

Notes for Exhibitors

1st National Amateur Observers Symposium 4th and 5th September 2010, University of Reading

Location of exhibition

The exhibition will be held in rooms G.01 – G.05 of the Palmer Building, University of Reading (marked as Number 26 on map at http://www.rmets.org/pdf/uor_campusmap.pdf).

On arrival exhibitors should go to the RMetsS registration desk in G.05 of the Palmer Building (Number 26 on the map), where they will be given a badge and shown the stand allocated to them. Stands will be available from 09.00 hrs on 4th September 2010. Exhibitors must use only the stand space allocated to them and be set up for the start of registration at 10.30 hrs

Delivery of exhibition material

Deliveries of materials will only be accepted at the Palmer Building from 08.30 Saturday 4 September 2010.

Boxes should be numbered (1 of 5 of 1 - ?, etc) and labelled as follows:

Name of exhibiting company
c/o RMetsS 1st National Amateur Observers Symposium
Palmer Building
University of Reading
Whiteknights,
Reading RG6 6AZ

Unloading of material

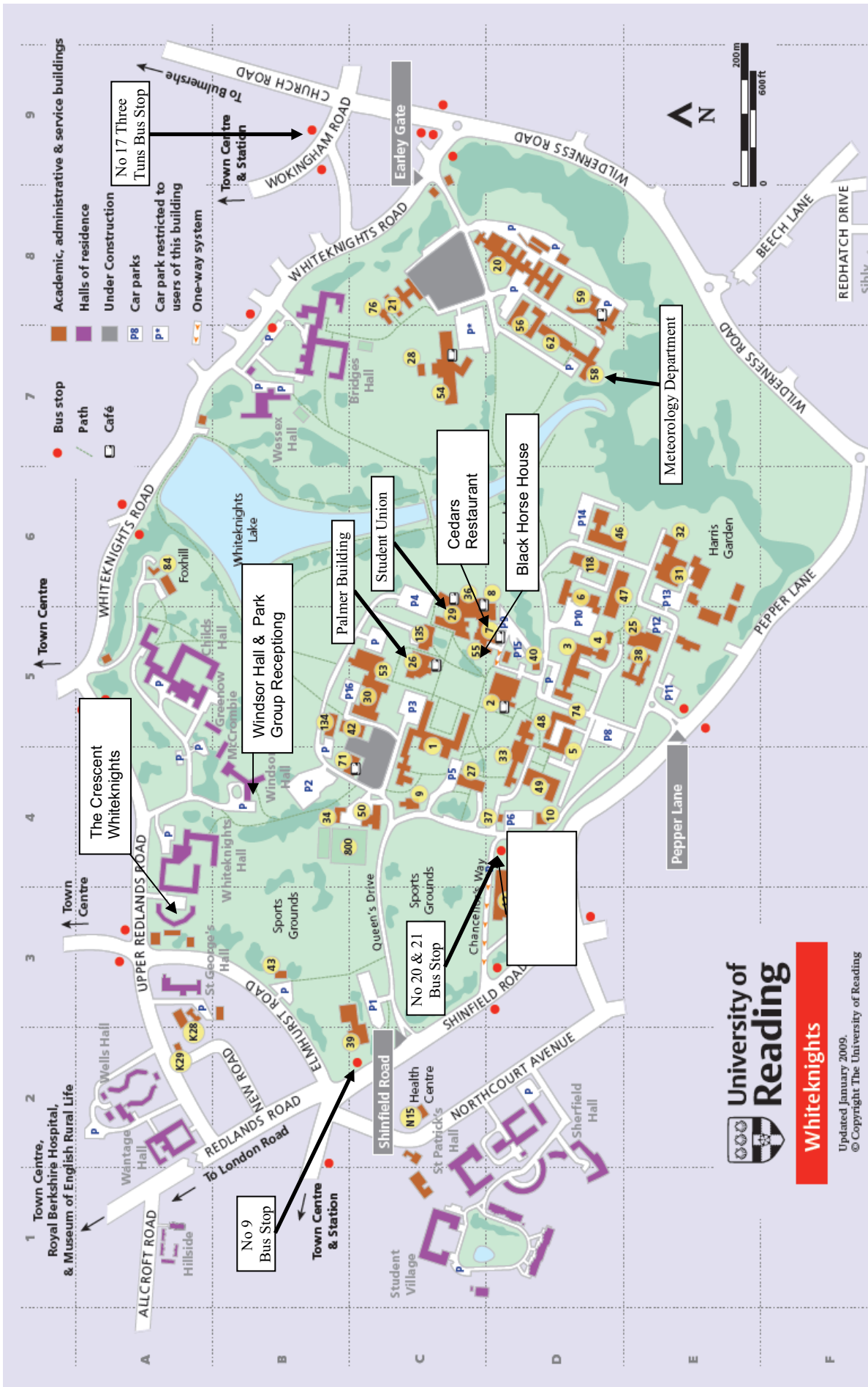
When delivering materials the driver should take the Queens Drive and veer left round to the back of the Palmer Building which is shown as 26 on the map. There is a waiting area at the back of the building for unloading. Vehicles must be unloaded as quickly as possible, if remaining on site the vehicle must be moved to a car park.

Exhibition times

The exhibition will be located in rooms G.01 – G.05 on the Ground Floor of the Palmer Building with lunch, tea and coffee being served in this area also. Stands will be accessible to registered delegates throughout the conference.

Electrics

Exhibitors must be able to provide an up-to-date PAT (Portable Appliance Test) certificate, on request by the Conference Centre, for any appliances used.



Whiteknights

Updated January 2009.
© Copyright The University of Reading