



**THE UK'S LEADING
DEFENCE PROCUREMENT
AND SUPPLY CHAIN EVENT**

**28 MARCH
2019**

**FARNBOROUGH
INTERNATIONAL**

**EXHIBITION &
CONFERENCE
CENTRE**

EXHIBITOR MANUAL

www.dprte.co.uk

EVENT DELIVERED BY
BiP
SOLUTIONS
DELIVERING
EXCELLENCE
THROUGH
INNOVATION



CONTACT

If you need any information concerning any aspect of the event that is not contained in this manual, please contact your Event Support at BiP Solutions.

Lynsey Phillips
Event Support Coordinator
T. 0141 270 7686
E. eventsupport@bipsolutions.com

ADDRESS

BiP Solutions, Medius, 60 Pacific Quay, Glasgow, G51 1DZ

DEADLINES

HEALTH AND SAFETY FORM	WITHIN 5 WORKING DAYS OF WELCOME EMAIL
COMPANY LOGO AND PROFILE FOR DPRT WEBSITE	WITHIN 5 WORKING DAYS OF WELCOME EMAIL
EXHIBITOR ONLINE REGISTRATION	TUESDAY 5TH MARCH
PACKAGE EXTRAS (IF APPLICABLE)	TUESDAY 5TH MARCH

SPACE ONLY STANDS – CONTRACTORS MUST BE REGISTERED THROUGH EVENT SUPPORT BY 5TH MARCH

VENUE SECURITY:

Attendees may be subject to an airport style security check upon arrival to the site and to the venue. You are required to have photographic identification on your person at all times. YOU WILL NOT be able to access the venue the day before the event or the day of the event without your Exhibitor Badge and you must wear your badge at all times on site. You must inform event support of any contractors that need access to the venue on your behalf.

NO WEAPONRY, REAL OR REPLICA, PERMITTED ON SITE.

PLEASE NOTE THAT THIS APPLIES TO ALL STAFF INCLUDING CONTRACTORS

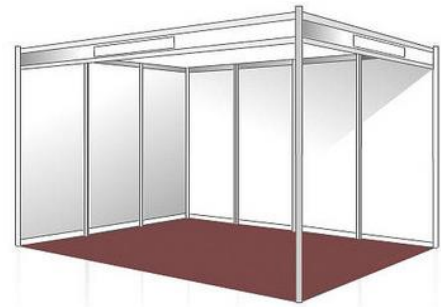
YOUR STAND

OUR STANDS: SHELL SCHEME

Our exhibition stands are shell scheme - made up of white panels which will depend on the size of stand you have booked – and a fascia board with your company name and stand number. An **example** of a shell scheme stand can be seen below.

According to the package you have booked your stand size will be as below unless otherwise arranged with BiP Solutions. This information can also be found on your exhibitor contract.

Gold Stand: 5mx3m
Platinum Stand: 4m x4m
Silver Stand: 4mx2m
Bronze Stand: 3m x2m
SME Stand: 2x2m
All Stand Heights are: TBC
Panel Size (for artwork): TBC



If you do not require a shell scheme, please contact eventsupport@bipsolutions.com ASAP. Space Only exhibitors MUST provide a risk assessment and method statement for their stand.

IMPORTANT STAND INFORMATION

Please inform BiP Solutions if you have any questions or unique requirements with regards to your stand. This includes the construction of any space only stands, modular stands including those with additional lighting or ones which have integrated screens.

Please note that due to health and safety regulations exhibitors cannot use flammable materials as part of your display. This includes drapes, plastic flowers, polystyrene, compressed gas etc. You should also inform us if you plan to have food and drink on your stand. Should you have any questions with regards to your display please contact us.

PANELS

Should you wish to install panels to your stand these must not leave any damage to the shell scheme wall. Any damaged panels will be subject to a charge which will be invoiced by BiP Solutions. Should you wish to print your panels to their actual size and (not overlay your artwork to the shell scheme), please inform BiP Solutions three weeks in advance of the event. Full size panel installation may be subject to a charge from the supplier which will be invoiced by BiP Solutions. All artwork should be arranged by the exhibitor at their own cost.



