



THE BICSI UK & IRELAND ANNUAL CONFERENCE

*Creating the Network Infrastructure
Connecting Tomorrows World*

**12 June
2019**

America Square
Conference Centre
City of London, EC3



Your Exhibitor Manual

We hope that this manual will provide you with all the information you need for the successful preparation of your Exhibition Table Top at The BICSI UK & Ireland Annual Conference.

We have done our best to ensure that the contents are as accurate as possible. If you find an error, please let us know immediately so that we can correct it for other exhibitors.

Please take time to read this Exhibitor Manual carefully as in addition to assisting your preparations there are a number of requirements that must be met.

The Exhibitor Manual is not designed to replace the personal service provided by Stepex Ltd, or by any of the contractors listed. We are all here to assist your preparations with as much care and attention to detail as is necessary to provide you with the best possible service for your individual needs.

If you have any questions or need specific assistance, please contact Liz Grimes-Graeme Event Manager on +44(0)1892 779992

Also if you experience any difficulty with any of the services listed in this Exhibitor Manual, please contact the Organisers – we can then assist you with your arrangements.

The BICSI UK & Ireland Annual Conference Organisers Office

Stepex Ltd

Step House
North Farm Road
Tunbridge Wells
TN2 3DR

Event Manager: Liz Grimes-Graeme

Telephone: +44(0)1892 779992
Email: lizgrimes-graeme@stepex.com
Web: www.bicsiconference.org.uk

Access

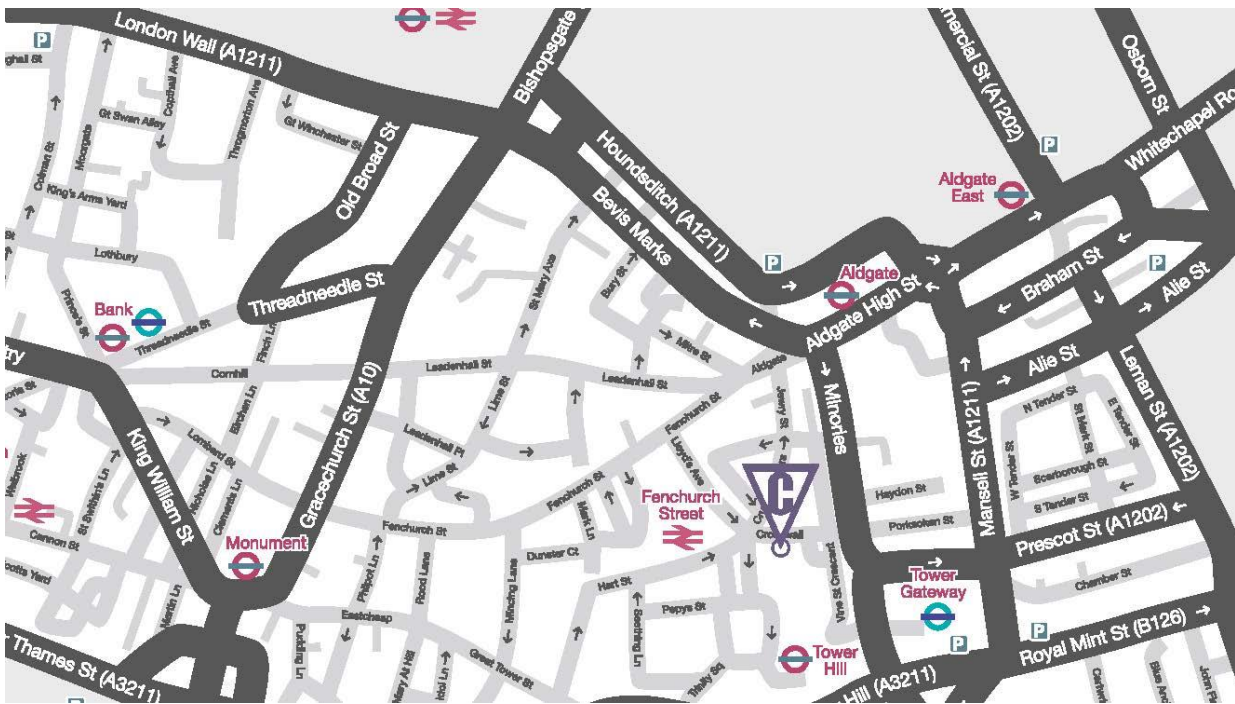
Exhibitors can gain access to the American Square Conference Centre on Wednesday 12 June 2019
07.30 – 08.00

