



International Conference  
on Global Geoparks  
27th - 30th September 2016  
ENGLISH RIVIERA GLOBAL GEOPARK



United Nations  
Educational, Scientific and  
Cultural Organization

Under the patronage of  
**UNESCO**

## EXHIBITOR MANUAL

### GEOFAIR 2016

**VENUE:** RIVIERA INTERNATIONAL CENTRE

**ADDRESS:** CHESTNUT AVENUE, TORQUAY, DEVON,  
TQ2 5LZ

**GEOFAIR LOCATION:** THE ARENA

**CONTACT:** The GEOFAIR Team  
[geofair@ggn2016.com](mailto:geofair@ggn2016.com)

**SETTING UP:** 13.00 Monday 26<sup>th</sup> September 2016 to  
21:00 Monday 26<sup>th</sup> September 2016-07-08

Set up must be completed by 08.00 Tuesday 27<sup>th</sup>  
September 2016 when the GeoFair will open.

**DISMANTLING:** 18.00 Wednesday 28<sup>th</sup> September 2016 to  
21:00 Wednesday 28th September 2016

**Please note that the Geofair will close on Wednesday evening as delegates will be away on field trips the next day.**



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## GEOFAIR EXHIBITOR CHECKLIST

### BEFORE THE CONFERENCE

- Book your booth when you register to attend GGN2016 **WHILE PLACES REMAIN**
- Book extra power if you need more than one socket **DEADLINE 31.07.16**
- Pay your Geofair fee with your delegate fee by credit card or wire transfer **WITHIN 14 DAYS OF ORDER**
- Provide us with your stand name **DEADLINE 20.08.16**
- Book extra stand furniture, audiovisual equipment, graphics and printing requirements **DEADLINE 20.08.16**
- Remember to ship your goods if needed in plenty of time **TO ARRIVE BY 26.09.16**

### AT THE CONFERENCE

- Visit the registration desk to pick up your badge **BEFORE STAND SET UP**
- Join us for the Welcome Evening on Monday 26<sup>th</sup> September

### AFTER THE GEOFAIR

- Dismantle your booth **before 21:00 on Wednesday 28<sup>th</sup> September.**
- Remember to take all materials and belongings with you
- Send us your feedback on the post conference questionnaire

## **GEOFAIR OPENING HOURS**

The Geofair will be open to conference delegates from **8am to 6pm** on Tuesday 27<sup>th</sup> September and Wednesday 28<sup>th</sup> September.

The Geofair will be **closed on Thursday 29<sup>th</sup> September** as conference delegates will be enjoying the field trip day, and on Friday to enable delegates to enjoy the closing ceremonies and depart.

The Geofair will be **open to the public** on the following days and times, promoting the UNESCO Global Geoparks to local people in the English Riviera UNESCO Global Geopark:

**Tuesday 27<sup>th</sup> September,            15.00 to 17.00**  
**Wednesday 28<sup>th</sup> September,    15.00 to 17.00**

## **GEOFAIR OFFICIAL OPENING**

The conference opening ceremony and keynote speeches will take place on the morning of Tuesday 27<sup>th</sup> September, in the Forum at the Riviera International Centre. Delegates will visit the Geofair for the first coffee break, so make sure you and your booth are ready!

## **GETTING YOUR BADGE**

The registration desk at the conference centre will be open from 13.00 on Monday 26<sup>th</sup> September. Please pick up your delegate badge before setting up your booth in the Geofair. Please note that only delegates registered for the conference can participate in the Geofair.

## **DELEGATE COFFEE AND LUNCH BREAKS**

Lunches and coffee breaks will take place in the Arena, making sure that delegates attending the conference have the best opportunity to visit your booth and experience your offer. The only exception is on the field trip day, when all delegates will be off-site.



