



## Exhibitor Manual

In this manual you will find all the information you need to help you with every aspect of setting up and attending **The Welsh Business Show | Swansea on October 20<sup>th</sup>** at The Liberty Stadium. Please don't hesitate to contact The *Welsh* Business Shows team with any questions or assistance that you may need.

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Best wishes

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## Venue and room

The Liberty Stadium | Sinclair Suite | Level 2 | Landore Road | Swansea | SA1 2FA

## Exhibition opening dates and times

Day	Date	Opening hours	Activity
Thursday	October 20th	08.00 – 10.00	4 networking Breakfast (60 attendees) Book and pay for breakfast via the below link: <a href="http://www.twbs.wales/visitor-registration/">http://www.twbs.wales/visitor-registration/</a>
Thursday	October 20th	10.00 – 15.00	Exhibition opens

## Exhibitors Stand set up dates and times

Day	Date	Build up hours	Build up activity
Wednesday	October 19th	15.00 – 20.00	Exhibitors are able to set up their stands the evening before the exhibition during the appointed times.
Thursday	October 20th	07.00 – 10.00	Exhibitors are also able to set up their stands the morning of the show during the appointed times.

## Set up day Pre Show Marketing

The set up day of the show is promoted via social media including live video feeds and recordings of the stands being set up, and a final video showcasing the exhibitors is produced. To make the most of this marketing opportunity we advise you set up the day before on the appointed times.



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# SHOW TIMETABLE



TIME	HOST	EVENT
8:00 - 10:00	 	<b>NETWORKING BREAKFAST</b> 4Networking
10:00 - 10:30		<b>SHOW OPENING</b> Kevin Johns MBE
10:30 - 11:00	 	<b>SEMINAR 1</b> More Sales from Networking Stefan Thomas
11:00 - 11:30	 	<b>SEMINAR 2</b> Stop Getting in Your Own Way Dr Bridget
11:30 - 12:00	 	<b>SEMINAR 3</b> The Sales Secret that get Results; FACT! Sales Academy twenty-twelve
12:30 - 13:00	 	<b>SEMINAR 4</b> Healthy Minds for Successful Business Ruth Steggles
13:00 - 13:30	 	<b>SEMINAR 5</b> Content Marketing: Future of Sales & Marketing Chris Marr
13:30 - 14:00	 	<b>SEMINAR 7</b> Doing outside the Box Jamie Denyer
14:00 - 15:00	 	<b>SPEED NETWORKING</b> BizNet
15:00 - 17:00	 	<b>AFTER SHOW NETWORKING</b> Zokit

SEE WEBSITE FOR FULL DETAILS:

[www.twbs.wales](http://www.twbs.wales)

## Show guide advertising deadline

If you have booked advertising in the show guide the deadline for copy is **Friday Wednesday 12<sup>th</sup> October.**

Adverts can be supplied in J-Peg or PDF, and will need to be 300dpi

Page Size	Orientation	Height	Width
Quarter Page	Portrait	140mm	90mm
Half Page	Landscape	140mm	190mm
Full Page	Portrait	280mm	190mm

## Exhibitor badges

Please provide us with all names of the individuals in your company that require badges by **Friday October 14<sup>th</sup>.** Exhibitor badges will be on your stand table the day of the show.

## Shell scheme information

- 1) Height of the stand is: 2.5 metres
- 2) The internal width of the stand is: please see your invoice
- 3) The internal length of the stand is: please see your invoice

## Electricity, Lighting & Furniture

Your stand will be fitted with lighting, Name board, table and 2 chairs.

If you require electricity, you must order this separately (see booking form).

## Shell Scheme fabric

The shells are Velcro and pin friendly, so you can attached your posters and other marketing materials to the stand.

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## **Super-fast WI-FI Connection**

Connection to the Liberty Stadiums WI-FI is free of charge, however the connection is limited in some parts of the room so we have teamed up with Global Teleports who will be supplying the show with its very own super- fast Wi-Fi connection. The cost to connect to the super-fast broadband is just £10 for the entire day with unlimited downloads. You can purchase the super fact Wi-Fi on the day by visiting the Global Teleports Stand, or call us to pre book it.

## **Invoices**

Please ensure all invoices are paid by **Friday October 14th**. Without payment, we regret that your stand will not be erected.

## **Useful information**

### **Exhibitor Accommodation**

We have teamed up with the Marriott who are offering our exhibitors a discounted rate if you need to overnight accommodation. To book please e-mail: [mandi.gwynne@marriottthotes.com](mailto:mandi.gwynne@marriottthotes.com)

### **Parking**

Free parking including disabled is available outside the stadium.

**Thank you!**

Thank you for taking the time to read the Exhibitor Manual. We hope that you find it useful but if there is anything that we have missed out, or if you require further information about exhibiting at the show, please do not hesitate to contact us.

*See you soon,*

*Kind Regards*

*TWBS Team* 😊

**\*END\***