



Tabletop Exhibit Information

Thank you for joining us for the AnitaB.org Hopperx1 London event. Below, please find information on your tabletop exhibit participation as a sponsor.

Exhibit Timeline

Set-up Hours	Friday, 14 June, 7 a.m. – 8 a.m. (One hour before the conference begins)
Exhibit Hours	Friday, 14 June, 8 a.m. – 4 p.m. (Breakfast is provided from 8a.m. – 9a.m.)
Break-down hours	Friday, 14 June, 4 p.m. – 5 p.m. (All tabletop exhibits must be cleared by 6:00 p.m. on Friday, 14 June)

Exhibit Location

The sponsor tabletop exhibits are located in the galleria outside the main rooms of the conference. Attendees will be able to easily drop by between conference sessions and during conference breaks. Tabletop exhibit layout will be determined by the Hopperx1 London team and sponsors will hold the same tabletop for the duration of the Career Fair.

Staffing

Your tabletop exhibit should be staffed for all busy times, including keynotes, lunches and breaks. Please see the [website's agenda](#) for more information about specific times, as those may change. Each person who staffs the table needs to be registered for the conference. Tabletop must not be dismantled before the exhibit closes on the day of the event. Early dismantle will affect future tabletop exhibit assignment.

Tabletop Exhibit Inclusions

Each tabletop exhibit will include:

- One (1) 130 cm x 60 cm draped exhibit table
- Two (2) chairs per table
- One (1) power strip per table
- Access to the conference Wi-Fi
- One company identification sign per sponsor

Platinum sponsors will have two (2) 130 cm x 60 cm draped exhibit tables in their exhibits.

Tabletop Exhibit Rules and Guidelines

- All exhibit materials must be contained on or under this table for the duration of the show. No full or empty boxes may be stored anywhere around the assigned table. All boxes must be broken down and stored under the table or discarded before exhibits open.
- Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.
- Floor standing banners are not permitted in front or on the side of the tabletop. Any pop-up banner **MUST** be placed behind your exhibit table. There will be approximately three (3) feet [one (1) meter] behind the table which includes the space needed and room for your provided chairs.
- Do not bring Pop-Up Displays unless approved by Show Management.
- Exhibitors are encouraged to display promotional items on the tabletop. Table display banners must not exceed five (5) feet [1.5 meters] in height and four (4) feet [1.25 meters] in width and/or floor standing display banner stands (behind your table) must not exceed eight (8) feet [2.5 meters] in height and three and a half (3 ½) feet [1.1 meters] in width. Exhibitors may be asked to remove any display items not in compliance with these guidelines.
- No tape, adhesive, or any items are to be used to hang or attach signs or display materials to the venue facility walls.
- Please do not leave valuables at your tabletop unattended. There will be no security in the exhibit area.
- Demonstrations or live interviews must be confined to the limits of the space contracted. Exhibitors may not solicit in the hallway or in any other location in, around or outside the venue except at their tabletop exhibit.
- We do not offer booth cleaning. However, there will be conference center staff who will handle post-event vacuuming, emptying of trash, along with basic cleaning needs.
- All tabletop exhibits must be cleared by 6 p.m. on Friday, 14 June.

Tabletop Assignment Policy

Tabletop space location will be assigned based on the sponsorship level, date of agreement and receipt of payment. Show Management reserves the right to determine final tabletop exhibit assignments. Hopperx1 London team reserves the right to relocate tabletop displays to ensure maximum exposure for exhibiting companies to the event attendees, the exhibit space is efficiently utilized, and in accordance with fire code regulations.

Giveaway Item Guidelines

You may bring literature and giveaway item to share with the attendees when they visit your exhibit table. You can hand carry these materials or you can ship them prior to your arrival. All giveaway item must be approved in advance by **Friday, 7 June**. Please send a picture and short description of the giveaway item to Hx1LondonExhibit@AnitaB.org for approval.

Deliveries and Collection

If you plan to ship your tabletop exhibit supplies, the packages should arrive **no earlier than Wednesday, 12 June**. Storage space is limited, so please ship **no more than 2 packages**. Email Hx1LondonExhibit@AnitaB.org **with the number and size of boxes shipped and tracking numbers**.

