

Cycling Scotland Conference – exhibitor manual

On 8th October 2024, we will welcome around 250 delegates to the national cycling conference in Glasgow. If you're interested in exhibiting, please complete the [online booking form](#), or for further information contact ghannah@mackayhannah.com.

Options and costs

1. Corporate space

Exhibitor A - £950

- Large space, allowing for stands, table, three chairs, pop-ups, spider stands
- Two tickets for conference including lunch and refreshments
- Power supply to allow for screens etc.
- Logo on screen in the main hall

Exhibitor B - £750

- Space for table, two chairs and one pop-up
- Two tickets for conference including lunch and refreshments
- Logo on screen in the main hall

2. Public sector, third-sector and social enterprise: £400

- Space for table, two chairs and one pop-up
- Two tickets for conference including lunch and refreshments
- Logo on screen in main hall

3. Voluntary organisations: £100

- Space for table, two chairs and one pop-up
- One ticket for conference including lunch and refreshments
- Logo on screen in main hall

Venue

[DoubleTree by Hilton \(Glasgow Central\)](#)

36 Cambridge St
Glasgow, G2 3HN

The venue is fully accessible and has free WiFi.

It's a short cycle or walk from both Glasgow Queen Street and Central stations. Cycle storage is available. We encourage everyone to use active or public transport but if you do need to drive, the hotel has a car park on a first-come-first-served basis. The discounted rate for those attending an event is £10 for all day access. Guests need to register their vehicles with reception and pay directly to receive the discounted rate.

Timings

Set-up: access from 16.00 – 21.00 on Monday 7th October
Event day (Tuesday 8th October):

08.00: open for additional exhibitor set-up

09.00: registration and exhibition hall open to delegates. Exhibitors must have their stands set up and ready for registration by 09.00.

The exhibition runs throughout the day and delegates will spend time in the exhibitor area during registration, mid-morning, lunch and afternoon breaks

16.00: close and dismantle

Couriers / deliveries

You can arrange to send materials in advance - please send to the venue, marked with:

[Your name and company]
Cycling Scotland Conference – 08/10/2024
DoubleTree by Hilton (Glasgow Central)
36 Cambridge St
Glasgow
G2 3HN

After the event, please take all materials with you or leave for collection, ideally by the end of the day on 8th October. Anything to be uplifted by a courier must be securely wrapped and clearly labelled. Please note that packages are delivered, stored and collected at your own risk. Neither the venue, Cycling Scotland nor MacKay Hannah take responsibility for materials delivered to, stored at, or collected from the event.

If you require assistance from a courier, we can recommend the services of Stevie Cameron Event Logistics (contact them on info@cameronlogistics.co.uk).

Health & Safety

All exhibitors are required to complete the booking form to describe the contents and operation of their stand. If required, please ensure you supply a risk assessment.

The conference organisers will review stands prior to the event opening and reserve the right to request exhibitors to amend their displays if they are deemed to pose a risk.

Accommodation

On-site hotel accommodation is available with a discount on rates. Please get in touch on conference@cyclingscot if you need further details.