

## **Exhibitor A-Z**

### **Accessibility**

Exhibition Centre Liverpool seeks to provide a safe and enjoyable exhibitor experience for visitors. The venue is fully accessible for all customers with accessible toilets, lifts and entrances in all areas. Exhibition Centre Liverpool now has a Changing Places facility for customers visiting the venue, more information can be found [here](#).

Parking is adjacent to the venue with dedicated accessible spaces. There is ramp and lift access internally. Hearing induction loops are installed in a number of key areas.

### **Assistance Dogs**

Assistance dogs are welcome at Exhibition Centre Liverpool. Unfortunately we are unable to provide wheelchair hire.

### **Accommodation**

Exhibitors will find 658 hotel rooms on-site with access to more than 6,000 bedrooms to suit a range of budgets within walking distance of Exhibition Centre Liverpool.

Interconnected to Exhibition Centre Liverpool, Pullman Liverpool is the second Pullman hotel in the UK and the first outside of London. The hotel offers 216 spacious and comfortable bedrooms as well as free Wi-Fi throughout. In addition, a further 442 hotel rooms are available at Jury's Inn and Staybridge Suites – both are situated on Exhibition Centre Liverpool's campus site. Find out more about the local accommodation [here](#).

### **Catering**

If you wish to provide food/beverages on your stand, this must be ordered via Centerplate. If you wish to bring any food or beverage items into the venue you must seek the permission of Centerplate first. Please note that fee's may be applicable.

Centerplate contact details:

Tel: 0151 239 6055

Email: [vjones@centerplate.co.uk](mailto:vjones@centerplate.co.uk)

## **IT and Wi-Fi**

With many events now reliant on Internet provision, Exhibition Centre Liverpool offers complimentary basic Wi-Fi access for visitors throughout the building. Exhibitors who rely on the internet for their exhibition stands should buy premium Wi-Fi or a wired internet connection using the IT order form below. Additionally we offer a full range of IT services such as high speed wired internet with dedicated bandwidth, telephones and ISDN lines.

[Download your exhibitor IT order form here](#)

[Read our FAQ connectivity questions here](#)

## **Furniture**

All of the public circulation areas in the venue has seating. The in-hall café areas have dedicated seating areas included. Additional in-hall catering furniture can be hired at an additional cost.

Chair hire for in-hall seminar sessions and exhibitor furniture is not included but we can arrange the hire of furniture on your behalf. Please speak to your event organiser.

## **Guest Relations**

The Guest Relations Desk is available for organisers, exhibitors and visitors use and is located in the Atrium. The range of services available includes:

- Courier and Floristry services
- Travel – this includes airport coach transfers
- Printing service for all your exhibition literature
- Sourcing and branding of delegate bags and pens as well as packing these ready for issue.
- Excellent foreign exchange rates for currency conversion
- A range of high quality stationery items, souvenirs and gifts
- Printing and laminating facilities
- Advice on the best bars and restaurants in Liverpool
- Assistance with external venue options for evening dinners or drinks receptions
- Help with arranging bespoke tours of the city to match your interests
- Provision of fully trained & professional events staff such as registration staff, hostesses etc.

Contact Guest Relations by calling 0151 239 6001

## **Health, Safety and Operational Planning**

Please follow this link to the AEV e-guide.

[http://www.aev.org.uk/page.cfm/Link=27/t=m/trackLogID=313745\\_34379FC1E7](http://www.aev.org.uk/page.cfm/Link=27/t=m/trackLogID=313745_34379FC1E7)

## **Lighting**

LED lighting is fitted throughout the exhibition halls which creates a comfortable lighting level for exhibitions. The system is fully zoneable and dimmable as required.

## **Loading**

Each of the halls in Exhibition Centre Liverpool are accessible via Loading Bay 3. The Loading Bay and halls are on the same level. The loading bay can accommodate a limited number of vehicles, therefore if you are expecting a large number of vehicles to require access within a period of time it may be advisable to allocate time slots, alternatively our dedicated traffic managers will operate a first come first served basis. Please download the [‘ECL Exhibitor Loading Procedure’](#) for further details.

Please be advised that there is no cover on the loading bay and therefore no height restriction. The vehicle doors into the halls are however are 4.6m high.

## **Parking**

Car parking is available at a nearby retail complex, with 3,000 spaces spread across three sites. Each car park is open 24/7 and is secure. [Click here](#) to see details.

## **Access**

There is level access from the piazza and ramped access from the pedestrian areas immediately outside Exhibition Centre Liverpool, and lifts are available to provide access to the upper level of the venue.

## **Privilege Card**

The Privilege Card gives exhibitors access to a range of discounts in local restaurants, hotels and attractions. You can pick up a card from Guest Relations when arriving at Exhibition Centre Liverpool to use whilst in the city.

## **Power, Data and Water Services**

Mains power, data and water/waste supplies are all supplied through the service ducts located at 6m intervals across the hall floor. All services required for an event must be ordered and paid for as there are no permanent facilities which you can connect to. Data services can be ordered using the links below and returned to Guest Relations. Water and waste can be ordered through our main supplier by individual exhibitors/contractors. Mains power needs to be ordered through your event organiser.

[Download your data service order form here](#)

[Download your water and waste order form here](#)

