

The logo features the text "ISCVEX 2024" in white on a red rectangular background. The text is framed by red L-shaped corner brackets at the top-right and bottom-left. "ISCVEX" is in a bold, sans-serif font, while "2024" is in a large, outlined, sans-serif font.

ISCVEX 2024

EXHIBITORS' INFORMATION PACK

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Venue

Coombe Abbey Hotel is very easy to get to from most parts of the UK. Coventry Rail Station is 6 miles from Coombe Abbey (15-minute taxi ride). Birmingham International Airport is 17 miles (30 minute taxi ride).

The exhibition event takes place in The Marquee towards the rear of the Hotel, and seminars are held in The Cloisters. Both are situated on the ground floor of Coombe Abbey Hotel.

Venue Details	Coombe Abbey Brinklow Road Warwickshire CV3 2AB Telephone +44 (0)2476 450450 www.coombeabbey.com
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Accommodation

We have negotiated a special rate of £125 B&B at Coombe Abbey, held for bookings made before 31 January. Bookings should be made directly with the hotel on 02476 450450 and you will need to settle your own account on departure.

Alternative accommodation is listed on our website.

Parking

FREE Parking is available in the hotel car park. There are plenty of spaces, with no height restriction for vans. Collect a token (or code) from the hotel reception when leaving for free parking.

Unloading

It is recommended that you drive to the right of the hotel, along the access road and around the back of the hotel/marquee. Here you can park and unload any heavy items and take them directly into The Marquee. Once you have unloaded please return your vehicle to the car park as soon as possible to allow for other exhibitors.

Exhibition Set Up & Breakdown

Tuesday, 19 March 2024

The event organisers will provide exhibitor tables in the exhibition room from Tuesday at 11am, access to the room is available from this time. It will be necessary to vacate the room at **5pm** as this year's Networking Dinner is being held in the exhibition room.

Please keep your area tidy. Exhibitor stands located in front of the bar area, will be moved to one side for the evening's events. If you are not arriving to set up your stand until the morning on 20 March, please let us know in advance, to allow us to allocate stand space accordingly.

Exhibitors are welcome to bring marketing materials and leave them in the exhibition room overnight.

However, goods are not insured by the organisers, so we recommend valuable items are positioned the following morning.

ISCVE accepts no responsibility for the security of any of your property at any time; it is your responsibility to arrange security and insurance.

Exhibition Room Layout

The exhibition room plan will be displayed on arrival, so you will know where to set up. Each table also has the exhibitor name on it, so it will be very clear. We do not allocate stand numbers to each exhibitor, as it has proved unnecessary.

Stand pitches will be 3 metres with a table measuring 72" long x 30" wide x 30" high.

It is important that exhibitor pop up banners **do not** exceed the 3m width. Anything larger has an impact on the neighbouring stands and the layout of the room. You will be asked politely to remove anything that exceeds this measurement.

There are power sockets situated around the perimeter of the exhibition room and a four-way trailing mains lead will be provided.

Please note that this lead will be fused at 13 Amps and exhibitors must not use additional extensions or adaptors.

Wednesday, 20 March 2023

Exhibition Breakdown

Once the exhibition closes at 4.30pm, you will be able to dismantle your displays. Stands must not be dismantled before this time, as delegates will be returning to the exhibition hall after the last seminar, which finishes at 3.30pm. Exhibition stands must be cleared by 7.00pm.

Events

Tuesday, 19 March 2023

ISCVE Members' Day & AGM

The programme for the ISCVE Members' Day will start at 2.00pm in The Cloisters and will last approximately 2.5 hours. It will be an informative session full of presentations and demonstrations and we encourage everyone to attend.

ISCVEx Networking Dinner

Pre-dinner drinks will be served at 7pm on 19 March in the Marquee or on the West Terrace outside if the weather is mild. Dinner will be served around 8.00pm. Places for the networking dinner must be pre-booked by close of business Monday, 4 March. Places can be pre-booked via on-line registration on the ISCVE website.

If you have any special dietary requirements, such as vegetarian, vegan & gluten free, please notify us by email in advance. Dress code for the dinner is smart-casual.

Entertainment has been booked to add to the party atmosphere.

Some exhibitors have opted for the sponsorship package to help towards the pre-dinner drinks or to provide wine on the tables, if you are interested in sponsorship opportunities, please talk to Ros in advance.

Events

Wednesday, 20 March 2024

ISCVEx Exhibition

The ISCVEx exhibition room will be open from 7.00am and we aim to have all stands set up by 9.00am. We will provide tea/coffee during set-up to keep us all going after an early start.

Visitor Registration opens at 9.30am.

The exhibition is officially open from 9.30am to 4.30pm.

ISCVEx Seminar Programme

There will be three separate seminars during the day. Please visit our website for further seminar details.

The seminar programme will be live streamed on the ISCVE YouTube Channel for exhibitors unable to leave the exhibition room.

Refreshments

Tea/coffee/juice/biscuits will be provided throughout the day for exhibitors and visitors. A finger buffet lunch is also provided free of charge. Refreshments will be served in the exhibition hall, maximizing exposure for exhibitors.

Visitors

Visitors will include all seminar delegates, as well as other industry contacts from manufacturers, integrators, consultants and project specifiers. ISCVEx is your opportunity to engage with them in a relaxed, personal environment.

Name badges

A name badge will be available for collection upon arrival for all visitors who have pre-registered, and exhibitors who have submitted names in advance. Anyone who has not pre-registered will need to register on the day and a name badge will be issued on arrival.

Covid Safe

ISCVE would like to reaffirm its commitment to ensuring the wellbeing of all those who attend ISCVEEx 2023 on 19 & 22 March 2023.

We will be adopting the Covid-safe regulations in place at the time of the exhibition.

Knowing your Covid status is important not only for yourself, but also for those around you.

Self-testing is a risk-reduction measure that protects you and others. Testing is critically important, regardless of your vaccination status.

Please consider the following to be of the utmost importance:

- If you are feeling unwell, or have COVID-19 related symptoms, please stay at home.
- Please test yourself regularly and take a lateral flow test on the morning of 21 March and the morning of 22 March.
- Frequently clean hands by using alcohol-based hand rub or soap and water – additional hand sanitising facilities will be put in place throughout the venue.
- Avoid close contact with people suffering from or displaying signs of respiratory infections.
- Do keep up to date with the World Health Organisation recommendations on keeping healthy.

Marketing

ISCVEx is being promoted by ISCVE to the sound, audio visual and communications industries through numerous trade publications, e-newsletters and heavily on social media, as well as through other industry Institutions and Trade Associations.

To increase the chances of this year being another successful event, we also need to ask you to help us attract more visitors to the event.

To attract more customers and contacts to attend this year's exhibition and seminar programme, we'd like to ask that you, your company, and your colleagues publicise your attendance at this year's event, in advance.

If your customers, contacts or industry consultants do not know you are here, they will not know to attend.

As a minimum, please take the following steps to promote your company's attendance at this year's ISCVEx event;

- Add the ISCVEx exhibitor email banner to your company's email signature
- Add ISCVEx 2023 to your company's events/news on your company website
- Include details of your attendance at ISCVEx 2023 in a newsletter to your company's email database
- Invite your close customers, consultants and contacts with a personalised email from Outlook (or similar)
- Provide ISCVE with any news, press releases relating to your company's attendance at ISCVEx, along with any new product information, images

If we can help you promote your attendance with additional marketing assets, please do not hesitate to contact us. Please send any press releases relating to ISCVEx 2023 from your company to ros@iscve.org.uk.

Queries

Please feel free to contact us if you have any queries.

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ISCVE

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