Autistic Minds
LIVE

Llandudno / Llandudno

Exhibitor Manual / Llawlyfr Arddangoswyr

19th May 2023 / 19eg Mai 2023

Venue Cymru
The Promenade
Llandudno, LL30 1BB

English

Cymraeg

EXHIBITORS **SEMINARS**
AUTISTIC **SPEAKERS**
SUPPORT ZONE
LOCAL **COMMUNITY** GROUPS
CARERS CORNER
ARTISTS CORNER
HELP WITH **DIAGNOSIS**
EDUCATION BENEFITS
LEGAL **EMPLOYMENT SUPPORT**
NATIONAL BUSINESSES
MERCHANDISE **& MUCH MORE . . .**

the**power**of**potential**

Welcome

In this manual, you will find all the information you need to help you with every aspect of setting up and exhibiting at the show. Please don't hesitate to contact us with any questions or assistance that you may need.

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We are here to help you make the most of your exhibition. Please contact us if we can help.

Autistic Minds LIVE

https://autisticminds.org.uk/how-we-can-help/autistic-minds-live/autistic-minds-live-cardiff-2022/
events@autisticminds.org.uk
01443 844764
Unit 21, Business Development Centre, Treforest Industrial Estate, Rhondda Cynon Taf, CF37 5UR

Venue

Venue: Venue Cymru

Address: Venue Cymru, The Promenade, Llandudno, LL30 1BB

The Exhibition Floor is on level 2. Please use the Conference Entrance at the front of the building on the Promenade. You can park vehicles there while you unload, then there is parking behind the venue which is a pay and display. There are stairs and a customer lift just by the conference reception.

Exhibitor Stand Set Up Times		
Day	Set Up Hours	
Thursday 18th May 2023	14.00 - 18.00	Exhibitors are able to set up their stands the day before the exhibition **from 2pm to 6pm ONLY**. The venue closes at 6pm., but you are able to set up the next morning too.
Friday 19th May 2023	07.30 – 09.30	Or on the day of the show between 7.30am and 9.30am.

****All stands must be ready Friday 19th by 9.30am****

Please note there are no café facilities available at the stadium on the set up day

Exhibition opening date and times		
Day	Opening Hours	
Friday 29th May 2023	10.00 – 16.00	These are the opening times for the public

****Please do not take down any stands before the show closes at 4pm****

There will be a member of the team available to discuss any queries with on the set up day, and an information desk for the same on the day of the show. If you have any specific requirements or reasonable adjustments for your team please let us know

Autistic Minds

Badges + Advertising

Exhibitor Badges

Please provide us with all names of the individuals in your company that will attend on your stand on the day as they will require badges. Please email us names and job titles if that helps (job title not compulsory) **by Friday 5th May** at **events@autisticminds.org.uk**. Exhibitor badges will be on your stand table on the day of the show.

Show Guide Advertising

If you have booked advertising in the show guide the deadline for copy is **Friday 21st April** Please send to **events@autisticminds.org.uk** before this date. Advert Specifications:

Adverts can be supplied in J-Peg, or PDF
A 5MM Bleed Is required
Orientation & Size is according to advert booked – please see table below
To confirm size booked please see your invoice or contact us

Full Page	Portrait	A4
Half Page	Landscape	A5
Quarter Page	Portrait	A6

If you would like to advertise in the Show Guide and haven't previously booked a place please contact us to arrange ASAP. 500 guides will be distributed on the day and it's an excellent way to promote your products and services.

Full Page	£80 + vat
Half Page	£50 + vat
Quarter Page	£30 + vat

Marketing Leaflets for Visitor Bags

If you have booked a leaflet drop into all the Visitor Bags please send your marketing materials to us **by Friday 14th April**. Send to:

Autistic Minds, Unit 21, Business Development Centre, Treforest Industrial Estate, Rhonnda Cynon Taf, CF37 5UR

If you would like to have your flyers in all visitor bags and haven't previously booked please contact us to arrange **ASAP**. Cost for inclusion in 1,000 bags minimum is £100 + vat

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Your Stand

Shell Scheme Stands (Exhibitor Floor)

Height of the stand is 2.5 metres and your organisation name will be displayed above it.

