

WELCOME TO THE EXHIBITOR MANUAL

This manual is designed to provide you with everything you will need for a successful event. It has been written with the intention of removing as much stress as possible in the planning of your exhibition stand and to help you enjoy a smooth and trouble free event.

If you have any queries at all please don't hesitate to get in touch with us and we will be happy to help.

Thank you once again for booking your stand, we look forward to welcoming you to the event!

Contents

MEET THE TEAM	2	Space Only Stands	9
CARDIFF EVENT TIMETABLE	3	Stand Upgrades	10
Deliveries	3	Ordering Stand Enhancements	10
Venue Access	3	Height Restrictions	11
Build Up	4	Rigging	11
Opening Times	4	GETTING INTERACTIVE	12
Breakdown	4	Your Target Audience	12
CARDIFF VENUE	5	Stand Content Ideas	12
Address	5	Additional Opportunities for You at The Event	12-13
How To Get There	5	HEALTH AND SAFETY	14
Parking	5	Completing Your Stand Risk Assessment	14
Disabled Facilities	5	Approval of Stand Content	14
Accommodation	5	Insurance	14
LLANDUDNO EVENT TIMETABLE	6	ADDITIONAL ONSITE INFORMATION	15
Deliveries	6	Catering	15
Venue Access	6	Interval Catering	15
Build Up	7	Exhibitor Lounge	15
Opening Times	7	Cleaning	15
Breakdown	7	Cloakroom	15
LLANDUDNO VENUE	8	Competitor Policy	15
Address	8	Crew	15
How To Get There	8	Exhibitor Badges	15
Parking	8	Medical and First Aid	15
Disabled Facilities	8	Organisers Office	15
Accommodation	8	Security	16
PREPARING YOUR STAND	9	Storage	16
Shell Scheme Stands	9	MARKETING	17



MEET THE TEAM

A dedicated team are working on your behalf to ensure both you and the visitors get the optimum out of the event. SkillsCymru is organised by Prospects and Cazbah and supported by the Welsh Government and Careers Wales, if you have any questions at all, please do get in touch.

Prospects Events is the premier skills, education, employment and training events company in the United Kingdom.

Our professional team of experienced and passionate organisers specialise in managing and creating events from major exhibitions and festivals, to award dinners and conferences. We organise events across all sectors including regional and national skills events for young people, jobs fairs, graduate events, award ceremonies, conferences and seminars.

A full calendar of our events can be found on our website prospectsevents.co.uk.



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EVENT TIMETABLE FOR

skillsCymru

CARDIFF

Without exception, stands must be set up and staffed by 9am am on Wednesday 10 October and stands must be staffed for the duration of the event open times.

On Wednesday 10 October SkillsCymru will close at 3pm and re-open at 4pm, stands must be staffed during the evening opening from 4pm – 6.30pm with no exceptions. Networking will take place and complimentary interval catering will be served between 3pm - 4pm.

Access during event open times will only be through the venue's main entrance. No access to the loading doors will be given whilst the show is open.

BUILD UP	Tuesday 9 October	10am – 6pm	Space only contractor build up (arrangement only)
	Tuesday 9 October	2pm – 6pm	Exhibitors with shell scheme stands
OPEN TIMES	Wednesday 10 October	9.30am – 3pm	Open day (exhibitor access from 8am)
	Wednesday 10 October	3pm – 4pm	Show closed (complimentary interval catering)
	Wednesday 10 October	4pm – 6.30pm	Evening opening (exhibitor access ends at 7.30pm)
	Thursday 11 October	9.30am – 3pm	Open day (exhibitor access from 8.30am)
BREAKDOWN	Thursday 11 October	3pm – 6pm	Shell Scheme exhibitor breakdown

Deliveries

If you have any goods to be delivered by courier you must clearly address and mark them with the following information:

- *Your Contact Name*
- *Your Company Name*
- *Stand Number*
- *Event Name (SkillsCymru Cardiff)*
- *Address (Motorpoint Arena, Mary Ann Street, Cardiff, CF10 2EQ)*

All deliveries must be scheduled during the build up times as shown above. If deliveries arrive outside these times they may be turned away. Our team may be available to sign for any deliveries made during build up, but this cannot be guaranteed and they are unable to accept any responsibility and cannot guarantee their safety.

If your delivery is being made on a pallet, please ensure you book a fork lift truck by emailing matthew.blackhouse@livenation.co.uk.

