



Thursday 15<sup>th</sup> May 2025  
Victoria Warehouse, Manchester

# Exhibitor Manual

Dear Exhibitor,

We are delighted that you have chosen to exhibit at **In-house Recruitment Live Manchester 2025**.

This exhibitor manual will assist you in planning your attendance at **Live** and provide you with all the information you will need whilst on-site, to ensure that you can maximise your time at the event.

Please do take the time to read through the information in this exhibitor manual carefully to ensure that you have everything you need prior to your arrival at Victoria Warehouse, as it is important that nothing is left to the last minute.

We hope that this manual covers everything, but we are on hand to help you with your planning and to assist you with any queries you may have – our details are listed below.



Megan Thomson  
Client Success and Events Manager | IHR  
**T:** 075 8000 3097  
**E:** [megan@inhouserecruitment.co.uk](mailto:megan@inhouserecruitment.co.uk)



Zuzanna Minakowska  
Events Assistant | IHR  
**T:** 07810 605 167  
**E:** [zuzanna@inhouserecruitment.co.uk](mailto:zuzanna@inhouserecruitment.co.uk)

Victoria Warehouse are also happy to help you with any questions regarding more information on the venue or surrounding area. Their contact details are:



Amy Taylor  
Venue Manager  
**T:** 0161 974 1200  
**E:** [amy@victoriawarehouse.com](mailto:amy@victoriawarehouse.com)

We look forward to working with you in the upcoming months.

Yours Sincerely,

Megan Thomson  
Client Success and Events Manager

## CONTENTS

<b>Event Information</b>	page 4
- Event Venue	
- Event Room	
- Event Schedule	
<b>Exhibitor Checklist</b>	page 6
<b>Exhibitor Floorplan</b>	page 7
<b>Conference Programme</b>	page 7
<b>Exhibition Stands</b>	page 8
- Shell Scheme	
- Space Only	
- Stand Packages & Specifications	
<b>Exhibitor Information</b>	page 9
<b>Delivery Label</b>	page 16
<b>Collection Label</b>	page 17

## EVENT INFORMATION

**In-house Recruitment Live Manchester**  
**15<sup>th</sup> May 2025**

Event Venue, Cottons Shed  
Victoria Warehouse  
Trafford Wharf Rd  
Stretford  
Manchester, M17 1AB

The Cotton Shed is a completely unique and innovative space that has the potential to be anything you can imagine. Steeped in history and with so much potential, we're excited to be hosting the event here. What the space is not, is a conventional exhibition hall so if you're expecting a white, bright, clinical look then you will be mistaken. The venue is quirky, cool and a blank canvas offering you the opportunity to be bold and forward thinking. We don't want to dress it up to be something it's not, so we're embracing the rustic look and there are a couple of points for you to note;

- The **floor is au naturel**, utilising the rustic floor, so do keep this in mind in case you were wanting to have any particular flooring or carpeting
- The shell scheme we're using is **black** – any lighter panel design or graphics will naturally “pop” on this darker backdrop
- The lighting in Shed A, where the exhibition stands will be, is not a brightly lit space so I would recommend ordering some spotlights for your shell scheme

### Event Schedule

#### *Build-up Timings*

Exhibitors will have access to the exhibition hall on Wednesday 14<sup>th</sup> May from 13:00 – 19:00 for stand set up.

#### *Open Day Timings*

Exhibitors will have access to the exhibition hall on Thursday 15<sup>th</sup> May **from** 08:00. All construction and dressing of stands **MUST** be completed by 09:00.

The exhibition will open to delegates/visitors between **09:00 – 17:00 on 15<sup>th</sup> May**, including a drinks reception onsite from **16:00 – 18:00**. Please refer to the delegate event programme on the website for the timings of registration and conference sessions to gauge an idea of when the exhibition will be at its busiest.

#### *Break-down Timings*

Exhibitors will be able to break down their stands between **17:00 – 23:00**. Please note for safety reasons, break down cannot commence until all delegates/visitors have left the exhibition hall.

