



Today's Event

Morning Session

- 10.10 **Lloyds Bank, Headline Sponsor**
- 10.15 **Staff Wellbeing & Resilience at Events**
- 11.00 **Operational Information**
- 11.25 **Introduction to the MACH Contractors**

Afternoon Session

- 12.00 **What's new at the NEC?**
- 12.10 **Using Lead Capture Technology**
- 12.30 **PR & Marketing Guide**
- 12.50 **MTD CNC**



Today's Event

Links, guides and other information marked with this icon:



Will be added as Heads Up! notes to the Help Library on your profile along with this presentation, so no need to worry about writing them down.





MTA Cluster



**THE MANUFACTURING TECHNOLOGIES
ASSOCIATION**





MTA Services

 <p>INDUSTRY INTELLIGENCE</p>	 <p>MACH EXHIBITION</p>	 <p>NETWORKING AND EVENTS</p>
 <p>GOVERNMENT LIAISON</p>	 <p>EDUCATION AND DEVELOPMENT</p>	 <p>BUSINESS SUPPORT</p>

Floorplans



MACH Knowledge Hubs

- Tooling
- Automation & Robotics
- Additive Manufacturing
- Sustainability & Data
- E&D Zone Learning Hub





Operations Update

Ian Field

Managing Director, Adfield Group

MACH Operations Director



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Parking

Your visitors can pre-book parking at the NEC up to 3 months prior to the start of the event.

Adding this information to your invitations to clients will:

- Save them money
- Allow them to skip payment queues
- Encourage their attendance to the show and to your stand

The links will be included as standard on the free dual-branded invitations that you can request.



Help Library

www.thenec.co.uk/visitors/parking-at-the-nec/

Sponsorship

Advertising & sponsorship opportunities are still available for MACH including:

- Entranceway Sponsorship
- Sole Sponsorship of the exhibition Lanyards
- Adverts in both Pre-show Guide & Onsite catalogue
- Z-plan advert panels
- Floor tiles
- Digital signage around the NEC and other advertising sites around the venue

For more information speak to the MTA team or email mach@mta.org.uk



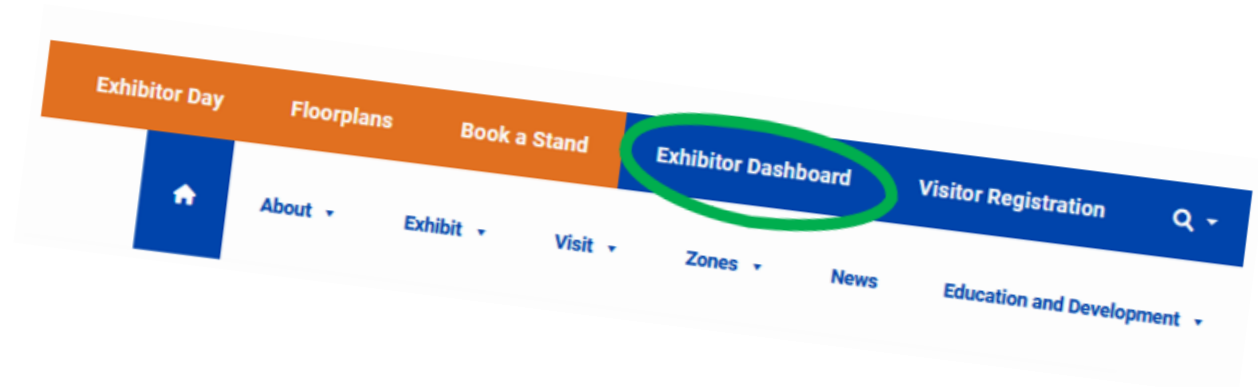
Help Library

Download | Sponsorship Brochure

Your E-Zone Profile

Your profile is your central hub to access all the systems you need for MACH as well as promote your business's products and services:

- **Access to the Visit Profile**
 - Data capture management
 - Staff registration
- **Access to the Exhibitor Manual**
 - Order forms
 - Key information & FAQs
- **Visitor Promotion**
 - Promote your business to visitors on the MACH website
 - Add profile, brands and product tags to be included in printed guides



Help Library

Copies of all the information emails sent to exhibitors and our handy help guides are saved in the Help Library linked to your profile.

Exhibitor Profile - THE MANUFACTURING TECHNOLOGIES ASSOCIATION

- Home
- Profile
- Task List
- Visitor Requests
- Product Categories
- Products
- Press Releases
- Brochures
- Videos
- Help Library**



A Note from the Organiser



Heads Up!



