



Vendor Awareness Training Q2 2013

Vendor Briefing Document

18th May 2013



Venue:

Doubletree by Hilton
Stadium MK
Stadium Way
Milton Keynes
MK1 1ST

Telephone 0845 4545045

Website <http://doubletree3.hilton.com>

DELIVERIES

You can park your vehicle at the front of the hotel and take any boxes through to the relevant rooms. We recommend that you bring all items with you, but if you must send items the day before, please ensure that you include the following information and inform Michelle Neve of all details before doing so, so she can give you more information:

COMPANY NAME

INGRAM MICRO EVENT

Doubletree by Hilton

Stadium MK

Stadium Way

Milton Keynes

MK1 1ST

Please ensure that all return deliveries are clearly marked with your company name and address in order to minimise any potential confusion.

Please note Ingram Micro cannot be held liable for products left unattended and any direct delivery arrangements made, either with the venue or a delivery service, unless arranged with the Events Manager



ACCESS

Exhibitors can gain access to the rooms at the following time:

Saturday 18th May 1030hrs – 1200hrs (registration commences at 1230hrs)

SETTING UP

For the vendors that booked a presentation, please ensure that you are available 15 minutes prior your presentation slot is due to commence.

For Experience zone packages, please ensure that your stand is set up within your allocated space within the zones before 1330hrs. The event organiser reserves the right to ask for items to be moved should they be causing a health and safety hazard, or should they not compliment the overall event.

PROGRAMME – Saturday 18th May

Start	End	Vendor Training Day
12:30	13:00	Registration & Refreshments
13:00	13:30	Team Building and Presentation with Ingram Micro
13:30	14:00	Acer Presentation
14:00	14:15	Refreshments
14:15	15:15	Experience Zone
15:15	16:15	Experience Zone
16:15	16:30	Refreshments
16:30	17:30	Experience Zone
17:30	18:00	McAfee Presentation
18:00	18:10	Close and Finish
19:30	LATE	Dinner and Evening entertainment

*This programme is subject to change at any time, as much notice will be given as possible

DRESS CODE

Dress code for the presentations/exhibition should be smart business dress.

Dress code for the evening is smart/casual.

PRESENTATIONS

All presenting vendors are asked to provide their PowerPoint slides by close of play on Monday 13th May. Please email your presentations to michelle.neve@ingrammicro.co.uk. **You will need to bring the final version of your presentations to the event with you on a USB memory stick.**

If you will be using slides, please print them or put on CD to give to delegates that request a copy. Or take contact details and send on after the event. Please confirm if you need us to hire any particular equipment at all (projector, screen etc) by the 1st May.



EXPERIENCE ZONES

Experience Zone spaces are the same size (6 foot trestle table). Stand positions will be allocated already so please look to set up where your company name is. Please make note of the following rooms for which a space has been allocated to each vendor:

Experience Zone Room SKILLS – APC, Avocent/Emerson, D-Link, Fujitsu

Experience Zone Room ANALYSIS – Brother, Canon, Kyocera, Plustek

Experience Zone Room PERFORMANCE – Buffalo, Canon, Kyocera, Synology

Please note each sales member will have a bingo card with all vendor logos displayed. Each vendor will have a stamp on their table that they need to use to stamp individual cards when you feel that they have had sufficient time with you. Please **DO NOT** just stamp a card because someone asks. They should have engaged in a conversation with you of some sort.

Each vendor area will include a display table for showcasing your products and marketing literature, and access will be given to one 13amp power socket. **You should bring an extension cable with you if it is required.** Vendors are encouraged to brand this area with a pop-up stand, demo product, customer giveaways and marketing literature.

SUMMARY OF REQUIREMENTS

- Will you be presenting any new products? Can we give hints to the potential audience in advance of the event? – **details by 1st May**
- Please confirm who will be coming from your company and if a hotel room is required? – **details by 1st May**
- In the evening a prize draw will be completed for all completed bingo cards. We would like to offer them products from the vendors attending so please can you let me know what product you can offer along with the value (no more than £250) – **details by 13th May**
- Where applicable please send across presentation slides – **details by 13th May**
- If any extra equipment is needed – **details by 1st May**
- Do you have any special dietary requirements? – **details by 1st May**

If you have any questions at all please do not hesitate to contact your Campaign Manager or Business Manager.

**We look forward to welcoming you at
Doubletree Hilton Hotel**