



North Sea  
Transition  
Authority



**WELL P&A:**

Commercial Transformation Through Collaboration

## EXHIBITOR MANUAL

### DATES/TIMES

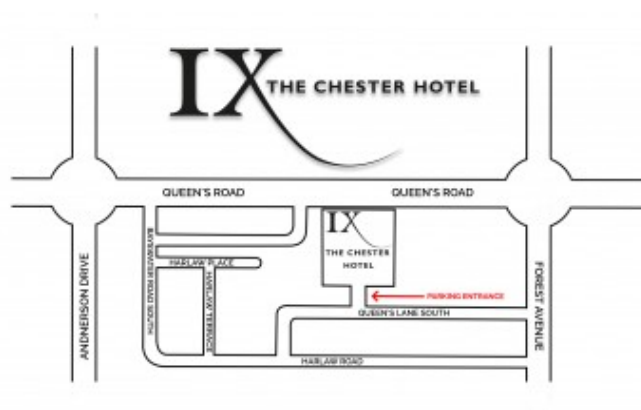
Exhibition set up: Wednesday 17<sup>th</sup> August 2022 | 8.00-8.30

Exhibition open: Wednesday 17<sup>th</sup> August 2022 | 8.30-14.00

Exhibition dismantle: Wednesday 17<sup>th</sup> August 2022 | 14.00-15.00

### VENUE & ARRIVAL

The Chester Hotel, 59-63 Queen's Road, Aberdeen AB15 4YP, tel. no. +44(0)1224 327 777. Please note that the event is being held in the Granite Suite 1 and the registration desk and quickest access is from the back, Queens Lane South, where there is also limited free parking available. Please arrive at the registration desk from 8.00am and collect your name badge.



### SOCIAL MEDIA

[LinkedIn](#) | [Twitter](#) – please tag us @DecomNorthSea

### PRESS

Please contact Rachel Creegan, Creegan Communications, if you require a quote for your press releases. If you plan to issue a press release mentioning the event, please do let us know. Contact Rachel on 07812 186 537 or [rachel@creegancomms.com](mailto:rachel@creegancomms.com)

**EXHIBITION PACKAGE costs £250 + VAT for members, £350 + VAT for non-members and includes:**

- 1 delegate ticket
- Approx. 2 x 1 m space including 6ft trestle table with a white tablecloth and 2 chairs
- Space for 2 standard pop up banners or 1 larger one placed behind the table & chairs to fit max 2m wide space
- Catering

If you require power, you must bring your own PAT tested extension lead.

Exhibition stands will be allocated on a first come, first served basis, and stand position will be allocated by Decom North Sea.

Exhibition space includes one free ticket. The ticket is valid for the duration of the event and is not transferable to another person.

Exhibition spaces will be clearly marked with your company name.

Please note:

No display feature on stands is to overshadow or interfere with neighbouring stands/aisle.

Equipment must not extend beyond its agreed space dimensions.

Music and commentary for demonstrations, videos, presentations etc must be kept at a level which will not interfere with neighbouring stands. Promotional gifts and marketing materials are permitted for distribution.

### **CATERING**

Food and drink will be available throughout the event and is included in your delegate pass.

Should you have any special dietary requirements, please email us on [events@decomnorthsea.com](mailto:events@decomnorthsea.com) at least a week before the event.

### **RISK ASSESSMENT**

It is the responsibility of the exhibitor to complete their own risk assessment.

### **CLEANING AND WASTE DISPOSAL**

Exhibitors are responsible for keeping their stands clean and tidy and for ensuring that waste is deposited at the end of the event. For health & safety reasons it is important that all exhibitors keep walkways clear of rubbish at all times.

### **INSURANCE**

Exhibitors must arrange all necessary insurance cover for damage to their own goods and for possible liability in respect of injury to third parties or damage to third-party property, including the property of the venue.

### **PHOTOGRAPHY / VIDEO**

Please note that photographs and video footage might be taken during the event. These will be used by Decom North Sea for marketing and publicity in our publications, on our website and in social media or in any third-party publication. Please contact the event organiser if you have any concerns or if you wish to be exempted from this activity.

### **WI-FI ACCESS**

There is free guest Wi-Fi available at the venue.