

FINAL INSTRUCTIONS FOR EXHIBITORS

MANCHESTER BIKE SHOW AT EVENTCITY, MANCHESTER, M41 7TB
23RD & 24TH MARCH 2019

PLEASE READ THESE INSTRUCTIONS PRIOR TO YOUR ARRIVAL

- **ON YOUR FIRST VISIT TO SITE PLEASE GO TO THE EXHIBITOR VEHICLE ENTRANCE WHERE YOUR TICKETS WILL BE WAITING FOR YOU.** It is then up to you to distribute tickets to those people manning your stand on open days.

- The show will take place in Hall 3. Gates open to the public at 9.30am on both days.

- **Set-up times**

Friday 22nd March between 8am and 8pm.

Enter via the exhibitor vehicle entrance (No. 1 on the site map — see page 3).

Saturday 23rd March between 06.30am and 9am.

Enter via the exhibitor vehicle entrance (No. 1 on the site map — see page 3).

or via the exhibitor foot entrance (No. 2 on the site map — see page 3).

- **Build-up**

Build-up vehicle passes for Friday and Saturday morning will be sent in the post a month before the event.

The build-up passes will be partially completed. **To avoid any delays on the day please make sure you fully complete the passes for each vehicle attending prior to your arrival on site.** These passes are not valid as car park passes on event open days and you will be required to park up as directed by the EventCity parking team. Hi-vis jackets must be worn during build-up.

- **Restocking**

Traders are able to restock their stands on Saturday 23rd March between 5pm and 6pm. Vehicles are not allowed to enter the building on Sunday morning for restocking, unless by prior agreement, and as such, traders' vehicles will not be permitted to enter via the exhibitor vehicle entrance on Sunday morning.

- **Wristbands / Tickets**

On your first visit to the site please go to the exhibitor vehicle entrance where your wristbands/tickets will be waiting for you. It is then up to you to distribute wristbands/tickets to those people manning your stand on open days. A wristband provides entry for one person on both days of the show and is not transferable.

Unless you have made prior arrangements with the organisers your ticket allocation to man your stand will be as follows:

Trade stands:

- Stands purchased at up to £200 + VAT – 2 wristbands
- Stands purchased at £200 – £400 +VAT – 3 wristbands
- Stands purchased at £400 – £600 + VAT – 4 wristbands
- Stands purchased above £600 + VAT – 5 wristbands

Private entries:

Maximum number per person: 1 x wristband + 3 x one day tickets.

- One display machine = 1 x wristband + 1 x one day ticket
- Two display machines = 1 x wristband + 2 x one day tickets
- Three or more machines = 1 x wristband + 3 x one day tickets

Bike clubs:

Maximum number per person: 1 x wristband + 3 x one day tickets.

- One display machine = 1 x wristband + 1 x one day ticket
- Two display machines = 1 x wristband + 2 x one day tickets
- Three or more machines = 1 x wristband + 3 x one day tickets

- **Additional tickets**

Additional tickets can be purchased from the organiser's office at the advanced rate of £15.00 per adult ticket.

- **Entry**

If you wish to enter the building on foot between 8am and 9.30am on Saturday 23rd and Sunday 24th March please go to the exhibitor foot entrance (No. 2 on the site map — see page 3).

If you wish to enter the building once the event is open to the public, between 9.30am and 5.30pm on Saturday 24th and Sunday 25th March, please go to the public entrance (No. 3 on the site map — see page 3).

Please note that on Sunday morning the exhibitor vehicle entrance will not be in use. Anyone wishing to bring their display vehicle into the show on Sunday morning must use the exhibitor foot entrance (No. 2 on the site map — see page 3).

- **Bikes on display**

Please note that if you are bringing a bike for display it must register less than ¼ of a tank of fuel have the fuel cap sealed and the battery disconnected or it will not be allowed in the building. Please bring a drip tray if your bike leaks oil.

