



The address for the delivery of postal items to the venue is:

**Warwick Conferences**

**Booking reference - 1214002**

**Radcliffe/Slate**

**University of Warwick**

**Scarman Road**

**Lakeside Village**

**CV47SH**

Contact number 024 764 74711

**Please ensure you put your company name on each item, this will make it easier to identify.**

Couriers should be instructed to deliver to the Reception at Radcliffe. The opening times are Monday-Friday 08:00-17:00.

Please ensure any advance deliveries are not made before **Friday 10<sup>th</sup> March 2023.**

Please note there is no provision for parcel deliveries or collections outside of these hours. If there is no member of staff available at the reception desk to meet the courier, they should be instructed to call 024 764 74711 and the manager on duty will assist.

Couriers should be aware that:

- All items are delivered and signed for by a member of the Warwick Conferences Team.

- The courier is responsible for delivering the parcels / items into the delivery location.
- The courier is responsible for unloading their own vehicles.
- The courier must provide their own trolley/pallet truck according to the volume of items being delivered.

## Exhibitor Information

**7<sup>th</sup> March**

**Delegate Places deadline**

Please ensure all the delegates in the allocation are registered for the event using the respective links sent via email by **Tuesday 7<sup>th</sup> March 2023**. Please contact us at [conferences@landor.co.uk](mailto:conferences@landor.co.uk) of any further concerns.

The Conference and Exhibition is taking place in the Slate building.

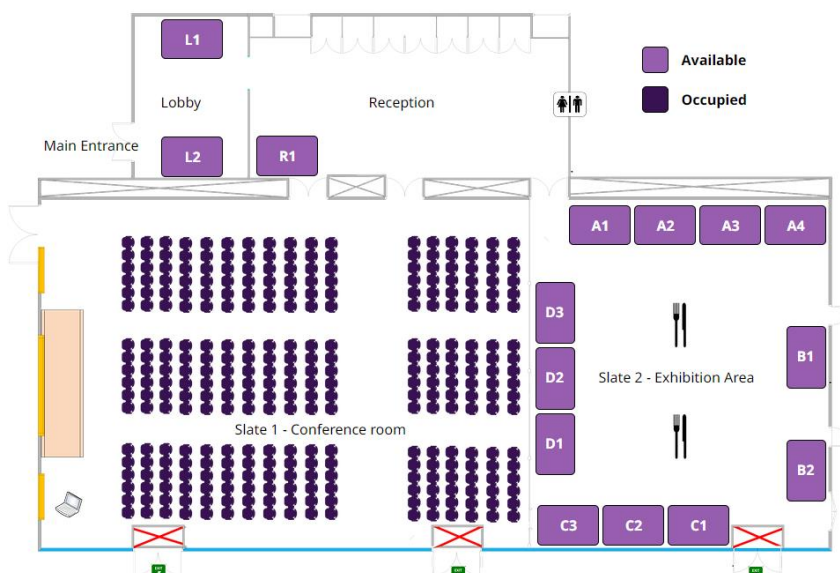
Set up is from 07:30 on Monday 13<sup>th</sup> March.

The exhibition format is open plan, tabletop style. Please note that shell schemes are not supplied for this event.

## Floorplan

Here is the floorplan for the conference.

### Exhibition floorplan



For the latest up to date exhibition floorplan, please visit the [event website](#).

## Loading Bay

The front patio at the Slate can be used for exhibitors to unload, however we would only allow 1 car at a time on the patio and there is a 20-minute limit to how long a car can park there



**Landor LINKS & Warwick University will take no responsibility for any items that are missing or damaged.**

## Audio and Visual.

Screen hire is not available for this event.

We advise all exhibitors to bring any screens with them.

## Getting to the venue

The venue is located at the University of Warwick which lies on the outskirts of Coventry.

- Easily accessible from many major routes: M1, M6, M5, M42, A5 and A14
- Regular buses from the University campus to Coventry city centre and rail station. Taxis are freely available at the bus terminal
- Coventry is on the West Coast Mainline and serviced by regular trains, 7 days a week
- Birmingham International Airport is approximately 20 minutes away
- Sat NAV postcode: CV4 7SH

This postcode will direct you to Gibbet Hill Road, the main road through the University. Follow signs for Lakeside Village, then you'll find your venue signposted.

**Further details on how to get to the venue can be found on the university's website**

<https://warwick.ac.uk/services/conferences/location/howtofindus>

## Bus Travel

West Midlands Bus on Demand are kindly offering all attendees of the conference two free rides across the 13th and 14th March.

Delegates will need to download the West Midland Bus on Demand app and then use the promo code **'REIMAGINE'**

Delegates will also be able to add passengers to their free ride for £1 each.

## Car Parking

Car parking is included for all exhibitors / delegates attending an event at The Slate.

All University car parks have Automatic Number Plate Recognition (ANPR), delegates will be required to register in advance or on the day of their attendance to facilitate free parking. Delegates will need to register their details on the link below adding a promotional code.

[City Centre Parking - Location - Warwick University Car Parks \(apcoa.co.uk\)](https://apcoa.co.uk)

**Then add the promo code: BRBNT**

**The Promo code will then reduce the price to £0.00.**

## Post Event

Parcels that are left with Warwick Conferences for collection must be clearly labelled and securely packaged. Couriers will often not accept parcels if they are in doubt about their destination or if any items are not packaged securely.

Address labels should be marked clearly with the following information:

- Person's (Delegate/Organiser/Exhibitor Company) name
- Name of Conference
- Number of items (e.g. 1 of 10)
- Name of Courier Collecting
- Full postal address for items being returned
- The booking reference number supplied by the courier at the time of booking
- (Alternatively, you may have a label from your courier company which should be affixed securely to all items)

Please ensure that the courier is informed of the number of items being collected and the correct return address. If the courier arrives with the incorrect collection information, it may cause delays in your items being sent back to you.

It is the exhibitor's responsibility to ensure parcels left for collection are transported to the appropriate storage area. Items should not be left unattended in the exhibition or meeting venue. Any unmarked items will be disposed on the day of the event.

Couriers collecting parcels should be directed to the correct collection venue, this is the address which the items were delivered to.

**All items must be collected by midday on Wednesday 15<sup>th</sup> March 2020**

If items are not collected within two weeks of the conference ending, the parcels will be disposed of without notification.

## **Accommodation**

A small number of hotel rooms are available on site. To book a room, please visit <https://warwick.ac.uk/services/conferences/bed-and-breakfast/>

EARLY BOOKING IS ADVISED!

## **Queries?**

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Principal Events Logistics Coordinator

Landor LINKS

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