All stand fittings and exhibits must be clear of the exhibition area by **23:00 on 15<sup>th</sup> May**. Anything left on a stand after this time will be deemed as rubbish and disposed of by Victoria Warehouse, and the exhibitor will be charged for this service.

## CHECKLIST

In order to make the process of preparing for Live as straightforward as possible, the following items need to be completed. We would be grateful if you would complete these by deadlines set, as late submission can incur additional charges. Orders may incur additional charges after deadline dates.

Order Forms and other information can be found on the Manchester Live [exhibitor links page](#).

**Please copy Megan into any communications.**

Due Date	Task	Notes
Ongoing	Promotion	All marketing collateral can be found on the <a href="#">Exhibitor Links Page</a>
20 <sup>th</sup> February 1 <sup>st</sup> May	Speaker Information (if applicable)	Speaker name, headshot, topic title and key takeaways will need to be confirmed with Megan by 20 <sup>th</sup> February. PowerPoint slides are to be sent by 1 <sup>st</sup> May.
20 <sup>th</sup> March	Branding	Required for event site; .AI or .EPS logo, company bio (dependent on partnership level), twitter handle & website landing page. Partner = 25 words   Silver = 50 words Gold = 75 words   Platinum = 100 words
16 <sup>th</sup> April	Nameboard Form	Enter the name for your shell scheme EXACTLY as you would like it by using the Nameboard Form found on the Exhibitor Link. Should you not use the form, your name may be incorrect and neither the organisers nor Index Group can be held responsible.
16 <sup>th</sup> April	Order Forms; AV, Furniture, Electrical, Catering, Internet & Telephone	All order forms can be found on the Exhibitor Links Page. NB these are not compulsory, but you may not be able to book these post 16 <sup>th</sup> April
17 <sup>th</sup> April	Health & Safety Documents	Risk Assessment needed for ALL stands (templates found on the Exhibitor Links Page) Method Statement needed for space only stands For any external stand build, all the necessary CAD plans, PL insurance and risk/method assessments are required
17 <sup>th</sup> April	Stand Activations	You will gain, on average, 33% more visitors if you run a stand activation. Please send information over to Megan, and feel free to get in touch if you need any ideas.
1 <sup>st</sup> May	Virtual Event Booth	Your virtual event booth for the event app can be completed via your custom link. Please be sure to upload your logo, website URL, contact details and any resource links you would like to include. Megan will send instructions on how to do this via email.
1 <sup>st</sup> May	Exhibitor Tickets	Megan will send instructions via email on how to register your Event Partner and Speaker passes

## EXHIBITOR FLOORPLAN

All Exhibitor positions and sizes on the Floorplan will be available to view online [here](#):

**FLOORPLAN LINK**

## CONFERENCE PROGRAMME

We are in the process of confirming the full conference programme, including speakers and topics and will be able to update the website and relevant material in due course.

**WEBSITE**



Event &  
Exhibition  
Solutions  
Your trusted partner

Head Office  
1 LOMAX STREET  
RADCLIFFE  
MANCHESTER  
M26 1PX  
Tel: 0161 723 6105  
ig.events

# welcome to your stand

Please take a few moments to read the following important information which will help us to provide you with an efficient and successful service

## additional shell scheme standfitting orders

If you have already pre-ordered any extras with the Index Group or Hirex Ltd and the goods are not on your stand - please go to our Service desk for assistance.  
**Failure to collect goods will not warrant a credit being given after the event**

## fixings

If you have a problem with large graphics or fixings please contact our service desk, which is usually located near the organisers office or registration/entrance area.

## if your panels are white with a smooth finish

Sellotape® Sticky Fixer foam pads or combined self adhesive hook & loop Velcro® 'type' fixings **ONLY** are permitted to be used on the panels and can be purchased from our service desk

## if your panels are coloured with a material texture

Hook Velcro® 'type' fixings **ONLY** are permitted to be used on the panels and can be purchased from our service desk

## do not use

Any of the following fixings on any part of the metal framework or either type of panel finish



NO NAILS



NO SCREWS



NO PAINT



NO STAPLES

## No self adhesive tape of any kind can be used on the metal work of your stand

A minimum cleaning charge of £50.00 will be levied and payment will be required prior to the opening of this exhibition if the above is not observed

**ALL DAMAGE WILL BE CHARGED**

## at the close of show

At the designated closing time we will commence dismantling stands immediately. In your own interests, please remove all graphic panels etc and entrust their safety to a member of your own staff.

