

Exhibitor Guide

All Exhibition Stands are located in the Experience EuroCHRIE 2015 Market Place, in Pre-Function Rooms 1 and 2 at The Lowry Hotel.

DELIVERY

Shipping

Exhibitors can ship materials to the Lowry Hotel directly. Please mark exhibition parcels for the attention of:

Lindsay Hardie, The Lowry Hotel, 50 Dearmans Place, Chapel Wharf, Manchester, M3 5LH, United Kingdom

Materials are to be received by the Lowry Hotel no earlier than Monday 12 October 2015.

To ensure safe handling at the hotel, please add to every parcel:

1. your company name
2. the conference name (EuroCHRIE) and
3. conference date (15-17 October 2015).

Hotel porters will transfer all parcels to your exhibitor space on Thursday 15 October 2015.

Self-delivery

If you prefer to bring your own materials on Thursday 15 October, please drop exhibition materials at the Lowry Hotel's loading bay (signposted). Porters will be available from 07.00 to help transport your materials to the exhibition floor.

SET-UP

Access to the exhibition space is possible from 07.00 on the morning of Thursday 15 October 2015. Registration and refreshments begin at 08.00.

Stands can remain in place for the duration of the conference.

DISMANTLE

Exhibition materials should be removed from the Market Place by 15.30 on Saturday 17 October 2015.

COURIER COLLECTION

Exhibition materials can be stored at the Lowry Hotel for return shipping.

All collections must to be parcelled and labelled for couriers. Collections from the Lowry Hotel must be made by 16.00 on Monday 19 October 2015. All remaining materials will be recycled.