All items must be collected from the venue by the end of the build up day. Goods left after this time will be disposed of at the exhibitor's expense.

Venue Access

SkillsCymru is being held in the main arena.

To access the venue on foot throughout build up and during the open days will be via the main entrance at the front of the building on Mary Ann Street.

To access the main arena during the build up hours (timetable above) with your vehicle you will need to drive to the rear of the building which can be found via Churchill Way. Traffic marshals will be on hand to guide you.

Build Up

In order to encourage exhibitors to unload and then take their vehicles off-site promptly the Motorpoint Arena has a cash deposit system for all vehicles entering the loading area and car park of the arena.

All exhibitors and contractor vehicles will be charged a **£50 cash deposit** when entering the car park. This will entitle the driver of the vehicle a maximum amount of time to unload:

- Cars and small vans 1 hour
- Large vans and box vans 2 hours

Having deposited the relevant monies, all drivers will be given an unloading slip. This will be completed by the traffic marshal with the stand number, exhibitor details and will show the time by which the vehicle needs to be removed.

If the vehicle is taken off the premises within the permitted time the deposit payment will be returned. If the vehicle is not removed within the permitted time the deposit will be forfeited.

This system is managed and enforced by the venue and the Event Organiser cannot be held responsible.

Please note that children under the age of 16 are not permitted access to the event hall during build up and breakdown. If you have anyone under the age of 16 working on your stand during the show opening times, please ensure you undertake your own young person's risk assessment and have the correct license in place.

Opening Times

Stands must be staffed for the duration of the opening times. Do not leave your stand or any equipment unattended at any time. Access during the open times is on foot only and using the main entrance. No access to the loading doors will be given whilst the show is open.

Breakdown

For health and safety reasons goods cannot be removed from your stand until an announcement that the event has closed is broadcast and all visitors have left the hall. Your goods should not be left unattended at any time during breakdown and any goods remaining after will be collected, held and/or disposed of at the exhibitor's expense.



CARDIFF VENUE

Address

Motorpoint Arena
Mary Ann Street
Cardiff
CF10 2EQ

www.livenation.co.uk

How To Get There

Road

From the west: Leave the M4 motorway at Junction 33 A4232. Follow signs for Cardiff Docks, then follow signs into the city centre. From the east: Leave the M4 motorway at Junction 29.

Bus

The Motorpoint Arena Cardiff is just a few minutes' walk from Cardiff Central Bus Station.

Train

On the main South Wales to London railway line - alight at Cardiff Central Station. From the Valleys, alight at Cardiff Queen Street Station. The Arena is just a few minutes' walk from both stations.

Parking

There is no free parking onsite. There are several car parks within walking distance of the Arena, the two closest being Rapports NCP Open Air Car Park and St David's 2 on Mary Ann Street directly opposite the Arena. Adam Street car park is another pay and display car park adjacent to the Motorpoint Arena.

Please visit www.ncp.co.uk for up to date information regarding available parking in and around Cardiff.

Disabled Facilities

The venue is fully DDA compliant and there is disabled access to all levels.

Accommodation

There is a wide selection of hotels close to the Motorpoint Arena. For more details please [click here](#).



EVENT TIMETABLE FOR

skillsCymru

LLANDUDNO

Without exception, stands must be set up and staffed by 4.30pm on Wednesday 17 October and stands must be staffed for the duration of the event open times.

Access during event open times will only be through the venue's main entrance. No access to the loading doors will be given whilst the show is open.

BUILD UP	Wednesday 17 October	10am – 4pm	Space only contractor access (by arrangement only)
	Wednesday 17 October	12pm – 4pm	Exhibitor build up
OPEN TIMES	Wednesday 17 October	5pm – 7pm	Evening opening (exhibitor access ends at 7.30pm)
	Thursday 18 October	9.30am – 3pm	Open day (exhibitor access from 8.30am)
BREAKDOWN	Thursday 18 October	3pm – 6pm	Shell Scheme exhibitor breakdown

Deliveries

If you have any goods to be delivered by courier, you must clearly address and mark them with the following information:

- Your Contact Name
- Your Company Name
- Stand Number
- Event Name (SkillsCymru Llandudno)
- Address (Venue Cymru, The Promenade, Llandudno, Conwy, LL30 1BB)

All deliveries must be scheduled during the build up times as shown above. If deliveries arrive outside these times they may be turned away. Our team may be available to sign for any deliveries made during build up, but this cannot be guaranteed and they are unable to accept any responsibility and cannot guarantee their safety.