We **WILL NOT** accept any responsibility for anything left on your stand at the close of this exhibition

**and finally...** we hope you have a successful event and thank you for your co-operation

## EXHIBITION STANDS

For In-house Recruitment Live each exhibitor has as **a shell scheme by default**. Should you need to order additional items please refer to the **Nameboard Form**.

For stand size and position, please refer to the [floorplan](#)

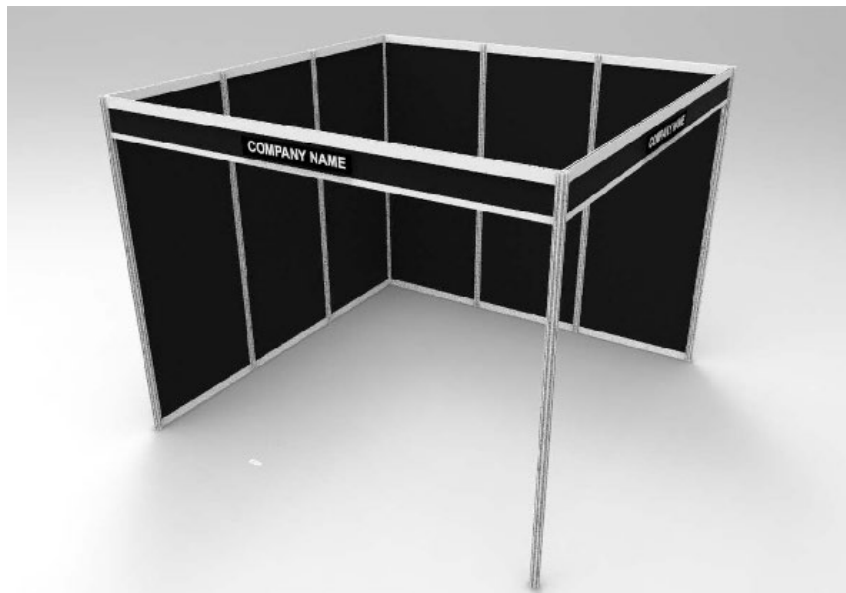
### Shell Scheme Stands

Your stand will be provided with a basic shell scheme, as per the diagram below. Each shell scheme stand is provided with black fabric wall panels at the back and each of the sides of the stand (unless you are at the end of a row and you will have one wall) with white text.

Should you not fill in the Nameboard Form by the deadline, your name may be displayed incorrectly and neither the Organisers or Index Group can be held responsible for this.

The stand height dimensions are:

- Height from floor to underside of ceiling grid: 2400mm
- Visible Panel size for graphics: 2270mm x 945mm



If you wish to order additional items for your stand, such as shelves, please complete any orders on the Stand Form no later than **16<sup>th</sup> April 2025** (costs will increase with late submissions).

Display materials may be affixed to the panels dependent on what is used. No nails, screws or staples can be used. It is recommended that the thickness of display materials does not exceed 3-5mm. Support brackets and chain packs must be used to hang heavier items which can be ordered via the online form.

Lightweight display materials can be attached using Velcro.

### Space Only Stands

Any exhibitors with **SPACE ONLY** stands must submit a detailed scale plan of their stand design to **Megan Thomson** by **9<sup>th</sup> April 2025** for approval. Please also complete all necessary forms by **16<sup>th</sup>**



**April 2025.** All plans must also be accompanied by a method statement, risk assessment and H&S declaration.

Stand constructions are limited to a height of 2.7m, subject to approval. All plans must be received by **9<sup>th</sup> April 2025** for approval by the venue. If you wish to build higher than this, please contact Megan Thomson.

