



Information for Exhibitors and Sponsors

Venue

Sir Martin Evans Building
School of Biosciences, Cardiff University
Museum Avenue
Cardiff
CF10 3AX

For venue location and travel information, [click here](#).

Car parking

The Sir Martin Evans Building does not have a car park. On-street parking is available along Park Place and Museum Avenue.

For a copy of the Cardiff University location guide, [click here](#).

Exhibition opening times

Thursday 5 September:	08:30 – 17:15
Friday 6 September	08:00 – 14:45

Exhibition build up

Access for setting up is available from:

Ground Floor Stands

Wednesday 4 September 16.00 – all stands must be set up and completed by 18.00
Thursday 5 September 07.00 – all stands must be set up and completed before 08.30

1st Floor Stands

Wednesday 4 September 12.00 – all stand must be set up and completed by 18.00
Thursday 5 September 07.00 – all stands must be set up and completed before 08.30

If you require additional time to set up outside of these hours, please contact [Luan Barlow](#).

Loading and unloading

Exhibitors can park for a short time at the bottom of the ramp on Museum Avenue to unload. Please do not block access to the ramp.

Exhibition break down

Exhibitors can start stand break down from 14:45, Friday 6 September.

Programme

Exhibition and poster viewing sessions have been built into the programme. For a copy of the current programme, [click here](#).

Deliveries for stands and materials

You are advised to bring your stand with you where possible. If you need to ship your stand or any literature in advance, please contact Luan Barlow in the first instance to let her know and she will liaise with the venue – luan.barlow@hg3.co.uk Tel: +44 (0) 1423 529333

Please note, the venue cannot take delivery of any stand materials **prior** to Monday 2 September.

Address for deliveries

BRS/BORS Conference 2019
Dr Deborah Mason and Cheryl Cleary
[Tel: 029 2087 4561 and 029 2251 0265 respectively]
Sir Martin Evans Building,
School of Biosciences,
Museum Avenue,
Cardiff, CF10 3AX
UK

Storage

There is limited storage available at the venue. If storage is likely to be required please advise in advance and we can liaise with the venue for options.

Stands

Each exhibitor will be allocated a space sufficient for a table top stand or popup stand. A table and 2 chairs will be provided. If anything additional to this is required, please liaise with [Luan Barlow](#).

Table cloths

Table cloths are available but are limited, if you require the use of table cloths please advise in advance.

Power points

Electricity supply is available at an additional cost, please advise us in advance if this will be required. It is advised that exhibitors bring their own extension cable with them as we cannot guarantee that the University will have sufficient for all exhibitors to use. Prior to use, the University Conference team will need to check the safety of the leads.

Catering

Tea, coffee and lunch for up to 2 representatives each day are included in the exhibition fee. Additional exhibitors can be registered at £25 per day – please use the link in this email to register additional personnel. Gold and Platinum sponsorship fees will include catering for up to 4 representatives each day.

Damage and Loss

Exhibitors exhibit at their own risk. The Organisers and the venue, Cardiff University, are not liable for any losses or damage which may occur to persons or properties introduced by exhibitors or their contractors. Exhibitors are especially warned that all exhibits are the sole responsibility of the exhibitor to whom they belong. **Exhibitors should organise their own insurance against all risks.**

Further information

For further information regarding logistical arrangements for the exhibition, please contact:

Luan Barlow

Hg3 Conferences

Conference Organiser

Tel: +44 (0)1423 529333

Email: luan.barlow@hg3.co.uk