Please ensure that deliveries are not made on pallets as there is not a fork lift truck available. All items must be collected from the venue by the end of the build up day. Goods left after this time will be disposed of at the exhibitor's expense.

Venue Access

SkillsCymru Llandudno is being held in the main arena of Venue Cymru.

To access the venue on foot throughout build up and during the open days will be via the main entrance on the promenade.

To access the main arena during the build up hours (timetable above) with your vehicle you will need to drive to the rear of the building which can be found via Mostyn Broadway, traffic marshals will be on hand to guide you.

Build Up

The loading doors to unload and load to the arena will be operational during build up times. Once you have unloaded your vehicle, you will need to move your vehicle immediately to Venue Cymru car park adjacent which is pay and display.

Please note that children under the age of 16 are not permitted access to the event hall during build up and breakdown. If you have anyone under the age of 16 working on your stand during the show opening times, please ensure you undertake your own young person's risk assessment and have the correct license in place.

Opening Times

Stands must be staffed for the duration of the opening times. Do not leave your stand or any equipment unattended at any time.

Access during the open times is on foot only and using the main entrance. No access to the loading doors will be given whilst the show is open.

Breakdown

For health and safety reasons goods cannot be removed from your stand until an announcement that the event has closed is broadcast and all visitors have left the hall. Your goods should not be left unattended at any time during breakdown and any goods remaining after 6pm on stands will be collected, held and/or disposed of at the exhibitor's expense.



LLANDUDNO VENUE

Address

Venue Cymru
The Promenade
Llandudno
Conwy
LL30 1BB

www.venuecymru.co.uk

How To Get There

Road

Venue Cymru is 3 miles off the A55 dual carriageway. Click here for a map of the area.

Bus

Several bus services pass right outside the rear of Venue Cymru (in front of the car park):

- 12 – Rhyl Bus Station – Regular service running approx every 10 minutes, Monday to Saturday.
- 5 / X5 – Bangor – Regular services running approx every 20 minutes until 6pm, then approx every 60 minutes, Monday to Saturday.
- X1 - Blaenau Ffestiniog – via Llanwrst and Betws-y-Coed – Regular service running approx every 60 minutes, Monday to Saturday.

For more information on Llandudno bus services click here.

Train

If you are exiting Llandudno station, take a left and follow Vaughan Street, continue to merge onto Mostyn Broadway. From here, continue down Mostyn Broadway and Venue Cymru will be on your left-hand side, just past Llandudno Swimming Centre. Click here for Llandudno train station live info.

Parking

There is no parking available at the venue. Venue Cymru operates a Pay and Display car park at the rear of the building, with designated disabled parking bays to the left of the main entrance. Parking is also available on the Promenade which is also Pay and Display until 4pm, to which then it is free of charge.

Disabled Facilities

The venue is fully DDA compliant and there is disabled access to all levels.

Accommodation

There is a wide selection of hotels close to Venue Cymru. Information on Llandudno accommodation can be found [here](#).



PREPARING YOUR STAND

You will have booked a shell scheme OR space only package.

Shell Scheme Stands

Include:

- Stand lighting
- Carpet (red carpet)
- Nameboard
- Wi-Fi (speed and connectivity cannot be guaranteed)

Your shell scheme stand is a modular stand system called Octanorm, comprising of white panels and aluminium beams. The full height of a standard stand is 2.5m high.



Pictured: 3m x 3m shell scheme stand for example purposes only.

You will find a full specification of the shell scheme [here](#) (this document includes details on the height and guidance for stand graphics).

Fascia boards are 300mm deep and will be erected on each open side of your stand. Your company name and stand number will appear on this fascia board on each open side as white lettering on a red background. If you do not require fascia on your stand please let the Event Organiser know at least a couple weeks before the show.

If you wish to attach graphics to the panels of your shell scheme we recommend using Velcro pads, a limited amount of spare Velcro will be available in the Organisers Office onsite.

Further information on stand graphics can be found here: [Cardiff](#) / [Llandudno](#)

Space Only Stands

Include:

- Carpet (unless we are made aware that carpet is not required)
- Wi-Fi (speed and connectivity cannot be guaranteed)

All own build stands will receive a marked out area only. This will be carpeted unless the organisers are made aware that carpet is not required.