Task of the Month

MACH TASK OF THE MONTH August 2023 – Exhibitor Information Day	August 18, 2023
MACH TASK OF THE MONTH July 2023 – Promoting your Presence	July 14, 2023
MACH TASK OF THE MONTH June 2023 – Book Accommodation	

Exhibitor Manual



The exhibitor manual is an essential resource for:

- Service Order Forms
- Exhibition Access Schedule
- Parking Information

Don't forget to click on the 'Show Information' button for more detailed information on:

- Shell/Space/Show Ready Stands
- Electrics
- Lifting



GES – ShowReady

A sustainable, hassle-free alternative to a bespoke stand build.

A modular build system with a variety of different designs to fit your requirements

Includes:

- Bespoke seamless graphics
- Lighting/electrics
- Floorcovering
- Set-up/break down



CDM Regulations

CDM Regulations apply at MACH and ESC to:

- Space only exhibitors
- Shell scheme exhibitors carrying out construction within the stand

You must make sure that all your staff are aware of the Site Rules & Procedures and keep a copy of the signed documents for your records

You must make sure any sub-contractors working for you at MACH have been notified of the regulations.

Exemptions:

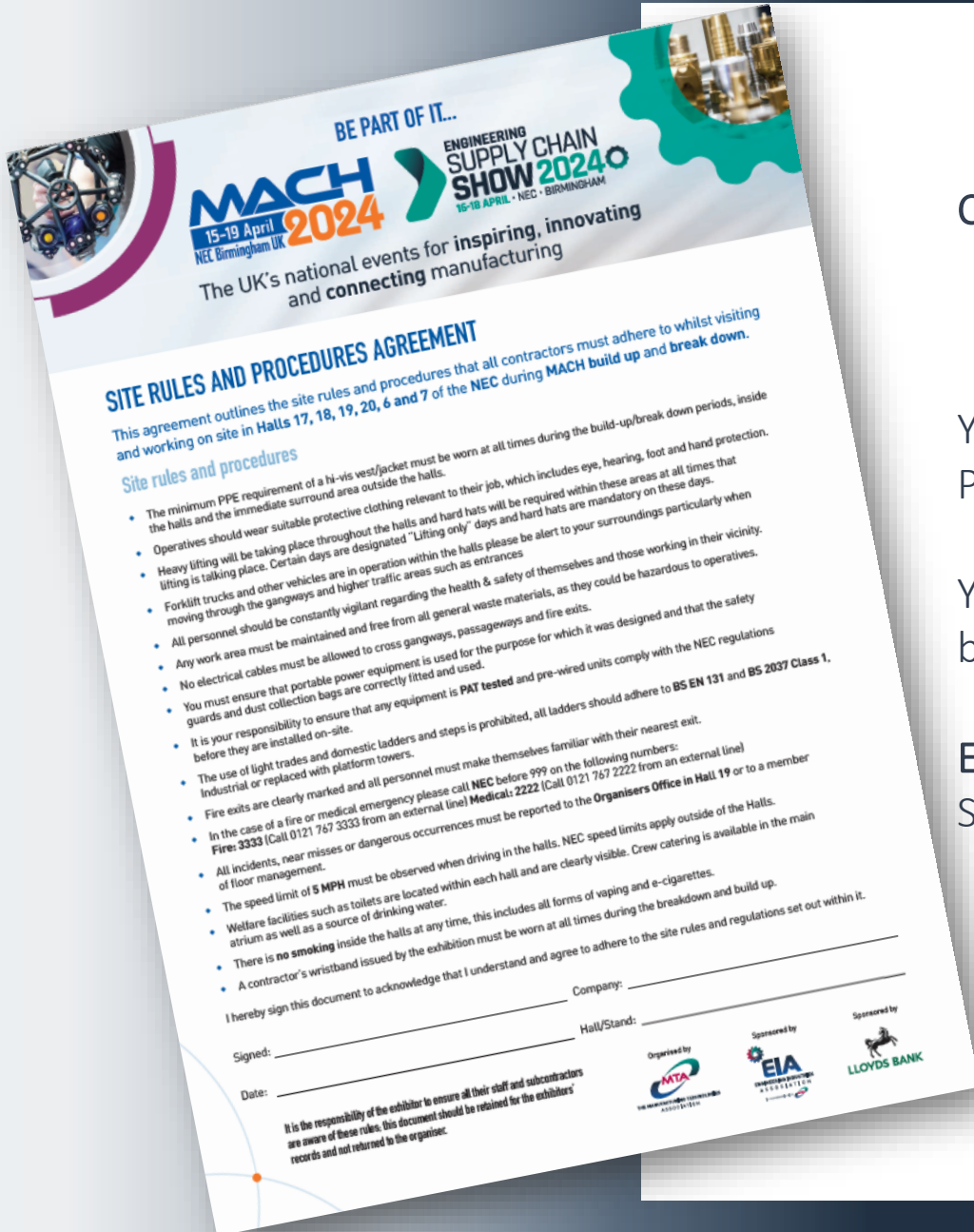
Shell scheme exhibitors only carrying out:

- Stand dressing (adding posters, giveaways, literature etc...)
- Placing free-standing displays and furniture



Help Library

Download | CDM Regulations



Timescales

In the 2 weeks prior to the exhibition all UK exhibitors will receive:

- An allocation of exhibitor parking passes
 - Note: You don't need to order these they will be sent automatically
- The wristbands ordered via the 'Exhibitor Access Wristbands' form
- Copies of the CDM Site Rules & Procedures
 - Note: These are for your internal records and don't need to be submitted



Please be aware your pack will not be sent until all the compulsory forms have been submitted for your stand.

Build Schedules



Day	Date	Open Hours	Comments	Safety
Tuesday	09 04 23	0630 - 2200	Lifting of exhibits only: no stand construction permitted	No admission without PPE
Wednesday	10 04 23	0630 - 2200 1500 - 2200	Lifting of exhibits only: no stand construction permitted	No admission without PPE
Thursday	11 04 23	0630 - 2200	Lifting of exhibits only: no stand construction permitted Construction of stands over 150m	No admission without PPE
Friday	12 04 23	0630 - 2200	Lifting of exhibits and general stand construction [no access for Shell Scheme]	No admission without PPE
Saturday	13 04 23	0630 - 2200 0800 - 2200	Lifting of exhibits and general stand construction Shell Scheme available for set-up	No admission without PPE
Sunday	14 04 23	0630 - 2200	General build-up for all stands	No admission without PPE



Day	Date	Open Hours	Comments	Safety
Monday	15 04 23	1200 - 2200	Shell Scheme available for set-up	No admission without PPE

Open Days



Day	Date	Pre-Show Exhibit Maintenance Hours	Public Open Hours	Post-Show Exhibit Maintenance Hours
Monday	15 04 23	0630 - 0845	0900 - 1700	1700 - 2000
Tuesday	16 04 23	0730 - 0845	0900 - 1700	1700 - 1800
Wednesday	17 04 23	0730 - 0845	0900 - 1700	1700 - 1800
Thursday	18 04 23	0730 - 0845	0900 - 1700	1700 - 1800
Friday	19 04 23	0730 - 0845	0900 - 1600	See Breakdown



Day	Date	Pre-Show Exhibit Maintenance Hours	Public Open Hours	Post-Show Exhibit Maintenance Hours
Tuesday	16 04 23	0730 - 0845	0900 - 1700	1700 - 1800
Wednesday	17 04 23	0730 - 0845	0900 - 1700	1700 - 1800
Thursday	18 04 23	0730 - 0845	0900 - 1700	See Breakdown

Breakdown Schedules



Day	Date	Open Hours	Comments	Safety
Friday	19 04 23	1600 - 2200	General breakdown – All shell scheme stands must be cleared by 2200	PPE will be required when announced by the organisers.
Saturday	20 04 23	0800 - 2100	General breakdown - All stand fittings must be clear by 2100	No admission without PPE
Sunday	21 04 23	0800 - 2100	Lifting only	No admission without PPE
Monday	22 04 23	0800 - 1200	Lifting only	No admission without PPE



Day	Date	Open Hours	Comments	Safety
Thursday	18 04 23	1700 - 2200	General breakdown – All stands must be clear by 2200	PPE will be required when announced by the organisers.



Official Contractors

Most of the official contractors for the show are present today to answer your questions.

Not sure who to ask? The MTA team is also on hand for general questions and advice.



THE MANUFACTURING TECHNOLOGIES
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Adfield Group

- Graphics
- Marketing Support
- Premier Parking
- Stand Design Approvals, H&S and Operational Information



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ILS – Lifting & Shipping

Lifting Services

ILS is the only contractor permitted to perform lifting operations within the halls; if you have stand fittings, machinery exhibits or any other items that will require lifting please make sure to book in advance to avoid delays to your set up.

Storage

ILS can store machinery crates or other bulky items that you don't want on your stand during the show

Swarf Removal

Overnight clearance for swarf





NEC Services

- Bolting Down
- Catering
- Compressed Air
- Internet Connections
- Water & Waste

nec
Birmingham

GES – Stand Services

Including:

Electrics

- Machinery Mains
- Stand Electrics

Furniture

Floor coverings

Shell scheme extras

- Shelving/storage areas



Visit by GES

- Data Capture/Lead Generation
- Exhibitor Staff Registration

(more on all this later!)



Specialist Services



Cylinder gas supply – bottled gas and special mixes



Coolant, oils and lubricants – supply, top-ups and disposal



Photography services – photograph your stand, products and staff for your marketing