#### INTRODUCTION

#### **DATES**

The 6<sup>th</sup> International Congress of the World Federation of Skull Base Societies and the 10<sup>th</sup> European Skull Base Society Congress 2012 (World Skull Base Congress) will take place at The Hilton Metropole Brighton, from Wednesday 16<sup>th</sup> May – Saturday 19<sup>th</sup> May 2012.

#### **DEFINITIONS**

In this manual, the following terms are defined as:

**Exhibition**: The trade exhibition being held in conjunction with the World Skull Base Congress 2012.

**Exhibitor**: Includes any person, firm, company or corporation and its employees to whom space has been allocated for the purpose of exhibiting at the commercial exhibition.

Premises: The Hilton Metropole Brighton, licensed to the Organisers.

#### **CONGRESS ORGANISERS**



1st Floor, Chesterfield House 385 Euston Road London NW1 3AU

Tel: 0207 383 8030 Fax: 0207 383 8040

Kenes UK will be responsible for the management of the trade exhibition being held in conjunction with the World Skull Base Congress 2012.

#### **EXHIBITION VENUE**

Hilton Brighton Metropole Hotel Kings Road Brighton East Sussex BN1 2FU

#### **WEBSITE**

For further information and continuous updates regarding the World Skull Base Congress please visit the website: www.skullbase2012.com

#### **CONTACTS**

For all enquiries relating to the exhibition, please contact:

# Candice Lewis Associate Technical Manager



1<sup>st</sup> Floor, Chesterfield House 385 Euston Road London NW1 3AU

Tel: +44 (0)20 7383 8045 Fax: +44 (0)20 7383 8040 Mobile: +44 (0)7850 885 037 Email: <u>clewis@kenes.com</u>

#### **TIMETABLE**

Please find below a timetable of important deadlines for the congress, with a space for you to make a record of when you have completed each item. Further information on each item can be found on the listed page within this manual.

Item	Deadline	Page	Completed
Free build stand sketch	Friday 23 <sup>rd</sup> March	24	
100 word editorial	Friday 13 <sup>th</sup> April	9	
Adverts in final programme	Friday 13 <sup>th</sup> April	9	
Scientific registrations	Friday 13 <sup>th</sup> April	7	
Exhibitor badge registrations	Friday 13 <sup>th</sup> April	6	
Delegate bag inserts – electronic	Friday 30 <sup>th</sup> March	10	
version for committee approval			
Risk assessment	Friday 13 <sup>th</sup> April	25	
Goods vehicle pass form	Friday 13 <sup>th</sup> April	30	
Barcode scanner booking	Friday 13 <sup>th</sup> April	11	
EPS version of company logo	Friday 13 <sup>th</sup> April	10	
Delegate bag inserts – hard	Friday 4 <sup>th</sup> May	10	
copies			
Public Liability Insurance	Onsite	16	
Certificate			
Fascia name board	Monday 16 <sup>th</sup> April	27	

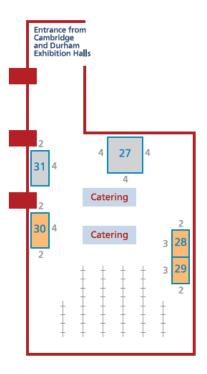


## **EXHIBITION FLOOR PLAN**

## **Cambridge and Durham Rooms**

#### Stairs to additional exhibition, catering and posters Internet Cafe Catering Entrance to Session Hall Key Catering Available Sold Catering 2 2 Main Entrance

#### **Durham Gallery**





## **LIST OF EXHIBITORS**

8	B. Braun Aesculap
27	Baxter Healthcare Ltd
3 & 4	Brainlab Sales GmbH
9	Carl Zeiss Ltd
18 & 20	CODMAN - Johnson & Johnson
5	Elliquence LLC
1 & 2	Elekta
13	Forth Medical Ltd
19	Gebruder Martin GmbH
23	Inomed
12	Integra
22	Karl Storz
26	Leica Microsystems (Schweiz) AG
6	Medprin Biotech GmbH
14 & 16	Medtronic
17	NSK Nakanishi
24	PFM Medical ag
25	Sonowand AS
10	Synthes GmbH
15	XION
21	Wisepress



