

Building Trades Expo - Manchester

Build-up/Breakdown

Following are guidelines for build-up and breakdown:

1)

Build-up

Wednesday 14th March

Space Only Exhibitors 9.00am – 7.00pm

Shell Scheme Exhibitors 11.00pm – 7.00pm

Gangways must be cleared by 7.00pm

Thursday 15th March

All Exhibitors 8.00am – 9.30am

Gangways must be cleared by 9.30am

PLEASE NOTE EXHIBITORS ARRIVING BEFORE THESE TIMES CANNOT BE GUARANTEED ACCESS TO THEIR STAND.

Breakdown

Friday 16th March 4.00pm – 7.00pm

BREAKDOWN MUST BE COMPLETED AND HALL CLEARED BY 7.00PM

Please ensure that any contractors working on your stand are also aware of all regulations and restrictions.

2) ***FOR IMMEDIATE ATTENTION***

Due to the width of the show's gangways, any exhibitor displaying a large item on their exhibition stand ie an item that should be in your allocated stand area before the exhibition shell scheme is erected (eg a vehicle) must notify me *immediately*. I will need to allocate a specific time for your build-up. If I am not notified of your special requirements before Monday 26th February, I cannot guarantee we will be able to accommodate you on the day.

- 3) I have enclosed various maps showing venue location and unloading facilities at the exhibition hall. The VE doors will give direct access into the hall. Once you have unloaded your vehicle, please move it from the unloading area to the car park. Parking is free at Event City for anyone attending the Exhibition.
- 4) Attached is a vehicle pass. Please fill in the details and display the pass for the duration of the show.
- 5) Stand personnel **must** wear Exhibitor badges at all times. These can be pre-ordered from the show website.
- 6) There will be members of staff from Hamerville on site during build up, who can assist your staff during the day and there will also be staff from our contractors on

hand to help with your shell scheme or electrical requirements. A service desk will be set up in the exhibition hall.

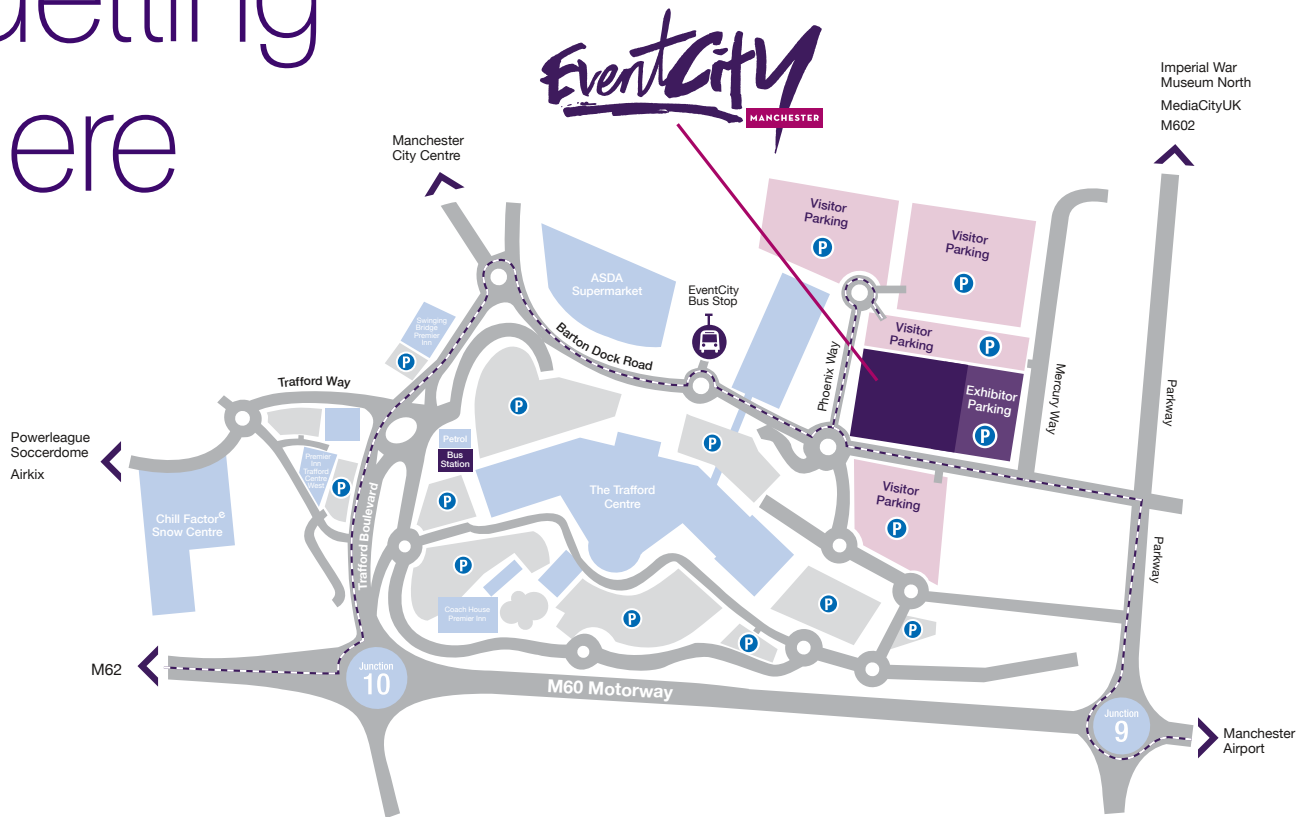
Please provide the staff who will be building up your stand with the necessary copies of forms that needed to be completed for the shows contractors, for reference on the day, as these should have been returned directly to the contractors. Hamerville do not have copies of these forms so resolving any problems on the day would be made much easier if these were available.

