

**E&S**  
**2018**

**EMPLOYMENT  
AND SKILLS  
CONVENTION**

# Exhibition Manual

Organised by:

**L&W** LEARNING AND  
WORK INSTITUTE

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## EXHIBITION TIMETABLE

**ALL STANDS MUST BE COMPLETELY SET UP BY 08:30 ON TUESDAY 10 JULY WITH ALL PACKAGING, BOXING AND ALL ITEMS LAID OUT. FAILURE TO DO THIS WILL CONFLICT WITH THE VENUE'S HEALTH AND SAFETY POLICY AND CAUSE DELAY TO THE EXHIBITION OPENING.**

**Tuesday 10 July**

Access	07:00
Open period	08:30 - 16:15
*Breakdown permitted from 16:15	

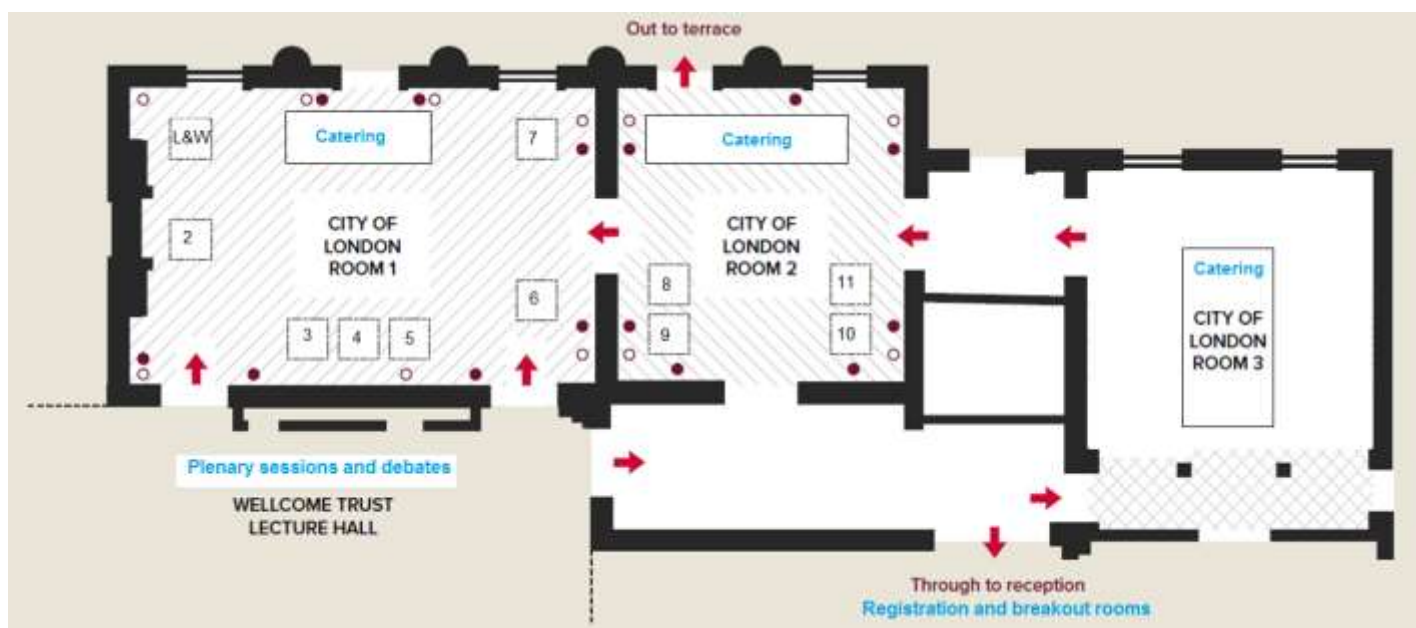
It is the responsibility of exhibitors to clearly label your items for the return journey. Any items not clearly marked will be assumed as rubbish. Once your items have been labelled, you will be allocated a designated storage area until **16:00 Wednesday 11 July**. Also observe instructions in the section on collections.

## ACTION CHECKLIST

Please ensure you complete all relevant actions by the deadlines given. There is detailed information on respective deadlines in the A-Z section and the forms at the back of the manual.

Action	Full details see	Form No.	Deadline	Completed
<a href="#">Complete exhibitor booking online</a> (use discount codes)	Page 4 (Badges)	<a href="#">Online</a>	Friday 15 June	
<a href="#">Complete exhibitor listing submission</a>	Page 7	<a href="#">1</a>	Friday 15 June	
<a href="#">Book inserts</a>	Page 7	<a href="#">2</a>	Friday 15 June	
<a href="#">Book advertisement/artwork deadline</a>	Page 7	<a href="#">3</a>	Friday 15 June	

## FLOOR PLAN



# A-Z INFORMATION FOR EXHIBITORS

## Access

Access to the exhibition hall - City of London rooms, is via the main entrance of the Royal Society.  
[Link to access on the website.](#)

## Badges

For security reasons, all exhibitors should have preregistered and must wear a Convention badge at all times. Those not wearing a badge will not be allowed into the Convention sessions or to obtain lunch and refreshments.

