

Hilton

BIRMINGHAM METROPOLE

EXHIBITOR INFORMATION PACK

Thank you for exhibiting at the AHDA Conference held at the Hilton Birmingham Metropole. For full details of the event agenda please contact the organisers at www.ahda.co.uk

TRADE SHOW DATES

The event runs from 10am Wednesday 12th –
4pm Thursday 13th January 2022

The trade show will be located in the Palace Suite, floorplan available on AHDA website

Set up is available from 5pm, Tuesday 11th January and tear down from 4pm Thursday 13th January.

Access is available via the main entrance for hand carrying and via the rear of the Hotel for unloading bay

There is access to food and beverage within the Hotel

The nearest toilets are located opposite the Palace Suite.

Food and beverage items not purchased from the hotel are not permitted on the stands.

Each booth will have available:

1 x 6' table with white linen & 2 chairs. These will be stacked at the outside of the room.

Should you require electric points, extension cords, additional food & beverage, furniture, av equipment or hardwire internet access, please contact the Event Planner 01664 822335 or email admin@ahda.co.uk

Please note that security has not been provided for this event and items of value should not be left unattended at any time.

BRANDING

Exhibitors are not permitted to fix any graphics, notices or materials to any part of the venue or its walls, without pre-arrangement and confirmation. Exhibitors are responsible for any damage caused by their staff or contractors to the fabric of the building. Any damage caused will be charged to the exhibitor concerned.

WIFI

Public wifi for browsing is available at the event – Stand delegate will be advised of the code via Eventbrite.

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DELIVERY

Shipments to the Hotel are received, stored and delivered to our Monarch Lock Up storage room. Storage in this area is limited. The Hilton Birmingham Metropole asks for your co-operation in shipping in a timely manner, no more than 24 hours prior to the start of the event.

Shipments must be addressed according to the Hotel delivery Label;, see appendix 2

<p>TO:</p> <p>Monarch Lock Up c/o Security HILTON BIRMINGHAM METROPOLE NEC BIRMINGHAM B40 1PP</p> <p>SENDER DETAILS:</p> <p>NAME: <input style="width: 290px; height: 25px;" type="text" value="XXX"/></p> <p>ADDRESS: <input style="width: 290px; height: 50px;" type="text" value="XXX"/></p> <p>TELEPHONE NO: <input style="width: 290px; height: 25px;" type="text" value="XXX"/></p> <p>NUMBER OF BOXES <input style="width: 115px; height: 25px;" type="text" value="XXX"/></p> <p>CONTENTS <input style="width: 290px; height: 25px;" type="text" value="XXX"/></p> <p>BOX <input style="width: 55px; height: 25px;" type="text" value="XX"/> OF <input style="width: 55px; height: 25px;" type="text" value="XX"/></p>	<p>EVENT PLANNER <input style="width: 100%; height: 35px;" type="text" value="XXX"/></p> <p>NAME OF EVENT: <input style="width: 300px; height: 35px;" type="text" value="XXX"/></p> <p>DATE OF EVENT: <input style="width: 290px; height: 25px;" type="text" value="XXX"/></p> <p>ROOM NAME: <input style="width: 240px; height: 35px;" type="text" value="XXX"/></p> <p>STAND NAME: <input style="width: 240px; height: 35px;" type="text" value="XXX"/></p> <p>STAND NO: <input style="width: 290px; height: 25px;" type="text" value="XXX"/></p> <p><small>DELIVERIES WILL ONLY BE EXCEPTED AT SECURITY</small></p> <p style="text-align: center;"><small>MONDAY - FRIDAY 0600 - 1600 HRS</small></p> <p style="text-align: center;"><small>SATURDAY 0600 - 1300 HRS</small></p> <p><small>BOXES/MATERIALS ETC WILL NOT BE ACCEPTED MORE THAN 24 HOURS PRIOR TO THE EVENT DATE</small></p> <p><small>Please note that the hotel does not accept responsibility for the loss or damage of any materials accepted/stored by the hotel.</small></p>
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**** Please note that boxes will not be accepted by the hotel without a recipient name.

**** Please note that the hotel does not accept pallets.

Handling fees will apply if pallets/boxes are left by delivery drivers.

**** The hotel does not accept Cash on Delivery packages.

****For security reasons, all unidentified shipments or questionable packages will be refused.

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SHIPPING

Guests are responsible for the packing of all return packages. These should be indicated to the hotel representative before your departure.

Please note that any items left in the exhibition room without correct labelling will be destroyed.

All items must be addressed according to the Hotel return label. See appendix 3

RETURNED GOODS		EVENT PLANNER	
Return Address		XXX	
XXX	<p>ALL EQUIPMENT TO BE PICKED UP</p> <p>PLEASE NOTE ALL PARCELS/SHIPMENTS MUST BE COLLECTED ON THE SAME DAY THE EVENT FINISHES</p> <p>GOODS CAN NOT BE STORED AT THE HOTEL</p> <p>THE HOTEL CAN NOT TAKE ANY LIABILITY FOR ANY GOODS LEFT ON SITE</p> <p>PLEASE MAKE ARRANGEMENTS IN ADVANCE FOR COLLECTION ON THE DAY OF DEPARTURE</p>	NAME OF EVENT:	
		XXX	
		DATE OF EVENT:	
		XXX	
		ROOM NAME:	
		XXX	
		STAND NAME:	
		XXX	
		STAND NO:	
		XXX	
Courier Details		CONTACT NAME XXX	
XXX	BOX or ITEM 1 of _____	CONTACT NUMBER XXX	

All items must be returned to the Monarch Lock up storage room.

For the avoidance of doubt, any labelled packages left in function rooms following times of tenure will be removed and charges for storage will apply for a maximum of three days. Items not removed from the premises within 3 days of departure will be destroyed.

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RUBBISH REMOVAL

Exhibitors will ensure that they clear and remove all rubbish, refuse and other materials not belonging to the venue from the premises. Any excess waste removal will be charged following the event.

CAR PARKING

The hotel car park is operated by ANPR (Automatic Number Plate Recognition). Please forward the below link to your delegates in order to register their car registration details.

https://bh.cerberus-software.co.uk/event_validate/

Please note this link may not open on older versions of Microsoft Office but can be accessed by all mobile devices, tablets and androids. Alternatively, Chrome, Safari & Firefox can support this also.

Your delegates should choose the second option "Pre-register parking" and enter your unique event code: **DSJPT**

Upon arrival the barrier entrance will lift for your delegates and the same upon departure.

Any delegates who arrive and have not registered are able to register on the event day prior to departure.

Please note that registration does NOT guarantee a space in the hotel car park. Cars parked in the NEC car parks are out of the hotel's control and charges are variable. The charges are payable by the individual.