Please note if you have an open side and would like to erect a wall or stand graphics, due to your neighbouring stands we prefer exhibitors not to build more than 50% of the length of their stand directly on the gangway edge.

Exhibitors are free to appoint designers and specialist contractors of their choice, provided they are confident the selected contractors are professional and competent of carrying out the appointed task, especially in relation to health and safety.

All exhibitors with a space only stand or nominating a 3rd party company to construct their stand will need to liaise with the Event Organiser at least 21 days before the event. Stand drawings, risk assessments, insurance and health and safety documents will be required and need to be approved prior to build up.

For the latest version of the event floorplan please email the Event Organiser or check the event website.

Stand Upgrades

If you upgraded to a 'furniture and electrics package' at the time of booking, your stand will also include:

- 1 x 500 watt power socket
- 1 x standard table and 2 x chairs (Please see image below. The table will be rectangular with no table cloth provided; if you require a cloth you can order this through our nominated furniture contractor or bring your own).



Not sure which package you have booked?
Email the Event Organiser to check.

Ordering Stand Enhancements

Nominated stand contractors for the event are as follows:

Shell Scheme	Paul Johnson	pjohnson@showlite.co.uk	01264 365550
Electrics	Jenni Green	jgreen@showlite.co.uk	01264 365550
Furniture	Jackie Kehoe	JKehoe@jmt.co.uk	01923 851587
Audio Visual	Mo Plume	mo@modus.xyz	07752 319779

The following services are not included in your package as standard but you may wish to order items from the following list:

Electric and lighting*

[Click here](#) to order to order for Cardiff
Deadline: Friday 14 September

[Click here](#) to order to order for Llandudno
Deadline: Friday 21 September

(Your stand has no power, unless you have booked a 'furniture and electrics package'. So if you need to charge mobile phones, laptops or AV equipment etc, ensure you place an order)

Furniture

Visit www.jmt.co.uk for the complete range or bring your own. For some inspiration on how to furnish your stand please [click here](#)

Audio visual equipment

[Click here](#) to order to order for Cardiff
Deadline: Friday 14 September

[Click here](#) to order to order for Llandudno
Deadline: Friday 21 September
(You can order a range of items e.g. plasma screens, PA systems, iPads, games consoles)

Internet, IT and communications

To order email matthew.blackhouse@livenation.co.uk
Deadline: Friday 28 September
(Wi-Fi is included as part of your package but for alternative internet options please make an enquiry)

Freight, lifting and storage

To order email Caroline.Martin@dbschenker.com
Deadline: Friday 5 October
(You can arrange for your stand materials to be delivered and picked up from the venue)

Stand fittings

[Click here](#) to order to order for Cardiff
Deadline: Friday 21 September
[Click here](#) to order to order for Llandudno
Deadline: Friday 21 September
(You can order a range of fittings e.g. doors for your stand, shelving and coat hooks)

Stand graphics

[Click here](#) to order to order for Cardiff

Deadline: Friday 21 September

[Click here](#) to order to order for Llandudno

Deadline: Friday 21 September

Please note surcharges may apply for orders received after the deadline date.

(You can order a range of graphics e.g. infill panels, floor stickers, printed nameboard)

*Electric and lighting

All electrical work must be carried out by our nominated contractor, Showlite. No power is available to stands, unless ordered and late orders may incur additional charges. If you do order electrics, the power supply to stands will be switched off each evening after build hours (unless a 24 hour supply is ordered) and 30 minutes after the show closes on the event day.

Each block of stands must have a mains block which power is supplied from. These mains are taken up to the stands from hatches in the floor; these may appear on your stand but we will do our utmost to hide these, where possible. If there is a problem with the mains blocks onsite, please notify the Event Organisers as soon as possible.

Please note that all portable electrical items must have an up to date PAT (portable appliance test) sticker.

For any questions you may have regarding your electrical requirements please contact the Event Organiser.

You can make your stand functional and add built in storage doors or shelves. For more information contact Paul Johnson at Showlite on 01264 365550 or email pjohnson@showlite.co.uk.

Height Restrictions

Any stand that exceeds 4m in height may have special conditions imposed and a structural engineer sign off may be required. Please contact the Event Organiser if this applies to your stand.

Rigging

Any rigging requests must be approved by us and the venue. Should any rigging of banners be required please contact the Event Organiser. Please note that charges apply to items needing rigging.



