

## GENERAL INFORMATION FOR EXHIBITORS, DELEGATES & GUESTS

### ACCESS AND DELIVERIES

The Pavilion Centre opening hours are Mon – Fri 9am – 5pm with the exception of when an event is taking place and hours are subject to request. If you are an exhibitor for an event which takes place at the Pavilion Centre and wish to deliver goods you are directed to deliver all goods to the back of the Pavilion (sign posted deliveries) where they can be stored. Please note the Pavilion does not take any responsibility of the security of these goods.

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### AUDIO VISUAL FACILITIES

Presenters have two options to present; 1: Bring presentation/s on a memory stick or CD and Pavilion Manager will upload onto the Pavilion PC. 2: If the presenter wishes to present from their own laptop, the laptop MUST have a **VGA output** enabling it to synchronise with Pavilion projector. Recommended for when a presentation contains complex data or large photos / video clips that a memory stick cannot hold.

**Microphones for Hire:** 2 Muted Roving Mics, 2 Lapel Wireless Mics and either Table stands or Full Length stands  
**Video Conferencing:** We do not have this facility in-house but we can get a quote on your behalf

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### CAR PARKING

The main car park is at the front of the Pavilion with an overflow car park at the rear. Please note disabled access is at the front of the building. Overnight parking is permitted providing that the Pavilion Manager is informed.

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### CATERING

All catering onsite shall go through our recommended caterers and these can be found on our brochure. For further information please go to our website and search Pavilion Caterers.

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### DAMAGE & DILAPIDATIONS

Please remember that any damage caused to the Exhibition building itself or the stand supplied, by you or your contractors is your responsibility. No blue tack, pins or any other sticky tape is allowed to be used to stick signage or marketing literature up. Please consider what you use.

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### DISABLED FACILITIES

The Pavilion Centre offers full access to all events for people with disabilities. If further assistance is required on site, please contact the Organisers or the event attending. There are no wheelchairs on site to hire we apologise for any inconvenience this may cause. Please note there is no hearing loop installed.

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### DRAPING, DECORATIONS, CANDLES

All decorations, draping and artificial flowers used for stand dressing must be flameproof and comply with all Fire & Safety Regulations as detailed at the rear of this manual. Copies of all appropriate certificates should be available for inspection on site. Please note that under no circumstances are display candles to be lit on any stand at any time.

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### HOTEL AND B&B LOCAL ACCOMMODATION

To arrange accommodation please ask for an Accommodation List

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## GETTING HERE

Please follow the link, which will help you with directions on how to get here.

<http://www.royalcornwallshow.org/planning/index.php5>

## MARKETING & BRANDING

There are no restrictions on marketing we simply ask you kindly to think about the environment and re-use your signage, stands and ask yourself is it necessary to laminate?

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## SECURITY

Every reasonable precaution is taken to ensure the safety and security of personnel and equipment at the Exhibition. However, we cannot accept any responsibility whatsoever for any injury, loss or damage or any consequential losses which may befall exhibitors / delegates and their property.

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## SMOKING

Smoking is not permitted in any part of the Pavilion Centre, there are designated areas outside and we request you dispose of all cigarette butts into the facilities provided.

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## SUSTAINABILITY

**Design throughout has been environmentally sensitive, to provide a versatile building, in keeping with its surroundings and purpose. We ask all exhibitors to minimise the use of free promotional goods that are harmful to the environment i.e. plastic bags and plastic wallets. Think before you act!**

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## WASTE AND RECYCLING OF GOODS

The Pavilion Centre is keen to encourage recycling and therefore we are happy to dispose of any cardboard, glass, paper or plastic on your behalf. We ask you kindly to make use of this facility and ensure that all waste is tied and packaged accordingly in order for us to dispose on your behalf.

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## WIRELESS CONNECTION

<b>Broadband Wireless</b>	Complimentary WIFI	Full access in doors and designated hot spot areas on terrace	Vouchers can be arranged via Pavilion Manager
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