

# RNCM

ROYAL NORTHERN  
COLLEGE of MUSIC

## EXHIBITOR INFORMATION

## VENUE

### Royal Northern College of Music (RNCM)

124 Oxford Road

Manchester

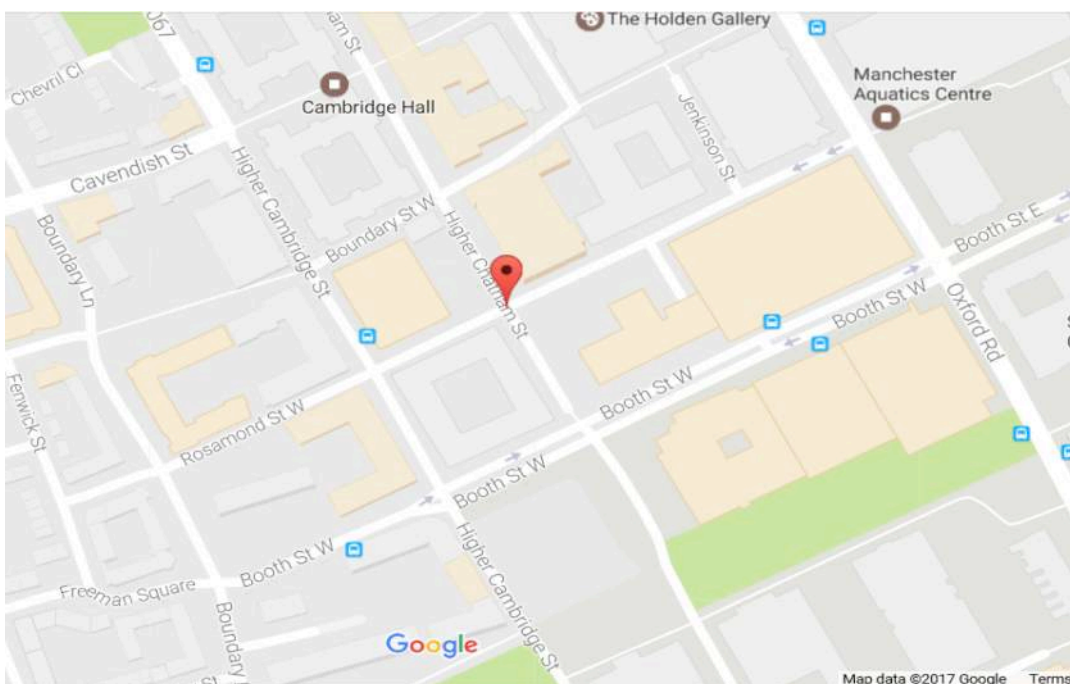
M13 9RD

Reception: +44 (0)161 907 5200

[www.rncm.ac.uk](http://www.rncm.ac.uk)

## LOADING

**Loading Bay:** Accessed from Rosamund Street at the rear of the building



**Loading Bay, Rosamund Street**

### **Load in / Load out procedure:**

No deliveries are to be made via the front entrance of RNCM. Please use stage door on Rosamund Street.

The loading bay will be allocated on a first-come-first-served basis. Please be patient while queueing, turn off your engines while waiting and off-load your equipment efficiently to ease congestion.

## **PARKING**

### **The University of Manchester**

**Booth St West (Multi-storey)**

**Manchester M13 9GR**

Open 7 days per week.

For current charges and times please visit The University of Manchester website

### **NCP Car park (Multi-storey)**

**Manchester Aquatic Centre**

**Booth Street East**

**Manchester M13 9SS**

Open 7 days per week.

For current charges and times please visit NCP website

## **EXHIBITION SPACE**

- Each Exhibitor will be allocated a 6ft trestle table and 2 chairs and a table cloth.
- Each of the spaces available has an electricity point for the exhibitor to use. Please could you make us aware of any equipment which may not be suitable for, or will require a higher than average electricity supply.
- It is a health and safety requirement that all electrical items are PAT tested and that any trailing cables are covered using a suitable cable cover. These will not be provided by the venue.
- Please make us aware if you are planning to bring in any large or unusual items as part of your exhibition.
- Banners can be no wider than the space allocated and must not obstruct walkways.
- Each exhibitor is responsible for keeping their stand clean and tidy. All packaging and boxes will need to be kept out of sight in storage and cleared away after the event has taken place.
- Please note that exhibitors are not permitted to stick any materials to the walls, the pillars or the windows anywhere within the building.

### **Pre-event deliveries**

Material for the conference can be sent in advance on Monday 12<sup>th</sup> September **ONLY** to Royal Northern College of Music. Goods are stored at the company's own risk.

All deliveries must be labelled as follows:-

**Name of Exhibitor**  
**F.A.O. Joanne Dooley**  
**Royal Northern College of Music (RNCM)**  
**124 Oxford Road**  
**Manchester**  
**M13 9RD**  
**United Kingdom**

### **Collections**

Please provide information e.g.

When you depart, please can you let the venue know if you plan to leave any equipment/stands to be collected later that day or the next day and you will be instructed where to leave these. Please can you clearly label any items to be collected along with the delivery address and name of the company picking up the item. Please let the venue know when they will be collected. A storage charge will apply for items not collected on time and we cannot accept any responsibility for material left on the premises.

### **Wifi**

Free WiFi is available within the RNCM through the Cloud. To gain access exhibitors/delegates need to set up an account, which can be done in advance, using an email address and creating a password.

<https://www.sky.com/wifi>