BUILD DAY: 27th March 2019. EVENT DAY: 28th March 2019.

ACCESS/SET UP

As a shell scheme exhibitor, you will have full access to the event on the build day from 15.00 till 19.00 and from 07.30 on the event day. To access the venue, you must bring with you your exhibitor pass which will be posted to you in advance of the event. **You will not gain access to the venue without this pass. You must also carry photo ID at all times.** If there is a problem on accessing the venue please inform the stewards that you are an exhibitor, they will contact a member of the events team. All exhibitors must be clear of the site by 19.00. **Your stand must be ready by 08.30am on the 28th March.**

If you are space only and constructing your own stand please contact eventsupport@bipsolutions.com to discuss earlier access times.

DELIVERIES & OFFLOADING

DELIVERIES

Deliveries can be made from 0800 on the 27th of March 2019. The venue **will not** be able to accept any deliveries before then. If you are arranging a courier please organise a door to door service as the staff will be unable to deliver your items to your stand. Please label all packaging with the details below:

**Your organisation contact name & telephone number
Stand name & Stand number
DPRTE 2019 – 28th March 2019
Hall 1
Farnborough International Exhibition & Conference Centre
ShowCentre
ETPS Rd
Farnborough, Hants.
GU14 6FD**

Please note: Neither BiP Solutions nor the venue can accept any responsibility for lost, stolen or damaged items

BREAK DOWN

You can break down your stand **from 16.00 on 28th March**. You will not be permitted to break down your stand prior to this as it is against health and safety guidelines. **All items MUST be removed off-site by 19.00 on 28th March. This includes all rubbish and panels. Failure to take anything off site will result in a removal fee from the venue.**

Do not put the organisers' name and contact details on your items for collection. These items must have your name on them as well as a contact telephone number.

If you are using couriers: please arrange to collect your items before 18.00. If any items are left after this time, the venue will dispose of them and an invoice will be sent to you for the disposal cost.

VENUE

Access is via GATE F – please use the following address

Farnborough International Exhibition & Conference Centre
Hall 1
Aerospace Boulevard
Farnborough
GU14 6TQ



GETTING THERE

Information on how to get to the venue by various transport means can be found below:

[By Road](#)

[By Rail](#)

[By Air](#)