#### **HOW TO GET THERE**



#### By Rail

Brighton's rail station is only a 10 minute walk from the Brighton Metropole. Train services to and from London Victoria are fast and frequent with Southern's 49 minute service. Thameslink trains also connect Brighton to London King's Cross and Bedford and there are direct Intercity trains to Birmingham, Manchester, Scotland and Wales. You can check the train times at <a href="https://www.trainline.co.uk">www.trainline.co.uk</a>

If you need to catch the underground through London check out www.thetube.com

#### By road

Brighton had good road access, north of the town, the A23 connects to the M23/M25 motorway and East-West directions are served by the A27.

#### By Air

London Gatwick Airport is just 28 miles from Brighton via the M23/A23 taking an average of 30 minutes by car. A direct train service also runs from Gatwick Airport to Brighton



#### **EXHIBITION INFORMATION**

#### **EXHIBITION OPENING TIMES**

The official exhibition opening times are as follows:

Wednesday  $16^{th}$  May: 10.30 - 18.00Thursday  $17^{th}$  May: 07:30 - 18:00Friday  $18^{th}$  May: 07:30 - 16:30

Exhibitors will be allowed into the exhibition area 30 minutes prior to opening and may also leave 30 minutes after closing. Please check with the Organisers if additional time is required. All stands must be open and fully staffed during the official exhibition opening hours as stated above.

On Wednesday 16<sup>th</sup> May and Thursday 17<sup>th</sup> May at 17:30 there will be an "après congress beer with the trade" in the Exhibition Hall, with drinks being served.

The exhibition will be held in The Durham and Cambridge rooms, and the Durham Gallery. To encourage delegates to frequent the exhibition, posters will be displayed in the Durham Gallery, and lunch, tea & coffee will be served within ALL Exhibition Areas during the official refreshment breaks.

#### **EXHIBITOR BADGES**

All exhibitors are required to have a badge displaying their exhibiting company name. Company name badges will be prepared in advance for all exhibitor personnel allowing them access into the exhibition and lunch areas ONLY.

Two exhibitor badges will be complimentary for every 6 sq m of exhibition space booked. Additional stand personnel will be charged a registration fee of £150.00.

Exhibitor badges, complimentary or paid for, must be ordered by completing the online booking form. This must be completed by Friday 13<sup>th</sup> April

#### http://bit.ly/Skull-Base-Exhibitor-Registration

Tea, coffee and lunches will be provided for registered exhibitors.

All personnel will require badges to access the exhibition area. Exhibitor badges are for the use of company personnel only for stand manning purposes and should not be used by companies to bring visitors to the exhibition or to attend scientific sessions.

Company name badges may be collected from the registration area during the official registration opening hours.

PLEASE NOTE: The exhibitor badge does not allow attendance to the scientific sessions. Exhibitors wishing to attend sessions will be asked to pay the full delegate rate (please see page 7).



#### **SCIENTIFIC REGISTRATION**

Sponsors of the World Skull Base Congress 2012 are entitled to the following number of complimentary full scientific registrations:

Platinum sponsor – 4 x complimentary full scientific registrations Gold sponsor – 3 x complimentary full scientific registrations Silver sponsor – 2 x complimentary full scientific registrations General sponsor – 1 x complimentary full scientific registration

Please complete a registration form for each scientific registration online at:

http://www2.kenes.com/skullbase/registration-and-accomodation/Pages/RegistrationForm.aspx

Please use the registration code "SB12SPCOMP" on the first page of the form to access the complimentary places (please note the code is case sensitive). Please ensure you complete the registration(s) by Friday 13<sup>th</sup> April.

Exhibitors wishing to attend the Scientific sessions at World Skull Base Congress are entitled to a 10% discount on the NON member rate. Please see registration fees below and visit <a href="http://www2.kenes.com/skullbase/registration-and-accomodation/Pages/RegistrationForm.aspx">http://www2.kenes.com/skullbase/registration-and-accomodation/Pages/RegistrationForm.aspx</a> to register online. Your registration code to access the discount is "SB12SPDISC", please note this is case sensitive.

