

# BIGSPD Annual Conference

Tuesday 2<sup>nd</sup> – Thursday 4<sup>th</sup> April 2019  
Radisson Blu Durham, Frankland Lane, Durham



## Exhibition Space

Exhibition spaces are located in the Exhibition Hall on the ground floor of the Chancellor's Building.

The exhibition spaces are 2m x 2m or 2m x 1m and are priced at **£2,500.00 plus VAT or £2,000.00 plus VAT respectively.**

There are also large stands available at 3m x 2m priced at **£2,900.00 plus VAT.**

### All exhibition packages include:

- ♦ Access to 200+ conference delegates
- ♦ Two complimentary tickets to the delegates dinner on Tuesday 2<sup>nd</sup> April
- ♦ Your logo will be included on all printed material
- ♦ An option to provide a delegate bag insert
- ♦ Opportunity to meet with a member of the BIGSPD Executive Committee

Please see the floor plan on page 4 for stand locations.

Please note that exhibition spaces are available on a first come, first served basis.

## Exhibition Furniture

Tables and chairs and power sockets can be ordered free of charge for the duration of the meeting. Please indicate your requirements on the booking form. **Please note that these tables are not heavy duty and cannot therefore support heavy or large objects.**

Poster boards (1.8m high by 0.9m wide) are available at a cost of £50.00 for the duration of the meeting. Please indicate your requirements on the booking form.

## Payment Terms

A non-refundable deposit of £500 must be submitted along with the completed form to secure your booking. Bookings made without payment or invoice details will not be considered complete.

**Final Payment must be received by Monday 25<sup>th</sup> February 2019. An invoice will be sent for the full balance upon booking.**

Payment can be made by cheque, credit cards or BACS transfer. All payments by BACS transfer must be accompanied by a remittance advice notice sent by e-mail to [bigspd@northernnetworking.co.uk](mailto:bigspd@northernnetworking.co.uk)

Please note AMEX credit cards **cannot** be accepted.

## Cancellation Terms

**Cancellation of Registration by Exhibitor** - It is a condition of this booking that notification of cancellations and requests for refund should be made in writing to Northern Networking Events Ltd. For cancellations received before 25<sup>th</sup> February 2019, 70% of the total remittance (not including £500 non-refundable deposit) will be refunded. Cancellations received on or after 25<sup>th</sup> February 2019 Fees will not be refunded.

**Cancellation of Conference/Alteration to Conference** – It is a condition of this booking that Northern Networking Events Ltd and/or its Agents have the right for any reason beyond their control to alter or cancel, without prior

notices, the Conference or any of the arrangements, timetables, plans or other items relating directly or indirectly to the Conference and that Northern Networking Events Ltd and/or its Agents shall not, subject as aforementioned, be liable for any loss, damage, expenditure or any inconvenience caused as a result of such alteration or cancellation and in the event of cancellation of the Conference the pre-paid delegate registration fees will be returned in full and Northern Networking Events Ltd and/or its Agents shall not be liable for any loss, damage, expenditure or inconvenience caused as a result of such cancellation.

### Stand Approval

Any exhibitor wishing to bring a self-build stand for this Conference should provide drawings in advance for approval by the BIGSPD Administration office. Please note all self-build stands are also subject to approval by the venue prior to the event. Should any stand be found to be breaching Health and Safety regulations on the day the exhibitor will be asked to amend the issue prior to the exhibition opening.

### Internet/Wifi

WiFi is available in the exhibition area and accommodation for delegates and sponsors.

### Sponsorship/ Exhibitors Recognition

All sponsors and exhibitors will be acknowledged in the Online Abstract/Programme Book and in the Programme at a Glance with an advertising logo where appropriate.

### Delivery of Equipment and Access to Radisson Hotel, Durham

Deliveries for the exhibition must be communicated in advance. You will be advised of the correct delivery address/details that are to be included on the address label and storage arrangements, if needed, subject to availability. All reasonable endeavours for the safekeeping of these items will be taken however, they remain at your own risk and the University of Keele and BIGSPD will not be held responsible in the event of any loss or damage.

