Exhibitor emails (Not for app use)

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Further to my earlier email, please note the following:

**Dinner on 18th May**

I am informed that the venue need final numbers and menu choices for the evening meal on 18 May by this Monday, Monday 8th May. If you want to attend can you please now arrange to complete our dinner form here. http://lllconf.co.uk/norwich-conference-meals/

If you are staying at the venue but will be arriving too late to attend the dinner, we may be able to arrange for you to have something to eat later (as your room rate includes dinner). However if we are to arrange this I will need to know in advance so please let me know if this will apply to you.

**Setup**

We understand that the venue have another event in the Norfolk Suite the day before and so we will not be able to get access to set up until after 10.00 pm. In most cases it will probably be best if you set up on the morning of the Conference. You will be able to get access from 8.00 am.

**Persons attending**

So we can prepare badges, can you please confirm the names of the people attending the Conference at your stand? Please can you do this even if you have told us already, so we can confirm our records.

Refreshments will be available so if any of the people attending have any special diet requirements please can you reply to this email and let me know asap.

**Inserts for delegates bags**

Just a reminder that these must be with us by close of business on Thursday 11 May.

Any questions about the conference, please do not hesitate to reply to this email and ask.

Best wishes

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I just want to bring you up to date with the arrangements for our Conference. If you are not the correct person to receive this email can you please pass it on?

Inserts for delegates bags

We now have 101 delegates but we may have more as bookings are still coming in. If you want to send marketing material to go in the delegates bags I suggest you send at least 120 as we will be making up some extra bags anyway.

Please, can you ensure that all inserts for the delegates bags reach us **by close of business on Thursday 11 May**. Inserts received after that date may arrive too late to be added to the bags. Please send them to 148 Unthank Road, Norwich Norfolk NR2 2RS.

Setup

The Conference will take place in the Norfolk Suite at Sprowston Manor Hotel just outside Norwich. I am hoping that we will get access to set up in advance on the afternoon or evening of the 18th but I have not had confirmation from the venue about this yet. I will let you know as soon as I can.

Other marketing

All exhibitors will be listed in the handbook with your website address. We are also hoping to be able to use a Conference app - I think I have already sent a link to the form for this. Let me know if you want me to send it again.

We also put up logos for all the exhibitors during the lunch break so, if you have not already done so, please let me have your current logo.

**Hotel accommodation and evening meal**

If you are looking to stay at the venue the night before, please see our [Conference Information page](http://lllconf.co.uk/conference-norwich-2017-information-page-34fs/) for details on how to book.

If you want to attend the (informal) dinner the night before (and meet some of the delegates who are staying at the hotel) please complete our [Dinner Form](http://lllconf.co.uk/norwich-conference-meals/).

If you have any questions about the conference please do not hesitate to let me know. I will get back to you on the access for set up as soon as I have more information from the venue.

Best wishes