



## Information for Exhibitors

### DELIVERY

Any exhibits being delivered directly to the hotel should be labelled as follows:

FAO Steph Lund Yates & \*Your Company Name\*  
AILU's ILAS Event (26-27 March 2025)  
Chesford Grange Hotel  
Kenilworth  
Warwickshire  
CV8 2LD

**The hotel has limited storage capacity so deliveries should arrive no earlier than Monday 24<sup>th</sup> March.**

### EXHIBITION SPACE

- Table dimensions: 1.8 m (6 ft) x 0.6 m (2 ft). Weight limit 75 kg.
- Due to limited space all exhibits must fit on top of the table. Please do not bring anything to be positioned at the side or in front of your table.
- There will be space for one or two pull-up banners behind the table, but the total width should not exceed 1.8- 2.0 m.
- A standard electrical socket will be available for each table for laptops, monitors etc (load not to exceed 500 W).
- One chair will be provided with more available on request.

### SET UP/BREAK DOWN

There is ample free parking at the hotel and access is via the Conference Suite car park (see map on p2).

You can set up from 19:00 on Tuesday 25<sup>th</sup> March, and from 07:00 on Wednesday 26<sup>th</sup> March. (N.B. registration begins at 08.00 on Wednesday 26<sup>th</sup>).

Break down can begin during the final session on Thursday 27<sup>th</sup> March (14:45 – 16:00). ILAS closes at 16:00.

Any packages to be couriered post-event must be securely packed and labelled ready for pick-up. Please ensure that all packages are collected from the hotel by the end of Saturday 29<sup>th</sup> March.

**AILU and the hotel cannot accept liability for loss or damage of any items displayed. A small lockable office will be available for overnight storage of valuable items.**

# ILAS 2025

## Chesford Grange Hotel, Kenilworth

