PACED26: SHAPING WHAT'S NEXT (FORMERLY CISG-PCMG)

EXHIBITOR HANDBOOK

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Welcome

On behalf of UCISA, it is my pleasure to welcome you to PACED26 taking place at Crowne Plaza Nottingham! We are delighted that you will be joining us this year and look forward to an engaging few days of networking and connecting with peers and partners across the sector.

Thank you for supporting UCISA's Corporate Information Systems and Project and Change Management Communities at their annual joint conference. Your contribution is invaluable and this event would not be possible without your continued support.

The following pages provide all the logistical information you need to prepare for PACED26. If you have any questions, please feel free to contact us at events@ucisa.ac.uk.

We wish you every success at the event and the UCISA team looks forward to welcoming you to Nottingham!



Esther Wong

Events Manager, UCISA

1 General Information

Venue Information

- **Venue name:** Crowne Plaza Nottingham
- **Address:** Wollaton St, Nottingham, NG1 5RH
- **what3words:** /// twist.call.space
- **Exhibition area:** The Arcade, first floor
  - All refreshments and lunch will be served here.
- **Main conference sessions:** Royal Suite, ground floor
- **Virtual tour:** Available here should you wish to familiarise yourself with the venue ahead of arrival.

Set Up and Breakdown Information

Set-up Times	• Tuesday 24th November, 16:30 – 18:00 (day prior to the event) • Wednesday 25th November, 09:00 – 10:00
Breakdown Time	Thursday 26th November, 16:20 – 17:30
Exhibition Opening Hours	• Wednesday 25th November, 10:00 – 19:30 • Thursday 26th November, 09:00 - 16:20 • NO exhibition on Friday 27th November
Conference Duration	From 10:00 on Wednesday 25th November until lunchtime on Friday 27th November

Exhibition Stand Details

- **Exhibition setup:** Tabletop exhibition
  - A clothed trestle table and two chairs are provided.
- **Display space:**
  - Space is available behind your stand for pop-up roller banners.
  - Maximum total banner width: 1.5m

    If you bring multiple pop-up roller banners, the combined width of all banners must not exceed 1.5m. This ensures fair and equal space for all exhibitors.



  - This image is an example of a tabletop exhibition setup

- **Power and connectivity:**
  - Basic power supply provided
  - Complimentary WiFi is available (suitable for browsing and email only).
  - For a hard-wired internet connection, please contact the venue directly.
- **Storage:**
  - No on-site storage facilities are available.

Venue Contact

- Should you need to speak to the venue, please see contact details below:

  Chloe Bedingfield

  Meetings & Events Supervisor

  E: CE@cpnottingham.com

  T: 0115 9369900

2 Delivery Information

Delivery Date

- Crowne Plaza Nottingham will only accept deliveries for your exhibition stand from **Friday 20th November**.

Delivery Instructions

- All deliveries must be clearly marked with your **name/ company name** along with details of the **conference name**.
- Exhibitors are responsible for the **delivery, off-loading, and transportation of goods** to their stands.
- All parcels are to be delivered to the **front of the hotel (Crowne Plaza Nottingham)**.

Delivery Address

YOUR COMPANY/YOUR NAME
FAO. Chloe Bedingfield
UCISA PACED26 – 25th – 27th November 2026
Crowne Plaza Nottingham
Wollaton Street
Nottingham
NG1 5RH

3 Courier Collections

Collection Instructions

- For any items that need to be collected by a courier, please ensure that **return labels are securely and clearly attached to each box.**
- Once labelled, **kindly take them to the hotel reception**, where they will be ready for collection by your arranged courier.
- Exhibitors are responsible for **arranging their own courier** to collect any items requiring to be shipped back.
- All parcels must be collected by **Tuesday 1st December 2026**.

4 Exhibitor Accommodation

- The closest hotel is **Garner Hotel Nottingham City Centre by IHG**, located just a **1-minute walk** from Crowne Plaza Nottingham, the conference venue.
- Rooms can be booked directly through the hotel's website.

5 Fire and Safety Regulations

Fire Exits, Walkways

- Under no circumstances must fire exits or gangways be either partially or fully blocked, such that access or exit in an emergency is impeded. Venue staff will remove any items blocking these routes without warning.

Emergency instructions

- Emergency instructions are exhibited throughout the building.
- In the event of fire or other emergency such as a security alert your first duty is to prevent injury or loss of life. Know where to find the nearest fire alarm call point and firefighting equipment and how to use them.
- Report an accident or emergency to a Duty Manager and/or UCISA staff.
- Learn the route to the nearest fire exit, and to the nearest alternative fire exits in case the nearest exit is not usable (all fire exit routes are marked with dark green signs, with arrows and an icon of a running person).

Evacuation

- In the event that the building needs to be evacuated, please leave by the nearest available exit and do not use the lifts.
- In the event of an evacuation, all delegates, exhibitors and the event organiser's staff are requested to **exit through the nearest fire exit and meet outside the Tap and Tumbler Pub across the road**.
- No one is to return to the building and should remain at the muster point until further information or official announcements have been made by Crowne Plaza Nottingham.

Fire Procedures

- Crowne Plaza Nottingham has fire alarm system and firefighting equipment in place.
- Should an emergency arise, you should immediately contact any member of the Crowne Plaza Nottingham team, informing them of the nature and location of the fire.

Medical Emergencies

- In the event of medical assistance being required, please notify a member of the Crowne Plaza Nottingham team, informing them of the nature and location of the medical emergency. They will then inform a qualified first aider onsite.