	, , , , , ,	Late rate 01/04/12 – 08/05/12	Onsite registration From 09/05/12
Full Congress Registration Non member rate	£650	£695	£745
Rate with 10% exhibitor discount	£585	£625	£671

#### **POSTERS**

Posters will be displayed in the Durham Gallery throughout the Congress i.e. Wednesday, 16<sup>th</sup> – Friday, 18<sup>th</sup> May 2012 inc. Posters will be viewed during all tea, coffee and lunch breaks.



#### **SOCIAL EVENTS**

Exhibitor badges do not grant admission to social events. If you would like to attend any of the social events listed below, you may purchase tickets online at:

#### http://bit.ly/Skull-Base-Exhibitor-Registration

when you book your exhibitor passes.

#### Tuesday 15th May 2012 - Meet and Greet Welcome Reception at the Grand Hotel, Brighton

Time: 19.00 - 21.30

The World, European and British Skull Base Societies welcome you to Brighton for what we hope will be a fabulous congress from both a scientific and social standpoint. We start by inviting you to a buffet supper at the majestic Grand hotel. We hope it will be an opportunity to meet old friends and to make new ones. We invite you to a buffet supper at the magnificent first class Grand Hotel dating back to 1864 in a prime seafront location

Dress: Lounge suits and cocktail dresses

Cost: £35

#### Wednesday 16th May 2012: The Civic Reception at the Royal Pavilion and Brighton Museum

Time: 19:00 - 21:30

The Mayor of Brighton was so pleased that Brighton was chosen to host the World Skull Base conference she has invited us to a reception at the Royal Pavilion and the adjacent Brighton Museum. It gives the conference bound participants a chance to visit these spectacular buildings and to start your evening with a formal welcome from the Mayor.

We hope you will then take advantage of the many restaurants, pubs or clubs in Brighton, or a visit to one of the many events in the Festival.

Dress: Lounge suits and cocktail dresses

Cost: £30

#### Thursday 17th May 2012: The Gala Dinner at The Hilton Metropole Hotel

Time: 19.30 - Midnight

The Congress Gala Dinner will take place at the Congress Hotel. We are planning great event with excellent food and wine. We promise short speeches, plenty of opportunity to network and entertainment.

Dress: Lounge suit and Cocktail dresses

Cost: £65

#### Friday 18th May 2012: Party on the Pier at Brighton Pier

Time: From 19:00 hrs

The Pier is one of Brighton's iconic landmarks. Enjoy the best fish and chips on the south coast in one of the pier restaurants and if you haven't left your inner child at home, enjoy one of the many fairground rides. Later, continue and enjoy the Brighton nightlife.

Dress: Comfortable

Cost: £25



## FINAL PROGRAMME & DELEGATE BAG INSERTS

#### **EDITORIALS IN THE FINAL PROGRAMME**

Each exhibitor is entitled to a maximum of 100 words (excluding name and address details) free editorial copy in the final programme. Please submit your company details (as specified below) and editorial by Friday 13<sup>th</sup> April to <a href="mailto:clewis@kenes.com">clewis@kenes.com</a>

CONTACT DETAILS to be submitted (as you wish them to appear on the Final Programme):

COMPANY NAME

MAILING ADDRESS

POST CODE

COUNTRY

TEL (Including country and area codes)

FAX (Including country and area codes)

WEBSITE

Exhibitors who do not send in their profile by the specified deadline will have only the company name and address included.

#### **ADVERTS IN THE FINAL PROGRAMME**

If you have pre-booked an advert in the final programme, please submit your advert according to the below specifications to Candice Lewis – clewis@kenes.com by Friday 13<sup>th</sup> April.

The World Skull Base Congress programme will be A4 in size and full colour.

The dimensions of the advertisements will be as follows:

#### **Dimensions**

Full page

Trim: 297mm high x 210mm wide Bleed: 303mm high x 213mm wide

Half page

125mm high x 180mm wide

Artwork should be supplied as PDF/X-1a

If you are interested in submitting an advert and you have not pre-booked it, please contact <a href="mailto:clewis@kenes.com">clewis@kenes.com</a> by Friday 13<sup>th</sup> April.