The internal width and length of the stand is as booked (please see your invoice or contact us)

The stand walls are covered in grey polyweave fabric to which you can attach your marketing materials.

To ensure flow of movement for the visitors, please keep your stand items within the perimeter of your stand.

Trestle Table Stands (Support Zone Floor)

The width of the table is 1.8 metres and there is space for floor banners.

Please be considerate of your neighbour stands and keep your stand items within your allocated spot, to ensure flow of movement for the visitors.

Electricity, Lighting & Furniture

Electricity and Lighting is available for all Shell Scheme stands on the main exhibition floor but these are an additional cost and must be pre-booked. £35 for electricity and £20 for lighting + vat.

All stands (shell scheme and support zone tables) come with a black cloth tablecloth and 2 chairs. The shell scheme stand tables are 4ft and the Support Zone stand tables are 6ft. If you DO NOT want a table and chairs please let us know **ASAP**

Free WiFi is available on all floors of the stadium

Cleaning

Please clear your stand space before you leave. Any large amounts of rubbish left behind will incur a charge of £50 to the exhibitor .

Parking

Conwy Council operate a Pay & Display car park behind the venue and there is also parking available along the promenade.

Sponsorships

There are still some show sponsorships and other marketing opportunities available. For details please contact **Nadine** on **07850783095**

The 2024 Shows

Pre-Book your space at the 2024 Shows before the end of September and pay 2023 prices!

The 2024 Show dates are

Llandudno, Venue Cymru – Friday 10th May 2024

Cardiff, City Stadium – Friday 20th September 2024

There is a small increase in Exhibitor Prices for 2024 (everything has gone up!) however as an existing exhibitor you have first refusal on these stands and can **reserve your 2024 stand now and pay 2023 prices**, avoiding any increase !

Just reserve your stand before the end September 2023

The early bird offer of a **10% discount** also applies, and there is an **additional 10% off** for booking at the 2 shows.

You can also just pay a small deposit now and the balance next year.

Thank you!

Thank you for taking the time to read the Exhibitor Manual. We hope that you find it useful but if there is anything that we have missed out, or if you require further information about exhibiting at the show, please do not hesitate to contact us as soon as possible.

Nadine & the Autistic Minds Team

01443 844764

events@autisticminds.org.uk

Autistic Minds LIVE

ARDDANGOSWYR **SEMINARAU**
SIARADWYR AWTISTIG
PARTH GYMORTH
GRWPIAU **CYMUNEDOL** LLEOL
CORNEL **GOFALWYR**
CORNEL ARLUNWYR
HELP EFO **DIAGNOSIS**
BUDDION ADDYSG
CYMORTH CYFLOG GYFREITHIOL
BUSNES **GENEDLAETHOL**
MARSIANDÏAETH **A LLAWER MWY…**

the**power**of**potential**

Croeso

Yn y llawlyfr yma, fe ffeindiwch chi'r holl wybodaeth sydd angen arnoch i'ch helpu efo pob agwedd sefydlu ac arddangos yn y sioe. Plis peidiwch oedi i gysylltu â ni ag unrhyw gwestiynnau neu gymorth fyddwch o bosib eu hangen.

Cynnwys

Lleoliad

Sefydlu

Bathodynnau Arddangoswyr

Hysbysu Canllaw y Sioe

Marchnata Taflenni ar gyfer Bagiau Ymwelwyr

Stondinau Cynllun Cregyn

Stondinau Bwrdd Trestl

Trydan, Goleuo a Dodrefn

Glanhau

Parcio

Nawdd

Sioeau 2024

Rydyn ni yma i'ch helpu i wneud y mwyaf o'ch arddangosfa. Plis cysylltwch â ni os fedrwn helpu.

Autistic Minds LIVE

https://autisticminds.org.uk/how-we-can-help/autistic-minds-live/autistic-minds-live-llandudno-2023/

events@autisticminds.org.uk

01443 844764

Unit 21, Business Development Centre, Treforest Industrial Estate, Rhondda Cynon Taf, CF37 5UR

Lleoliad

Lleoliad: Venue Cymru

Cyfeiriad: Y Promenâd, Llandudno, LL30 1BB

Mae Llawr yr Arddangosfa ar Lefel 2. Plis defnyddiwch Mynedfa'r Gynhadledd ar flaen yr adeilad ar y Promenâd. Medrwch barcio cerbydau yna tra rydych yn dadlwytho, yna mae yna barcio tu ôl i'r lleoliad sydd yn dalu ac arddangos. Mae yna risiau a lifft i gwsmeriaid jyst ger dderbynfa'r gynhadledd.