American Square Conference Centre

No.1, America Square, 17 Crosswall, London EC3N 2LB

Telephone: +44 (0)20 7706 7700

E-Mail: enquiries@cavendishvenues.com



How to get there

<https://www.cavendishvenues.co.uk/city-conference-venues/location/>

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Exhibitors' Check List

By Date	Return To	Deadline
Exhibitor Badge Form	Stepex Ltd	1 June 2019
Catalogue Advertising Form	Stepex Ltd	1 June 2019
Exhibition Catalogue Entry	Stepex Ltd	1 June 2019
Insurance	Stepex Ltd	1 June 2019

If you have any questions about any of the above forms, or your own individual requirements, please call Stepex Ltd on +44 (0)1892 779992

Useful Contacts

Organisers Office

Stepex Ltd
Step House
North Farm Road
Tunbridge Wells
TN2 3DR
Event Manager: Liz Grimes-Graeme
Telephone: +44(0)1892 779992
Email: lizgrimes-graeme@stepex.com
Web: www.BICSIconference.org.uk

Venue

American Square Conference Centre
1 American Square
17 Crosswall,
London
United Kingdom,
EC3N 2CB.
Contact: Valeria Zimenkova or Serena Basso
Telephone: + 44 (0)20 7706 7700
E-mail: valeria@cavendishvenues.com
serena@cavendishvenues.com
Web: www.cavendishvenues.co.uk/city-conference-venues/

Accommodation

London Hotels near American Square

If you are staying the night before or after the event the company HotelMap can help, they can recommend hotels that are close to the venue, with availability and at the best prices at up to 70% off normal full price rates. Simply click on the link below to find out more information

<https://www.cavendishvenues.co.uk/city-conference-venues/nearby-hotels/>

Attendees

Entry to the exhibition costs during The BICSI UK & Ireland Annual Conference will be as follows:

BICSI Member	£120+VAT
Early Bird Booking	£100+VAT

Non Member	£150+VAT
Early Bird Booking	£120+VAT

ALL ATTENDEES WILL RECEIVE:

- Access to over 12 Hours of Conference Content
- Exhibition featuring the most active suppliers and service providers
- Free Tea and Coffee On arrival
- Access to all conference sessions (Including Keynote address and breakout Sessions)
- Networking Breaks – Including Free Tea and Coffee
- Buffet Lunch

Advertising in the Exhibition Catalogue

Stepex Ltd will produce the official exhibition catalogue for The BICSI UK & Ireland Annual Conference. The exhibition catalogue will be issued to all delegates and exhibition visitors attending The BICSI UK & Ireland Annual Conference and will be a comprehensive guide to the event. It is also a valuable document that will be used for reference after the event.

Advertising within the catalogue is an ideal opportunity for exhibitors to promote themselves and their products to clients during and after the exhibition, draw attention to their display and attract visitors to their exhibition table.

In addition to advertising in the catalogue it is also possible for exhibitors to enhance their individual entry using their company logo. Logos can be included in colour and are an ideal way to bring attention to the catalogue entry. The cost is £150 + VAT. Please email Liz Grimes-Graeme for more information.

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Tunbridge Wells
TN2 3DR

Contact: Liz Grimes-Graeme
Telephone: +44(0)1892 779992
Email: lizgrimes-graeme@stepex.com

Exhibition Catalogue Advertising Form Deadline:

1 June 2019

A.V.

For any AV requirements you can contact the venue

American Square Conference Centre

1 American Square
17 Crosswall,
London
United Kingdom,
EC3N 2CB

Contact: Valeria Zimenkova or Serena Basso
Telephone: + 44 (0)20 7706 7700
E-mail: valeria@cavendishvenues.com & serena@cavendishvenues.com
Web: www.cavendishvenues.co.uk/city-conference-venues/

A.V. Order Deadline:

1 June 2019

Breakdown

After the Exhibition closes at 17.00, the exhibition hall will remain open until 17.30 for the removal of exhibits. Until 17.00 all exhibitor tables must remain intact and fully manned and exhibitors will not be permitted to remove exhibit material until after the close of the exhibition.

Please do not leave valuable exhibit material unattended on your table top at any time.

