



Exhibitor Joining Instructions

Dear Exhibitor

This is the information you need to attend Ergonomics & Human Factors 2011, the annual conference of the IEHF, on 12-14 April 2011.

Arrival

If arriving by car or van you need to park in the main car park outside the Main Hall and ask at reception for the main doors to be opened for direct access to the Exhibition Hall.

Setting up

The Exhibition Hall will be available from 14.00 on Monday 11 April. Please do not arrive before that time as it is in use by another client. The allocated spaces will be marked on the floor with your name and stand number.

Each space will have a power socket. You will need to bring extension leads should you need more than one socket.

Breaking down

The Conference finishes at 12.30 on Thursday 15 April followed by lunch. The last time the delegates will be in the Exhibitor Hall is 11.00 on Thursday so breakdown can start after that time. If you wish to break down on Wednesday after the 15.40 coffee break, then you are free to do so. Please clear away any boxes and leave the space tidy before you leave. Any items for collection should be taken to the reception desk and clearly marked with destination details.

Deliveries and Collections

Deliveries and collections should be addressed to:

Suzi Robinson, Stoke Rochford Conferences, Stoke Rochford Hall, Stoke Rochford, Nr Grantham, Lincolnshire NG33 5EJ.

Programme

The final copy of the programme will be in your delegate pack which you will receive when you check in, but the provisional programme that is now on the website is still current as far as timings are concerned. You are invited to the drinks reception on the evening of Tuesday 12 April 2011 which will be held in the Exhibitor Hall at 17.30. This event is sponsored by Guy Osmond from the Osmond Group Ltd.

Conference registration desk

Please make sure you register to attend the conference by collecting your delegate pack and conference badge from the registration desk which will be open as follows:

Monday 11 April	17.00 – 20.00
Tuesday 12 April	08.00 – 17.00
Wednesday 13 April	08.00 – 17.00
Thursday 14 April	08.00 – 12.00

Accommodation

If you have booked accommodation through the IEHF, your key to your accommodation will be available from reception in the Main Hall.

You may find it helpful to also read the delegate joining instructions which are on the website.

May I take this opportunity to wish you a successful and enjoyable conference and assure you that if we can be of further assistance to you either now or at the conference, please do not hesitate to contact myself or any member of the secretariat.

Sue Hull
Conference Manager
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www.ehf2011.org.uk