- 7) Show open times are: Thursday 15th March 10.00am – 4.00pm
Friday 16th March 10.00am – 4.00pm

However by 9.30am on each morning, we would expect all the 'finishing touches' to your stand to be completed and all stand personnel ready to receive any 'early' visitors.

Getting here

Visitors



Road

EventCity is conveniently located close to junctions 9 and 10 on the M60, making it very accessible to car users. EventCity has over 3000 free car parking spaces on-site and there is additional free parking at The Trafford Centre (see map).

The Sat nav reference is M17 8AS.

Bus

Nearest EventCity bus stops

There are two bus stops within 5 minutes walking distance of EventCity (see map) which are serviced by the following:

Manchester City Centre's Express Service X50: The Trafford Centre's high frequency express bus link leaving Piccadilly Gardens Bus Station Stand K, every 15 minutes from early until late, 7 days a week 363 days a year (via MediaCityUK and MUFC).

Stagecoach Manchester Bus Service 250: The Trafford Centre's high frequency bus link direct from Piccadilly Gardens Bus Station Stand K, every 15 minutes from early until late, 364 days a year (via MUFC and Manchester University).

The Trafford Centre Metrolink Shuttle Bus ML1: Direct service from Stretford Metrolink Tram Station (every 20 minutes from early until late, 7 days a week, 363 days a year).

The Trafford Centre Bus Station (end of Regent Crescent)

This is approx 10 minutes walk from EventCity (see map) and serviced by bus routes from all over Greater Manchester. There are frequent buses providing a connection every 5 minutes (services 18, 247, 250 and X50) from the bus station to EventCity.

For a full list of services please visit:

www.traffordcentre.co.uk/gettinghere or for help and advice call The Trafford Centre Bus Station on 0161 749 1788 or 07771 971187.

Train and bus

From Manchester Piccadilly

Bus services **X50** or **250** from Piccadilly Gardens Bus Station (see bus info) alighting at the nearest EventCity bus stop.

From Manchester Victoria

Bus service **100** (every 12 minutes) or Service **110** every 20 minutes alighting at The Trafford Centre Bus Station.

Salford Crescent

Bus service **100** (bus stop located on the A6 above the station) which runs every 12 minutes alighting at The Trafford Centre Bus Station.

Urmston

Bus services **22** and **23** every 15 minutes from Urmston (bus stop is 100 yards from the station outside the Sainsbury's superstore) alighting at The Trafford Centre Bus Station.

Plusbus

Discounted bus travel can be purchased as an add-on to your train ticket, please visit www.plusbus.info for more information.

Tram

Tram service to Stretford Metrolink Tram station and take The Trafford Centre Metrolink Shuttle Bus **ML1** (every 20 minutes from early until late, 7 days a week, 363 days every year).

Air

From Manchester International Airport (10 miles)

By car: Join the M56, then M60 (westbound) exiting at Junctions 9 or 10.

By bus: Service **18** runs frequently direct to The Trafford Centre Bus Station (visit www.traffordcentre/gettinghere).

