

N O T T I N G H A M



EXHIBITION & SPONSORSHIP PROSPECTUS

**Nottingham University
15th- 18th April 2019**

CONTENTS

	PAGE
Important Deadlines	2
Introduction	3
Contact Information	3
Exhibition Information	5-6
Sponsorship Options	7-8
Terms and Conditions	9

DEADLINES

To avoid disappointment with regard to the services you require, please adhere to the deadlines as set out below:

Return of Exhibition/Sponsorship Booking Form	Friday 01 March, 2019
Deadline for receiving information for inclusion in the conference handbook	Friday 01 March, 2019
Deadline for cancellation, refunds and invoice requests	Monday 4 March, 2019
Deadline for receipt of payment	Monday 18 March, 2019
Deadline for receiving inserts for conference bags	Friday 05 April, 2019

INTRODUCTION

The commercial exhibition is a vital and integral part of the BCA Spring Meeting 2019 and will be located at the heart of the conference. It is designed to be the main gathering area for the delegates throughout the meeting. All tea/coffee breaks, lunch and poster sessions will take place in the exhibition area in the Exchange Building as will all the lectures.

In order to encourage delegates to circulate within the exhibition area the organisers are again offering an exhibition passport system. All delegates will be given an exhibition passport listing each of the exhibiting companies on and they will be encouraged to visit each of the exhibition stands in order to get their passport stamped. Only fully completed passports will be entered into a prize draw and the winner will be announced at the meeting.

As well as our traditional exhibition and poster buffet dinner on Tuesday 16 April, 2019 the commercial exhibition will also be open for the Young Crystallographers buffet dinner on Monday 15 April, 2019.

The commercial exhibition will run throughout the duration of the meeting from 19.00 on Monday 15 April, 2019 until 13.30 on Thursday 18 April, 2019.

The exhibition centre can be accessed from 11.00 hours on Monday 15 April, 2019 and from 08.00 hours on each day thereafter. Registration will open at 11.00 hours on Monday and at 08.00 hours from Tuesday onwards, however due to the inclusion of the Young Crystallography Poster Session within the commercial exhibition we would ask all stands to be fully built by 17.00 hours on Monday 16 April, 2019.

CONTACT INFORMATION

Event Organisers



Contact: Nicola Hardaker
Address: Hg3 Conferences Ltd
4 Dragon Road
Harrogate
HG1 5DF

Email: nicola.hardaker@hg3.co.uk
Website: www.hg3.co.uk
Tel: +44 (0) 1423 529333



Venue Contact

Contact: Corinne Cassidy
Address: Nottingham Conferences
The University of Nottingham
Beeston Lane
Nottingham

Email: corinne.cassidy@nottingham.ac.uk
Website: www.nottinghamconferences.co.uk
Tel: + 44 (0) 115 7486103

EXHIBITION INFORMATION

<p>Conference & Exhibition Venue</p>	<p>The University of Nottingham Exchange Building Jubilee Campus Wollaton Road Nottingham NG8 1BB</p> <p>The exhibition will take place in the wings of the Exchange Building, which is located within the Jubilee Campus, with the poster displays and refreshment breaks to encourage delegates into this area.</p> <p>The plan of the exhibition will be to encourage delegates to relax, meet colleagues and talk to exhibitors during the event.</p>								
<p>Exhibition Stands</p>	<p>The stands are sold as space only and are allocated on a first come, first served basis.</p> <p>Exhibition stands are available 2m x 2m stand for 3 days: £400</p> <p>Please refer to the floor plan to view the location of the stands. We are happy to speak to companies on an individual basis if they have specific requirements for the size of their stand.</p>								
<p>Exhibition Furniture</p>	<p>The exhibition stand includes a trestle table and 2 chairs.</p> <p>Poster boards (2m high x 1m wide) are available at a cost of £45.00 + VAT per board for 3 days.</p> <p>There are electric sockets available in the Exhibition Area, however it is advisable to bring an extension lead. If you require an electric socket, the cost is £25.00.</p> <p>Please indicate your requirements on the online booking form.</p>								
<p>Exhibition Access and Opening Hours</p>	<p>Exhibitors can set up from 11.00 hours on Monday 15 April, 2019, and from 08.00 hours on each day thereafter.</p> <p>Exhibition Opening Hours</p> <table data-bbox="592 1608 1123 1731"> <tr> <td>Monday 15 April</td> <td>19.00 – 21.00 hours</td> </tr> <tr> <td>Tuesday 16 April</td> <td>11.00 – 21.00 hours</td> </tr> <tr> <td>Wednesday 17 April</td> <td>09.30 – 17.00 hours</td> </tr> <tr> <td>Thursday 18 April</td> <td>09.00 – 13.30 hours</td> </tr> </table> <p>Please note that you are welcome to stay until the conference closes at 13.30, however, the last refreshment break in the Exchange Building on Thursday will take place from 11.45 – 12.00. The delegates will then go into sessions until 13.30.</p> <p>These times are based on the current draft programme and may be subject to change.</p>	Monday 15 April	19.00 – 21.00 hours	Tuesday 16 April	11.00 – 21.00 hours	Wednesday 17 April	09.30 – 17.00 hours	Thursday 18 April	09.00 – 13.30 hours
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Loading and Delivery Information

Loading and Unloading

Lifts for loading / unloading

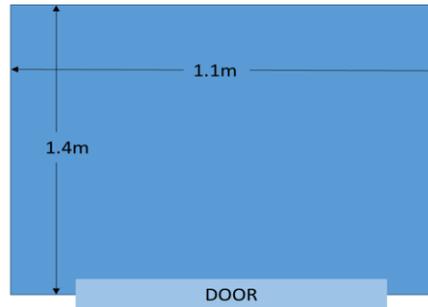
The service lift is located on the ground floor by the entrance to the Exchange Building from the road side. Exhibitors can park in the turning circle to off-load. It will be sign posted Exhibition Unloading. They can then use the lift to the second floor where the meeting rooms are located. Cars must then be moved to a suitable car parking space after they have been off-loaded.

The dimensions of the lift are detailed below.

Exchange Building: Service Lift Dimensions

Height: 2.1m

Weight Restriction: Max. 8 people (638 Kg)



After unloading you must move their vehicles to one of the allocated car parks. If you are bringing a large vehicle/lorry to campus then please discuss this with the venue in advance to ensure appropriate parking is available. There is limited space in the unloading area so if too many vehicles arrive at a given time you will be instructed to an alternative parking area until access is available.

A time limit of up to 20 minutes is in place. Please be aware there may be a time delay as other exhibitors are off-loading. Exhibitors or their contractors are responsible for transporting and setting up their own equipment. There are Conference Assistants who can give advice and offer some assistance with heavy or difficult packages, however, their availability is not guaranteed. Trolleys are not provided by the venue and we strongly advise that exhibitors bring their own.

Parking

Once your vehicle is unloaded, please move your vehicle into one of the campus car parks. If you have a large / tall vehicle you will need to arrange in advance for suitable parking on campus via your Event Manager.

Delivery Address:

The Building Attendant
Dearing Building
University of Nottingham
Jubilee Campus
Wollaton Road
Nottingham
NG8 1BB

Contents labels should:

Specify Name and Date of Conference
Specify Contents required for Exhibition
Number of boxes/parcels (e.g. 1 of 10)
Specify company/Stand name)

	<p>Exhibitors can set up from 11.00 hours on Monday, and from 08.00 hours on each day thereafter.</p> <p>Items can be sent to the venue prior to your event. Please do not send material more than 48 hours from the event, as storage is limited and items may be mixed up with other conferences. Please send your material to the following address, clearly marked for the BCA Spring Meeting 2019, c/o Hg3 Conferences Ltd:</p> <p>The Building Attendant Dearing Building University of Nottingham Jubilee Campus Wollaton Road Nottingham NG8 1BB</p> <p>Parking for loading and unloading is complimentary. After that they will need to make their way to the visitors Pay & Display car park on Jubilee Campus. Parking is £7 per day for visitors.</p> <p>Collections There are limited storage facilities and exhibitors must arrange for collections of all exhibition materials by the advertised get-out time for the exhibition. Any exhibition materials left behind will be logged and attempts will be made to ensure they are collected within one week of the exhibition close date. A charge may be levied to cover administration and storage cost for items not removed on the day the exhibition closes. Any items not collected within two weeks will be disposed of unless suitable arrangements have been made for collection.</p>
<p style="text-align: center;">Catering</p>	<p>Lunch A buffet lunch will be available on Tuesday, Wednesday and a packed lunch is available on Thursday. Exhibitors will need to pre-order for this by selecting this option on the online exhibition booking form. Alternatively, there will be catering outlets available on campus.</p> <p>Evening meals On Monday and Tuesday evening there will be a buffet served in the exhibition and poster area. If you wish to attend the Monday evening buffet then please indicate on the booking form. The Tuesday evening buffet is included in the exhibition package, but for the purpose of catering numbers we do ask if you can indicate whether you will be attending the buffet.</p> <p>Conference Dinner with entertainment A 3 course conference dinner will be served on Wednesday 17 April in the Atrium, Tickets for the dinner cost £40 each and should be purchased via the booking form.</p> <p>Day time refreshments Tea, Coffee and Biscuits will be available in the exhibition area at the allocated breaks within the programme.</p>
<p style="text-align: center;">Accommodation</p>	<p>Accommodation Accommodation is available on campus in Newark Hall at the University of Nottingham for exhibitors wishing to stay. The cost is £65.00 per person per night inclusive of full English breakfast. The nights available to book are Monday 15 April, Tuesday 16 April and Wednesday 17 April.</p>

SPONSORSHIP OPTIONS

We would like to encourage participating companies to contact the organisers to discuss what they would like to achieve through sponsorship at the conference and sponsorship options will be on a “first come, first served” basis. All exhibitors and sponsors will be acknowledged on the Conference Website.

The following sponsorship options are available, however if you have additional suggestions please speak to the Nicola Hardaker from Hg3 Conferences (call +44 (0)1423 529333 or email Nicola.Hardaker@hg3.co.uk).

Please note the deadline date for receiving information to be included in the conference handbook is Friday 01 March, 2019.

Programme Advertisement

Cost: £750

The published programme book will contain the conference programme, abstracts and venue information. Sponsors are invited to place an advert into this programme at the above rate and must provide artwork. Adverts requiring more than two colours will incur an extra charge. The size of the advert is A4.

Conference Bags

At cost and supplied by your company

To make sure your company name is ‘up front’ throughout the conference the conference bag displays the name of the conference along with the sponsoring company logo. The organisers would need to see the sample of the proposed delegate bag for approval.

Inserts into Delegate Bags

Cost: £100 per insert

To ensure every delegate receives your product literature, an A4 double-sided insert may be placed into the conference bag.

Conference Note Pads for Conference Bag

At cost and supplied by your company

Note pads are provided with company name/logo of company (on exclusivity basis).

Conference Pens for Conference Bag

At cost and supplied by your company

Pens with your company name/logo of company (on exclusivity basis)

Plenary Lecture – Registration and Travel

Registration & travel costs of speaker

This is the opportunity to sponsor a plenary lecture for either the BSG, CCG, IG, PCG or YCG Group Plenary Sessions which all delegates will be attending. The YCG Satellite Session as a whole is also a sponsorship opportunity

Named Student Bursaries

Cost: £250 per bursary

This is an opportunity to sponsor a student attending the Spring Meeting. Each Named Student Bursary will cover the cost of campus accommodation and meals including the Conference Dinner at the Spring Meeting. Each recipient will be advised as to which company has sponsored their bursary. We are delighted to confirm that each company who contributes to the Student Bursary Programme will receive an official BCA Certificate.

Poster Prizes

Cost: £200 per poster prize

This is an opportunity to sponsor a poster prize at the conference. Your company will be acknowledged within the conference programme and will present the prize at the Conference Dinner.

Social Events

The organisers wish to provide a relaxed atmosphere to encourage networking between delegates and companies. Much of the scientific and networking benefit is gained from the social events during a conference. The organisers have arranged for drinks receptions and conference dinners and support of such events by companies will create much goodwill. Sponsorship opportunities are available to cover the wine during the evening poster session and conference dinner which will be acknowledged clearly on the dinner menus and in the conference programme.

Young Crystallographers Drinks Reception Monday ***Cost: £500***

This will be an opportunity to sponsor the wine served at the Young Crystallographers evening poster session. All sponsors will be acknowledged within the conference handbook.

Young Crystallographers Session ***Cost: £500***

This is the opportunity to sponsor the Young Crystallographers session. A slide will be displayed at the beginning of the session advertising your company's logo and your company will be acknowledged within the conference programme.

Conference Dinner Table Wine ***Cost: £500***

This will be an opportunity to sponsor the wine served at the Conference Dinner. All sponsors will be acknowledged within the conference handbook and also on the menu cards which will be displayed on each table.

Posters/Exhibitors Reception Wine Tuesday ***Cost: £500***

This will be an opportunity to sponsor the wine served at the Posters and Exhibitors drink reception on Tuesday evening. All sponsors will be acknowledged within the conference handbook.

Tea/Coffee Breaks throughout the programme ***Cost: £350 per break***

This will be an opportunity to sponsor the tea/coffee served at one of the many tea/coffee breaks scheduled throughout the programme. All sponsors will be acknowledged within the conference handbook.

Please note – All costs are subject to confirmation. Prices may fluctuate depending on quantities and charges made by suppliers.

TERMS & CONDITIONS

Upon receipt of the completed booking form a confirmation of the booking and an invoice will be sent.

By completing the online application form for sponsorship and exhibition space you are abiding by the terms and conditions.

Exhibition stands must not exceed the space allocated and must not encroach into or in any way impede access to or reasonable use of those of other Exhibitors.

The Exhibitor shall ensure that their exhibition stand is open and staffed during the event exhibition opening times and will not dismantle until after the final exhibition viewing time on Thursday 18 April, 2019.

The organisers of the BCA reserve the right to alter stand allocations and the floor plan if required at its absolute discretion. This will only be done if absolutely necessary and all exhibitors will be consulted and notified.

Payments must be received in full and prior to the conference and no later than Monday 18 March, 2019

Notification of cancellations or amendments to stand space must be submitted in writing. Cancellations can be accepted up to Monday 4 March, 2019 with a refund of the total fee less 30% administrative fee. No refunds will be made to cancellations made after Monday 4 March, 2019.

The British Crystallographic Association are not liable for any damage to the exhibitor's property or personnel and it is the responsibility of the exhibiting company to take out adequate insurance to cover this.