



LRSC Centenary Conference • 24/1/17

Briefing note for exhibitors

Venue

City of London • Guildhall • London EC2V 7HH
Tel: 020 7606 3030 • www.cityoflondon.gov.uk

On arrival head for the Porch entrance which is accessible from Guildhall Yard. The Porch entrance is not shown on the location map but is located just above the letter 'F'.

Get in / get out times

Get in is from 7.00am on the day of the event. Delegate registration is from 8.45am but you should be ready to receive guests by 8.30am.

Get out is after the evening reception which is scheduled to finish at 7.00pm. If you do not wish to be present at the evening reception you can get out at 4.00pm when the conference concludes, but we strongly advise you to stay on for the reception.

Key timings on the day

8.45am	Delegate registration & exhibition
9.30am	Conference first session
11.15am	Interval & exhibition
11.45am	Conference second session
12.45pm	Lunch & exhibition
1.45pm	Conference third session
4.00pm	Conference closes
5.00pm	Evening reception & exhibition
7.00pm	Event closes

Number of attendees

We are expecting 200 people in total for the conference, and 200 for the evening reception (some will attend both, some will leave after the conference and some will join for the reception only).

Find the LRSC online:

londonroadsafetycouncil.org.uk
lrscconference.org.uk
Twitter: @Ldnroadsafety
Facebook: londonroadsafetycouncil

Organised by:



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Hotels in the area

There is a list of hotels on the City of London website:

www.cityoflondon.gov.uk

They are all very expensive (by our standards!). The nearest hotel to the venue is the Apex at London Wall.

www.apexhotels.co.uk

Other useful information

As is usually the case with events of this type, you will have intense periods of activity during delegate registration and refreshment/ lunch breaks. You will also have footfall during the evening reception.

Our advice is to keep your display very simple – this will best suit the nature of the event, and enable you to set up in the very limited time available for this (maximum of 1.5hrs).

You will be provided with a trestle table & cloth, and access to a power socket (pls bring extension lead(s) if you have them, just in case)

Exhibitors & stand sizes

RedSpeed	(3 x 2) - sponsor
AA DriveTech	(3 x 2)
B3 Creative	(2 x 1.5)
Cyclepods	(3 x 2)
FirstCar	(2 x 1.5)
ILM Software	(2 x 1.5)
Keltic Clothing	(3 x 2)
Red Zulu	(2 x 1.5)
Road Safety Analysis	(3 x 2)
Romex World	(2 x 1.5)
Serious Comedy	(2 x 1.5)
Transafe	(3 x 2)
Zinc Media	(2 x 1.5)

Contacts

Nick Rawlings • nrawlings@stennik.com • 07824 663669 (on the day)

Sally Bartrum • sbartrum@stennik.com • 01379 650112 (prior to event)

City of London: Lizzie Jupp • elizabeth.jupp@cityoflondon.gov.uk • 0207 332 3063

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