**Exhibitor badges** As part of the stand fees, each organisation is entitled to **two complimentary exhibitor passes**. Exhibitors should book online and use the promotional code **FREE3S18**.

**Additional delegates** You may also order additional delegate places and receive a 10% discount (subject to availability) using the code **18EXHIBITOR10**.

Register your attendance, **latest by Friday 15 June** to ensure that badges are ready upon arrival. Included are refreshments, lunch and access to all areas.

You may collect your badges from the registration desk from 08:30 on Tuesday 10 July.

## Build and break down

Please see the access timetable on **Page 3**.

All stands **must be** complete and set up by **08:30 on Tuesday 10 July**. An inspection will be made by the venue health and safety manager at this time and if there is **anything blocking any walk way, the opening of the Exhibition Hall will be delayed, and delegates already registered will be prevented from entering**.

For safety reasons, breakdown must not start **until 16:15 on Tuesday 10 July** when all delegates have left the Exhibition Hall. All items can be taken out of the main entrance of the City of London rooms.

All exhibition areas must be clear **by 17:45 on Tuesday 10 July**. If you have any items that are to be couriered after the Convention is over, it is your responsibility to book your courier and clearly label all your items.

Please note that anything **not collected by 16:00 on Wednesday 11 July** will be disposed as waste.

## Canvassing

Exhibitors may only conduct business and distribute literature from their own stands. Under no circumstances may activities or materials spill into the gangways or elsewhere in The Royal Society. If you are approached on your stand by unwelcome visitors trying to sell their products, please take a business card and inform the organiser so that the appropriate action can be taken.

Unauthorised materials will be removed and disposed of without notice.

## Car parking

The venue has limited parking for Blue Badge holders. Contact Learning and Work Institute's Events Team on 020 7840 8333 to reserve a spot.

## Catering and lunch

All catering will take place in the exhibition hall - City of London rooms. There are various catering points marked (**See floor plan on page 3**) Only those wearing their badges will be served any catering.

If you have any **special dietary requirements** and have not yet informed us, please email [events@learningandwork.org.uk](mailto:events@learningandwork.org.uk).

## Collection

The breakdown of the exhibitions will take place between **16:15 and 17:30 on Tuesday 10 July**.

Exhibitors are reminded to ensure they provide sufficient staff and trolleys to transport goods from their stands to their vehicles. All items can be taken out of the main entrance of the City of London rooms.

If you have any items that are to be couriered after the Convention is over, it is your responsibility to book your courier and clearly label all your items. Once your items have been clearly labelled, you will be allocated a designated storage area until **16:00 on Wednesday 11 July**.

Note that if your courier requires a signature when picking up it is the responsibility of the exhibitor to ensure staff are available to do this. Any items not clearly marked, will be assumed as rubbish.

## Convention delegate list

There will be a delegate list in the Exhibition Welcome Pack that will be handed out to all exhibitors direct to your stand. Due to the number of last minute convention bookings and name changes, to ensure accuracy and for data protection reasons, we are unable to release this to anyone before the Convention.

## Deliveries

If you are couriering items to The Royal Society before the Convention, then please mark these:

FAO:

Employability and Skills 2018 Convention

City of London Rooms

Your company name:

Your stand number:

The Royal Society

6-9 Carlton House Terrace

London

SW1Y 5AG

Venue contact: Gwendoline Gatti

**(Delivery note – Form 4)** These items **cannot be sent any earlier than Monday 9 July**.

Exhibitors are reminded to ensure they provide sufficient staff and trolleys to transport goods from their vehicles to their stands as The Royal Society have a very limited number on a first come, first served basis.

## Evacuation procedures

In the event of a fire alarm sounding (a continuous alarm) please vacate the building via the marked nearest fire exit sign. Each exhibitor will be expected to take responsibility for ensuring that all personnel and visitors attending their stand are marshalled to the designated assembly area (top of the Duke of York steps to the right of the Royal Society). Exhibitors are requested to remain vigilant at all times and report any emergencies immediately to the Exhibition Manager.

## Exhibitor and delegate places

Each stand booking entitles you to two complimentary exhibitor places (discount code mentioned in **Badges** section) with refreshments, lunch and access to all areas.

If you wish to purchase further **delegate badges**, exhibitors will be entitled to a 10% loyalty discount, using the promotional code: **18EXHIBITOR10**. Please register online at [www.learningandwork.org.uk/events/es18/](http://www.learningandwork.org.uk/events/es18/)

All exhibitor and delegate registrations must be completed **latest by Friday 15 June**.