Please see further details below

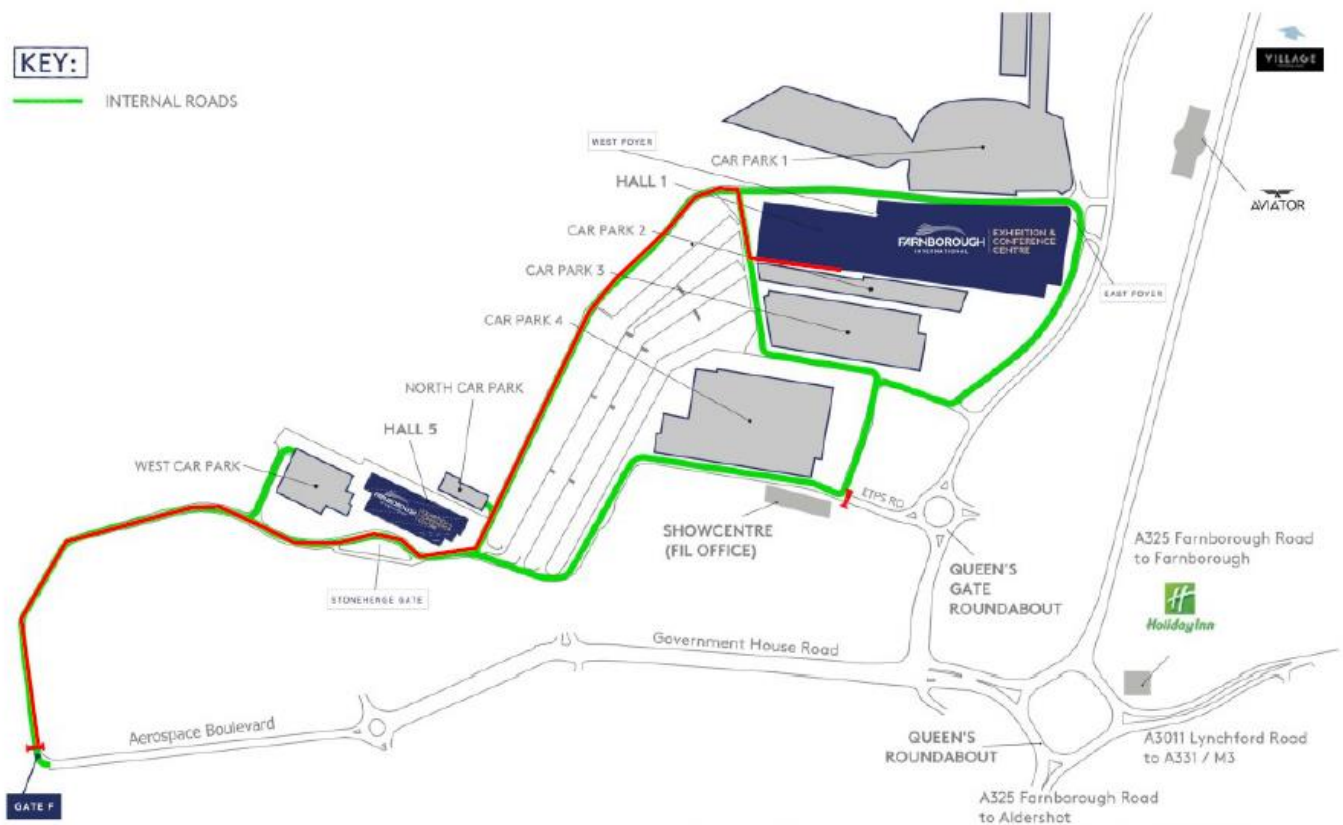
ENTRY ON BOTH DAYS

All entry to the site must be via **Gate F** on Aerospace Boulevard (please see map below). Exhibitor parking for this event will be in **Car Park 2**. Traffic marshals will be on site to guide you. If you require disabled parking, please show them your blue badge. Exhibitor parking is free, however you **MUST** have your Exhibitor Badge with you to access the site – it is important that you register your exhibitors [here](#) well in advance so that your badge is posted on time.

If you are using a SatNav, please enter 'Gate F – GU14 6TQ'

A larger version of this map as well as surrounding areas be found [here](#).

The **red line** shows your route to unload - Exhibitors will be able to unload on the service road adjacent to the hall, once you have unloaded you are required to leave the area immediately and proceed to parking (car park 2). Traffic marshals will be on site to assist you. Car park 2 is located close to the hall and can be used to unload light items.





FAQ

WIFI

Farnborough International Exhibition & Conference Centre offers free WiFi. This is on a time limit but is not restricted, ie you can log back in as many times as necessary. However, for a more steady or secure connection, please find information and booking details [here](#). Please note this must be booked 2 weeks in advance of the event date.

CATERING

You have been given an allocation of catering vouchers as per your package. We cannot allow for any further vouchers to be given out on the day, however we do have a cash catering area on site. If you have any allergies please make the venue staff aware.

ACCESSIBILITY

View the Farnborough International Exhibition & Conference Centre Accessibility Guide here: [Accessibility Guide](#)

ACCOMMODATION

Please [click here](#) for information on accommodation and a comprehensive list of nearby hotels.

ADDITIONAL EXHIBITORS

Should you need additional exhibitor passes over and above your package, please contact eventsupport@bipsolutions.com for prices.