Prices are as listed below

Туре	Back	Inside Front	Inside Back	Inside page
	Page			
Final Programme	£5000	£2500	£2500	£1500
Mini Programme	£5000	n/a	n/a	n/a
(sole Sponsorship)				



#### **DELEGATE BAG INSERTS**

If you have pre-booked an insert in the delegate bag, please submit a pdf version of the insert to clewis@kenes.com by Friday 30<sup>th</sup> March

Inserts can be maximum A4 format and 1 page, double sided, subject to approval by Scientific Committee.

After the insert is approved, you will be asked to send 800 copies to the following address **by Friday 4**<sup>th</sup> **May:** 

Meritex International Ltd c/o MPco
Ref: Kenes UK; Inserts for Skull Base; Company Name
Chessington Industrial Estate
Davis Road
Chessington
Surrey KT9 1TT
England

Please note that the last receiving date is **Friday 4<sup>th</sup> May**, if the inserts have not been received by the deadline date we will be unable to insert them in the delegates' bags.

If you are interested in supplying an insert and have not pre-booked it, please contact <a href="mailto:clewis@kenes.com">clewis@kenes.com</a> by Friday 30<sup>th</sup> March. A sponsorship fee of £2000 + VAT per insert will apply.

#### **COMPANY LOGO**

In order for us to include your logo on the website, final programme and sponsors' board, we need your logo in **eps** format. This is a vectored outline file that allows us to use your logo at any size without losing quality.

Please email your eps logo to clewis@kenes.com by Friday 13th April.



#### **LEAD RETRIEVAL BARCODE SCANNERS**

We are offering exhibitors the use of lead retrieval barcode scanners. The system is very simple to use, and will allow you to scan the badges of the delegates and collect their information with minimum time and effort. You will also be able to assign a code to each delegate to identify their areas of interest to you when you receive the data. As a result you will be able to fully concentrate on discussions with your visitors, maximising the impact of your exhibition investment.

The details of the delegates that you have scanned will be sent to you within a week of the end of the event. This will include postal and email addresses of delegates who have given their permission for their data to be shared.

If you would like to order a scanner to use, please do so by visiting: <a href="http://bit.ly/Skull-Base-Exhibitor-Registration">http://bit.ly/Skull-Base-Exhibitor-Registration</a>

**by Friday 13<sup>th</sup> April**. Scanners cost £300 + VAT each and can be collected from the registration desk on site.



#### SET UP INFORMATION

#### **INSTALLATION TIMES**

Exhibitors will be allowed access from the following times:

Tuesday 15<sup>th</sup> May 2012 10:00 – 22:00 – Space only stands 13:00 – 22:00 – Shell scheme stands

Wednesday 16<sup>th</sup> May 2012 08:00 – 10:00 – All stands

All exhibits must be completed to the satisfaction of the Organisers and must be fully staffed and ready for the official exhibition opening at 10.30 on Wednesday 16<sup>th</sup> May.

#### **DISMANTLING/BREAKDOWN TIMES**

The exhibition will officially close at 16:30 on Friday  $18^{th}$  May. Breakdown of stands may NOT commence before this time. Breakdown will be between the following hours: 16:30 - 20:00. Exhibits must not be disturbed, dismantled or removed prior to the official dismantling time of 16:30 on Friday  $18^{th}$  May.

Exhibitors and their appointed stand contractors will be responsible for any charges incurred if Hilton Brighton Metropole is not clear by the stated time of 20:00 on Friday 18<sup>th</sup> May 2012.

#### **BUILD HEIGHT**

The maximum building height for stands is as follows:

Stand numbers 14, 15, 16, 17, 18, 19, 21, 25, 23
Stand numbers 1, 2, 3, 4, 5, 6, 8, 9, 10, 12, 13,
Stands in the Durham Gallery

4 metres
2.8 metres
3.3 metres

#### **OFFICIAL STAND CONTRACTORS**

Melville is the officially appointed and recommended stand contractor for World Skull Base Congress 2012.

