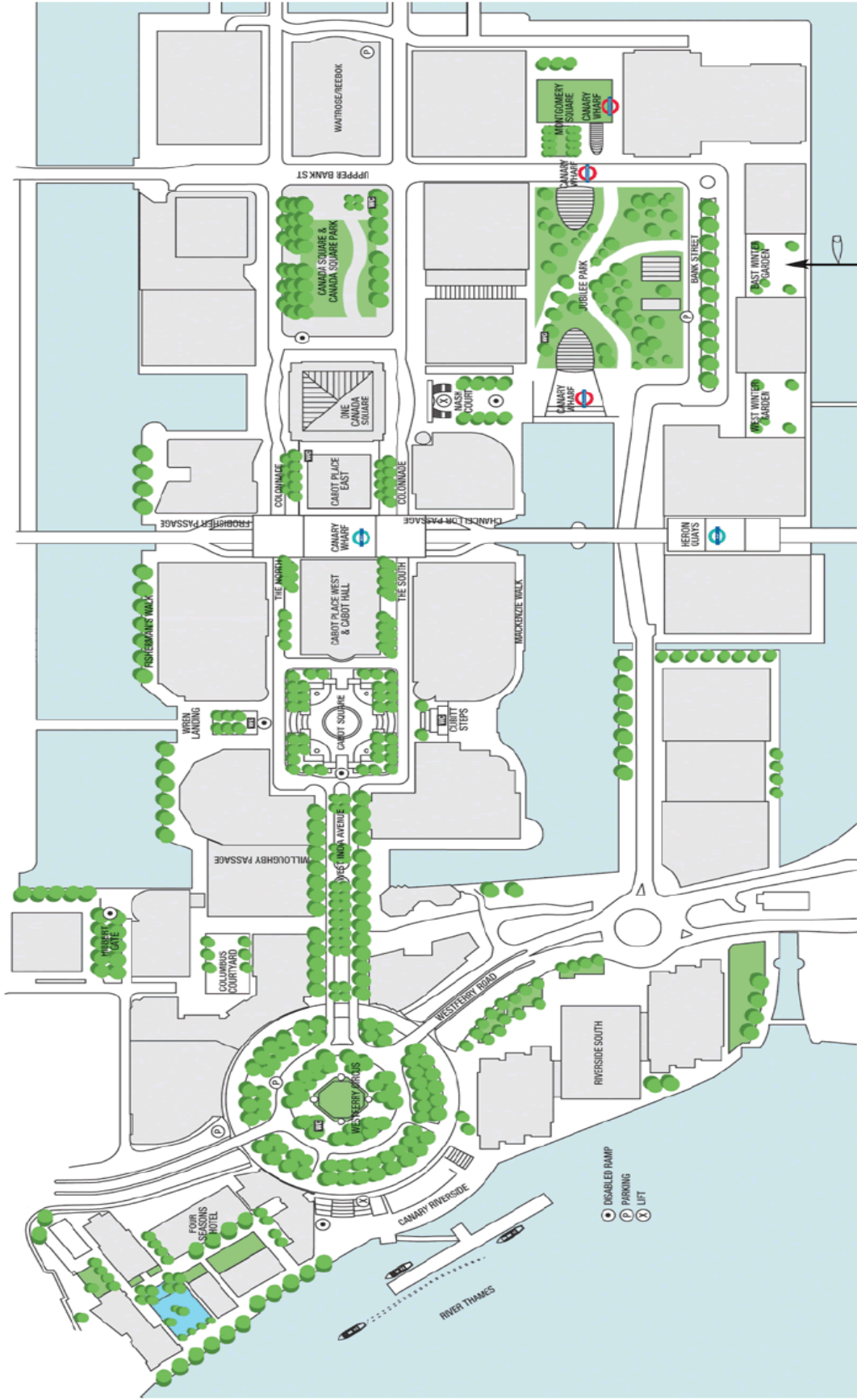
From North via A102 (M)

From South via the Blackwall Tunnel and A13

From East via the A13

Parking is available in Canada Square Car Park (see plan for location).

