

Exhibitor Manual for The Welsh Construction Show 2025

We are excited to have you join us as an exhibitor at this prestigious event. This manual contains all the necessary information to help you plan and execute a successful exhibition experience.

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1. Event Overview

Event Name: The Welsh Construction Show Cardiff 2025

Dates: Wednesday May 21st 2025

Location: Cardiff City Stadium, Leckwith Road, CF11 8AZ

Exhibition Opening Hours: 09:00 AM – 02:00 PM

2. Stand Setup and Dismantling

- **Setup Date:** Tuesday May 20th
- **Setup Time:** 04.00pm – 07.00pm

Or

- **Setup Date:** Wednesday May 21st
- **Setup Time:** 07.00am– 08.30pm
- Exhibitors must have their stands set up by 08.30am on Wednesday May 21st and dismantled and take away by 5pm.

3. Shell scheme information & furniture

Shell scheme information

Height of the stand is:	2.0 metres
The internal width of the stand is:	please see your booking confirmation
The internal length of the stand is:	please see your booking confirmation

Name Board, Electricity & Furniture

Your stand will be fitted with a name board displaying your company name and a black clothed table with 2 chairs. If you require electricity, you will need to order this upon booking. If you have not booked electric and require it, please let us know and we can add it to your stand. The cost of a double socket is £30.

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.

4. Exhibitor badges

Each stand will be provided with two exhibitor badges. Should you require additional badges, please visit the reception desk either on setup day or the morning of the exhibition. We will be happy to provide extra badges as needed.

5. Outside displays

If you are displaying vehicles or machinery outside the stadium, you can deliver the vehicles the day before the show between 4pm and 7pm or the morning of the show between 6am and 8am. The number of vehicles you can display outside is determined by the size of the stand you have booked which is detailed below. All vehicles must be taken away by 6pm on Wednesday May 21st.

Please email ryan@twcs.wales with the list of your machines / vehicles that you will be bringing along with their size.

Inside stand size	Number of vehicles
Essential stand	1
Classic stand	2
Corporate stand	3
Executive stand	4

6. Marketing assets

Below are the marketing assets available for download. Feel free to use these to promote your presence at the show in the lead-up to the event. The available assets include and are available for download via the following link. <https://twcs.wales/marketing-assets-cardiff/>

- Email Signature
- Social Media Post
- PDF Email Campaign

7. Parking

Free parking, including spaces for disabled access, is available outside the stadium. No parking permit is required.

8. Accommodation – discount codes.

The village Hotels and The Future inn are both long term exhibitors of The Welsh Construction show and kindly provide us with special rates for our exhibitors. Please see the details below for the discounted rates and procedure for claiming the discount at each hotel

The Village Hotel Cardiff

Exclusive offer for exhibitors includes.....

- ✓ Double bedroom for single occupancy
- ✓ 10% off the best available rate, plus the following benefits:
- ✓ Use of our leisure facilities (normally £5 per day)
- ✓ Car parking (normally £5 per day)

- ✓ Wi-Fi (normally £5 per day)
- ✓ Flexible cancellation of 7pm night prior to arrival

How to book for the Village Hotel

- This rate is setup on The Village Hotel booking tool, please find the link: [Corporate Booking Tool](#) Your corporate access code is: **UKBUS**
- Alternatively, you can email bookings to our Business Desk at corporate@village-hotels.com or telephone them on 01925 873285.

The Future Inn Cardiff Bay

Exclusive offer for exhibitors includes.....

- ✓ 10% off the best available rate

How to book for the Future inns Cardiff Bay.

- Visit the website link below and use code WEBDEAL.
- <https://www.futureinns.co.uk/cardiff>

Thank you!

We hope that you find the manual useful but if you require further information about exhibiting at the show, please do not hesitate to contact us. We look forward to seeing you at the show soon!

Warmest Regards,

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