



AGILE ON THE BEACH

INTRODUCTION

Please read this Sponsors Information carefully. It contains comprehensive information to assist sponsors of Agile on the Beach 2018. All information is correct at the time of sending this email.

Set up: Wednesday 11th July.

Conference: Thursday 12th and Friday 13th July

CONTACT INFORMATION

CONFERENCE CONTACT

Laura Carus

Conference Office

Ground Floor, Academy of Music and Theatre Arts (Performance Centre/AMATA) Penryn

Campus, Treliever Road, Penryn, TR10 9LX

T: 01872 888089

E: eventteam@mackerelskyevents.co.uk

In case of emergency during the conference, out of hours contact: Rachel 07772 990604 (please only use this number for emergencies, otherwise please leave a message on the main contact number 01872 888089)

INFORMATION POINT

This contact point will be situated in studio C on the ground floor of the AMATA building and will be staffed on throughout the conference.

OUTGOING TELEPHONE CALLS

In the event of an emergency, exhibitors will have access to the telephone at reception.

PENRYN CAMPUS

Penryn Campus is shared between the University of Exeter and Falmouth University and is located near the lively waterfront town of Falmouth in Cornwall. The Campus has been designed to match the expectations of students in the 21st century and is equipped to deliver the very best in learning and teaching facilities and houses state-of-the-art science laboratories, photography, media and design facilities.

ACCOMMODATION AND TRAVEL

ACCOMMODATION

If you have booked accommodation on campus with us, we will have your check in information and keys at conference registration at AMATA - Performance Centre, studio C from 15:00 on Wednesday 11th July. If you are arriving after 10pm on Wednesday your keys etc will be at the Glasney Lodge which is open 24hrs (please do let us know if you are arriving after 10pm by emailing eventteam@mackerelskyevents.co.uk).

Check in will reopen with registration at AMATA - Performance Centre, studio C on Thursday morning at 7.30am.

If checking out on Friday 13th, room keys must be returned to the information point in studio C by 6pm.

If checking out on Saturday 14th, room keys must be returned to Glasney Lodge by 11am.

LOCATION

For directions visit www.exeter.ac.uk/visit/directions/cornwall

TRAVEL BY CAR- FROM THE NORTH

- Take the A30 west from Exeter until you reach the A39 sign-posted Truro
- Drive through Truro following signs A39 to Falmouth
- Follow the A39 towards Falmouth until you come to the Treliever roundabout where you will see signs to the Penryn Campus
- At Treliever roundabout take the first exit and the Campus is on the right

If you are staying in the accommodation then you can park at Glasney Lodge; if not then please park at the main campus car parks, you will need to pay when you leave. Please consider leaving luggage in the car park when you arrive rather than bringing to check in.

***Please note: We advise that satellite navigation systems are not used to locate Campus.
Please follow signs for Penryn Campus.***

TRAVEL BY TRAIN

Penryn has its own train station stop on the Maritime Line branch. The Maritime Line can be joined at Truro train station. There are frequent direct services across the UK to Truro. At Truro, change to the Maritime Line branch service to Falmouth and alight the train at Penryn station. The station is about a twenty minute uphill walk from campus. For timetabling contact National Rail Enquiries: Tel: 08457 484950 or visit www.nationalrail.co.uk

There will be a complimentary shuttle service from Penryn station to the campus running from 14:00- 19:30 on Wednesday 11th July. It will run shortly after the trains arrive.

TRAVEL BY BUS/COACH

National Express coaches stop in Penryn and buses U1, 2, 41 and 88 run from Falmouth Moor, via Penryn, to the University.

For timetables contact National Express:

Tel: 08705 010104 or visit www.nationalexpress.com

For bus services within the southwest visit www.travelinesw.com

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TRAVEL BY PLANE

The closest airport to the campus is Newquay and is approximately 40km from Penryn. Car hire and taxi services are also available at Newquay Airport. If using public transport you will need to take a bus from the airport to Newquay and then another bus to Penryn. A typical total journey time is 1.5 to 2 hours.

If you are flying and would like to organise shared airport transfers with other delegates, let us know via eventteam@mackerelskyevents.co.uk and we can put you in touch with each other.

For hire car information visit www.newquaycornwallairport.com

For public transport connections visit www.travelinesw.com

TAXI COMPANIES

The taxi companies listed here are provided for information only and are not recommendations of Falmouth University or the University of Exeter.

Abacus: 01326 212141

Able Cabs: 01326 373007

Century Taxis: 01326 212000

Checkers Taxis: 01326 212127

Falmouth & Penryn Radio Taxis: 01326 315194

PARKING

CAR PARKING

Falmouth and Exeter University operates a pay as you leave parking barrier system and standard prices can be found [here](#).