To view an interactive map of the Canary Wharf estate [click here](#)



east wintergarden, Bank Street, Canary Wharf, London E14 5AB

Website: www.eastwintergarden.com E-mail: eastwintergarden@canarywharf.com

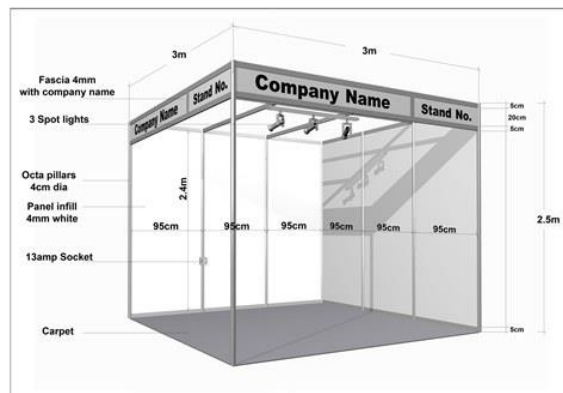
Tel: 020 7418 2782 Fax: 020 7512 9117

EAST WINTERGARDEN

YOUR STAND

The following are included in your IT and Technology Graduate Fair stand package:

Badges	Exhibitor badges will be ready for you to collect from the Organisers office at the start of the event and are essential for all stand personnel. They are not personalised.
Newspaper Profile	Each exhibitor will submit a 200 word company profile giving an overview of the organisation and details of its graduate programmes and qualities graduates ought to possess. Please complete online by 11:00 Friday 9th September 2016
Stand size and number	Your stand size / number is detailed on your confirmation email.
Name Panel	Your company name as submitted by you in the Exhibitor Information Form along with your stand number will appear on the fascia of your stand.
Facia	Facia boards will display your company name.
Space only	Space only sites do not include shell scheme or facia.
Furniture	One table and two chairs are included in your booking - please let us know if they are required by 9th September 2016
Electrics and lights	Access to a 13amp socket is Included in your package. The venue is well lit, but if you would like to order additional electrics or lights, please contact the organiser for contractor and tariff details.
7Online profile and matching system	Access to the online profile will be provided from 15 th August 2016. This will give you freedom to include more detail about your vacancies. The matching system is based on the details in the vacancies section, making it crucial you take some time to complete.
Data collection sheets	To help you, we include data collection sheets in the welcome pack of the event. On these exhibitors can record the numbers on candidate badges, and simply submit for full registration details on those individuals.
Wireless internet access	Shared access to a 10Mb connection will be available. Login details will be provided in the welcome pack on the day. Your equipment must be compliant to wireless standards 802.11b, 802.11g and 802.11n. For a dedicated connection, please contact team@itgraduatefair.co.uk or 0203 667 2732



Example of 3x3 metre stands with dimensions, open sides are subject to positioning

GENERAL EXHIBITION INFORMATION A-Z GUIDE

Access

Access for exhibitors will only be permitted during the hours detailed on the timetable.

Accommodation

There are a number of hotels located within close proximity of the venue. Hotels on the Canary Wharf estate can be found at <http://canarywharf.com/east-wintergarden/local-hotels/>, other hotels can be found at <http://www.concerthotels.co.uk/venue-hotels/the-east-wintergarden-hotels/149684>

Admission

Admission to the event is FREE to visitors.

Anything unusual

We are always happy to try and accommodate interactive features in the event, so if you have any ideas please do not hesitate to contact Tony on 0203 667 2732.

Build up

Build up is between 14:00 – 17:00 on Tuesday 4th October and 10:00 – 13:30 on Wednesday 5th October. There are limited car parking spaces at the front of the venue available for items to be dropped off. Please ensure that you complete your delivery as quickly and efficiently as possible in order to allow the next vehicle to deliver.

Breakdown

Breakdown is between 19:00 and 20:00 on Wednesday 5th October. As with build up there is limited access at the front of the venue to collect items so there may be a short wait.

