

Exhibitor Instructions

Improving Teaching - Enhancing Learning conference, Mon 24 -Tues 25 November 2008
The QEII Conference Centre, Broad Sanctuary, Westminster, London SW1P 3EE

Exhibition

The exhibition spaces are located in the Elizabeth Windsor/Mountbatten Room area on the 5th floor, the Anticci Lounge on the 6th floor and the St James Room on the 4th floor. There will be opportunities for delegates to view all the exhibitions throughout the two days.

Each exhibitor has space to erect a 3m x 2m free standing exhibition. (Please note exhibitions are **not** in a shell scheme).

Exhibitors will be provided with a 5ft press table and 2 chairs. The exhibition area is carpeted. Please note there is **no electricity supply to the stand**. If you require access to an electricity point, it must be booked through Vista, in advance. The QEII will charge £27.50 (check) per socket. You are responsible for this charge which will need to be paid to Vista in advance by credit card.

Exhibitors may bring in additional stand furniture or can arrange hire of furniture from exhibition suppliers Geo. Contact Steve Birks on Tel: 020 8648 1888 <http://www.geoconfex.co.uk>

Each exhibitor can have a maximum of 2 people on their stand. Exhibitors must register their details <http://www.tlrp.org/conference/2008/> here.

Set up and Breakdown

Exhibitors will be able to set up their stands from 6am – 8am on Monday 24 and Tuesday 25 November. Please note, it will not be possible for exhibitors to erect stands out with these times. Late arrivals must wait until the first session of the conference has commenced.

Breakdown will be from 5pm-6pm on Monday 24 or Tuesday 25 November.

Deliveries

Deliveries can **only** be accepted at the QEII on the morning of Monday 24 November. Please clearly label all items with the attached delivery note. **There will be no porters available at the QEII, therefore you must make your own arrangements for your stand to be transferred from the loading bay to the exhibition area on the fifth floor, a goods lift is available.**

Access to QEII

Please note, **there is no parking available at the QEII**. Exhibitors should go to the Loading Bay Entrance to the QEII on Storey's Gate which will be open from 6am. From the Loading Bay you can access the lift in the foyer on the ground floor to the 5th floor. Please note vehicles cannot be left in the Loading Bay whilst stands are being set up.



After breakdown, exhibitors must take their stand to the Loading Bay and arrange for their vehicle to pick it up.

Lifts

The exhibition room is located on the 5th floor. The lift from the ground to the 5th floor has the following dimensions:

Width: 1.90m (door opening 1.09m)
Depth: 1.4m
Height: 2.20m (door opening also 2.06m)
Loading weight: 1,250 kilos
Available floors: Ground to 5th

Car parks

There is **no car parking at the QEII**. However there are four public car parks nearby, for more information about car parking, visit www.ncp.co.uk.

The Centre is located within the congestion charging zone. For more information about congestion charging, visit www.cclondon.com.

Electricity Supplies

Please note, stands will **not** be provided with access to an electricity point. If you require electricity for your stand, we can provide this at a cost (see above), which will be passed on to your organisation.

Please note the QEII requires that all electrical equipment is PAT tested.

Internet access

The building has wireless internet access throughout. Wireless laptops can be connected via a credit card payment or via a voucher, purchased from the QEII Business Centre.

Additional AV

The QEII has an in-house supplier of audio visual and exhibition furniture, Interface. Exhibitors requiring additional AV can telephone Interface AV on Telephone: 020 7222 5000 or may order on line by visiting the QEII homepage: <http://www.qeiicc.co.uk> and completing the IT/AV/Telecom Order Form

Conference Brochure

A conference brochure will be produced and given to each delegate on arrival. This will include some text (up to 120 words) on the contribution of your organisation to the connection of evidence, practice and policy or other themes of the conference, plus organisation contact details and stand location. Please send us your text for inclusion by 12th September. Please also send us a high resolution logo for your organisation by email to (j.otoole@ioe.ac.uk)

Accommodation

You will find a list of local hotels on the QEII Website: <http://www.qeiicc.co.uk/>

TLRP Conference Desk,
163 Kingston Road,
London SW19 1LJ
Tel: 020 8542 7622
Fax: 020 8542 9333
Email: tlrp@vistaevents.co.uk