

**7-8 November 2023**  
**Wembley Stadium, London**



**Partners**

**Checklist Information**

**a. Wi-Fi:**

There is a common wi-fi setup, that is used by both delegates and partners. You will be notified on arrival.

**b. Is it possible to order separate internet connection at a specific stand?**

This is possible. We can put in a hardwire connection specific to your stand only. This would need to be done by the stadium's IT team, so please contact us at least 6 weeks' notice.

**c. Table and chairs on stand:**

- **Headline Partners:** 1 poseur table and 4 chairs
- **Platinum Partners:** 1 poseur table and 3 chairs
- **Gold Partners:** 1 poseur table and 2 chairs
- **Silver Partners:** 1 standard table and 2 chairs

**d. Electrical outlets:**

Three 13A power sockets are provide. Please ensure to bring PAT tested equipment.

**e. LCD screens:**

Partner packages have pre-installed LCD screens on their pre-built stands except for Silver.

- **Headline Partners:** 3 x 60" LCD screen
- **Platinum Partners:** 1 x 55" LCD screen
- **Gold Partners:** 1 x 46" LCD screen
- **Silver Partners:** 1 x 46" LCD screen



**f. Are platinum and gold partners able to request a bigger screen?**

Yes, it could be ordered, and invoiced accordingly. Pricing, is listed as below:

<b>Additional Screens quote</b>	<b>Excl. VAT</b>
• Laptop	£220+vat
• 27" LCD Monitor	£240+VAT
• 46" LED Monitor	£440+VAT
• 55" LED Monitor	£600+vat
• 75" LED Monitor	£900+vat
• Colour Printer	£250+VAT (limited stock)

**g. When can the stand be set up?**

You may arrange your stand for example, setting up the table with promotional items, setting up the pull up banners (if any), on Monday 6<sup>th</sup> November, between 13:00 hrs to 18:00 hrs and/or Tuesday morning, 7<sup>th</sup> November 2023, between 07:00 hrs - 07:30 hrs. Please carry the promotional items and/or pull-up banners, along with you to the venue when you set-up the stand on 6<sup>th</sup> or 7<sup>th</sup> November 2023.

**h. Who will do the printing work of the pre-installed stands, and is the price of the printing already included in the partnership packages?**

- The price of printing is already included in the partnership package
- Partners will be contacted by our print supplier Danilo Zuccaro ([danilo.zuccaro@encoreglobal.com](mailto:danilo.zuccaro@encoreglobal.com)), where the partners should send the artwork files directly whilst copying Enrose (at [enrose@projectcontrolexpo.com](mailto:enrose@projectcontrolexpo.com))
- Please note all **artwork files should be sent to the printer at least EIGHT WEEKS prior to the event.**
- Project Controls Expo team in collaboration with the print supplier is responsible for getting the printing work checked and approved for the pre-installed stands.



### i. Are there any restrictions to what we can bring?

There are no restrictions, providing the items fit on the stand space and do not cause any health and safety issues on site. Avoid individual extension leads – if you have additional power requirements, please let us know at least ONE week prior to the event at [info@projectcontrolexpo.com](mailto:info@projectcontrolexpo.com)

No external food or drinks allowed unless a disclaimer is signed at the venue.

### j. How many people are allowed to man the stand and how many tickets do I receive to attend the conference?

Each partnership package has a specific allocation which includes the stands personnel

	Bronze £2,500	Silver £3,500	Gold £10,750	Platinum £16,000	Headline £22,000
Exhibition stand		✓	✓	✓	✓
Presentation slot			✓	✓	✓
Delegate list supplied (according to local data protection legislation)		✓	✓	✓	✓
Complimentary event passes (incl. stand manning)	1	2	5	10	15

For booth management you will be allowed to have:

- 4 people on headline/platinum packages
- 3 people on gold
- 2 people for silver.

Please note this is included in partnership packages

### k. Are there built-in racks for displaying marketing collaterals on the stand?

The racks are part of stand design for headline, platinum and gold partners. Please refer to the [sponsorship brochure](#) (page 15 to 20) for design/more info.







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