Cash Machines

Although there are no cash machines within the venue there are a number close by at Canary Wharfs various shopping malls. Please see list below:

- Cabot Place East Promenade Level - Natwest, Lloyds TSB and Nationwide
- One Canada Square, opposite Cussh - Barclays
- Jubilee Place, behind information desk - Barclays, Natwest, HSBC and Lloyds TSB

Car Parking

Parking is available in the Jubilee Place Car Park, opposite East Wintergarden and under Jubilee Park. (Please see map for location)

Having parked, follow signs for 40 or 50 Bank Street and take the lift to street level. You will arrive in one of the vestibules on either side of the venue. If the interconnecting doors between the venue and vestibules are open please enter the venue this way. If these doors are locked please exit to Bank Street and enter through the main glass doors.

Canvassing of exhibitors

Please note that at no time is it acceptable for anyone to canvass exhibitors or visitors from anywhere other than their stand. If you see this taking place please contact us in the organisers' office immediately. Any exhibitor who fails to comply with this faces ejection from the event.

Collecting Items

Exhibitors are responsible for arranging their own couriers to collect their equipment once the event has finished. All items are to be collected by 20:00 hrs on Wednesday 5th October as the venue will not store any items after this time.

Any stands/materials left unattended at the venue are left entirely at the exhibitors' own risk. Focused Graduate Fairs and East Wintergarden will take no responsibility for the dismantling, collection or the safe keeping of your equipment. We do not encourage exhibitors to leave dismantled equipment unattended as it may be lost or stolen.

Deliveries and Collection

Car parking is extremely limited and we strongly advise that you use public transport. Vehicles can be unloaded outside the front doors of the venue. Parking restrictions apply so please ensure that equipment is unloaded as quickly as possible.

For security reasons the venue needs to know as many vehicle registration numbers as possible. If you know the registration numbers of vehicles that will be used please fill out the order form and email back to the organisers ASAP.

N.B. The East Wintergarden is located outside the boundaries of the London Congestion Charge Zone so no charges will apply.

Items cannot be delivered to the venue until **Tuesday 4th October between 09:00 – 17:00 and Wednesday 5th October between 09:00 – 13:30**. Anything sent prior to this date will be automatically sent away. Focused Graduate Fairs and East Wintergarden take no responsibility for any inconvenience caused. If you are sending large crates or heavy items you are responsible for making arrangements for the movement of these items. This includes transporting them from the delivery vehicle into the venue and around the exhibition hall. Please recommend that couriers bring their own trolleys.

Any deliveries must be taken directly to your stand and should be clearly labelled as follows:

Attention: (Your name, your company name and stand number)
IT & Technology Graduate Fair
The East Wintergarden
43 Bank Street
Canary Wharf
London
E14 5AB

It is advisable to provide your courier with a floor plan and bring their details with you so you can contact them if a problem arises.

Disabled Access

East Wintergarden has full disabled access at all entry and exit doors.

Electrics

If your stand requires an [electrical socket please contact us on 0203 667 2732 or tony@itgraduatefair.co.uk](mailto:tony@itgraduatefair.co.uk) as this needs to be arranged with the venue in advance of the event.

[Please confirm no later than 10 days before the event.](#)

Furniture

One table and two chairs are included in your booking. If you require additional furniture, please contact us on 0203 667 2732. Full details can be found on our useful contacts page at the start of this manual.

Fabrics used in displays

Textile fabrics used for interior display purposes on the stand must be flame-proofed or purchased already treated by use of the approved chemicals, in accordance with BS 5438/BS 5852. Certain fabrics need not be proofed i.e. wool, twill and felt. Textile fabrics used for interior decorative purposes within stands must be fixed taut and/or in tight pleats (not draped) to a solid backing and secured 3" above floor level, not touching light fittings.

Flooring

Exhibitors own carpets or other floor coverings must not be taped, tacked, glued or nailed directly into the venue floor. A wooden floor must first be laid and floor covering securely fixed to it.

Gangways

The gangways in this venue are the minimum permissible by law. Under no circumstances will exhibits, stand dressings, tables, chairs, etc be allowed to encroach into the gangways. Please ensure you keep exhibits inside your stand at all times.

Health and Safety

All exhibitors must comply with the Health & Safety at Work Act 1974, and any regulations made there under. See enclosed health and safety guidelines.