DISABLED PARKING

Disabled parking facilities are available on campus and are clearly signposted.

HEALTH AND SAFETY

FIRE EVACUATION PROCEDURE

The fire alarm sounds immediately if any glass call point is broken in any of the zones of the campus. In the event of the alarm sounding, all occupants must evacuate the building. Fire marshals will be responsible for overseeing the evacuation and student helpers will guide all occupants in the halls to exit doors and assist with the evacuation. Once the halls are cleared, persons are not to be allowed back into the hall until the fire wardens give consent.

SMOKING POLICY

Smoking is not allowed in any of the campus buildings. Smoking on the campus is only permitted outdoors in designated smoking spots.

GENERAL INFORMATION

INSURANCE

Mackerel Sky Events strongly recommend that exhibitors ensure they have adequate public liability cover that includes activities away from the workplace.

LOST PROPERTY

All property found should be handed to the Conference Office on the ground floor of the AMATA - Performance Centre where it will be retained for six months by the University. If, after six months, no claim in respect of that property has been made by any person, the University shall consider the property has been abandoned and shall receive the rights to offer that property for sale.

REFRESHMENTS

Tea and coffee and water will be provided throughout the conference. Non-dairy and caffeine free alternatives will also be offered. Water bottles will be provided to be refilled from various points within the venue.

DIETARY REQUIREMENTS

If you have requirements please advise us by emailing eventteam@mackerelskyevents.co.uk by 5pm Monday 25th June.

BREAKFAST

Breakfast is provided at the conference venue and will be served each morning from 7:15 to 9:00. Please note breakfast can get busy so please leave yourself enough time to arrive and register. Breakfast baps will include a vegetarian option. The conference will commence at 9am.

LUNCH

Again this year we will be operating a 'festival food' offering and delegates can choose their meal from four different caterers offering a variety of menus. Lunch will be available from

11am-2pm. Choices must be pre-ordered, which should be done via the link on the email. Please send this by 5pm Monday 25th June. You will be issued with vouchers on registration.

Please note: this is operated on a 'first ordered first served basis' as each caterer has a maximum amount they will serve. Also, choices cannot be changed on the day.

If you have dietary requirements that are not catered for amongst these menu's please email us (if not already done so) at eventteam@mackerelskyevents.co.uk and a special meal will be prepared for you; please do so by Monday 25th June.

SHOP

The Campus shop sells a variety of snacks and is close by to both exhibition halls.

TOILETS

These are located in both exhibition hall areas and will be sign posted.

SEMINAR PROGRAMME

The programme is detailed on the website and in the delegate pack.

INFORMATION AVAILABLE ON DAY

Wi-fi Access code will be issued on the day.

CASH POINT

There is a cash machine near campus reception (approximately a 5 minute walk from the AMATA building). You may find this useful for the social events, as they operate a cash only bar.

SOCIAL EVENTS

PASTY & PINT

Join us on Wednesday 13th for our 'Pasty & Pint'. This is being hosted on the roof terrace of AMATA - Performance Centre from 7pm until 10pm. Enjoy a proper Cornish pasty (vegetarian available) and a pint on us! **Cash bar** thereafter.

BEACH PARTY

Every year we welcome our delegates to the beautiful Gylly Beach for a laid back beach party from 7pm-11pm. This year we will have a beach BBQ, with a vegetarian option. Your first drink is on us and a **cash bar** thereafter. The BBQ is being freshly cooked therefore the food will be served in 'waves' to ensure no one queues for too long, food will be served from 7-9.30pm.

You will be issued a wrist band for the beach party at registration.

The beach is a short walk from Falmouth Town Centre. <http://www.gyllybeach.com/contact/>

There will be a complimentary shuttle bus service from campus to the beach leaving at 6:45pm, 7pm, 7:15pm and 7:30pm and 7:45pm.

Return shuttles will be operating back to campus from 9:30pm to 11pm.

Please note: times are approximate. These shuttles are provided as a courtesy and are on a first come first served basis. The venue is easily walkable from the town centre.

BOAT PARTY

If you are staying on the Friday night and joining us for the Boat Party. You will enjoy a fantastic locally sourced picnic on the boat washed down with some drinks, there will be a free bar for beer, cider, wine and soft drinks. (There will also be a **cash bar** onboard).

There will be a complimentary shuttle leaving campus at 6:45pm (Boat departs at 7pm) and returning at 9pm from Penryn bus stop.