

Personal Finance Society National Financial Planning Symposiums

November 2015

National Financial Planning Symposiums

**A vision for
financial planning**



November 2015: London | Newport | Edinburgh | Birmingham

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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”

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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

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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

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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

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- 30 plus stands
- Catering points
- Limited storage



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Allocating your stand

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

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Exhibitor online manual

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



Welcome	<h3>National Conference 2014 - Sponsor and Exhibitor Manual</h3> <p>Dear Exhibitor,</p> <p>Welcome to the Personal Finance Society National Conference 2014 Sponsor and Exhibitor Manual.</p> <p>You will find here all the information required to prepare for your attendance 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 conference.</p> <p>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.</p> <p>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.</p> <p>I look forward to seeing you in Birmingham.</p> <p>Best regards,</p> <p>Rob Eveleigh, Exhibition Manager</p> <p>PFS Exhibition Team</p> <p>Tel: +44 (0) 845 166 8415</p> <p>Email: pfs-sponsor@tfigroup.com</p>
Your Stand	
Submissions	
Venue & Exhibition	
Stand Orders	
Delegate Registration	
Accommodation	
A-Z Useful Information	
Contact	
Place an Order	

Three small images showing exhibition stands and staff at the National Conference 2014. The first image shows a large exhibition hall with many stands and people. The second image shows a staff member in a white uniform standing next to a stand. The third image shows a staff member in a white uniform standing next to a stand.

(2014 Site as an example)

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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.

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Critical deadlines

- Friday 3rd July – www.pfssponsors.org 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

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Contact us

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

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