To ensure your shipments arrive at the proper destination, please label your shipments as follows:

etc.venues 155 Bishopsgate
Company name/*tabletop number*
Attn: Iulia Iftime
1st Floor
155 Bishopsgate
London,
EC2M 3TP

Event title: 2019 Hopperx1 London
Date of event: 14 June 2019
Name of exhibiting company: *(provide your company)*

Please note on each package:
Number of items: *i.e. 1 of 4*
Brief description: *i.e. meeting leaflets*
Your company name: *i.e. ABC & Co*
Your contact person onsite: *i.e. John Smith*

Please make sure **you use the shipping labels (Appendix 1) provided at the end of this document**.

Loading Bay

Etc.venues loading bay is accessible via the service road off Primrose Street which is manned 24 hours a day. This entrance is also utilized by other buildings on the Broadgate Estate with 155 Bishopsgate having its own dedicated loading bay to the building.

On arrival at the loading bay, please ensure all your materials are unloaded by the Goods Lift. All deliveries and collections must take no longer than 30 minutes.



Access to Goods Lift

Once in the loading bay you are greeted by a lift. This service is open at 7 a.m. – 7 p.m. Monday to Friday. There is only one parking space to access this level, therefore the immediate access to this platform cannot be guaranteed at your arrival. Please be aware that the Goods Lift is utilized by other tenants within the building. Exclusive use of the Goods Lift cannot be guaranteed. Please plan to arrive earlier to avoid long waiting lines.

Please note: No cars or vans can be left in the loading bay and there is a 30 minute limit for all vehicles in the Loading Bay. Please unload your goods as quickly as possible onto the landing level. Vehicles cannot be parked in the loading bay and any vehicles left on nearby streets are left at the drivers risk as wardens do patrol these areas regularly.

Parking

There are no parking facilities at the venue. If your vehicle is similar in size to a transit van, there is limited space at the car parks: Broadgate Car Park - <http://www.broadgate.co.uk/Around/CarPark>

Shipping Labels

Please use and fill out the Client Delivery Label (Appendix 1) and attach to the outside of each item being delivered to and collected from the venue. Any items without these labels may not be accepted for security reasons.

All materials must come up via the Loading Bay and Goods Lift. Any large deliveries not made by a courier must have a Loading Bay Form (Appendix 1) completed and returned to the venue Event Manager 5 working days prior the event.

If you are arranging for a courier to pick up your items at the conclusion of the conference, they can be **picked up between 4 p.m. & 6 p.m. on Friday, 14 June**. Please ensure all items are fully labeled at the conclusion of the conference. On arrival to the loading bay they can call the venue for assistance: 020 3735 4400

NOTE! Neither Hopperx1 London nor etc.venues are responsible for packaging and shipping of exhibit materials. Any items left at the venue beyond the conference time frame may be disposed of without warning. We cannot accept liability for any items that are left before or after these dates and the venue cannot be held responsible for any damage or theft of items onsite. Please be sure to make arrangements for your exhibit representatives or independent shipping professionals are in place in advance to assist with such needs.

Questions?

If you have any questions about the exhibit, please contact Hx1LondonExhibit@AnitaB.org.

AnitaB.org
Hopperx1 London Team



Appendix 1: Client Delivery Labels & Loading Bay Forms

Delivery Label to Venue: please use this form when sending your packages to the event

To: etc venues 155 Bishopsgate, 1 st Floor 155 Bishopsgate, London, EC2M 3TP Tel: +44 (0) 20 3735 4400 Your Events Manager's name _____	FAO Your Representative's name _____ Your Telephone Number: _____ Your Company Name _____ Package _____ of _____
NAME AND DATE OF EVENT _____	

Please complete and securely attach one label to the outside of each of your packages

Delivery Label from Venue: please use this form when arranging pick-up of your packages after the event

To: Contact (must be a member of your company): Company Name: Address: Country: Contact telephone number: Collection date: Courier: Courier reference:	_____ _____ _____ _____ _____ _____ _____ _____
Package _____ of _____	

Please complete and securely attach one label to the outside of each of your packages



LOADING BAY DELIVERY INFORMATION FORM

Company delivering:

Vehicle Reg:

Vehicle Size:

Width:

Length:

Vehicle Height:

Date Required:

Time of Arrival:

Approx Length of Stay:

Description of Goods:

Recipient's Name:

Recipient's Company:

Additional Information:

Signature of Recipient:



LOADING BAY COLLECTION INFORMATION FORM

Company Collecting: _____

Vehicle Reg: _____

Vehicle Size: _____ **Width:** _____

Vehicle Height: _____ **Length:** _____

Date of Removal: _____

Time of Departure: _____

Approx Length of Stay: _____

Description of Goods: _____

Sender's Name: _____

Senders Company: _____

Additional Information: _____

Signature of Sender:
