



## LACA MAIN EVENT 2024 EXHIBITOR INFORMATION

### Venue

The LACA Main Event will take place at the Hilton Birmingham Metropole, National Exhibition Centre, Birmingham B40 1PP - A location map is enclosed.

All bedrooms include the following facilities: en suite bathroom; TV; hospitality tray and hairdryer. Please note: the hotel policy is not to service rooms daily – LACA have requested that this is in place for anyone on their group booking so please speak to the hotel check-in staff if your room isn't serviced as requested.

Residential delegates are free to use the hotel's LivingWell health club facilities, including indoor heated pool; spa pool; sauna and gymnasium.

### Car Parking

There is free parking available from Wednesday 3<sup>rd</sup> to Friday 5<sup>th</sup> July on **NEC East One** car park, opposite the hotel site, a five minute walk so there is no shuttle bus in operation this year. If you have mobility issues so may need assistance, please email [laca@dewberryredpoint.co.uk](mailto:laca@dewberryredpoint.co.uk) and we will be in touch.

Alternatively you can park in the hotel car park but you will need to pay for parking on departure or pre-book for the duration of your stay, link and codes below:

Link: [Parking || Hilton Birmingham Metropole \(bhmparking.co.uk\)](https://bhmparking.co.uk)

Booking code: OLTFX

Car Parking Charges: flat rate of £12 per day

The hotel car park operates an Automatic Number Plate Recognition System – no ticket will be issued on arrival, your car registration will be logged at the time of entry. There is a 15 minute drop off in the hotel car park to unload small items or luggage.

### Accommodation

If your booking includes accommodation, this has been booked at the Hilton Birmingham Metropole. This would have been confirmed to you at the time of booking. Please note; no refunds can be given on cancellations although substitutions will be allowed up to the date of the event. Any name changes should be made in writing. Guests are personally responsible for settling accounts for telephone calls, newspapers and other personal expenses before leaving the hotel.

### Hotel Check-in

Check-in time is 17.00. Luggage may be stored with the concierge until you can occupy your room.

### Hotel Check-Out

Check-out time is 10.00. Luggage may be stored with the concierge until you leave the hotel. Please make sure you pay for any extras incurred prior to this time. You can use the hotel's Express Check-Out service if required - this will entail authorising your account for extras to be taken from your credit/charge card on arrival. A copy bill will be put through your door in the early hours of the morning.

## **Exhibitor Welcome Packs including name badges for all personnel**

Exhibitors should collect and sign for their exhibition packs which include all name badges from the LACA Help Desk on arrival. This is situated in the main hotel corridor between the Palace and Kings Suites.

## **LACA Main Event App**

There will be a LACA Main Event App again this year which will replace some of the printed items you would normally receive. The app is free to download from Apple and Android stores and will be available in the week before the Main Event. We recommend you download this before arrival so you can start to plan your time at the show.

## **Forum Sessions**

All sessions will be held in the Kings Suite. The dress code is relaxed business dress. [Click here](#) to view the programme – please note, only Forum delegates who have booked a place can attend the closed sessions, delegates and visitors can attend the open sessions.

## **LACA School Food Show**

The School Food Show will be held across two halls – Hall 1 and Hall 2. The exhibition opening times are:

Wednesday 3 <sup>rd</sup> July	09.30-17.00
Thursday 4 <sup>th</sup> July	08.30-16.30

Please make sure your stand is manned throughout these times.

## **Breakfast and lunch – for exhibitors who have meals included in their booking**

Breakfast will be served in the Arbor Restaurant of the hotel, the Arbor is open from 06.30 to 10.00.

Wednesday and Thursday's lunch for exhibitors will be served in the Balmoral Suite over two sittings on each day:

Wednesday – first sitting at 12.00; second sitting at 12.45

Thursday – first sitting at 12.20; second sitting at 13.00

Please stagger your staff over the two sittings to ensure your stand is manned. Only exhibitors with LUNCH INCLUDED on their badge will be given two lunch cards which must be handed in to the hotel staff when going for lunch each day.

## **Informal Ice-Breaker Dinner - Wednesday**

If you have booked accommodation with us for Wednesday 3<sup>rd</sup> July, you will have a place at the Informal Ice Breaker Evening, which will take place in the Kings Suite, starting at 19.30. This year's ice-breaker evening has an 80's music theme – further details in the link below:

<https://lacamainevent.co.uk/networking>

The winner of the LACA Grab & Go competition will be announced at the beginning of the evening, followed by a family service dinner, music and games.

The hotel has agreed a discount of 10% off the bar tariff for drinks purchased within the function room. This will not apply at the main hotel bar.

## **LACA Awards for Excellence**

The LACA Awards for Excellence will take place in the Kings Suite on Thursday 4<sup>th</sup> July. The evening will commence at 19.00 with pre-dinner drinks in the Pavilion Suite, followed by dinner in the Kings Suite, dinner will be called at 19.30 to start at 19.45. Dress code is black tie for men, cocktail or evening dresses for ladies. Again, the hotel has agreed a discount of 10% off the bar tariff for drinks purchased within the function room. This will not apply at the main hotel bar.

The LACA School Chef of the Year 2024 winner and LACA Awards for Excellence will be presented during the Gala Dinner. Delegates are politely reminded to refrain from talking during this time. The cash bar service will be closed during the awards presentations.

### **Special dietary requirements**

If you have any special dietary requirements please advise in advance of arrival by email to [laca@dewberryredpoint.co.uk](mailto:laca@dewberryredpoint.co.uk) and we will advise the hotel to make sure arrangements are in place. For the lunches and informal dinner where there is free seating in place, please make yourself known to the waiting staff so they can provide the appropriate meal for you.

### **Chair's Charity Raffle**

During the Awards Dinner there will be a charity raffle for a top prize of £500 worth of Amazon Vouchers, along with a selection of other prizes donated by the LACA exhibitors. Tickets are priced at £10 each and payment can be made on the night by cash or by IOU; details on how to settle the IOU will be sent via email in the week after the show.

The full list of prizes and winners will be available outside the Kings Suite from 23.00 on Thursday 4<sup>th</sup> July at the end of the awards presentations. Prizes can be collected at that time or from the LACA Information Desk, located in the main hotel corridor between the Palace and Kings Suites between 08.00 and 10.00 on Friday morning so please check if you are a winner and claim your prize before you leave on Friday.