

## **Exhibitor Package**

### **Exhibition Space**

Exhibition spaces are located in the Megalithic Foyer on the upper floor.

The exhibition spaces are **3m x 2m or 2m x 1m**

#### **All exhibition packages include:**

- Exhibition stand in exhibition area
- Access to all conference delegates during breaks and lunch
- An option to provide a delegate bag insert
- 2 x complimentary exhibitor passes
- 2 x complimentary dinner tickets on Tuesday 13<sup>th</sup> June 2023
- Opportunity to meet with a member of the BIGSPD Executive Committee
- Conference delegate list

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. Subject to availability. 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 3rd April 2023. An invoice will be sent for the full balance upon booking.**

Payment can be made by credit card 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 3rd April 2023, 70% of the total remittance (not including £500 non-refundable deposit) will be refunded. Cancellations received on or after 3rd April 2023, 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 advertisers.

### Advertising/ Exhibitors Recognition

All advertisers and exhibitors will be acknowledged in the Online Abstract/Programme Book and in the Programme at a glance with a logo where appropriate.

### Delivery of Equipment and Access to Radisson Blu, Glasgow

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 Radisson Blu, Glasgow and BIGSPD will not be held responsible in the event of any loss or damage.

### Exhibition Protocol for Radisson Blu, Glasgow

#### **Exhibitors Public and Employers Liability**

In accordance with Radisson Blu Glasgow'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 TVs 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 number of sockets for the amount of equipment being used.