### Stand Packages & Specifications

Stand specification				
	Platinum	Gold	Silver	Partner
<b>Size and location</b> (Example sizes)	4m x 4m Prime position	4m x 3m 2 <sup>nd</sup> priority	3m x 3m 3 <sup>rd</sup> priority	3m x 2m Standard
Branding & exposure				
<b>Logo size (event app, venue banners &amp; web)</b>	Extra-large	Large	Medium	Small
<b>Bio (event app &amp; web)</b>	100 words	75 words	50 words	25 words
<b>Goodie Bag logo branding</b>	Yes	-	-	-
<b>Speaking opportunity</b>	Yes (priority)	Yes	-	-
<b>Exhibitor tickets</b>	10	6	4	4

## FURTHER EXHIBITOR INFORMATION

### Accessibility

Victoria Warehouse aims to be user-friendly for visitors with access needs.

### Accommodation

Victoria Warehouse has 3\*, 4\* and 5\* hotels within a 3-15 minute walk.

### Audio-visual Equipment

Should you have any audio-visual requirements, please contact Sterling Event Group.



Ellen Baldock

E: [ellen.baldock@sterlingeventgroup.co.uk](mailto:ellen.baldock@sterlingeventgroup.co.uk)

T: (0)161 436 4444

### Banks and Cashpoints

Victoria Warehouse operates as a cashless venue, however should you require cash dispensing facilities the nearest ATM's are:

- Tesco Superstore – Chester Rd, Greater, Old Trafford, Stretford, Manchester, M32 0ZS
- Shell Petrol Station – 11 Trafford Rd, Salford, M5 3FE
- Cashzone ATM – 674 Chester Rd, Old Trafford, Stretford, Manchester, M32 0SF
- Tesco Express – Quays Campus, Trafford Rd, Salford, M5 3AW
- BP Petrol Station – Trafford Rd, Salford, M50 3XB

### Branding Opportunities

There are a number of areas that can be utilised for possible branding opportunities throughout the event. Please contact Megan at In-house Recruitment for further information.

### Car Parking

There may be an onsite car park for the event live date which is located next to Victoria Warehouse and is the Manchester United E3 Car Park. As this is owned by Manchester United Football Club we are unable to confirm it's availability until closer to the event date, dependent on football fixtures. Parking is available on a limited basis nearby, but we would highly recommend using public transport or lift sharing where possible.

### Catering

Victoria Warehouse has the sole rights to all food and beverages consumed at Victoria Warehouse. All food, beverages and associated catering equipment must therefore be confirmed through them. Should any organisation attempt to provide their own food, beverages or catering equipment on site they will likely be asked to remove it or to pay a 'corkage' fee.

There will be a café open on both build-up day and the event day where a selection of hot and cold drinks will be available, as well as cold food offering and snacks. On the event day, the café will also be serving hot food, as well as several outdoor food stalls.

### **Cleaning**

Cleaning of stands will be carried out overnight. General overnight cleaning will include sweeping, vacuuming, mopping and emptying of bins. This service is free of charge to all exhibitors. Cleaning of exhibits, however, remains the responsibility of the exhibitor.

Exhibitors will need to dispose of general waste from their stands to the external venue bins, with venue disposing of general waste and where possible will always recycle. If you need to dispose of a large quantity of rubbish following the event, please contact our onsite event manager. An additional charge may apply.

### **Cloakroom**

A cloakroom is available and will be open throughout the event. This is free to exhibitors and delegates.

### **Common Areas**

Licensees/Organisers/Contractors/Exhibitors/their staff and agents must keep ALL common areas clear whilst building or dismantling stands, exhibits etc. All exhibits must be kept within the confines of the stand space and demonstrations must not cause undue congestion and/or obstruction of common areas.

### **Deliveries and Collections**

Exhibitors can arrange delivery and collection by couriers however our team will only accept deliveries during the event tenancy between **10:00 – 20:00 on 14<sup>th</sup> May** for delivery and **17:00 – 20:00 on 15<sup>th</sup> May** for collection. Items that arrive early or are left beyond the agreed tenancy will be refused or disposed of.

Please note that High Vis jackets must be brought onsite to be worn when in the loading bay.

### **Demonstrations**

Exhibitors intending to use televisions or any other potentially loud appliances for stand demonstrations or who wish to hold Live demonstrations must contact the organisers for approval at least one month prior to the show to gain written permission. Please check with Megan Thomson for confirmation.

