

This is an important document which you should use as your first point of reference. If things change it will be updated – please check regularly.

It is important you share this document with your stand builder/contractor.

Venue

Belfast Waterfront
2 Lanyon Place
Belfast BT1 3WH

Telephone: 028 9033 4400

<http://www.waterfront.co.uk/>

Your contact for this event is:

Phyllis Tait, Event Manager, Fitwise Management Limited
Tel: ++44 (0) 1506 811077
Direct Tel: +44 (0) 1506 292043
E-Mail: phyllis.tait@fitwise.co.uk

Travel

For more information on how to get there, please visit the “Getting to Belfast Waterfront” Section of the website. <http://www.waterfront.co.uk/visit/getting-to-belfast-waterfront/>

Accommodation

There is a free online accommodation booking service where specially negotiated rates have been arranged. You can view all hotel options by clicking the link below.

Please note that you will be dealing with the agency regarding your booking so should you have any queries or changes to be made you will need to contact the agency directly.

Credit card details are required to make a booking and confirmation will be sent to your email address. **Payment will NOT be taken at this time but should be made directly with the hotel at the time of your stay.**

To view accommodation options and to make your booking please visit:

www.reservation-highway.co.uk/aca17

Alternatively, the Hilton Belfast, which is next door to the Belfast Waterfront where the conference is being held, is offering 10% off their current room rates. To book, please visit:

<http://eventsathilton.com/showV2/5788dfe045c3eb1377ea23ca>

Set Up and Breakdown Times

Times cannot be extended under any circumstances. This is out with our control. Please ensure your stand can be built within the allocated timescale.

Set up time Monday 22nd May 2017

Space only exhibitors and their contractors: 05.00 – 09.45

Exhibitors with table top - 07.00 - 09.45.

Breakdown is after lunch from 13.45 on Tuesday 23rd May. All exhibitors should be clear of the building by 20.00 on Tuesday 23rd May. All packages must be collected on this day. Any additional charges levied by the venue as a result of missing this deadline will be passed onto the exhibiting company.

There is another event on at the Waterfront the weekend of the ACA conference and the venue has very limited space to take packages. However they do have some holding space for us – these packages can ONLY be delivered on Friday 19th May. We advise you to consider our official show logistics contractor who will be able to guarantee delivery to your stand by 6am on Monday 22nd May. Their contact details are below and further information will be available shortly.

If you prefer to use your own courier you are of course free to do so, however please ensure they adhere to the delivery timescales.

Logistics Contractor

Our logistics contractor '**Stevie Cameron Event Logistics Ltd**' can receive your shipments, in advance of the Event, then transport these to the venue and place them on your stand on Monday 22nd May at the correct time. Please contact them for a quotation – or use the link to their enquiry form:-

Stevie Cameron Event Logistics Ltd
Eileen MacQuarrie, Office Manager
Tel: +44 (0)1355 238 559
Email: info@cameronlogistics.co.uk
Web: www.cameronlogistics.co.uk

[ENQUIRY FORM – CLICK HERE](#)

Deliveries/Collections/Loading and Unloading/Access

If you still wish to courier your items in another way, details are as follows.

Address & Labelling of Packages

All packages must be labelled as follows:
FAO: Philip Cole (ACA Conference)
Belfast Waterfront
2 Lanyon Place
Belfast BT1 3WH

There is a delivery label on Stage 3 of the online Exhibitor Manual that you can download. It also gives more information for the driver/venue.

Service Yard (Goods Access)

Access to the Belfast Waterfront Service Yard is via the Waterfront and Hilton Hotel service entrance, located at the rear of Lanyon Place, adjacent to the Lanyon Place multi story car park. A location map is available in Appendix 1. Please note there is a height restriction of 4.0m within the service yard.

Service Lifts

Goods access to our exhibition areas is via Service Lifts. Below is a table of these lifts with their dimensions and Weight limits.

H (m)	W (m)	D (m)	Weight Limit (kg)	Hall 1 Van Lift*	2.50	3.00	6.00	4000	Hall 1 Goods Lift*	2.30
1.90	2.40	2500	Hall 2 Service Lifts (x2)	2.20	1.50	2.20	2000	Gallery 1 Passenger Lifts (x2)**	2.10	0.80
2.10	1000	* Can indirectly service Hall 2 by transiting through Hall 1 ** These are in front of house areas and lift protection must be installed.								

Loading Doors

Below is a table of the loading door dimensions into the exhibition spaces

H (m)	W (m)	Hall 1 Loading Door From Lifts	2.30	2.80	Hall 2 Loading Door From Lifts	1.95	1.90	Hall 1 Accordial Wall Opening*	2.05	6.40	Hall 2 Accordial Wall Opening*	2.05	5.10
* When transiting goods from Hall 1 to Hall 2													

Important Information if you have a contractor building your stand:

For exhibitors dropping off at 5am please provide me with the vehicle registrations in advance these can be passed to the Waterfront security team to ensure they are given access to the yard without any unnecessary delays – Phyllis.tait@fitwise.co.uk

Access is restricted for unloading and loading only and once complete vehicles should be removed from the service yard to allow access for others.

Important Stand Information

Self build stands are permitted but this is essentially a table top exhibition. If rigging is required an inhouse service is available. There is a charge of £70 per rigging point and you should contact Philip Cole at the Waterfront to discuss. His email address is: ColeP@BelfastCity.gov.uk. Banner height should be limited to around 3m.

For self build please submit plans to phyllis.tait@fitwise.co.uk by 7th April. These **must** be approved by the Waterfront.

Exhibition Viewing Times

	Open	Close
Monday – 22nd May	10.00	11.00
	13.00	14.00
	15.30	16.00
Tuesday – 23 rd May	08.00	08.55
	10.45	11.15
	12.45	13.45

Exhibitor catering times

Exhibitors will be served all refreshments, including lunch, between 15-30 minutes before delegates.

Stand Package

Your stand includes:

- Table and 2 chairs
- 1 stand attendee per 3m² stand space each day which includes daytime catering*
- Access to conference sessions for stand attendees
- Access to electrical points if requested (please bring own extensions leads)
- If you require a tablecloth you will have to order this via the online manual
- *additional stand attendees will be charged at £45+ vat per person, per day which you will enter when you submit your stand attendee names.

Electrics

You will have access to a 13amp socket **but you need to request this** by emailing Phyllis.tait@fitwise.co.uk. If you require a greater power supply you must contact the Waterfront directly to arrange this. This will incur additional costs. The contact is : ColeP@BelfastCity.gov.uk

Furniture Hire/Floor Covering/Tablecloths

Should you require any stand furniture please contact Phil Cole at the Waterfront via : ColeP@BelfastCity.gov.uk

The venue is carpeted. If you would like to order additional carpet this will need to be laid to floor flats or a platform floor.

Should you require a tablecloth for your table top stand please order this through Phil Cole at the Waterfront via: ColeP@BelfastCity.gov.uk there is a charge of £3.99 per tablecloth.

Internet Connections

For any telecommunication requirements please contact: ColeP@BelfastCity.gov.uk

Exhibition Floor Plan

A copy of the current floor plan can be found in stage 3 of the online manual.

Social Event

The Gala Dinner will take place on Monday 22nd May 2017 in City Hall situated in Donegal Square which is a then minute walk or a short taxi ride from the conference centre. Tickets are £45 each inc VAT. You can order them on Stage 2 of the online exhibitor manual.

WiFi

There will be free WiFi throughout the venue.