

QCrypt2017 Industry Exhibition - Notes for Exhibitors

Venue: West Road Concert Hall, 11 West Rd, Cambridge CB3 9DP

Exhibition Area: This is in a spacious foyer, that will be used for networking, the industry exhibits, posters, and refreshments. [see *plan attached*].

Exhibition Unit: Each unit will include a Table, Power, Poster Board and 2 seats:

- Unit Foot print: 2m x 2m
- Table size: 900 x 300mm
- Poster Board: A0 (Velcro)
- Power strip (max 1kw, 4 x UK 3-pin socket BS1363)

Loading / Unloading: There is no parking at the Venue, but space will be made available for dropping-off and picking-up equipment. Vehicles used for this purpose will have to be then parked elsewhere.

Parking: Driving in Cambridge is not advised. Parking is available at commercial sites. The nearest recommended site is the Madingley Road Park and Ride (Cambridge CB3 0EU). This is a few minutes away by car from the conference Venue, and linked to it by the regular University Bus service.

Security: The Venue will be locked out of hours. A locked space within the Venue will be available should exhibitors wish to store equipment out of hours.

Insurance of equipment is the responsibility of owners / custodians / exhibitors.

Access to the Venue Sunday 17th – Friday 22nd September

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| Sunday, 17 th | - Afternoon only for set-up – including Exhibitors |
| Monday 18 th | - All day |
| Tuesday 19 th | - All day |
| Wednesday 20 th | - Morning only |
| Thursday 21 st | - All day |
| Friday 22 nd | - Morning only (extended to 17.00 for the removal of Equipment) |

Process

- Exhibition Units must be booked in advance by contacting: *exhibitors at qcrypt2017.org*
- Once the requirement is confirmed by email, Exhibitors should provide:
 1. The contact name / legal entity / email address to which an invoice will be sent for payment – which must be received in advance of the event.
 2. Contact details for the person(s) responsible for the Exhibition during the conference.
- All conference attendees are required to register.
- An Exemption Code will be provided for the single delegate registration included with each Exhibition Unit booked.

Contact in Advance: *exhibitors at qcrypt2017.org*