

AMBITIONS 2017 JOINING INSTRUCTIONS

Also downloadable at www.sgscol.ac.uk/careers-advice/#ambitions



Venue: The **WISE Campus**, SGS College, New Road, Stoke Gifford, Bristol, BS34 8LP. As the event is in the indoor astro arena, we do not recommend stiletto heels, but strongly advise covered comfortable shoes. There is some heating, but we would also recommend bringing extra layers for the evening.

Here are the arrival & set up options..

Set up & arrival the day before on Monday 16 October for day time workshops:

- **Arrival & set up** 3 - 6pm (please do not arrive before 3pm)
- **Parking** is in the designated area in front of the WISE buildings. **Please display the parking permit (on page 2) in your car for ease of access.**
- **Access event area** via the WISE main entrance. (Other wider unloading access is available once in the event area.) Please register first before proceeding to the wider unloading entrance.
- **Proceed to the event area as directed by the main college reception.** Once in the event area, please go to the contributor registration & information point where you will be advised of your stand number and location. This helps us keep track of who has arrived.

Set up & arrival on the Tuesday 17 & Wednesday 18 October for day time workshops:

- **Arrival** from 7.30am onwards. Workshops commence at 9.50 am but please be set up by 9am.
- **Traffic is exceptionally heavy** at the moment in the area, so please allow extra time for getting to us (tea, coffee, water & biscuits will be available from 8am).
- **Parking** is in the designated area to the front of the WISE Campus main entrance. **Please display the parking permit (on page 2) in your car for ease of access.**
- **Access event area** via the WISE main entrance. (Other wider unloading access is available once in the event area.) Please register first before proceeding to the wider unloading entrance.
- **Proceed to the event area as directed by the main college reception.** Once in the event area, please go to the contributor registration & information point where you will be advised of your stand number and location. This helps us keep track of who has arrived.
- **Lunch** is 11.30am – 12.30pm in the adjacent Sports Hall. (Gluten free dietary requirements are plated separately with the name of the organisation on them.)
- **Afternoon workshops start again at 1.05pm.**

Set up & arrival for the evening exhibition on Tuesday 17 October 4.30 – 7.30pm:

- Arrival & set up from 3pm onwards.
- You can park temporarily in the drop off area immediately outside of the WISE main entrance while you unload. **Please display the parking permit (on page 2) in your car for ease of access.**
- Contributor break 3.00 – 4.25pm.
- Afternoon tea served from 3pm onwards in the adjacent Sports Hall.
- Tea, coffee, water and biscuits are available throughout the evening exhibition event.
- Doors open to visitors at 4.30pm.

Stand information:

- Day time workshop stands 4m x 3m (unless otherwise agreed).
- Evening exhibition stands 2-3m x 2m (unless otherwise agreed).
- Stands are screened, numbered and named, with a table/s and chairs.
- All stands have access to electricity, but there is no wifi access.
- We recommend bringing an extension lead (PAT Tested).
- We cannot supply televisions, laptops or projector screens (we do have white card that can be used).
- We can supply double sided Velcro to stick displays to the display boards around the stand.

Contact numbers Ronnie Ward 07545 035272 Johnny Walker 07539 348527

Please display on dash board