GETTING INTERACTIVE

Your Target Audience

Always remember who your target audience is! Your target audience is young people up to 25 years old, but predominantly 14 – 19 year olds, their parents, carers and other involved professionals. The majority of visitors will come in organised groups who will be sent pre-event information to help them prepare for their visit. The evening opening is for parents, carers and family groups to attend outside of school hours.

Stand Content Ideas

We encourage all of our exhibitors to host hands-on, interactive and inspiring activities to make you stand out and enhance the visitor experience! If you would like to discuss any ideas then please do get in touch with the Event Organiser, who will be more than happy to help.

Needing some inspiration on how to make your stand more interactive? then please [click here](#) for ideas! Also, have a look at [photos from our previous skills, jobs and careers events](#) to see the many ways exhibitors have got interactive!

Important: Please ensure you check the Health and Safety section of this manual, specifically the Stand Content section on page 14, to check whether your stand adheres to venue regulations. For example, catering demos and vehicle displays have certain regulations to comply with.

Once your interactive stand activities have been confirmed please do let the Event Organiser know, so we can:

- Start promoting this in our visitor marketing campaign
- Ensure you have the right health and safety measures in place for your stand activities

Additional Opportunities for You at the Event

Host a Get Skilled Stand...

Get Skilled Stands are highly interactive and give visitors a chance to try a new skill, talk to people doing the job and enhance their experience at the event with hands on demonstrations and activities, relevant to the skills required in specific sectors.

Organisations are invited to submit a proposal to host one of these stands and the Welsh Government will select the most inspiring and innovative proposals. The aim is to ensure each Get Skilled Stand represents a different career sector so we promote as wide a range as possible to the visitors.

The space is offered free of charge and includes inclusion in our extensive marketing, PR and social media campaign. If you are interested in hosting a Get Skilled Stand, please complete and return the [application form](#) by Friday 17th August 2018.

Apprenticeship Ambassador Hub

New for 2018, the Apprenticeship Ambassador Hub provides visitors with the opportunity to speak to apprentices from local companies about their career journeys. Whether based in the Apprenticeship Ambassador Hub or walking around the event, ambassadors will be asked to talk to visitors about their training program, how it works, what the benefits and likely pay are and why they would recommend their career journey choice to our young visitors.

If you have an apprentice within your organisation that you feel would be perfect to be an Apprenticeship Ambassador at SkillsCymru 2018, please ask them to complete the application form which can be found [here](#).

Live News Board

The Live News Board is a free chance for you to display any vacancies that are available at your organisation for visitors to see. This can be anything from a job, work experience, volunteering opportunity, apprenticeship or training opportunity.

You simply need to complete a [Live News Form](#) and return it to the Event Organiser. This form will then be displayed on the Live News Board at the event! Please return your completed Live News Forms by Tuesday 2 October.

Please note that having the Live News Board at the show is dependent on the amount of interest received from exhibitors, so please return your forms ASAP.

The Skills Theatre - Cardiff Only

The Skills Theatre at SkillsCymru Cardiff, provides visitors with an opportunity to watch live industry related demos taking place on a stage. Skills Theatre sessions are designed to provide visitors with a real life, practical and inspiring insight into the different careers that are available to them. Demos taking place on the Skills Theatre will cover a whole range of skills, from science to cookery and beauty to theatre.

If you are interested in hosting a session/s, please complete the [proposal form](#) and return to fern.foweraker@prospect.co.uk by Friday 7 September.

Please note that sessions are assigned on a first come first served basis.



HEALTH AND SAFETY

Completing Your Stand Risk Assessment

Every exhibition stand is a miniature workplace and therefore needs a risk assessment.

You must complete a risk assessment that looks at the hazards, risks and control methods you have in place for your exhibition stand, including the build-up, open period and breakdown.

As well as assessing the risks associated with the layout of your stand, please do take into account any risks involved with the activities and demonstrations you may be holding on your stand.

If you have a space only stand, you must submit a method statement to go alongside your risk assessment.

A Risk Assessment Template can be found [here](#). Please return your completed stand risk assessment to the Event Organiser by Friday 14 September.

An example risk assessment can be viewed [here](#). Please note this is an example and cannot be submitted as your own.

Disabled Access Guidelines

Exhibitors are reminded that all stand designs and exhibits must be arranged to conform to the Disability Discrimination Act 1995. Stand features should be designed with access for disabled visitors in mind.

Insurance

Whilst we take every precaution to protect your property during the event, we are not responsible for any loss or damage. We therefore highly recommend that you check your own policy or take out event insurance.

