Exhibitors Pack

Annual Conference 2017, Thursday 18th May 2017
The QEII Centre, Broad Sanctuary, Westminster, London, SW1P 3EE

Hash tag: #CFGAC17

Quick glance information:

- Requirements form needs to be returned to nadine.cameron@cfg.org.uk by **Friday 7 April 2017**
- Organisation profile and logo for the delegate pack to be returned to nadine.cameron@cfg.org.uk by **Friday 21 April 2017**
- Stand dimensions are Height: 2.5m; Width: 3m; Depth: 2m
- Exhibition stand set up time is from **07:00 – 08:15**
- Exhibition stand dismantle time is from **16:10 – 16:55**

Your exhibition package includes:

- Stand space for a pop-up exhibition stand (no shell scheme)
- Up to 2 staff on your stand who can attend any conference sessions during the day if interested (space permitting)
- Complimentary tea, coffee & lunch for 2 exhibitors per stand
- Participation of all exhibitors at the reception right after the conference
- A half page organisation profile in the conference delegate pack
- Inclusion in exhibitors list on CFG website including link to your website

The exhibition at the Annual Conference 2017 will be in the Benjamin Britten Lounge and the Whittle Room. Catering throughout the day will be in the same areas as the exhibition, ensuring delegates will be near your stand during all breakout times.

Manning your stand & submitting names to CFG

Each exhibiting company can send up to two people to man the stand. Exhibitors can attend sessions of their choice and are welcome to stay for the networking reception at the close of the day. We will require you to submit names and contact details of these individuals before the conference – please use the exhibitor requirements form attached and return to nadine.cameron@cfg.org.uk by **Friday 7 April 2017**

Please note that you can only have two people at the conference at any one time. Additional tickets are available at the CFG Subscriber rate and can be booked online via the event page or by emailing nadine.cameron@cfg.org.uk

CFG Privacy Policy – Contacting Delegates

CFG cannot share delegate contact details with exhibitors, but will provide a delegate pack to each stand on the day of the conference. This will include delegate lists with names and organisations. Please note that this list is not to be used for marketing purposes.

No delegate lists for this event can be shared before the event. CFG will under no circumstances be able to share a delegate list which includes delegate contact details. Should you find other means of contacting delegates you cannot make any special offers on the basis that they are CFG members, unless the offer has been agreed with CFG.

Company Logo

We will include all exhibitors' website details on the conference webpage. If you have a specific webpage you would like us to direct to please send the details to nadine.cameron@cfg.org.uk by **Friday 21 April 2017.**

We will also have an exhibitor's page in the delegate pack. Please send your company logo to nadine.cameron@cfg.org.uk by **Friday 21 April 2017** for it to be included on this page.

CFG INSPIRING FINANCIAL LEADERSHIP

Half Page Profile in the Delegate Pack

All exhibitors have the option to have a half page profile in the conference delegate pack.

Exhibitors will be listed in alphabetical order in the pack along with their sector, room and stand number. We would prefer you to send an A5 advert without bleed or crop marks, using the below dimensions but alternatively you can insert your logo and text into the advert template (link provided in email). The dimensions are: 14.8cm (L) x 21xm (W).

Please send your completed template to nadine.cameron@cfg.org.uk by Friday 21 April 2017.

In the copy in the template, please avoid direct comments about competitors. Special offers to CFG members or conference delegates are permitted, but please inform CFG beforehand about the nature of any offer you intend to make.

Deliveries

Delivery & collection of stands/boxes/papers to the conference venue is the sole responsibility of the exhibitor.

Deliveries should arrive at the venue no earlier than **Tuesday 16 May 2017**. Deliveries should be made between 8am and 5pm. Please use the attached delivery note. If you are not the person attending the conference please ensure those attending have the courier details as well as information on what packages have been delivered.

Neither the venue nor CFG will be responsible for any item sent by post or courier that gets lost or damaged.

Exhibition Space

Please ensure that your display fits into an area of 3 metres wide by a max of 2 metres deep and 2.5m high unless you were allocated a half stand space. Each exhibitor will be provided with a clothed table and two chairs unless requested otherwise. In addition to this, you are able to order a selection of AV and IT equipment directly from the Queen Elizabeth II Conference Centre if required.

Exhibitors can order equipment online by using the following link:
http://www.qeiicc.co.uk/services/information-technology/order-it

Please note that the QEII cannot be held responsible for any items of your own equipment/ software you may choose to use during your event.

All orders must be placed at least five working days prior to the event. Orders placed after this time period will be subject to a 10% surcharge. All orders are subject to availability.

Please be aware that all additional equipment must fit within the stand space you have been allocated, otherwise you will be asked to remove it.

Set up

You may set up your stand between **07.00 and 08.15** (prior to registration) on the day of the event. Exhibitors are responsible for setting up their own stands and will not be allowed to erect any stands once delegates start to arrive at 08.30. Please note that any additional people coming to set up your stand need to leave before registration begins at 08.30.

Dismantling & Pick-Up

You must dismantle your stand in the time after afternoon tea and before the evening reception (**16.10 – 16.55**). Please do not attempt to dismantle your stand whilst delegates are still in the exhibition area. All stands must be dismantled by the specified time. Boxes should be taken to the main entrance or loading bay for collection. Please note any items left behind need to be clearly labelled with the collection note attached. Any items not collected within

a week after the conference will be disposed of by the venue. CFG does not hold any liability for items lost or left behind by exhibitors.

Directions to the VENUE

The venue for the event will be:
QEII Centre, Broad Sanctuary, Westminster, London, SW1P 3EE

The closest tube stations are Westminster (District, Circle & Jubilee lines) and St James's Park (District & Circle lines). From Westminster, take exit 6 from the station. You will come up to street level on Whitehall. Turn into Parliament Square, cross the road ahead of you then turn right into Broad Sanctuary. The QEII is located on your right, directly opposite Westminster Abbey.

From St James's Park, take the Broadway exit from the station and walk straight down Tothill Street. At the end of this street, turn left and you will see the QEII directly in front of you.

Parking for disabled persons is available. Anyone who arrives with a disabled badge displayed will be allowed to park on the forecourt in front on the main entrance. Please let us know if you will need to use this parking space so that we can notify the venue.

Please see the map below:

A few hints and tips for the staff manning your stand

Some of this may sound obvious, but we want your organisation to get the best from the day. What follows are some observations and tips based on our experience of attending as event exhibitors:

- Attend the conference sessions throughout the day so that you can discuss the key issues with delegates at the breaks.
- Try to avoid standing behind your table - we have found that the exhibitors who mingle amongst delegates during the breaks tend to have a more fruitful day.
- Use the opportunity to raise the profile of your brand and stand out from the others by making your stand look as interesting & appealing as possible.
- If you do need to work on laptops or phones try and do this discreetly and out of sight of the delegates and ensure that at least one of you is available for the delegates during break times.

Letting your clients know you have a presence

We encourage you to let your clients know that you are involved in CFG events. We can supply editorial for in house newsletters, copy for emails and a PDF of the conference brochure to help you promote your presence at this conference. We will also be tweeting at the conference; please feel free to use the **#CFGAC17**

Please contact holly.noonan@cfg.org.uk if you would like any further information about this.