### Exhibition Protocol

#### Exhibitors Public and Employers Liability

In accordance with University of Keele's Terms and Conditions all exhibitors must carry both employers and public liability to cover their activities whilst onsite. It is requested that public liability to be a minimum limit of indemnity of £5,000,000 and employer's liability insurance to be a minimum limit of indemnity of £10,000,000.

#### Electrical Safety and Portable Appliance Testing

It is vital to ensure that electrical equipment brought onto site by all exhibitors has been thoroughly inspected to ensure that it is properly earthed, fused and cannot become a risk. Any equipment not PAT tested may be removed. Please note laptops, PCs and plasma TV's are not required to be PAT tested but will be visually checked. Power leads for PCs etc will need to be tested.

Please note there are limits on the amount of power that can be drawn from one socket, and adding too many pieces of equipment onto one socket could cause an overload of the system. A visual check will be done on the day to ensure the limits are adhered to, please ensure you request the correct amount of sockets for the amount of equipment being used.

### Important Dates Summary

<b>4<sup>th</sup> February 2019</b>	Sample of your delegate bag inserts to be sent to BIGSPD Administrative Office by email (if applicable)
<b>4<sup>th</sup> March 2019</b>	250 delegate bag inserts to be received by the BIGSPD Administrative Office, (please ensure you allow time for delivery)
<b>2<sup>nd</sup> April 2019</b>	All deliveries for your stand should be made to the Radisson Hotel, Durham
	All stands should be fully built between 08.00 – 12.00

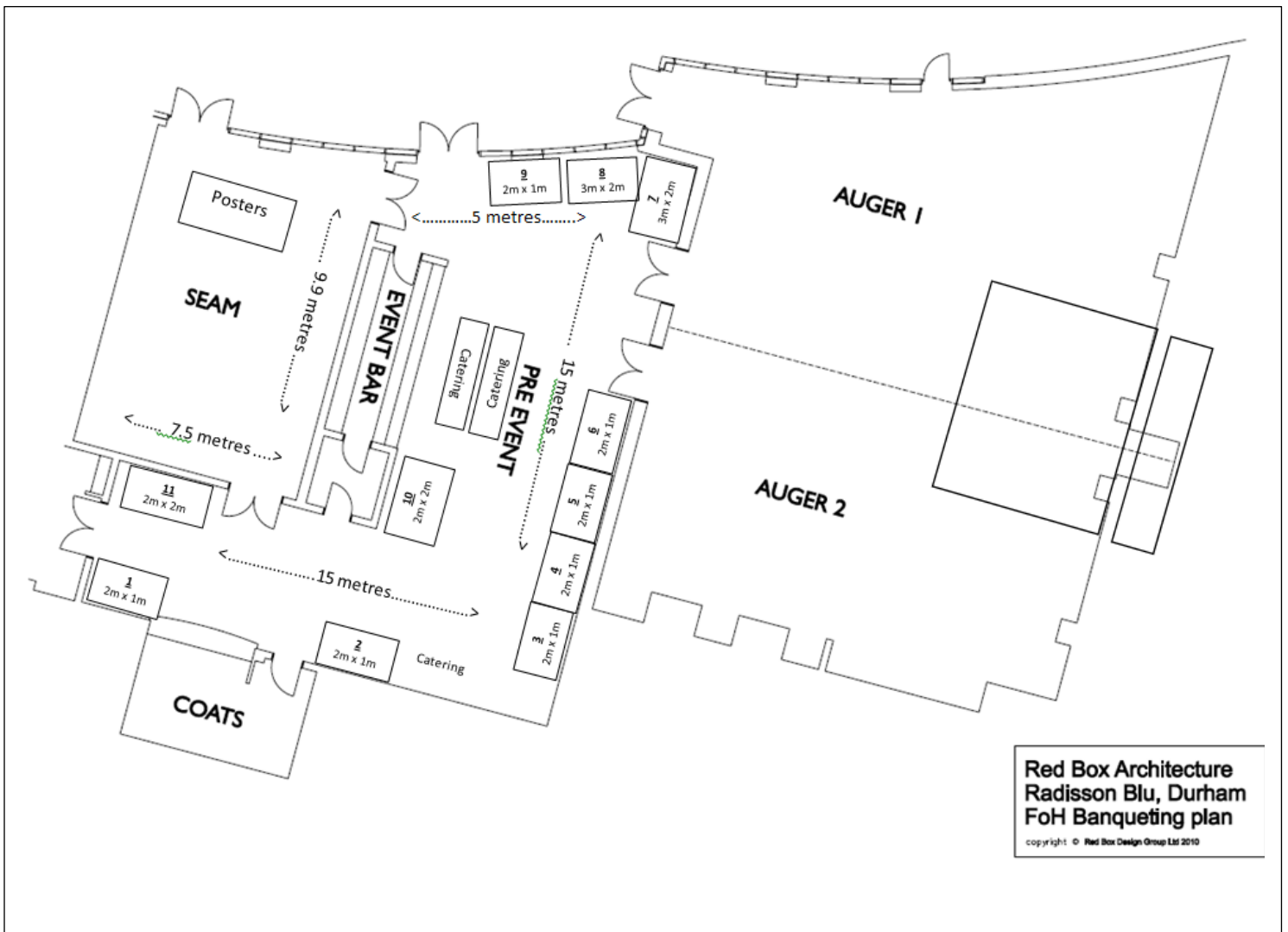
2<sup>nd</sup> – 3<sup>rd</sup> April 2019