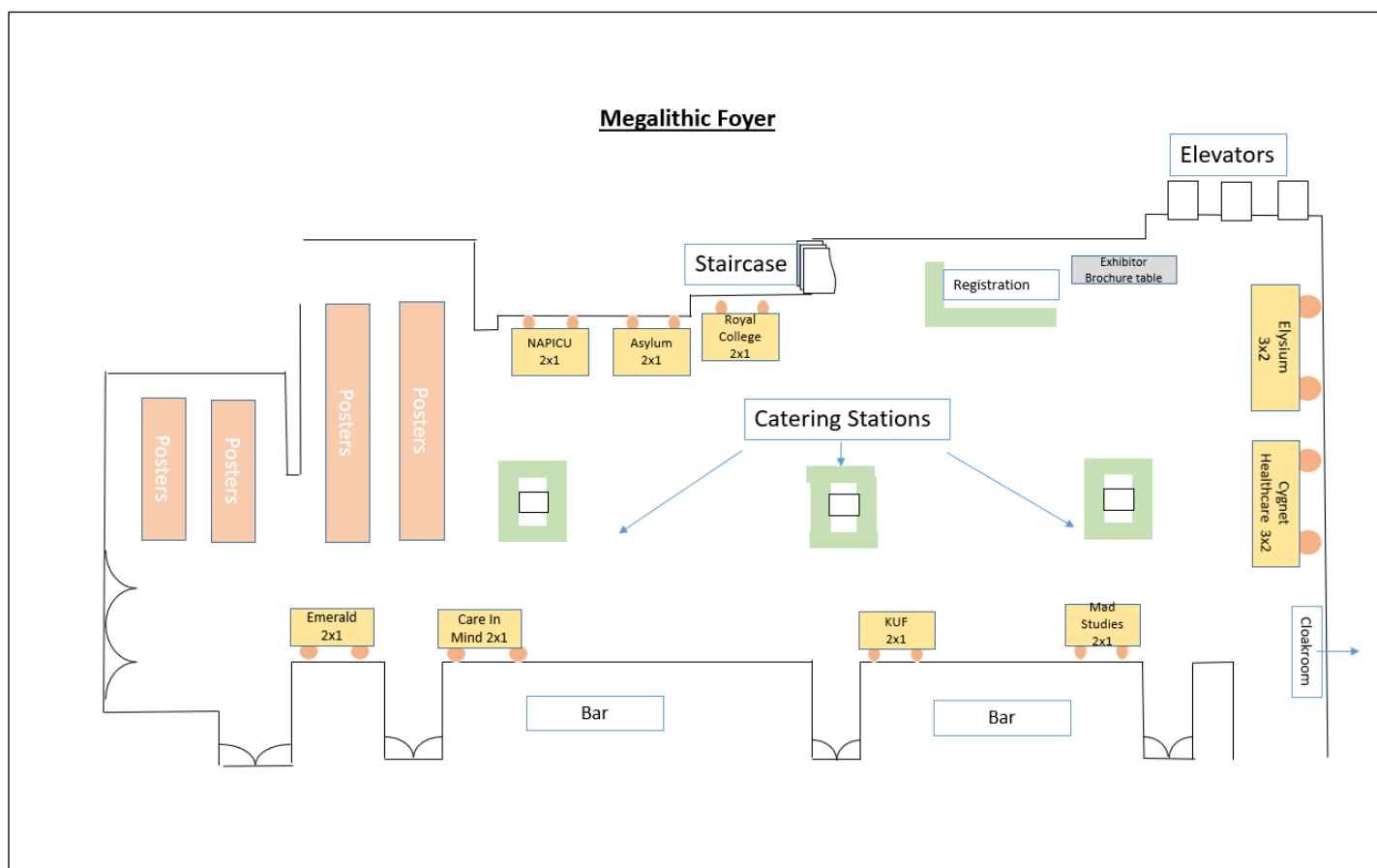


### Exhibitors - Important Dates Summary

- Monday 29<sup>th</sup> May 2023      All flyers for the delegate bag must be received by the BIGSPD admin office by 29<sup>th</sup> May 2023. Please send to: Northern Networking Events, Scottish Enterprise Technology Park, Nasmyth Building, 2nd Floor, 60 Nasmyth Avenue, East Kilbride, Glasgow G75 0QR
- Monday 12<sup>th</sup> June 2023      All equipment deliveries must be sent to: Radisson Blu, 301 Argyle Street, Glasgow, G2 8DL. Please ensure contact name, organisation name and BIGSPD Conference 2023 are clearly marked on the package.
- Tuesday 13<sup>th</sup> June 2023      All stands should be fully built between 08.00 – 12.00
- Tuesday 13<sup>th</sup> June 2023      Registration for the main conference opens 13.00. Poster and Exhibition Lunch
- Thursday 15<sup>th</sup> June 2023      Exhibition breakdown - Thursday after lunch and be finished by 17.00. All items must be collected from the hotel by Friday 16th June 2022 by 12 noon.

## Floor Plan

Radisson Blu  
301 Argyle Street, Glasgow, G2 8DL



**BIGSPD Annual Conference**  
**Tuesday 13<sup>th</sup> - Thursday 15<sup>th</sup> June 2023**  
 Radisson Blu, 301 Argyle Street, Glasgow, G2 8DL  
**Exhibitor Application form**



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

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

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

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

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

Please select one of the below options:

Corporate Exhibition Space	Cost	Stand Number	Total Cost
Exhibition Space (3m x 2m)	£3,500.00		
Exhibition Space (2m x 1m)	£2,250.00		

NHS Trust Exhibition Space	Cost	Stand Number	Total Cost
Exhibition Space (2m x 1m)	£1,500.00		

Discretionary Exhibition Space*	Cost	Stand Number	Total Cost
Exhibition Space (2m x 1m)	£250.00		

\*Restricted to voluntary sector, community interest or low-income organisations at the discretion of BIGSPD.

Exhibition spaces are available on a first come, first serve basis. All costs are subject to VAT at the prevailing rate

Sundries	Cost	Qty	Total Cost
Poster Board	£50		
Table (max 1)	Free		Free
Chair (max 3)	Free		Free
Power Point	Free		Free
Dinner Tickets on Tuesday 13 <sup>th</sup> June 2023	2 complimentary - Additional – £60.00		
Networking Event Wednesday 14 <sup>th</sup> June 2023	£50 each		
		<b>Total</b>	

If you have any special requirements, please specify below:

Advertising Item	Cost	1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice
Pens	Supplied by you in agreement with BIGSPD		
Pads	Supplied by you in agreement with BIGSPD		
Dinner wine -Tuesday 13 <sup>th</sup> June 2023	£300.00		
Dinner entertainment - Tuesday 13 <sup>th</sup> June 2023	£500.00		
Networking Dinner wine Wednesday 14 <sup>th</sup> June 2023	£300.00		
Networking Event Wednesday 14 <sup>th</sup> June 2023	£500.00		
Tea/coffee breaks Please specify session: _____	£150.00 per session		
Flyer for delegate bag	£150.00		
General Advertising (at discretion) Please specify amount: _____	Min. £100.00		

Invoice Details (if different from above):

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

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

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

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

\_\_\_\_\_

Tel: \_\_\_\_\_

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

**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)**