



Event Details & Instructions

EXPO DATE & VENUE

Thursday 16th November 2023
QEII Centre, Westminster, London, SW1P 3EE

The exhibition will be held on the 5th & 6th Floors.
Registration will be at the entrance to the QEII Centre, on the ground floor.

EVENT TIMES

Exhibitors can access the venue from 7am (please see set up and delivery details below)
Stands need to be set up by 9.4am
Doors open to attendees at 10am

TRAVEL & PARKING

The nearest stations are Charing Cross and Victoria, the nearest tube stops are St James Park and Westminster
There is no parking at the venue. Local car parks can be found here <https://www.q-park.co.uk/en-gb/>

STANDS

The EXPO is a tabletop event and exhibitors are responsible for the installation and removal of all stand items. The venue is carpeted, and no items can be displayed on the venue walls or divider boards.

Each stand will have access to one electrical socket so please bring extension leads for multiple items
3x3m stand space will be provided with 1 table and 2 chairs with a black tablecloth
6x3m stand space will be provided with 2 tables and 4 chairs with a black tablecloth

WI-FI

The QEII offers complimentary open wireless internet for general browsing purposes
On the day of the event you will need to find the QEII network (**QEIIGuest**) and accept the terms & conditions. **No password is needed.**

SCREEN HIRE

The QEII offer a range of equipment to hire, this needs to be done directly with the venue using the below link <https://qeiicentre.london/services/order-it/>

EXHIBITOR NAME BADGES

All exhibitors will need to be registered before the event takes place (using the link in the e-zone)
There is no limit to the number of exhibitors, but we recommend a maximum of 4 – 6
Name badges will need to be collected on arrival at the registration desks.

LEAD RECORDING SCANNERS

Exhibitors and attendees will be given a name badge with a bar code, there is the option to purchase scanners which enables you to capture contact details of any attendees that you scan
(Scanners cost £162 for the day) please see the e-zone or contact claire@satosmedia.com for more information

CATERING

Onsite retail units will be open between 9am and 3pm
Complimentary Self-Service tea & coffee will be available between 8am and 2pm in the designated exhibitor area
Bottled water will be provided at the stands during the event.



COLOUR CODE SYSTEM

We have created a simple colour coding system for the event, all attendees will have a specific coloured lanyard which relates to the stage of their career / pathway and using the same colour code system we will supply a sign for exhibitors to display on their stands to indicate who they are interested in talking to. (Details will be taken from the form that you have previously been asked to complete) **Please Note:** If a visitor is wearing a **YELLOW** Lanyard this means they have asked to be recognised as having a disability / Condition. (This information will not be printed onsite)

INSURANCE

Whilst we take every precaution to protect your property during the event, we are not responsible for any loss or damage. Exhibitors should ensure they have sufficient Public Liability Insurance cover (minimum £2million) for the EXPO.

SET UP / DELIVERIES

There is no access to the event room the day before, all stands need to be set up on the day of the EXPO

We highly recommend using the services of CLS EXPO to assist you with the delivery and collection of your stand items.

CLS EXPO can offer you a full door to stand and return service.

They will have early access to the venue and stand items will be taken to your stand space ready for your exhibitor arrival - saving time and hassle on the morning of the event

Please see the final pages for their contact information.

If you do not use CLS EXPO, the following instructions will apply:

If you are bringing stand items with you or a company is setting up on your behalf, you will need to access the venue via the QEII Loading Bay, and this will be open from 7am.

(Large items cannot be stored the day before the event)

Please ask companies setting up stands on your behalf to email claire@satosmedia.com to confirm their details and approximate arrival time.

After stand items have been unloaded, you will need to find suitable parking, porters will be onsite to help move stand items to the event floor.

Loading Bay Address

QEII CENTRE
STOREY'S GATE LOADING BAY
WESTMINSTER, LONDON
SW1P 3EE

The loading bay is open between 7am and 7pm and delivery slots cannot be reserved.

The Loading Bay is situated on Storey's Gate and is located within the Transport for London Congestion zone. **The loading bay is a shared facility and only one vehicle is allowed at a time, it can become very busy (to avoid delays we would highly recommend using CLS EXPO to transport your items to and from the venue)**



Standard size stand items can be delivered to the venue on Wednesday 15th November.

