



WELCOME TO THE 2020 TOURISM EXHIBITION

Wednesday 18th March
Riviera International Conference Centre, Torquay

EXHIBITOR BRIEFING NOTES:

Thank you for booking a stand we have prepared these notes to help you:

KEY CONTACTS:

English Riviera BID Company

Angie Wright, ERBID – Operations Executive:

E: angela@englishrivierabid.co.uk

T: 01803 296296

M: **07713 880558** (on the day)

Riviera International Conference Centre

Nick Blackhurst

E: nblackhurst@ricc.co.uk

M: 07880 732462 (Duty Manager)

PROMOTION: #ERBID20

This event is a free B2B trade event and has been promoted to the 1000+ ERBID partners, with businesses asked to pre-register using Eventbrite. [Here is the link](#) for any businesses that you would like to register to attend the event.

Please use your communications to help promote the event including **#ERBID20** which is the # we will be using to promote the event through the English Riviera Social Media Communication channels.

This event is also forming part of our 2020 Groups Showcase and from 10am 50 plus national Group Operators and Organisers will be attending the Exhibition with our objective to encourage to include the English Riviera in their future touring programmes to help support the shoulder seasons in particular.

For first time exhibitors you might find it helpful to view our [video from the 2018 event](#).

CAR PARKING:

All car parking charges will be suspended on the 18th March 2020. **It is compulsory that all Exhibitors' cars must move to the car park at Torre Valley, Walnut Road Torquay TQ2 5JY after the unloading of materials for the exhibition.** High level transit vans are welcome to stay in the car park at the Riviera International Conference Centre due to height restrictions at Torre Valley.

PROGRAMME & TIMINGS:

Morning Exhibition

- Stand Set Up from 0730 - 0945
- Visitor registration from: 0930
- Morning Exhibition: 10am – 1.30pm, ARENA
- Meet the Buyer (Group Showcase) – 11.15 to 12.45pm – Upper Level of ARENA
- Morning Exhibition finishes at 1.30pm
- Complimentary bacon roll and tea/coffee

STAND SIZE:

The stand size is approx. 6ft x 3ft. Table is provided with 2 chairs and a table cloth; there is space behind for a roll-up banner. Please respect your fellow exhibitor by not spilling over into their space.

1. We request that stands must be set up by 09.45 please
2. The exhibition is taking place in the ARENA, access is via the loading bay
3. Car Parking charges will be suspended
4. The location of your stand will be assigned at the discretion of the ERBID Company but will be notified to you before the event.
5. On locating your stand, please check that you have everything you need and contact any of the Key Contacts above should you have any problems.
6. You are advised to bring your own trolleys, as the RICC do not have any available.
7. Please note the ERBID Company is unable to take any responsibility for any goods left unattended.
8. Electricity is provided free of charge

STAND BREAK DOWN:

Stands can be taken down after the exhibition has finished at 1pm, please do not take down before. Everything must be cleared from the ARENA by 17.00 please. Anything remaining after this time will be deemed as rubbish and disposed of accordingly.

CATERING:

Each exhibition stand will be issued with:

- two vouchers for a FOC cup of tea/coffee and one bacon roll per voucher with service available from the Catering Platform in the ARENA from 8am.

Catering vouchers must be collected from the Registration area. A cash buffet will be available all day for any additional catering requirements.

FIRE SAFETY:

Adequate fire equipment is located around the RICC. This equipment is the property of the RICC and must not be removed or relocated. Stand materials must be fire proofed and comply with the fire safety regulations.

FIRST AID:

Should you require any minor first aid assistance, please go to the cloakroom, located in the Entrance Area. Should there be a major incident please dial 999

SMOKING:

Smoking is not permitted inside the building at all. Should you wish to smoke the smoking area is situated outside the main entrance where ashtrays are provided.

SOCIAL MEDIA:

We actively encourage news about the event to be shared using the **#ERBID20** along with your own company communications please

WASTE MANAGEMENT:

The RICC operates an environmentally friendly recycling procedure. Each exhibitor is responsible for the removal of their own rubbish.

WI FI:

Standard wireless internet connection is available to exhibitors complimentary for this event. No password is required, **login through the Riviera Conference Centre** on the day.

INSURANCE:

Exhibitors are responsible for any insurance which ought to be prudently carried. You must arrange your own Insurance. You should also be aware that the ERBID Company is not responsible for any loss or damage.

AMPLIFIED SOUND & AUDIO VISUALS:

The use of microphones, videos and music (subject to you holding the appropriate licences) is permitted on your stand although we reserve the right to prohibit it being used, if it causes annoyance or disturbance to any aspect of the event. If you have any audio-visual requirements for your exhibition specialists ESW Solutions can provide a range of equipment. Telephone 01364 73777 or visit www.eswav.com

Please note the public address/AV system is for the use of the organisers for official announcements only.