Deliveries

You are welcome to arrange deliveries up to 2 days prior to event and collections up to 2 days post event. Please ensure all items are sealed and labelled and all deliveries to arrive between 8 am and 6 pm via loading bay to the lower ground floor which is accessed via goods lift. Loading bay is located on America Square, next to Soho Gym and Revolution Bar. Exhibitors/couriers are welcome to load in/ load out for up to 20 mins, after which the vehicle needs to be moved outside please. No parking is permitted in the loading bay during set up, event itself or breakdown.

Please note they do NOT accept deliveries on pallets or with excessive weight requiring more than 1 person to lift/move the item.

Delivery template label as below:

TO: Valeria Zimenkova/ **YOUR NAME**
EVENT TITLE AND DATE/REGISTRATION OR STAND NAME
America Square Conference Centre
Cavendish Venues – Lower Ground Floor
One America Square
17 Crosswall
London, EC3N 2LB

Exhibition Catalogue

Your company name, address, telephone number, email address, website and exhibition table number will be entered free of charge in the Catalogue together with up to 100 words describing the products or services displayed on your Exhibition Table

Stepex Ltd

Step House
North Farm Road
Tunbridge Wells
TN2 3DR

Contact: Liz Grimes-Graeme

Telephone: +44 (0)1892 779992

Email: lizgrimes-graeme@stepex.com

Exhibition Catalogue Entry Form Deadline:

1 June 2019

Exhibitor Passes

Passes are provided by the Organisers. All badges will be ready for collection on-site and must be used at all times during The BICSI UK & Ireland Annual Conference to gain access to the exhibition and presentation areas.

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Tunbridge Wells
TN2 3DR

Contact: Liz Grimes-Graeme

Telephone: +44 (0)1892 779992

Email: lizgrimes-graeme@stepex.com

Exhibitor & Contractor Passes Form Deadline:

1 June 2019

Exhibitor Table Top

Table Top display area includes table, table cloth and power point. The trestle tables are 4.5''



Fire Precaution

AMERICA SQUARE CONFERENCE CENTRE

FIRE SAFETY PROCEDURES

On discovering a fire:

- Raise the alarm immediately
- Evacuate Immediately; ensure that no one is left in the room
- Ensure you or one of the Fire Marshals have called the Fire Brigade 999
- Do not return to the building until the all clear is given

If you hear the Fire Alarm:

- Operate any essential shut down devices
- Leave the building immediately when automatic announcement or fire warden instructs you to
- Report to the assembly point, TRINITY GARDENS [click here for emergency escape Routes](#)
- If you are with a visitor ensure they accompany you.
- Fire Marshals
- Encourage all around you to evacuate and proceed to the assembly point
- Ensure the Fire Brigade has been called
- Report to the person in charge of the assembly point
- When instructed by the person in charge give the all clear signal

THE FIRE ALARM FOR THIS BUILDING IS A ONE STAGE CONTINUOUS ALARM AND AN AUTOMATIC ANNOUNCEMENT. PLEASE LISTEN CAREFULLY AND FOLLOW THE INSTRUCTIONS. FIRE WARDENS WILL GUIDE YOU THROUGH THE EVACUATION PROCESS. THE ASSEMBLY POINT IS TRINITY GARDENS OPPOSITE THE EXIT TO TOWER HILL UNDERGROUND STATION - OFF COOPERS ROW

Insurance

Whilst every precaution is taken to protect your property during the BICSI UK & Ireland event, responsibility cannot be accepted for any loss or damage that befalls the personnel or property of any exhibitor howsoever caused. Exhibitors are reminded of their responsibility to carry adequate insurance both before and during the event.

You are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this you should protect your outlay against abandonment and cancellation or curtailment of the BICSI UK & Ireland event due to reasons beyond the control of Stepex Ltd.

All Exhibitors are required to have public liability insurance and provide a copy of the current Insurance Policy to the Event Manager prior to the event.

Public and Employers Liability Insurance - Deadline

1 June 2019

Opening Hours

The opening hours of the exhibition are as follows:

Wednesday 12 June

Registration Opens:	08.15
Arrival T&C:	08.45
Conference Programme:	09.30
Mid-Morning T&C:	11.00 – 11.30
Buffet Lunch:	13.00 – 14.00
Afternoon T&C:	15.00 – 15.30
Event Closes:	17.00

Parking

There is no parking at the America Square Conference Centre. Information on the nearest public car parks is available at NCP Parking. 4 hour Pay & Display parking spaces are in the area.

Security

Whilst every reasonable precaution is taken to ensure the safety and security of personnel and equipment, please be aware that the American Conference Centres is a public venue. Responsibility cannot be accepted for any injury, loss or damage or any consequential loss whatsoever which may befall your personnel and their property.

