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THE RENEWABLES SHOW IN THE ENERGY CITY – ABERDEEN 20/21 MAY 2009

www.all-energy.co.uk

To: All-Energy '09 exhibitors

PRE-SHOW EXHIBITOR NEWSLETTER – May 2009

Counting down...

Just one week now until All-Energy '09 opens its doors; you are exhibiting at the UK's largest renewable energy exhibition and conference, with more than 360 exhibiting companies, 250+/- speakers taking part in the conference, and record pre-registration levels. We wish you a stimulating and successful time!

REMINDERS

- ⊙ **Show dates** – 20 and 21 May 2009
- ⊙ **Show venue** – Aberdeen Exhibition and Conference Centre (AECC), Bridge of Don, Aberdeen, AB23 8BL. The exhibition takes place in both the Press & Journal Arena and the Boyd Orr Hall, with the East entrance being the way in – this will be well signposted. There is free car parking at AECC for exhibitors and visitors alike
- ⊙ **Exhibition opening times:**
 - **Wednesday: 08.30-18.00** followed by the Civic Reception hosted by Aberdeen City Centre and then the Giant Networking Evening, both of which will take place in the Beach Ballroom which is just over 5 minutes' drive from AECC. At 18.00 sharp a convoy of coaches will start leaving from the East entrance and whisk all participants to the networking venue. We do hope you will be attending – there will be food and entertainment as well as networking opportunities, it's a highly valuable evening in every way (more on this later in the newsletter). The cloakroom at the East entrance will close shortly after 18.00 and the exhibition halls must be vacated.
 - **Thursday: 08.30-17.00.** Please note that nothing must be taken down from your stand until 17.00 on Thursday 22 May. This is an HSE and insurance requirement ... stands being dismantled and people in aisles do not mix! More about this later in this newsletter.

VERY IMPORTANT!

Can we remind you that all **space contracts must** be signed and **invoices paid** in advance of the show; **no** exhibitor will be allowed to set up if paperwork has not been completed (the contract is an HSE and insurance requirement). Our workload is extremely high at the moment and we would really appreciate not having to chase you!

SETTING UP YOUR STAND

Exhibiting personnel are welcome on Tuesday 19 May from 08.00-20.00 to set up stands. Exhibitor registration will open at 14.00. **Only** contractors' personnel building space only stands are allowed into the hall on Monday 18 May. The show management office and contractor help desks office will be located in the West Entrance and be clearly signposted.

THE ALL-ENERGY '09 JOBS ZONE



Jobs.Telegraph.co.uk

Looking for more people to join your team? Then post your jobs on our free online job board, sponsored by **EcoSearch**, and on our physical boards in the Jobs Zone, which is located in the Boyd Orr Hall and sponsored by the **Daily Telegraph**. A Word document is attached which you can fill in, or add your logo to, or use as a rough template (please bring the forms with you to the show – don't send them back to us). Of course you can produce the jobs postings in whatever format you like (within reason!) and a nicely laid out flyer will obviously look better. Velcro dots will be made available in the Jobs Zone.

DELEGATE SELECT – ONLINE NETWORKING

This year All-Energy is using the Delegate Select networking system. This will go live today, and you will receive a further explanatory email about the system. It will allow you to make contact with fellow participants before, during and after the show. All exhibitor personnel with a dedicated email address will be added in to the system.

SPREADING THE WORD

During this final week before the show, please keep reminding all your business and professional contacts that they can register free of charge for all elements of All-Energy '09 – the exhibition, conference and Giant Networking Evening at the show website (their badge gets them into all three component parts).

You can make use of our logo at http://www.all-energy.co.uk/All-Energy_Logos.html and direct them to our Show Preview newsletter at http://www.all-energy.co.uk/userfiles/file/newsletter_issue2_2009.pdf

The Press & Journal's Energy will be producing its now-traditional 'renewables special' on 17 May – move fast and you can still book an advertisement in it. Contact Suzanne.todd@ajl.co.uk (Tel: +44 (0)1224 343139) or Debbie.bruce@ajl.co.uk (Tel: +44 (0)1224 343144).