- **Sleeping in vans**

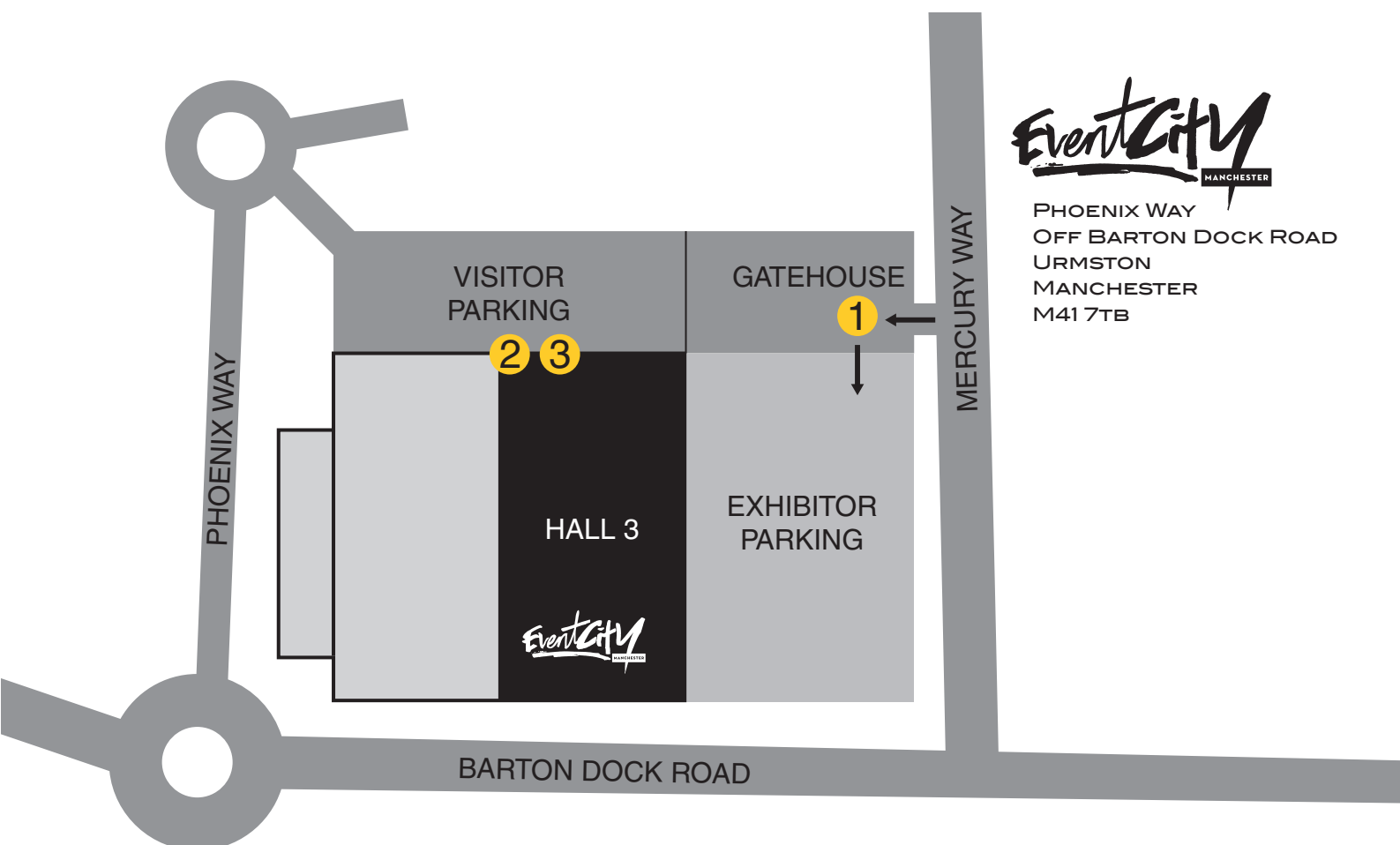
When we started this event in 2012 the venue did not allow camping in the unloading area behind Hall 3. After a couple of years this stipulation was relaxed, however with the opening of the Holiday Inn Express over the road from the venue this rule has been re-instated. In short exhibitors can leave empty vehicles in the exhibitors' car park for the weekend but exhibitors are not allowed to sleep in these vehicles.

- **Break-down**

Break-down is on Sunday evening only and must be completed by 9pm. Hi-vis jackets must be worn during break-down.

If you have any questions about this package of information do not hesitate to call us in the office.

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1 EXHIBITOR VEHICLE ENTRANCE / GATEHOUSE

ACCESS VIA MERCURY WAY

Friday: 8am–8pm

Saturday: 6.30am–9am

2 EXHIBITOR FOOT ENTRANCE

Saturday: 8am–9.30am

Sunday: 8am–9.30am

Please use the public entrance at all other times

3 PUBLIC ENTRANCE

Saturday: 9.30am–5pm

Sunday: 9.30am–5pm