Please send all deliveries to the Loading Bay where they will be stored overnight, porters will help move items to the relevant stands on the day of the EXPO

Please do not arrange any courier deliveries for the day of the event.

(There is no storage at the venue before Wednesday 15th November)

Information for couriers: EXPO contact: Claire Pemberton / 07824 505303

Venue contact: Nasmin Khanam

Please use the delivery notes provided on all items.

EXHIBITOR MAIN ENTRANCE - FOR REGISTRATION DESKS

Exhibitors arriving through the day and going straight to the event room can use the below address from 8am (where you can collect name badges and scanners)

QEII Centre
Broad Sanctuary
Westminster
London
SW1P 3EE.

BREAKDOWN

Break down can start from 4pm when the event room is clear of delegates and must be vacated by 6pm

If items are being taken with you on the day of the event you will need to move them to the loading bay to be collected.

If you are having items collected by courier, please package, and clearly label each item.

Items should be left at your stand space.

They will be moved to the loading bay for collection the next day.

Courier collections can only be made for FRIDAY 17th November.

THERE IS NO STORAGE AT THE VENUE AFTER THIS DATE

All items left at your stand space which are not packaged or labelled will be deemed as rubbish and disposed of.

PLEASE USE THE EXPO DELIVERY AND COLLECTION NOTES PROVIDED ON ALL ITEMS BEING LEFT IN THE LOADING BAY. There will be many similar items for the event so please clearly label each item and use your exhibitor company name as a reference for your courier.

Please note: To ensure that the event runs smoothly please follow all the instructions above as the venue or SATOS Media will not accept responsibility for any items lost during delivery and collection.



TIMETABLE

Time	Action
07:00	Loading bay open for delivery of stand items
08:00	Main entrance and registration open Name badges and Scanners to be collected
09:45	All stands to be ready
10:00	Doors open to attendees
08:00 – 14:00	Tea & Coffee available
15:00	Last Entry
15:30	Doors close
16:00	Breakdown Commence **
18:00	Venue to be Clear

**** Due to Health & Safety regulations, breakdown must not start until the event has finished and all visitors have left the event room. This is to be strictly adhered to as it presents a major Health & Safety concern.**

Exhibitors not abiding to this will be in breach of the event insurance conditions.

If you have any further questions, or need more details for the event then please contact Claire Pemberton on 07824 505303 or claire@satosmedia.com



DELIVERY NOTE

PLEASE NOTE THE QEII CENTRE AND SATOS MEDIA ARE UNABLE TO ACCEPT RESPONSIBILITY FOR ANY DELAY OR LOSS THAT MAY OCCUR

DELIVERY ADDRESS:

**QEII CENTRE
STOREY'S GATE LOADING BAY
WESTMINSTER, LONDON
SW1P 3EE**

QEII EVENT MANAGER: Nasmin Khanam

EVENT TITLE: Cyber Pathways / STEM Generation

EVENT DATE: Thursday 16th November 2023

EVENT ROOMS: Windsor, Cambridge, Mountbatten

EXPO ORGANISER: Claire Pemberton

STAND NUMBER:.....

EXHIBITOR NAME:.....

NUMBER OF BOXES:..... BOX OF



COLLECTION NOTE

PLEASE NOTE THE QEII CENTRE AND SATOS MEDIA ARE UNABLE TO ACCEPT RESPONSIBILITY FOR ANY DELAY OR LOSS THAT MAY OCCUR

ITEMS NOT COLLECTED FROM THE STOREY'S GATE LOADING BAY WITHIN 48 HOURS OF THE EVENT WILL BE DISPOSED OF WITHOUT FURTHER NOTIFICATION

QEII EVENT MANAGER: Nasmin Khanam

EVENT TITLE: Cyber Pathways / STEM Generation

EVENT DATE: Thursday 16th November 2023

EXHIBITOR NAME:

CONTACT NAME:

CONTACT TEL:

RETURN DELIVERY ADDRESS:

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NUMBER OF BOXES:..... BOX OF



STEM
GENERATION



EVENT

LOGISTICS

WHY HAVE THE STRESS?

CONTACT PAUL ATTWOOD

07908559228 OR INFO@CLSEXPO.COM