YOUR EXHIBITOR BADGES

Have you ordered your badges yet? If so and you are a UK exhibitor, you will be receiving them very soon; if you are from overseas you will need to pick them up at the registration desk on Tuesday afternoon from 14.00. If you haven't ordered yet you can do so here: <http://www.blaxx.net/2009/alle09/exhibs/>. For any questions on badges please call the **Blaxx helpline: +44 (0)844 906 0239**.

HI-VIS JACKETS

It is AECC policy that all exhibitors and their contractors wear Hi-Vis vests/jackets during the build up and breakdown of the event – please make sure that all of your staff and contractors are aware of this (jackets will be supplied on request)

PHOTOGRAPHS OF YOUR STAND

Charlie Stewart of Royale Photographics is our official photographer. Tel: +44 (0)1224 897737 or +44 (0)7734 874774; Email: charlie@royalephotographics.co.uk (and contactable via the Press Office – Room 15 – during the show).

CATERING

Aberdeen Exhibition and Conference Centre (AECC) is the official caterer to the show. You will find information on what they can offer at http://www.all-energy.co.uk/UserFiles/File/All-Energy_catering.pdf.

For health and safety reasons, AECC requires any exhibitor planning to provide their own catering (or wishing to employ an outside caterer) to contact them to talk about acquiring a licence.

PRESS OFFICE

There will be a manned press office at the show (Rooms 15/16 is a joint conference speakers room and press office). Please bring your press kits/releases along as soon as you arrive. One of the most asked questions is “how many kits?” It is never easy to ascertain, but 20 should be sufficient, with some more kept in reserve on your stand.

Room 15 is where we would like you to bring your “at show” news – a form enabling you to fill in information and rush it to the press office will be delivered to your stand on 19 May.

If you have embargoed press information that you intend announcing at the show, it would be most useful to have it (naturally we will respect your embargo) so that (a) it can go on our website at the appropriate time; and (b) it can be made available to the journalists attending All-Energy '09.

If you are organizing any sort of press event (press conference, press briefing, or photocall) during All-Energy '09, please let Judith Patten know at judithpatten@wwmail.co.uk just as quickly as possible so it can be included in the schedule of ‘press happenings’ made available to all journalists attending the show.

YES, YOU CAN GO TO THE CONFERENCE!

Your badge entitles you to attend as many conference sessions as you want. The full programme is on the website at www.all-energy.co.uk Admission to the conference, as to the exhibition, is free of charge to all with a professional/business interest in renewable energy.

MORE ABOUT THE EVENING ACTIVITIES ON 20 MAY

We know just how invaluable networking is to the industry; so jump aboard one of those coaches leaving at 18.00 for the five minute journey to the Beach Ballroom (for those with cars, a coach will return you to the AECC carpark the end of the Giant Networking Evening at 21.00 and similarly coaches will return guests to all official hotels).

So, what's on offer? The evening starts with a Civic Reception generously hosted by **Aberdeen City Council**; it then morphs into the Giant Networking Evening where there will be food, entertainment, networking tables and a cash bar. The UEFA Cup Final will be shown in an adjacent room.

For those with stamina we have two extra options – free rides at the nearby Codonas giant fun fair just along the road from the Beach Ballroom (ideal for those eager to recapture the fun fair theme of our 2008 Giant Networking Evening!), and free entry and complementary travel to Aberdeen's Tiger Tiger club where the networking can continue till the early hours!

OPPORTUNITIES FOR UK EXHIBITORS OFFERED BY UKTI/DECC

Can we urge you to go to http://www.all-energy.co.uk/DECC_and_UKTI.html to learn more about the opportunities for UK exhibitors offered by UKTI/DECC during All-Energy '09? With missions coming from 29 countries and one-to-one meetings plus receptions taking place, these are opportunities to be eagerly grasped by all eager to export their products/services

LAST BUT NOT LEAST – TAKING YOUR STAND DOWN

Nothing, absolutely **nothing** must be taken down until 17.00 on Thursday 21 May. This is an HSE requirement! Stands being dismantled and people in aisles don't mix. 17.00 is when the show closes and when you can indeed start to pack up.

Friendly advice ... we expect the show to be busy and buzzing right up to the last moment, so you would be unwise to plan to start packing up prior to this – you might just miss talking to that crucial contact when you have your head in a packing case!

**We look forward to meeting you in
Aberdeen very soon and to helping you in
any way we can in the meantime.**

The All-Energy '09 Team