Personal Finance Society National Financial Planning Symposiums

November 2015



Exhibition highlights

- Space only design
 - Maximise delegate footfall
 - Reduce set up time and need for costly stand dressing
- 3 separate main catering points spread evenly around the exhibition hall
- Online technical manual
- All exhibition stand orders through the dedicated conference office team
- Increased brand exposure in FS magazine September/October supplement
- Conference app will form the "directory"



The dates

- Monday 2nd November London The Lancaster
- Wednesday 18th November Newport Celtic Manor
- Thursday 26th November Edinburgh EICC
- Monday 30th November Birmingham National Motorcycle Museum



Agenda

06:00 Exhibition set-up begins

08:00 Exhibition opens

09:30 Conference starts

- 2 breaks and lunch to be held in exhibition

17:10 Post-conference drinks in the exhibition room

18:00 Exhibition closes

19:00 Exhibition clear



Your stand

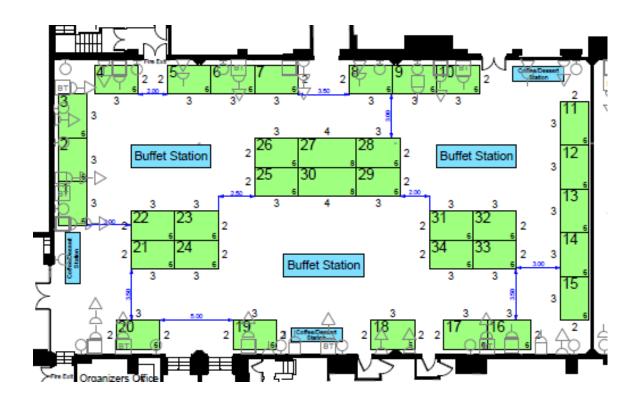
- 6m² exhibition space
- Trestle table
- 2 chairs
- 1 x 13Amp socket

Please note you can request not to have table and chairs at your stand



Business Exchange

- 30 plus stands
- Catering points
- Limited storage





Allocating your stand

- Partners In Professionalism (PIPs) stand allocations issued by 10th July
- PEPs stand allocations issued by 1st August



Exhibitor online manual

- Your stand
- Deadlines, submissions and orders
- Venue and exhibition logistics
- Registration and accommodation
- Other useful information
- Contact details



Welcome

Your Stand

Submissions

Venue & Exhibition

Stand Orders

Delegate Registration

Accommodation

A-Z Useful Information

Contact

Place an Order

National Conference 2014 - Sponsor and Exhibitor Manual

Dear Exhibitor

Welcome to the Personal Finance Society National Conference 2014 Sponsor and Exhibitor Manual.

You will find here all the information required to prepare for your attendanc at the conference, including how to submit critical information, deadlines, information on how to book additional furniture, equipment and graphics for your stand, how to register your delegates and any other requirements for the confernce.

Please familiarise yourself with the critical deadlines. Deadlines should be respected in order to ensure that your participation is organised effectively and in good time.

All information on submissions and orders can be found using this website but please don't hesitate to contact me if you have any queries.

I look forward to seeing you in Birmingham

Best regards,

Rob Eveleigh, Exhibition Manager

FS Exhibition Team

Tel: +44 (0) 845 166 8415

Email: pfs-sponsor@tfigroup.com





(2014 Site as an example)

seeing retirement differently

A vision for financial planning Symposiums

A vision for financial planning

November 2015: London | Newport | Edinburgh | Birmingham

App

- The conference directory this year will be in the form of an app.
- Further details will be provided shortly regarding advert specifications and what else you will need to provide.



Critical deadlines

- Friday 3rd July <u>www.pfssponsors.org</u> launch
- Friday 31st July High res logos and profile text submission
- *Friday 31st July artwork for app adverts submission
- *Friday 31st July FS Magazine advert submission
- *Friday 28th August "Reasons to talk" text submission
- Friday 2nd October Registrations, accommodation booking
- Friday 2nd October Stand risk assessment and public liability certificate
- Friday 23rd October Stand orders, selection of guests for awards
 - * Indicates a deadline that is only applicable to Partners in Professionalism



Contact us

- 0845 166 8415 (Mon Fri, 09:00 17:30)
- sponsors@pfsevents.org
- Project Lead Rob Eveleigh
- Exhibition Manager

 Olivia Pole-Evans

