

The Welsh Construction Show Swansea 2024

> > Exhibitor Manual > >

Please see below the exhibitor manual for The Welsh Construction Show Swansea 2024.

In this manual, you will find all the information you need to help you with every aspect of preparing and exhibiting at the show including some key deadline dates.

There are two questions that we need you to reply with which are below. Please send your replies to emma@twcs.wales

1. How many exhibitor badges do you need
2. List of any vehicles you may be displaying outside

If you have any questions or require assistance, please don't hesitate to contact us and a member of the team will be happy to assist you.

Contents

- 1. Venue address & exhibition room**
- 2. Stand set up times**
- 3. Marketing resources for your use**
- 4. Showcasing your vehicles outside**
- 5. Shell scheme information**
- 6. Exhibitor badges**
- 7. Show guide adverts dimensions (if booked)**
- 8. Parking**
- 9. Accommodation**

****IMPORTANT DEADLINE DATES****

ACTION	DEADLINE
Number of exhibitor badges you require	Tuesday 1 st October
Confirmation of outside space for vehicles	Tuesday 1 st October
Show guide advert supplied (if booked)	Tuesday 1 st October
Invoice payment deadline	Friday October 4 th

1. Venue address & room

Venue: Swansea.com Stadium (Liberty Stadium)

Room: Days Suite

Address: Plasmarl, Swansea: SA1 2FA

2. Stand set up times

Day	Hours	Activity
Tuesday October 8 th	4pm to 7pm	Exhibitors can set up their stands the day before the exhibition between 4pm and 7pm.
Wednesday October 9 th	7am to 8:30am	Exhibitors can set up their stands the morning of the exhibition between 7am and 8.30am. The show will open at 9am

3. Marketing resources for your use

Please see a link below to the marketing resources that will assist you in promoting your presence at the show. The resources include the below;

- Email template
- Email signature
- Social media post

<https://oumagroup.wixsite.com/ouma-marketing/welsh-construction-show-swansea>

4. Showcasing your vehicle outside

In addition to your stand inside, you may also showcase vehicles or machinery outside the stadium in the designated area. The number of vehicles you can display will depend on what stand size you have booked inside the show. Please see below the stand sizes and the number of vehicles authorized for that stand. Please let us know by Tuesday October 1st how many you would like to display along with the model of vehicle so we can ensure we allocate enough space for you.

STAND SIZE	NUMBER OF VEHICLES
Essential 2 x 1	1
Classic 3 x 1	2
Corporate 2 x 3	3
Executive 2 x 4	4

5. Shell scheme information

- If you have booked a 2 x 1 metre stand or a 3 x 1 metre stand the height of your stand will be 2 metres.
- If you have booked a 2 x 3 metre or a 2 x 4 metres stand the height of the stand will be 2.5 metres
- The internal width of the stand is: Please see your invoice
- The internal length of the stand is: Please see your invoice

Shell scheme fabric

- The shells are Velcro and pin friendly, so you can attach your posters and other marketing materials to the stand with either Velcro or pins.

Company name board, furniture & electricity

- Your stand will be fitted with a name board displaying your company name
- A 4-foot table will be supplied with a 2 x 1 and 3 x 1 stand
- A 6-foot table will be supplied with a 2 x 3 and 2 x 4 stand
- Both size tables will be covered with black tablecloth
- Two chairs will be provided
- If you didn't order electricity when booking your stand and you now require it, please let us know and we can add it to your stand. The cost for electric is £30.

6. Exhibitor badges

Please provide us with the number of individuals that will be present on your stand. We shall supply you with an exhibitor badge on a lanyard that will display your company name. The badges will be on your stand on the day of the show.

7. Show guide advert dimensions

If you have booked advertising in the show guide the deadline for copy is Friday September 20th. Advert sizes & specifications are detailed below;

Advert specifications & sizes

- The size of the show guide is A5
- Adverts can be supplied in J-Peg or PDF

ADVERT SIZE	ORIENTATION	HEIGHT	WIDTH	BLEED
QUARTER PAGE	PORTRAIT	99mm	68mm	NO BLEED
HALF PAGE	LANDSCAPE	99mm	138mm	NO BLEED
FULL PAGE	PORTRAIT	210mm	148.5mm	3MM BLEED

8. Parking

Free parking including disabled is available outside the stadium.

10. Accommodation

The Marriott Hotel Swansea is a 5-minute drive from the exhibition venue and they offer a discount for Welsh Construction show delegates. To find out more about the room options and rates please email Mandy on the below email address and quote reference WCS2024.

mandi.gwynne@marriotthotels.com

Thank you for taking the time to read the Exhibitor Manual, we are looking forward to welcoming you to the show soon.