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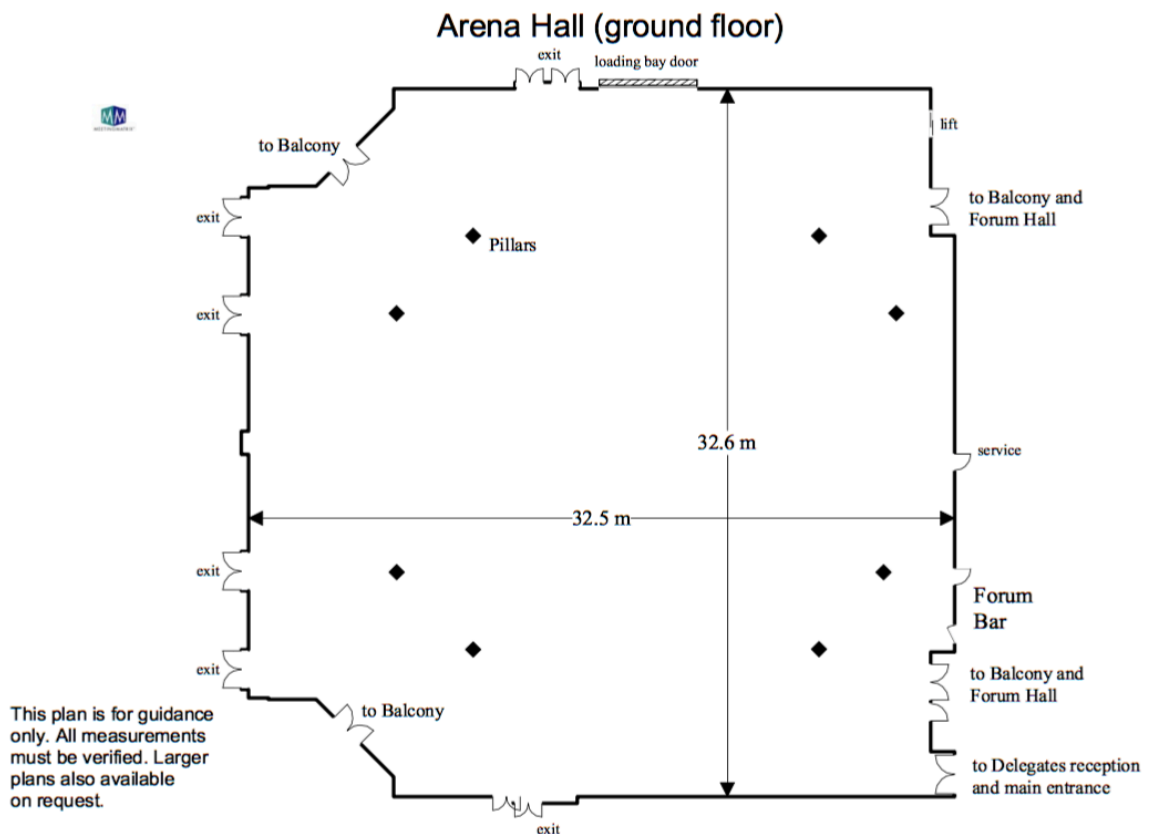


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## VENUE AND FLOOR PLAN

The Geofair will be located in the ground floor of the Convention Centre, where all the Conference sessions will take place. The venue is spacious, bright and with a high ceiling. Please see a technical map below. The main exhibition hall at the Riviera International Centre is the Arena with double doors, high enough for a double-decker bus that lead off to a dedicated loading bay. Stands can also tap into water, drainage and electrical supply through buzz-bars. The Arena remains the most versatile and exhibition specific facility in the area.



## INTERNET CONNECTION

Wifi Internet access is available throughout the conference centre, including the Arena. Details of how to access the Wifi will be included in your delegate packs and joining instructions for the conference.

## **BASIC STAND CONSTRUCTION**

Your basic scheme package consists of the following items:

3 x 2 m stand  
Pre-wall sections white, height 2.5m  
Carpeting, neutral colour  
One Poly-panel 200 x 40cm including company logo  
One office table 80 x 80 cm  
Two chairs  
One earthed socket installed at the floor

Should you require more space, this can be booked through the registration system or by contacting [geofair@ggn2016.com](mailto:geofair@ggn2016.com)

## **FOOD AND DRINK**

Please note that the Riviera International Conference Centre (RICC) has sole rights for the sale or distribution of any article of food or beverage. Therefore, no food or beverage may be brought in to the RICC without express permission of the Centre's Management, prior to the event taking place.

**PLEASE REVIEW UK GOVERNMENT RESTRICTIONS ON FOOD IMPORTS BEFORE TRANSPORTING ANY GOODS TO THE UK**

<https://www.gov.uk/guidance/personal-food-plant-and-animal-product-imports>

**YOU MUST REQUEST AND COMPLETE THE APPLICATION FORM IF YOU WISH TO INCLUDE ANY FOOD AND DRINK ON YOUR EXHIBITION STAND**

Applications will only be approved if you can satisfy that:

- i) The free food and drink being offered will not result in any loss of revenue to the conference venue.
- ii) ALL Health & Safety and Food Hygiene Regulations, including any risk assessments that may be required have been adhered to.