Please ensure you have taken out adequate Public Liability Insurance that will cover you for this event. We recommend you check this with your current Public Liability Insurance provider prior to the event.

Approval of Stand Content

Certain stand activities require approval from us and the venue prior to the event.

Please notify the Event Organiser at least 28 days prior to the event if you feel you have an item of special risk on your stand. We will then discuss all details with you and let you know if any further documentation is required. Examples of hazards below:

Blimps & Balloons	Vehicles
Animals	Special Treatments such as massages
Use of compressed gas or LPG	Simulators and Rides
Lifting activities	Hazardous processes or substances & messy activities
Playing or performing music and/or films	Secondary fixings for items to be rigged
Special effects, lasers, real flame, smoke machines and strobe lighting	Preparation, cooking & dispensing of food, including sampling



ADDITIONAL ONSITE INFORMATION

Catering

There will be catering outlets at the event during the open days with a range of refreshments available to purchase, with receipts available. Water dispensers will be positioned in key areas of the event and will be free for you to use.

Interval Catering - Cardiff Only

Complimentary catering will be served between 3pm and 4pm on Wednesday 10 October for exhibitors only. More details will be available in the exhibitor onsite information booklet you receive upon arrival.

Exhibitor Refreshments

Tea and Coffee will be available for all exhibitors. For more details, please refer to your onsite information booklet you receive upon arrival.

Cleaning

The cleaning of stand carpet and general rubbish collection will be arranged by us on a daily basis. We ask that any rubbish is placed in the aisles at the end of the day. Please note, any excess literature left after the show has closed will result in a charge from the venue, which will be directed back to the relevant exhibitor.

Cloakroom

There is no cloakroom available at the event however exhibitors can store coats and jackets in the Storage Area located on the exhibition floor or can use the Organisers Office (space permitting).

Competitor Policy

We do not allow exclusivity and your competitor may also be at the exhibition and located near you. If you want to find out who is located near to you or discuss this further then please contact the Event Organiser.

Crew

Crew staff will be on hand during build up and breakdown to assist you. Please note trolleys will not be allowed on the exhibition floor during opening times.

Exhibitor Badges

Exhibitor badges will be provided when you arrive on site. These should be worn at all times to assist with security. Access may be refused if the badge is not displayed. These are not personalised and are available at all times from the Organisers Office or event registration.

Medical and First Aid

Trained first aiders will be onsite during the event – including build up, open times and breakdown. In case of an emergency, please call our onsite mobile (phone number will be provided when you arrive onsite) or go to the Organisers Office.

Organisers Office

The Organisers Office will be operational throughout the event. A member of our team can always be found here. To contact a member of the team when on site please call 07920791856.

skillsCymru
CARDIFF

MOTORPOINT ARENA, CARDIFF
10 & 11 OCTOBER 2018

skillsCymru
LLANDUDNO

VENUE CYMRU, LLANDUDNO
17 (EVENING ONLY) & 18 OCTOBER 2018

Fern Foweraker
EVENT ORGANISER

01823 362800
fern.foweraker@prospects.co.uk

Security

We work with the venue security and a dedicated security team. However, none of these parties accept responsibility for any loss or damage to any exhibitor material or any property of the exhibitor or the contractor in any circumstances. Do not leave valuable items unattended on your stand and please ensure any portable items of value (e.g. laptops, mobiles, iPad etc.) are not left unattended for extra security.

Storage

We recommend storing any excess literature or empty storage cases in the non-secure storage available at the event. Please ask the event team onsite to direct you to the relevant storage area.



MARKETING

Spread the word!

One of the golden rules to successful exhibiting is to inform both existing and potential visitors that you will be exhibiting at the show. As well as continuing our already successful marketing routes, with your assistance we could reach an even further market of potential visitors that would enhance your exhibiting experience and allow the show to continue growing year on year.

For tips on how to market your presence at the show, please find a copy of our Marketing Toolkit:

[Download English version](#)

[Download Welsh version](#)

If you require any aspect of this manual to be provided in another format or language, please contact the event organiser.

Social Media Links

[Facebook](#)

[Twitter](#)

[Instagram](#)

#careergoals #nodaugyrfa @skillscymru

**THANK YOU FOR
TAKING THE TIME
TO READ THROUGH
THIS MANUAL.**

If you have any questions please don't hesitate to contact the Event Organiser.