If your stand is purchased **after this date**, you must supply exhibitor names at the time of booking.

## Exhibitor listing and additional advertising

Each exhibitor is entitled to a listing within the convention final programme distributed to all delegates attending the event. For full details please see the form online.

Additional advertisements can be purchased. Exhibitors receive a 10% discount for purchasing advertisements. Supplied artwork is required by **Friday 15 June**.

Please complete the **form by Friday 15 June**.

## First aid and emergencies

In cases of medical emergencies, please call reception in the first assistance. Giving the exact location of the casualty and details of injuries sustained. Reception will then arrange for all necessary assistance.

If first aid assistance is required, please dial 8888.

## GDPR

The new GDPR regulations will affect how we communicate and share data. Learning and Work Institute will not share your personal details with any third-party organisation unless explicitly agreed beforehand. As you may know, this means that Learning and Work Institute will not share the attendee list before the start of the Convention. All exhibitors will receive a copy of the attendee list on the day of the Convention and you will be responsible for collecting contact details directly from attendees. You are also required to protect individual data in-line with GDPR guidelines.

## Inserts

Booking an insert into the delegate packs will increase the reach of your organisation to all attendees.

Purchasing an insert will cost £220 +VAT. The insert is to be no larger than A4 in size, if made of multiple papers they must be stapled and collated. All inserts must be received by the Learning and Work Institute **no later than Monday 2 July**.

Once booked, send **350 copies** of your inserts to:

FAO

Employability and Skills 2018 Convention (Inserts)

Learning and Work Institute

3<sup>rd</sup> Floor, Camelford House

89 Albert Embankment

London

SE1 7TP

(State your company name and contact details)

## Internet

Free Wi-Fi is available for exhibitor use.

Network: rsnetwork

Password: Newton+apple

## Networking event: E&S Social

Join us at the E&S Social, for an opportunity to network with other experts and like-minded people in a relaxed setting. The E&S Social will be taking place in the Dining Hall, lower ground floor, on Tuesday 10 July from 16:45-17:45.

## Photography

There will be an official photographer present throughout the Convention. This photographer will circulate around the Exhibition Hall and take photos of the stand and will potentially ask for your exhibitors to be in the photo.

We urgently need your permission to use the photography taken at the Employment and Skills 2018 Convention. Learning and Work Institute uses photography and film to support and promote our work including research, policy, events and campaigns. With the new GDPR regulation, we need your permission to retain and use the images captured at the Convention. **EVERYONE WHO ATTENDS MUST CONSENT, OR WE CANNOT USE THESE IMAGES.** [Please click here to do so.](#)

## Smoking / E-cigarettes

The Royal Society is a no-smoking venue in all areas. You may smoke in the designated areas outside of the venue. Using e-cigarettes or vaping is not permitted inside the venue.

## Storage

The Royal Society has no storage facilities within the City of London rooms. This means that no storage of packaging or extra promotional items can take place behind your stand. The clearing of all of these items must take place before exhibition opens at 08:30 on Tuesday 10 July.

Please also note that the venue will **not** accept deliveries for this event any earlier than Monday 9 July. See the “deliveries” section above.

## Wheelchair access

Please ensure that your stand is accessible to disabled persons and visitors in wheelchairs.

## OFFICIAL CONTRACTORS AND EXHIBITION CONTACTS

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Exhibitor badges	Learning and Work Institute 3rd Floor 89 Albert Embankment London SE1 7TP	Contact: Learning and Work Institute Events Team T: 020 7840 8333 E: <a href="mailto:events@learningandwork.org.uk">events@learningandwork.org.uk</a> W: <a href="http://learningandwork.org.uk/events/es18/">learningandwork.org.uk/events/es18/</a>
General exhibition enquiries incl. loading/drop off times	Learning and Work Institute 3rd Floor 89 Albert Embankment London SE1 7TP	Contact: Priyanka Rajdev T: 020 7840 8333 E: <a href="mailto:priyanka.rajdev@learningandwork.org.uk">priyanka.rajdev@learningandwork.org.uk</a> W: <a href="http://learningandwork.org.uk/ourevents">learningandwork.org.uk/ourevents</a>
Venue (general enquiries)	The Royal Society 6-9 Carlton House Terrace London SW1Y 5AG	Contact: Gwendoline Gatti T: 020 7451 2500 W: <a href="http://royalsociety.org">royalsociety.org</a>
Onsite Learning and Work Institute staff	The Royal Society 6-9 Carlton House Terrace London SW1Y 5AG	Contact: Priyanka Rajdev M: 07868 528 597 ( <b>Tuesday 10 July only</b> )

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