Amseroedd Sefydlu Stondinau Arddangoswyr		
Diwrnod	Oriau Sefydlu	
Dydd Iau 18fed Mai 2023	14.00 - 18.00	Mae arddangoswyr yn medru sefydlu eu stondinau'r diwrnod cyn yr arddangosfa o **2yh tan 6yh YN UNIG**. Mae'r lleoliad yn cau am 6yh, ond fedrwch sefydlu'r bore nesaf hefyd
Dydd Gwener 19eg Mai 2023	07.30 – 09.30	Neu ar ddiwrnod y sioe rhwng 7.30yb a 9.30 yb

Rhaid i bob stondin fod yn barod Dydd Gwener 19eg erbyn 9.30yb

Plis nodwch nad oes unrhyw gyfleusterau caffi ar gael ar y diwrnod sefydlu.

Amseroedd a dyddiau agor yr Arddangosfa		
Diwrnod	Oriau Agor	
Dydd Gwener 19eg Mai 2023	10.00 – 16.00	Dyma'r amseroedd agor i'r cyhoedd

Plis peidiwch tynnu unrhyw stondinau I lawr cyn i'r sioe gau am 4yh

Bydd aelod o'r tîm ar gael i drafod unrhyw ymholiadau â nhw ar y diwrnod sefydlu a desg wybodaeth am yr un peth ar ddiwrnod y sioe. Os oes gennych unrhyw ymholiadau arbennig neu addasiadau rhesymol ar gyfer eich tîm plis rhowch gwybod i ni.

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Bathodynnau + Hysbysebu

Bathodynnau Arddangoswyr

Plis darparwch i ni enwau'r unigolion yn eich cwmni fydd yn bresennol ar eich stondin ar y dydd gan fydd angen bathodynnau arnynt. Plis anfonwch ebost atom efo enwau a theitlau swydd os yw hwnna'n helpu (teitl swydd ddim yn orfodol) erbyn **Dydd Gwener 5ed Mai** events@autisticminds.org.uk. Bydd bathodynnau arddangoswyr ar fwrdd eich stondin ar ddiwrnod y sioe.

Hysbysu Canllaw y Sioe

Os ydych wedi archebu hysbysebu yng nghanllaw y sioe y dyddiad cau am gopi yw **Dydd Gwener 21ain Ebrill**. Plis danfonwch at events@autisticminds.org.uk erbyn y dyddiad yma. Manylion Hysbysu:

Gall hysbysebion gael eu darparu mewn J-Peg, neu PDF

Mae Gwaedu 5MM wedi ei hymofyn

Mae Cyfeiriadedd a Maint yn unol â'r hysbyseb a archebwyd – plis gwelwch y bwrdd isod

I gadarnhau'r maint archebwyd plis gweler eich anfoneb neu cysylltwch â ni

Tudalen llawn	Portread	A4
Hanner Tudalen	irlun	A5
Chwarter Tudalen	Portread	A6

Os hoffwch hysbysu yng Nghanllaw y Sioe ac heb wedi archebu lle yn flaenorol plis cysylltwch â ni i drefnu cyn gynted ag sy'n bosib. Caiff 500 o ganllawiau eu dosbarthu ar y dydd ac mae'n fodd ardderchog i hyrwyddo'ch cynnyrch a gwasanaethau.

Tudalen llawn	£100 + taw
Hanner Tudalen	£70 + taw
Chwarter Tudalen	£40 + taw

Taflenni Marchnata ar gyfer Bagiau Ymwelwyr

Os ydych wedi archebu gollwng taflen mewn i'r holl Bagiau Ymwelwyr plis danfonwch eich deunydd marchnata atom erbyn **Dydd Gwener 14eg Ebrill**. Danfonwch at:

Autistic Minds, Uned 21, Canolfan Datblygu Busnes, Ystad Ddiwydiannol Trefforest, Rhondda Cynon Taff, CF37 5UR

Os hoffwch gael eich taflenni yn holl bagiau'r ymwelwyr ac heb wedi archebu'n flaenorol plis cysylltwch â ni i drefnu cyn gynted ag sy'n bosib. Y gost ar gyfer cynnwys mewn isafswm o 500 bag yw £100 + taw.