Registration for the main conference opens  
Poster and Exhibition Lunch

4<sup>th</sup> April 2019

Exhibition breakdown  
All stands must be dismantled and packed between 15.00-17.00

## Floor Plan



# BIGSPD Annual Conference

Tuesday 2<sup>nd</sup> – Thursday 4<sup>th</sup> April 2019  
Radisson Blu Durham, Frankland Lane, Durham

Company: \_\_\_\_\_

Main Contact: \_\_\_\_\_

Stand Person(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Please select one of the below options:

Exhibition Space	Cost*	Stand Number	Total Cost
Exhibition Space (3m x 2m)	£2,900.00		
Exhibition Space (2m x 2m)	£2,500.00		
Exhibition Space (2m x 1m)	£2,000.00		

*Exhibition spaces are available on a first come, first serve basis*

All costs are subject to VAT at the prevailing rate

Sundries	Cost	Quantity	Total Cost
Poster Board	£50		
Table (max 1)	Free		Free
Chair (max 3)	Free		Free
Power Point	Free		Free
Dinner Tickets on Tuesday 2 <sup>nd</sup> April 2019	2 complimentary Additional – £75.00		
All costs are subject to VAT at the prevailing rate			
		Grand Total	

Sponsorship Items	Cost	1st Choice	2nd Choice
Delegate Bags	Supplied by you in agreement with BIGSPD		
Pens	Supplied by you in agreement with BIGSPD		
Pads	Supplied by you in agreement with BIGSPD		
*Programme Book Advert (Colour)	£500.00		
*Programme Book Advert (B&W)	£350.00		
Dinner Wine (Tuesday 2 <sup>nd</sup> April)	£300.00		
Dinner Entertainment (Tuesday 2 <sup>nd</sup> April)	£500.00		
Gala Dinner Wine (Wednesday 3 <sup>rd</sup> April)	£300.00		
Gala Dinner Entertainment (Wednesday 3 <sup>rd</sup> April)	£500.00		
Tea/Coffee Breaks Please specify session: _____	£150.00 per session		
Delegate Bag Insert	£150.00		
General Sponsorship (at discretion) Please specify amount: _____	Min. £100.00		

\*please note the programme book will be an online version only

\*please note the programme book will be an online version only

All costs are subject to VAT at the prevailing rate

If you have any special requirements please specify below:

---

Invoice Details (if different from above):

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Purchase Order: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

I have sent a copy of our company logo to be used in all promotional literature

I agree to the payment terms as outlined on page 1&2

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please return the completed form to: **BIGSPD C/O Northern Networking Events Ltd, Scottish Enterprise Technology Park, Nasmyth Building, 2<sup>nd</sup> Floor, 60 Nasmyth Avenue, East Kilbride, G75 0QR, UK**  
**Telephone: 01355 244966**  
**E-mail: [bigspd@northernnetworking.co.uk](mailto:bigspd@northernnetworking.co.uk)**