Its is also necessary for exhibitors to complete a risk assessment for their stand. This form is enclosed in the order forms for you to complete and return.

Insurance

Although we will take every precaution to protect your property during the event, we are not responsible for any loss or damage during this period. We therefore highly recommend that you take up the option of the insurance cover offered by HISCOX EVENT INSURANCE, which specialises in this type of insurance. You are responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. Again all these risks and more can be covered by HISCOX EVENT INSURANCE under it exhibitor policy.

Contact by email

eventinsurance@hiscox.com

Contact by phone

From landlines call: 0845 213 8448

From mobiles or overseas call: +44 (0) 1206 773 940
Calls may be free with some mobile contracts

Their event insurance team is available:
Monday to Friday, 9am to 5pm, excluding Bank Holidays

Lost Property

Any lost property should be handed into East Wintergarden main reception during the open period of the show.

Noise Level

The use of microphone and audio visual equipment is permitted but the volume must not be such as to cause annoyance to other exhibitors.

The organisers reserve the right to prohibit their use if, in the organisers opinion, any annoyance is being caused.

In relation to copyright and public performance, it is the personal responsibility of the exhibitor, at their own expense to obtain all appropriate licences, including those issued by the Performing Rights Society and Phonographic Performance Ltd.

Plastics

Plastics must conform to BS 476 PART 7, CLASS 1. Lexan and Macralon are acceptable. Perspex must not be used.

Stand Telephone and Internet Connection

Wireless Internet connection is available as part of your stand booking and the login details will be provided in the welcome pack on the day.

Wired Internet connection is available at the venue but can only be provided if ordered well in advance. The cost of a wireless connection is £100 + VAT. Please contact the organisers on 0203 667 2732 if you require an internet connection on your stand and confirm no later than 10 days before the event.

Stand Dressing

Artificial plants and flowers are combustible and give off toxic fumes. They must not be used for stand dressing.

Security

Security guards will be patrolling the exhibition area throughout the day and the venue will be locked down once the event has closed. However each company is responsible for the protection and security of their own equipment. Focused Graduate Fairs and East Wintergarden take no responsibility for any loss or damage.

Timber

All timber 1" thick must be impregnated (pressure process) to BS 476 PART 7 CLASS 1 standard. Boards, plywood, chipboard, etc must be treated in the same way if they are under ¾" thick. Timber over 1" thick need not be treated. Treated boards will have BS 476 PART 7, CLASS 1 marked on them.

Still have unanswered questions?

Call the organisers on 0203 667 2732 or email team@itgraduatefair.co.uk

EMERGENCY PROCEDURES

Fire

In the event of a fire please make your way to the nearest fire exit. There is a fire exit in each corner of the venue.

If evacuation is necessary please follow the instructions of the tannoy announcement.

Health & Safety

The Health and Safety at Work Act 1974 in general terms apply to all premises used as a place of work. East Wintergardens does not have exemption from the act, which is therefore understood to apply to exhibitions, events etc, during their build-up, open days and breakdowns.

All building materials must comply with East Wintergardens rules and regulations which are available at request from the venue.

It is the policy of the organisers (Focused Graduate Fairs Ltd) to endeavour to seek the co-operation of all concerned in order to achieve the highest possible standards in all aspects of health & safety.

The organisers and East Wintergardens within the scope of their own laid down Health & Safety Policies, have a responsibility to ensure safe working practices are maintained at all times, which includes ensuring that provision is made whereby persons other than organisers and the venues employee's are reminded of their responsibilities whilst working at the venue.

As an exhibitor, contractor or agent you have a duty under the Health and Safety at Work Act 1974 to ensure that all personnel contracted by you are fully aware that they have a responsibility, so far as is reasonably practicable, for health, safety and welfare of employees, and that any plant or systems of work which may be used are, so far as is reasonably practicable, safe and without risk to health.

You are required to have a copy of your own Health & Safety policy and a copy of the Health & Safety policy document of each contractor working for you, which may be requested during the exhibition.

In addition, you are required to undertake a suitable and sufficient risk assessment prior to the event, covering all significant risks, and submit to the organisers.