### **Dilapidation**

You are reminded that you will be charged for making good any damage to the hall or stand area, including the floor, caused by your staff or contractors. Under no circumstances can stand construction, graphics, displays, etc. be attached to the fabric of the building without prior consent.

### **Disabled Visitors**

The front of the building has a ramp, enabling easy access. The whole event takes place on the ground floor, which is fully accessible, including toilets.

### **Electrical fittings and supplies**

All exhibitors are responsible for booking in your own electrics – please order these through Index Group using the **Electric Order Form by 16<sup>th</sup> April 2025**.

Please note Victoria Warehouse does not have any extension leads. If you require one please ensure that you bring one with you to the exhibition.

Anyone who brings portable electrical appliances on-site should ensure that they have been recently PAT tested and bear a current PAT test certificate.

During the open period of an exhibition, stand mains supply will normally be switched on no later than half an hour before the show opens and switched off no later than half an hour after it closes. If you require 24 hour power please get in touch with Thelma to organise.

### **Emergency Procedures**

Exhibitors are reminded that they must comply with the stringent regulations governing materials used on site during an exhibition. Exhibitors must ensure that all exhibits are within their stand boundaries and that they do not block aisles, fire exits or fire equipment.

If you discover a fire or someone reports a fire to you immediately raise the alarm.

Operate the nearest fire alarm call point by breaking the glass. If you do this (and it is safe to do so) please stay near the fire point to direct the attending security officer to the fire.

If it is decided to evacuate the building you will hear the fire alarm bells and tannoy messages informing you to leave the building. Please leave by the nearest fire exit or as instructed by members of the security staff. Please familiarise yourself with the nearest fire exits to your conference room or exhibition stand.

Do not stay in the building once you have been instructed to leave. Do not stay to collect handbags, valuables etc.

Fire assembly points will be displayed at the venue.

### **First Aid**

First aid facilities will be available during the exhibition at all times. The First Aid room is located in the welfare cabin located at the entrance.

### **Flooring**

This venue is incredibly unique, and we have decided to keep the rustic aesthetic it has to offer. This means that the flooring will not be carpeted or decorated in any way so you would need to consider carpet or other options if you wanted a more traditional look for your stand. Flooring can be ordered via the form on the Exhibitor Links Page.

## Furniture

Please contact our preferred supplier of furniture which is Index Group and book using the **Furniture Order Form**. For further information, prices and details of the furniture available please refer to their website:



Index Group – Furniture

T: 0208 676 0062

E: [furniture@indexgroup.org](mailto:furniture@indexgroup.org)

W: <http://www.indexgroupfurniture.org/>

**Please Read: [Important Information from Index Group](#)**

## Health and Safety

Victoria Warehouse is committed to operating in compliance with all the relevant legislation and guidelines covering Health and Safety at Work and it is a **requirement** of the venue that all Licensees / Organisers / Exhibitors / Contractors and Visitors comply with the law and the regulations of the venue at all times.

Exhibitors must supply relevant health and safety documentation. This must be completed online. If you have a Space Only stand a bespoke Risk Assessment is required, along with method statement and any further documentation applicable to the build.

## Insurance

Whilst we take every precaution to protect your property during the event, neither the organisers nor Victoria Warehouse accept any responsibility for any loss or damage. You may wish to consider buying insurance cover. We normally recommend public liability of anything from £2-£5 million.

## Internet access

All delegates and exhibitors have access to **complimentary Wi-Fi: VICTORIA WAREHOUSE\_Openzone**. This is open to all, and recommended that its usage is limited to general activities such as checking emails. Anyone wishing for a dedicated line should order this via the Internet order form where you can make purchase directly on the form.

## Lasers

Any company proposing to use lasers must inform Megan immediately, together with details of laser equipment, a drawing of the stand and the location of the beam. The Local Authority Regulations, which apply to laser use within exhibition venues, must be strictly adhered to (further details available on request).

## Lost Property

There is a lost property office in Victoria Warehouse and any item found should be handed into Security at the Main Reception. The property will be held for up to three months and all claims should be made to the Head of Security on reception.

