



SPRING MEETING

EXHIBITION & SPONSORSHIP PROSPECTUS



**University of Nottingham
4 – 7 April, 2016**

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DEADLINES

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

Deadline for cancellation, refunds and invoice requests	Friday 4 March, 2016
Deadline for receiving information for inclusion in the conference handbook	Monday 22 February, 2016
Return of Exhibition/Sponsorship Booking Form	Friday 11 March, 2016
Deadline for receipt of payment	Monday 14 March, 2016

INTRODUCTION

The commercial exhibition is a vital and integral part of the BCA Spring Meeting 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 and all lecture theatres are located close to the commercial exhibition.

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 5 April, 2016, the commercial exhibition will also be open for the Young Crystallographers buffet dinner on Monday 4 April, 2016.

The commercial exhibition will run throughout the duration of the meeting from 19.00 on Monday 4 April, 2016 until 13.30 on Thursday 7 April, 2016.

The exhibition centre can be accessed from 11.00 hours on Monday 4 April, 2016 and from 08.00 hours on each day thereafter. Registration will open at 12.00 hours on Monday and at 08.00 hours from Tuesday onwards, however due to the inclusion of the Young Crystallography session within the commercial exhibition we would ask all stands to be fully built by 17.00 hours on Monday 4 April, 2016.

CONTACT INFORMATION

Event Organisers

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

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

Venue

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>Business School South Jubilee Campus University of Nottingham Wollaton Road Nottingham NG8 1BB</p> <p>Hall Dimensions</p> <p>Height Clearance - The door access is roughly 2m x 2m</p> <p>Dimensions of main access doors – the main door is automatic and is 2m x 2m. However there are two sets of internal doors which are very similar to normal internal doors so boxes of paperwork and stands that are in boxes will be able to get in these spaces but exhibitors with larger equipment will need to access the foyer for setting up via the fire doors.</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 in three sizes - 2m x 2m, 3m x 2m and 6m x 2m.</p> <p>The charges for stands are based on space only and the cost for a 2m x 2m stand is £400 for 3 days. For a slightly larger stand of 3m x 2m the total cost is £700 for 3 days. For a stand 6m x 2m the cost would be £1,900. Please refer to the floor plan to see 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 table (size depends on which option is selected) and 2 chairs.</p> <p>Poster boards (2m high x 1m wide) are available at a cost of £45.00 per board, for the duration of the meeting.</p> <p>There are limited electric sockets in the Exhibition Area, so 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 Opening Hours</p>	<table border="0"> <tr> <td>Monday 4 April</td> <td>From 19.00 hours</td> </tr> <tr> <td>Tuesday 5 April</td> <td>9.00 – 21.00 hours</td> </tr> <tr> <td>Wednesday 6 April</td> <td>9.00 – 17.00 hours</td> </tr> <tr> <td>Thursday 7 April</td> <td>9.00 – 13.30 hours</td> </tr> </table> <p>These times are based on the current draft programme and may be subject to change.</p>	Monday 4 April	From 19.00 hours	Tuesday 5 April	9.00 – 21.00 hours	Wednesday 6 April	9.00 – 17.00 hours	Thursday 7 April	9.00 – 13.30 hours
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<p style="text-align: center;">Catering</p>	<p>Lunch A finger buffet lunch will be available each day and these needs to be pre-ordered and purchased prior to the conference by selecting this option on the online Exhibition booking form.</p> <p>Dinner arrangements On Monday and Tuesday night there will be a buffet served in the exhibition area, located in the Business School South. On Monday night, this will need to be paid for separately and on Tuesday night it is included in your exhibition package. For the purpose of catering numbers we do ask if you could indicate whether you will be attending the buffets on the online booking form.</p> <p>Wednesday night – Conference Dinner with entertainment A conference dinner will be served in the catering Atrium, located on the Jubilee campus. Tickets for the dinner need to be purchased via the online booking form.</p> <p>Day time Refreshments Tea, Coffee and Biscuits will be in the exhibition area, located in the exhibition area at the allocated breaks within the programme.</p>
<p style="text-align: center;">Loading and Unloading</p>	<p>Exhibitors can unload and load via the fire exit door located on the main internal road of Jubilee Campus, and they can use this door to access the Exhibition space and set up.</p> <p>Exhibitors can set up from 11.00 hours on Monday 4 April, 2016, 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 2016, 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 style="text-align: center;">Accommodation</p>	<p>Accommodation is available on campus in Newark Hall at the University of Nottingham for exhibitors wishing to stay. The cost is £60.00 per person per night inclusive of full English breakfast.</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.

The following sponsorship options are available, however if you have additional suggestions please speak to the event organisers, details can be found on the contacts page.

Please note the deadline date for receiving information to be included in the conference handbook is Monday 22 February, 2016.

Programme Advertisement

Cost: £750

The published programme book will contain the conference programme, abstracts and local information for the duration of the conference. Sponsors are invited to place an advert into this programme at the following rates 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 Pad 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 which all delegates will be attending. Your company will also be listed in the conference programme. A slide will be shown displaying your logo at the beginning of the session advertising your company.