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Eich Stondin

Stondinau Cynllun Cregyn (Llawr Arddangoswyr)

Uchder y stondin yw 2.5 metr a chaiff enw'ch sefydliad ei harddangos uwch ei ben.

Mae'r lled a hyd mewnol y stondin fel yr archebwyd (plis gweler eich anfoneb neu cysylltwch â ni)

Mae waliau'r stondinau wedi eu gorchuddio efo ffabrig polyweave llwyd allwch atodi eich deunydd marchnata ati.

I sicrhau llif symudiad ar gyfer yr ymwelwyr, plis cadwch eitemau eich stondin o fewn perimedr eich stondin.

Stondinau Bwrdd Trestl (Llawr y Parth Gymorth)

Lled y bwrdd yw 1.8 metr ac mae yna ofod am faneri llawr.

Plis byddwch yn ystyriol o stondinau eich cymdogion a chadwch eitemau eich stondin o fewn y man neilltuwyd ichi, er mwyn sicrhau llif symudiad ar gyfer yr ymwelwyr.

Trydan, Goleuo a Dodrefn

Mae Trydan a Goleuo ar gael ar gyfer pob stondin Cynllun Cregyn ar brif llawr yr arddangosfa ond mae cost ychwanegol am rhain a rhaid archebu nhw o flaen llaw. £35 am drydan a £20 am oleuo + taw.

Daw pob stondin (byrddau cynllun cregyn a pharth gymorth) efo lliain bwrdd du a 2 gadair. Mae'r byrddau stondin cynllun cregyn yn 4 troedfedd ac mae'r byrddau stondin Parth Cymorth yn 6 troedfedd. Os NAD ydych eisiau bwrdd a chadeiriau plis rhowch gwybod i ni **cyn gynted ag sy'n bosib**

Mae WiFi am ddim ar gael ar bob llawr y stadiwm

Glanhau

Plis cliriwch gofod eich stondin cyn i chi adael. Codir tâl o £50 ar yr arddangoswr am unrhyw nifer mawr o sbwriel a adewir ar ôl .

Parcio

Bydd Cyngor Conwy yn gweithredu maes parcio Talu ac Arddangos tu ôl i'r lleoliad ac mae yna barcio ar gael hefyd ar draws y promenâd.

Nawdd

Mae yna ambell i nawdd sioe a chyfleoedd marchnata eraill ar gael o hyd. Am fanylion plis cysylltwch â **Nadine** ar **07850783095**

Sioeau 2024

Archebwch eich lle o flaen llaw yn Sioeau 2024 cyn ddiwedd mis Medi a thalwch brisiau 2023!

Dyddiadau Sioe 2023 yw

Llandudno, Venue Cymru – Dydd Gwener 10 Mai 2024

Cardiff, City Stadium – Dydd Gwener 20 Medi 2024

Mae yna gynnydd bach ym Mhrisiau Arddangoswyr ar gyfer 2024 (mae popeth wedi codi!), ond fel arddangoswr presennol mae gennych yr wrthodiad cyntaf ar y stondinau yma a gallwch **gadw eich stondin 2024 nawr a thalu prisiau 2023**, gan osgoi unrhyw gynnydd!

Jyst archebwch eich stondin cyn ddiwedd mis Medi 2023

Mae'r cynnig adar cynnar **o ostyngiad 10%** hefyd yn berthnasol, ac mae yna ostyngiad **10% ychwanegol** am archebu lle yn y 2 sioe.

Fedrwch hefyd jyst talu blaendal nawr ac yna'r balans flwyddyn nesaf.

Diolch!

Diolch am gymryd yr amser i ddarllen Llawlyfr yr Arddangoswyr. Gobeithio rydych yn ei ffeindio'n ddefnyddiol ond os oes unrhywbeth rydym wedi colli mas, neu os ydych yn ymofyn gwybodaeth bellach ynglŷn ag arddangos yn y sioe, plis peidiwch oedi i gysylltu â ni cyn gynted ag sy'n bosib.

Nadine a'r Tîm Autistic Minds

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