

Friday 19th April | 10.00 - 12.30

Research Facilities Showcase 2024

University of Aberdeen, Science Teaching Hub,
Bedford Road, AB24 3AA

Dear Exhibitor,

We are looking forward to hosting the Research Facilities Showcase shortly, thank you for being a part of this event! I just wanted to get in touch to confirm some details.

Date of Event: Friday 19th April 2024

Official Start Times: 10.00- 12.30

(exhibitor set up times below)

Location of Event:

Science Teaching Hub
Bedford Rd,
Aberdeen
AB24 3AA



Set-Up Times

Set up

Set up	Set up time	Room open hours
Friday 19 th April 2024	From 09.00	10.00 – 12.30

Breakdown

Breakdown	Schedule
Friday 19 th April 2024	12.30 – 14.00

Please note: Stands must be cleared, and excess products and materials removed from the Science Teaching Hub no later than 14.00 on Friday 19th April 2024. Please allow time to load and unload vehicles.

All equipment left on the premises will remain the responsibility of the exhibitor and we accept no responsibility for any loss or damage.

Drop- Off/Unload Point

The drop-off/unloading point is located on Loverose Lane, accessible via Bedford Road.



What you get as part of your stand (as standard)

- Trestle table – approx. 180cmx60cm. **Please note, tablecloths are not provided.**
- Two chairs (if you need more, please just ask on the day)

Important Information

- The exact table/space location will be signposted to you on the day
- If you have indicated a space-only stand this will be the same size allocated as if you had a table stand.
- If you have indicated you require power – we will do our best to facilitate your request- you may have to share an extension cable with another stand. **We only have a limited number of extension cables – please bring your own if you have one.**
- If you have indicated you require poster boards – we will do our best to facilitate each request.
- Poster Board Size - 1.8m height x 1m width - Fits x1 A0 poster in portrait orientation

Car Parking

We cannot guarantee spaces will be available, so we encourage you to allow plenty of time for parking. Parking is pay via the Paybyphone App (<https://paybyphone.co.uk/>) , more information can be found here: [Car Parking | StaffNet | The University of Aberdeen \(abdn.ac.uk\)](#)

[Kings Campus Car Parks](#)

Exhibitor List

View the list of exhibitors [here](#)

Catering

We are delighted to offer tea and coffee at the event, with help from our generous exhibitors who have contributed towards this.

Handy Tips

Facility Tours

We've received feedback expressing interest in experiencing the facility in its operational environment.

An idea to showcase your facility in situ is to operate facility tours for small groups of people. You could designate a specific date and time for a facility tour, promote it at your stand, and enable attendees to sign up for the tour. (The tour arrangements would be managed by your team.)

Poster printing

Email design@abdn.ac.uk for help with poster design and uniprint@abdn.ac.uk to get it printed. Poster Board Size - 1.8m height x 1m width - Fits x1 A0 poster in portrait orientation

AV

Contact mediaservices@abdn.ac.uk if you need additional AV such as monitors for your stand.

Cleaning and waste disposal

Exhibitors are responsible for keeping their stands tidy and for ensuring that waste is deposited in accordance with the rules on waste disposal. For health and safety reasons it is important that all exhibitors and contractors keep walkways clear of rubbish at all times. Any items left are subject to being cleared away, regardless of whether they are waste or not.

Emergency exits, routes and assistance

Evacuation routes/emergency exits must not be blocked at any time. Under no circumstances is this acceptable. No displays, posters or similar materials which might interfere with sight lines or fall down in the event of fire may be hung in evacuation routes or their vicinity. Fire stations must be visible and accessible at all times. They must not be covered or blocked. Fire stations can be fire hoses, fire extinguishers or fire alarms.

Insurance

Exhibitors must ensure all necessary insurance cover for damage to their own goods and for possible liability in respect of injury to third parties or damage to third-party property, including the property of the venue. In some cases public liability insurance is also required.

Contact Email: cpdservices@abdn.ac.uk