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 student 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

This year 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 a conference during the social events. 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 social which will be acknowledged clearly on the dinner menus and in the conference programme.

Young Crystallographers Wine**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. This will also be listed in the conference programme. A slide will be displayed at the beginning of the session advertising your company's logo and acknowledged within the conference programme.

Conference Dinner 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**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.

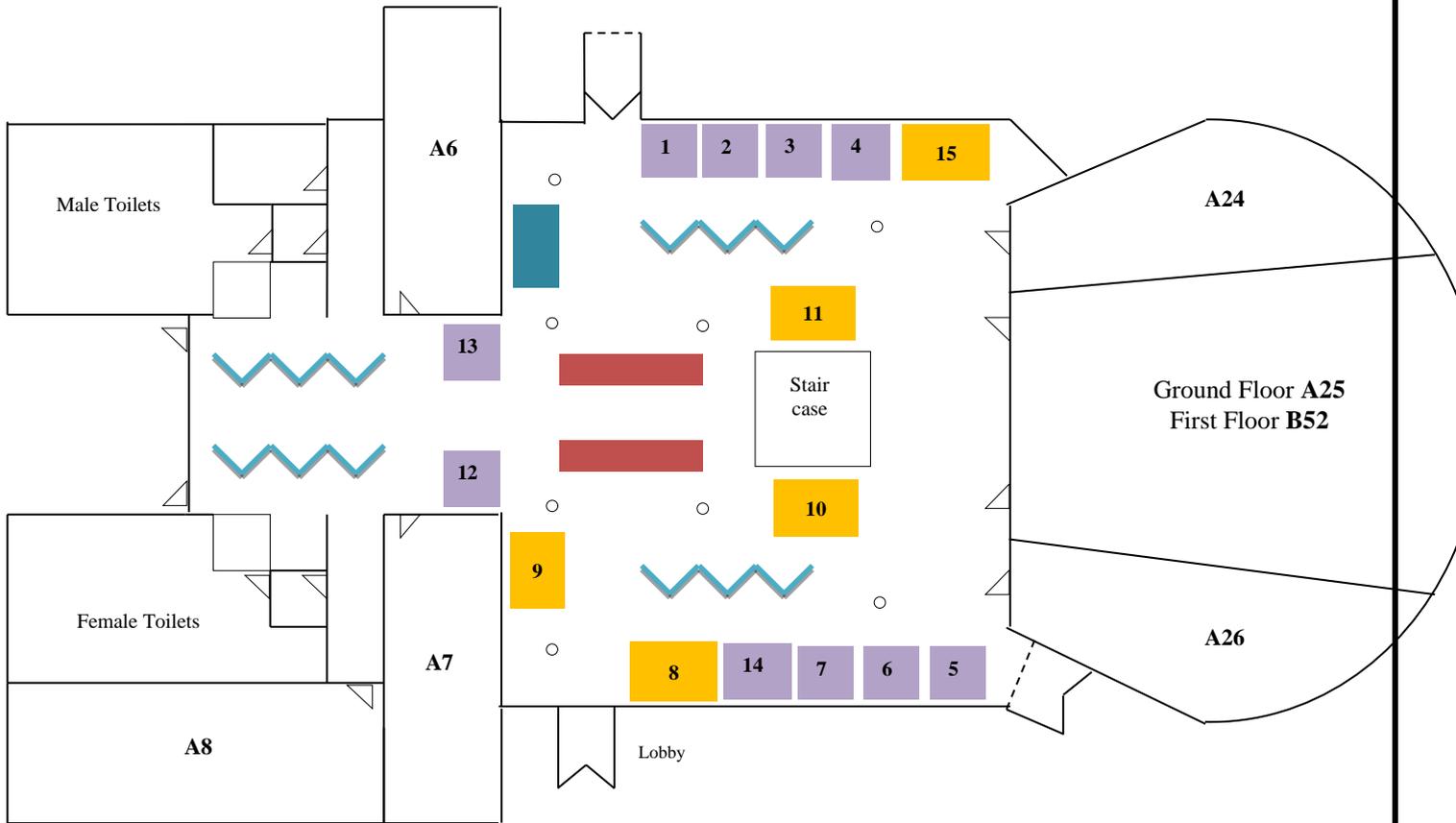
Tea/Coffee Breaks**Cost: £350 per break**

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.

EXHIBITOR FLOOR PLAN

University of Nottingham – Business School South



- Catering
- 3m x 2m
- 2m x 2m
- Registration desk
- Poster boards

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 7 April, 2016.

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 14 March, 2016.

Notification of cancellations or amendments to stand space must be submitted in writing. Cancellations can be accepted up to Friday 4 March, 2016 with a refund of the total fee less 30% administrative fee. No refunds will be made to cancellations made after Friday 4 March, 2016.

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.