From Liverpool John Lennon Airport (30 miles)

By car: Join the A5300 at the airport, then take the M62 (eastbound) to the M60. Follow the M60 (westbound), exiting at junctions 9 or 10.

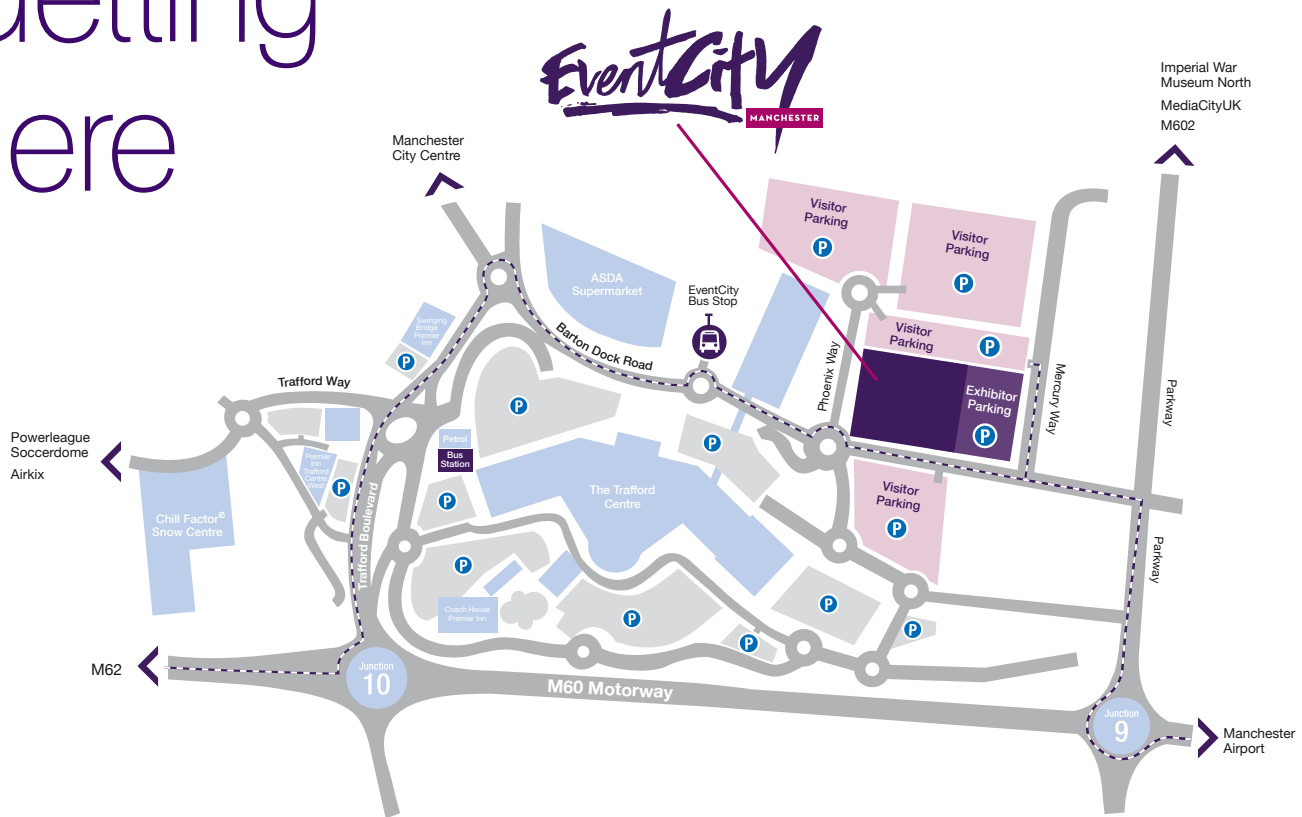
EventCity Limited,
Phoenix Way, off Barton Dock Road,
Urmston, Manchester M41 7TB 0161 870 9800



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The Sat nav reference is M17 8AS. All organiser and exhibitor access is via Mercury Gatehouse or Mercury Way.