Other notes for guidance re: Food & Drink Sampling:

*Portions should be of tasting size only:*

- *Liquid portions should not exceed 30% of what would be considered to be standard serving size.*
- *Solid food should be no larger than bite size.*

***The RICC does not have storage space available - You must make provisions for your own storage, including any products that require refrigeration.***

***The RICC cannot provide access to any cooking facilities.  
Any electrical equipment being used by exhibitors must be PAT tested.***

***If a hand basin is required to comply with Food Hygiene Regulations, the RICC can provide this at an additional cost. Quotation available on request.***

***The RICC management reserves the right to withdraw any Food & Drink sampling on the day of the exhibition.***

### **DELIVERY AND STORAGE OF GOODS**

Goods should be delivered on 26<sup>th</sup> September between 09.00 and 17.00 at the Riviera International Centre. Please send your goods to the following address:

GGN2016 Name of your organisation  
c/o Riviera International Centre  
Chestnut Avenue  
Torquay  
Devon  
TQ2 5LZ

Please mention the name and date of the event on each part of the package for delivery, and inform the delivery company that the delivery must take place within normal office hours 09.00 to 17.00

### **EXHIBITORS CODE OF PRACTICE**

Conditions of booking for exhibitors

1. All exhibitors are required to provide information about displays and items they intend to feature.
2. If electrical appliances are to be used, confirmation of the product's consumer safety will be required by attaining a Portable Appliance Test. All electrical fittings, wiring, and appliances shall be assembled and maintained in a safe condition. Any appliance that fails to pass a Portable Appliance Test may be accepted/used only with the approval of the Conference Director.
3. All displays involving equipment with moving parts shall not be left unattended. Passageways, stairways and fire exits shall be kept free from obstruction. All packing materials must be removed to keep walkways free from tripping hazards.



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4. All exhibitors will be responsible for clearing any disused leaflets and empty boxes from their exhibit when leaving the conference centre.
5. Prior approval must be sought from the Conference Director before any compressed gas cylinders can be used.
6. All off-loading and loading of exhibits will be carried out by the exhibitor and not by conference centre staff unless prior authorisation has been issued by the Conference Director.
7. Exhibitors present entirely at their own risk. The conference venues and organisers are not liable for any losses or damages to property that may occur.
8. All exhibitors should note that the conference venues operate a strict no smoking policy.
9. On the exhibition plan all gangways must be a minimum of 2.0 metres wide, and all designated fire routes, exits and doorways must be kept clear. Failure to comply could result in Fire Officers restricting the size of the exhibition.
10. No posters, notices or flyers may be displayed inside or outside the Centre except by permission of the RICC Management. The display of a reasonable number of approved posters will be permitted on condition that the attachment and removal will not mark or damage any surface of the Centre.
11. Fly posting in public areas is not permitted in Torbay. Any flyers/posters displayed on private premises (at the agreement of the proprietor) must be displayed on the inside of windows – not on the exterior of the building. Illegal fly posting in Torbay will result in removal charges being raised by Torbay Council, any such charges will be passed on to the client, and the RICC will not be responsible for any further consequences. For further information go to <http://www.torbay.gov.uk/flyposting>
12. There is limited storage space at the Centre, therefore the client must inform the Event Coordinator if they are expecting a large number of deliveries prior to the start of the event. Storage of deliveries is subject to room availability and may incur an extra charge.
13. **Health & Safety At Work – The client and all associated event staff/contractors must comply with the statutory provision of the Health & Safety at Work Act 1974, along with the Venue Health & Safety Policy. Further, it is the responsibility of the client to ensure that he/she and all associated event staff/contractors are aware of and comply with the following: Fire and Emergency Evacuation procedures; Location of the Evacuation Assembly areas; Location of the nearest break glass points, safe evacuation routes and fire exits.**

14. The client is responsible for ensuring that any externally contracted companies provide a Risk Assessment, and/or a Health & Safety Policy, covering any equipment they are bringing on site and any activities being undertaken at the Venue.
15. Access of vehicles of any description to the Centre is at the discretion of the Venue Management. Conditions will apply.
16. The client must ensure that they, or any of their employees or representatives, do not act in any way that would contravene our Premises License . A copy of our Premises License is available on request.