INFORMATION FOR EXTERNAL STALL HOLDERS

ORGANISERS' CONTACT DETAILS

For queries pre–conference or on site please contact Louisa Greenbaumn on 07710 093 762 or by email at **louisa.greenbaum@greenparty.org.uk**

CONFERENCE TIMETABLE:

Please see the website for the latest version. You are welcome to attend any panel or fringe sessions that interest you (though some are closed to non–members) as well as the evening social sessions.

CONFERENCE AGENDA:

Please see website. You are welcome to attend plenary sessions, though you will not be issued with voting cards, unless you are a GP member.

HOW MANY ATTENDEES WILL BE THERE?

We are expecting around 1000–1200 members to attend.

CONFERENCE PASSES:

For each exhibition–stand booked there are two conference passes available. These will be issued with your organisation name only, unless you have given us specific staff names already. If more than two staff are attending at any one time, extra passes can be purchased for £50 per day. If several people will be taking it in turns to staff the stall, we will issue passes with the organisation name only, which can be passed on, but no more than two staff members can be in the venue at any one time. Passes can be collected on arrival from the Green Party Conference reception. They need to be worn in the venue at all times; and may need to be shown for entry to the venue at certain times. **Note: Stallhholders who are also Green Party members will not automatically receive voting cards with an exhibition conference pass. These can be issued at the registration desk.**

STANDS:

We will provide a display board, table with cloth, two chairs and name sign.

You are welcome to enhance your space through freestanding displays and so forth so long as these do not damage the venue or pose a hazard. Please note that if you want a power supply, this must be requested on your booking form. Please either bring or ask for tape to stick down any trailing or long leads.

POWER SUPPLY:

If you would like to organise a power supply for your stand, please contact **louisa.greenbaum@greenparty. org.uk**

ACCESS AND EXHIBITION HOURS:

Access is from 08.00–12.00 on Friday for set up and from 08.00 on Saturday and Sunday. Generally the stalls are staffed from 09.00–17.00 but this is not a requirement.

ACCOMMODATION:

Details of accommodation can be found on the website
www.greenparty.org.uk/conference/travel–and–accommodation/where–to–stay.html

CATERING:

The venue will be providing cash catering (vegetarian and vegan).

DIRECTIONS:

The venue's full address is The Coldra, Catsash Rd, Caerleon, Newport NP18 1HQ.

For travel directions check our website for information:
https://www.greenparty.org.uk/conference/travel–and–accommodation/getting–to–conference.html

PRE-CONFERENCE DELIVERIES:

Please use the following address format when arranging deliveries:

Green Party Conference
(Name of your stall/organisation)
ICC Wales, The Coldra, Catsash Rd, Caerleon,
Newport NP18 1HQ
Deliveries should not arrive before Thursday 5 Octoberc

If you have any queries about post–conference collection of materials, please contact **Leon Hughes, Event Manager ICC Wales,** Telephone: +44 (0) 1633 410 374
Mobile: +44 (0) 7899 913651,
Email: **leon@iccwales.com**

UNLOADING AND PARKING

Vehicles can access the front entrance of the building via the ramp for unloading. You will need to buzz security and ask them to drop the bollards at the bottom of the ramp at the Park Street end. You will be able to unload only, and will then need to move your vehicle to the car park on College Place directly behind the venue where you will be responsible for the parking charges.

There is no on–site parking at the venue and vehicles cannot remain on the ramp for more than a few minutes as this is needed for emergency access.