## Music

Exhibitors wishing to play any recorded material (including CD/Record/Cassette/Video) must obtain a licence from the Phonographic Performance Limited (PPL) and the Performing Rights Society (PRS). Exhibitors are solely responsible for obtaining any licence required to play music on their stand. Please agree permission with Thelma.

## Name boards

You are required to enter your chosen name by using the **Nameboard Form**, which should be completed by **16<sup>th</sup> April 2025**. Should you not use the form, your name may be incorrect and neither the organisers nor Index Group can be held responsible.

## Noise

The use of microphones, videos or music is permitted, but the volume must not be such as to cause any annoyance to other exhibitors. The organisers reserve the right to prohibit their use if, in the organisers' opinion, any annoyance is being caused.

## Programme

A link to the Live conference programme can be found on page 6 of this manual. Further details of the speakers, workshops and seminars can be found on the [website](#).

## Security

The venue will provide general security within the exhibition hall. However, responsibility for the security of individual stands and their exhibits lies with the exhibitor.

For reasons of security, all exhibitors are advised to remove all portable and valuable items whenever their stands are unattended, including during build-up and breakdown. It is recommended that exhibitors do not leave their stands unattended at any time when the hall is open, whether during build-up, exhibition viewing or breakdown periods. In the event of loss or damage, the organisers should be informed immediately.

## Storage

Storage is limited at Victoria Warehouse so there is no set space for storage during the show.

## Tickets

All exhibitors will need to register their onsite attendees via the **registration instructions** that will be emailed to you directly prior to the event date. Badges can then be provided to you, along with lanyards, on the live event day from 08:00.

## Travelling to Victoria Warehouse

By Car – Please type Victoria Warehouse, Trafford Wharf Road, Manchester, M17 1AB into your sat nav. Please follow this link [www.parkopedia.co.uk](http://www.parkopedia.co.uk) for your local parking options.

By Tram – The venue is located a two minute walk from the new Wharfside tram stop on the Trafford Park Line (Red Line). With trams every 12 minutes, the new Metrolink line will give you fast

and frequent transport links to and from the city centre. For more information go to <http://www.metrolink.co.uk/> or telephone 0161 205 2000.

By Bus – The venue is located on a number of a major bus routes: The following bus routes service the venue within 400m walk from the site: 53, 69, 250, 255 & 256. For more information see <http://www.tfgm.com/> or call 0871 200 2233.

By Bicycle – You are welcome to ride your bike to the venue. There will be a limited bike parking provision available outside the venue during large events. Please be aware it is an offence to ride your bike under the influence of alcohol.

By Taxi/Drop-off – For large concerts and events there will be a designated drop off point outside the venue, which will be clearly sign posted. Please ensure that the driver only drops off in the designated area.

### **Trolleys**

Exhibitors are advised to bring trolleys for build-up and breakdown as they are **NOT** provided by Victoria Warehouse. Trolleys cannot be used during the exhibition open periods.

## Delivery Label

To ensure that your deliveries reach the venue prior to the event and are on your stand ready for when you arrive for build-up please complete and attach the below delivery label to **ALL** of your packages. Failure to do so may result in your packages being delayed to your stand.

**PLEASE NOTE ANY DELIVERIES PRIOR TO 14<sup>TH</sup> MAY WILL BE REFUSED AND TURNED AWAY**

### **In-house Recruitment Live – 15<sup>th</sup> May**

**FAO: Megan Thomson, Event Organiser, IHR**

Victoria Warehouse

Cotton Sheds

Hotel & Events

Trafford Wharf Road

Manchester

M17 1AB

Exhibitor Company Name:

Stand Number:

Exhibitor Contact:

Exhibitor Contact Name:

Package ..... of .....



## Collection Label

To ensure that your items are collected by courier with ease we request that you attach the below collection label to **ALL** of your packages. Failure to do so may result in items not being collected and a storage or disposal fee incurred.

Show: In-house Recruitment Live Manchester

Company Name:

Address:

Stand Number:

Collection Date Agreed:

Collection Time Agreed:

Courier:

Contact Name:

Contact Number:

Package ..... of .....