Car park pass



Event Name:

Trading Name:

Stand Number:

Contact Name:

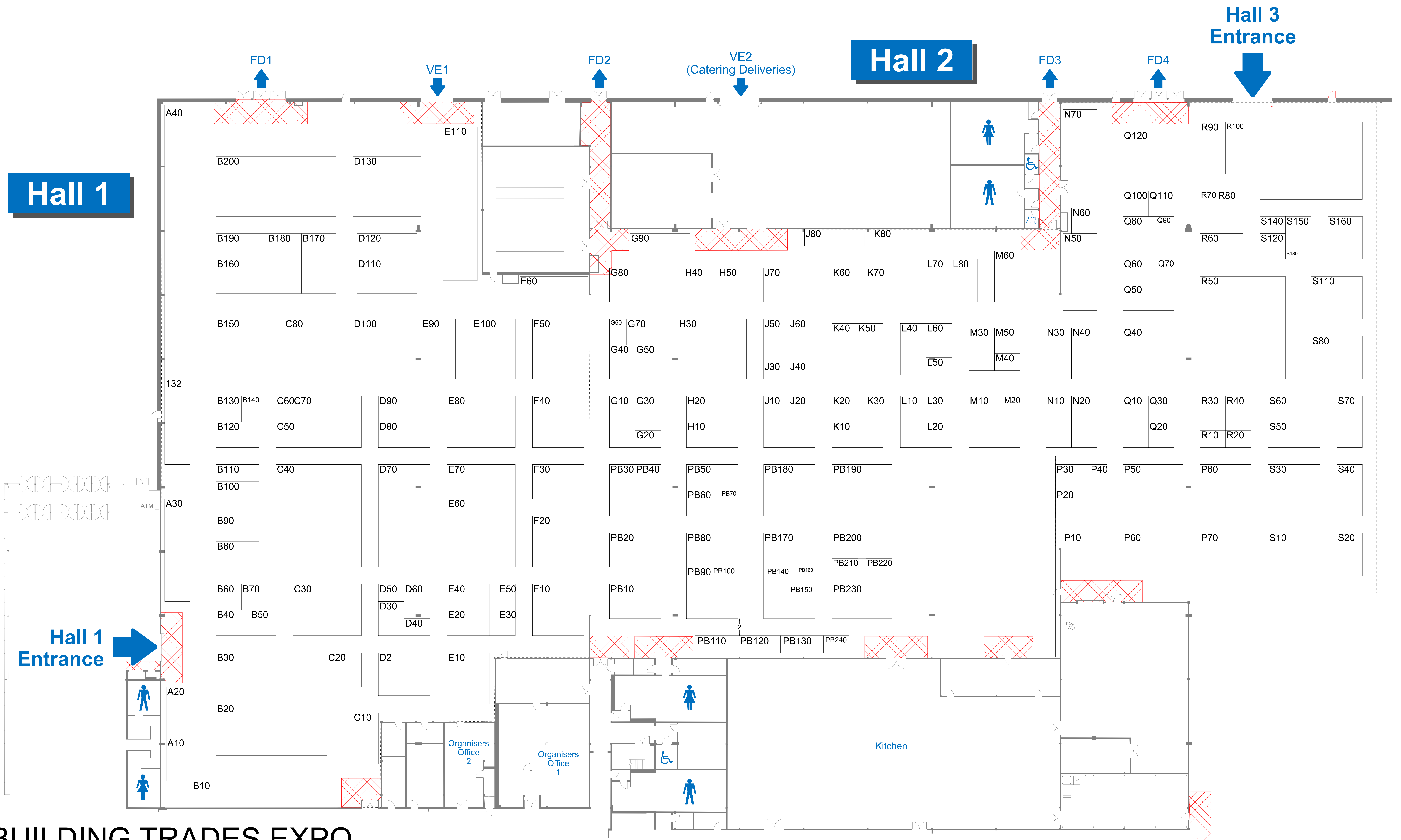
Contact Telephone Number:

Overnight Parking Approval Number:

Legal: No Camping. If vehicles are permitted within the hall they should unload within 20 minutes and park in the rear exhibitor car park. Power is not available externally unless ordered through The So Group. EventCity accepts no liability for theft or damage caused to a vehicle whilst onsite.

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BUILDING TRADES EXPO
EVENTY CITY, MANCHESTER
15TH & 16TH MARCH 2018
 Toolfair, Elex,
 Plumb Expo, Pro Builder Live

BUILDING TRADES SHOW VEHICLE PASS

EXHIBITOR:

STAND NUMBER:

DRIVER'S CONTACT NUMBER:

Valid for duration of exhibition

from Wednesday 14th March

to Friday 16th March

This is not a parking permit