American Square Conference Centre

1 American Square
17 Crosswall,
London
United Kingdom,
EC3N 2CB.

Contact: Valeria Zimenkova

Telephone: + 44 (0)20 7706 7700

E-mail: valeria@cavendishvenues.com

Web: www.cavendishvenues.co.uk/city-conference-venues/

Sponsorship Packages

Included in all the sponsorship pages are the following:

Platinum/Anchor Sponsorship

This package has been designed to offer the widest marketing and branding opportunities for the Sponsor.

The package includes:

Prior to the event

- A guaranteed speaking slot branded with logo as well as inclusion in a relevant Panel discussion.
- Branding on ALL marketing Material with Logo 20% Bigger than Gold Sponsors and 30% Bigger than Exhibitor Packages
- Logo to be central to the Landing page with 250 word description underneath
- Logo to be dynamic on the Side bar of the event website.
- Link to Full page Company Bio and Logo within the website and links to Organisation's Corporate website
- Logo on ALL marketing pieces (electronic and printed) from the point of confirming the Sponsorship arrangement
- Email to Pre-Registered Delegates 1 week Prior– (Sent via the organisers.)
- 1 x Industry Insights interview demonstrating thought leadership (Posted on website and used in our own emails)
- 10 Complimentary Full Delegate Passes to allow organisation to invite Delegates
- Guaranteed 2 x News stories used within Promotional Emails used to market the event.

At the event

- A guaranteed speaking slot branded and with logo as well as inclusion in a relevant Panel discussion.
- Branding on ALL marketing Material with Logo 20% Bigger than Gold Sponsors and 30% Bigger than Exhibitor Packages
- Logo on Signage within the room and on Holding Slides
- Market Research Opportunity as part of the Post event delegates Survey (Max 5 Questions)
- 1 x Table Top display area + 2 Conference Passes for staff to attend the conference, lunch, and refreshments
- Exhibitor Listing and Logo 20% Bigger than gold Sponsor with 250 Word description within the Event Catalogue/Proceedings under heading "Platinum Sponsor"

Post Event

- Email to ALL Delegates 1 week prior to the event– (Sent via the organisers.)
- Data Base of attendees with contact details of all who indicate there data can be shared.

Gold Sponsorship

This package has been designed to offer the sponsor a high profile involvement within the event and a broad reach to potential clients through linkage to our events marketing campaign.

The package includes:

Prior to the event

- Branding on ALL marketing Material with Logo 10% Bigger than Exhibitor Packages
- Logo to be dynamic on the Side bar of the event website.
- Logo to be featured below Platinum Sponsors on the Sponsors and Exhibitor listing.
- Link to Full page Company Bio and Logo within the website and links to Organisation's Corporate website
- Logo on ALL marketing pieces (electronic and printed) from the point of confirming the Sponsorship arrangement
- 5 Complimentary Full Delegate Passes to allow organisation to invite Delegates
- Guaranteed 1 x News story used within Promotional Emails used to market the event.

At the event

- A guaranteed speaking slot on a relevant Panel discussion.
- Branding on ALL marketing Material with Logo 10% Bigger than Exhibitor Packages
- Logo on Holding Slides
- 1 x Table Top display area + 2 Conference Passes for staff to attend the conference, lunch, and refreshments
- Exhibitor Listing and Logo with 150 Word description within the Event Catalogue/Proceedings under heading "Gold Sponsor"

Post Event

- Data Base of attendees with contact details of all who indicate their data can be shared.

Exhibitor Only Packages

This package has been designed to offer the Exhibitor access to a focused quality audience of Buyers, specifiers and decision makers and includes:

Prior to the event:

- Logo to be featured below Platinum & Gold Sponsors on the Sponsors and Exhibitor listing page in the website.
- Logo and 150 Word description within the Exhibitor listing page of the website with links to Organisation's Corporate website
- Logo on ALL marketing pieces (electronic and printed) from the point of booking

At the event:

- 1 x Table Top display area + 2 Conference Passes for staff to attend the conference, lunch, and refreshments
- Exhibitor listing and 150 Word description within the Event Catalogue/Proceedings.

Post event:

- Data Base of attendees with contact details of all who indicate their data can be shared.

Wi-Fi

Complimentary internet access: AMERICA SQUARE CONFERENCE – Password: **AMSQ12345**