Melville Exhibition Services Silverstone Drive Gallagher Business Park Coventry, CV6 6PA

Tel: +44 (0) 2476 380 000 Fax: +44 (0) 2476 380 038

E-mail: bill.martell@melville.co.uk



#### **TROLLEYS**

Please note that trolleys for handling exhibits, brochures, etc are not available from the Organisers. Exhibitors are therefore advised to make their own arrangements

#### SHIPPING AND FREIGHT INFORMATION

Meritex International have been appointed by the organisers to supply freight handling services at the above congress.

For all enquiries please contact:
Meritex International Freight Services Ltd
The Coach House
20 Northernhay Street
Exeter
Devon EX4 3ER
Jana Savenko or Henry Osborne
Jana@meritex.co.uk

Tel: (+44) 01392 454999 Fax: (+44) 01392 454998

henry@meritex.co.uk

#### **DIRECT DELIVERIES TO HILTON BRIGHTON METROPOLE**

The Hilton Brighton Metropole is able to accept deliveries up to 72 hours in advance of the event if the following directions are adhered to. Please note neither the Hilton Brighton Metropole nor Kenes UK can take responsibility for loss of any items delivered directly to the hotel. To avoid this we recommend using Meritex International as above.

Each item to be addressed as follows:

HILTON BRIGHTON METROPOLE HOTEL
GOODS IN Entrance
KINGS ROAD
BRIGHTON
EAST SUSSEX
BN1 2FU
ENGLAND
WORLD SKULL BASE CONGRESS
YOUR ORGANISATION NAME
YOUR CONTACT NUMBER
EVENT MANAGER – IOANA CRISAN
STAND NUMBER \_\_\_\_
DURHAM/CAMBRIDGE ROOM / DURHAM GALLERY (delete as applicable)



 $15 - 18^{TH}$  MAY 2012

#### **COLLECTION REQUIRMENTS**

The hotel has very limited storage facilities and therefore cannot guarantee any storage of any item after the Congress has concluded.

All delivery drivers, courier companies or personnel sent to the hotel to collect items after the Congress MUST be briefed with the following information:

CONFERENCE / EVENT NAME: WORLD SKULL BASE CONGRESS
YOUR ORGANISATION NAME
YOUR CONTACT NUMBER
EVENT MANAGER – IOANA CRISAN
EXHIBITION STAND NUMBER
FORWARDING ADDRESS
NUMBER OF ITEMS

All items for all events left in the hotel after one week will be deemed unwanted and disposed of. Please note that all packages should be clearly labelled with the stand number and company name.

#### **LIFTING OF EXHIBITS**

To ensure the safe and efficient entry of exhibits, we have appointed the under mentioned lifting contractor. No other lifting / handling contractor will be permitted to operate within the halls. Forklift services MUST be booked no later than 30<sup>th</sup> April 2012.

Meritex International Ltd The Coach House 20 Northernhay Street Exeter Devon EX4 3ER

Tel: 01392 454 999 Fax: 01392 454 998

E-mail: jana@meritex.co.uk

#### **ON SITE SERVICES**

- Trucking to and from Hilton Brighton Metropole
- Labour
- Insurance (transportation-storage)
- Storage of empty packing cases

If you require assistance for the unloading, unpacking, empty case / package storage, repacking, lifting or positioning of your exhibits in the halls, please contact Meritex.

To avoid delays, it is essential that exhibitors and stand contractors pre-advise Meritex of their handling requirements onsite and when their vehicles will arrive.



#### **STORAGE**

Please be advised that there will be a storage area in Hall 7, next to the Durham Room, which exhibitors are able to use. Please be advised that this area is not carpeted and is not secured, so it is not advisable to store any valuables in this area. Please note there is limited space to be shared between exhibitors, so please keep storage items to a bare minimum. It is strictly prohibited to store packaging materials or packing cases on, under or behind stands as this can be a fire risk.

#### STOCK DELIVERIES

Exhibitors needing to re-stock their stands during the congress should make arrangements with the Organisers to do so prior to the official Exhibition Opening Times. NO deliveries will be permitted during the hours of opening.

#### **FLOOR PLAN**

The floor plan contained within this brochure is correct at the time of printing. The layout has been prepared for maximum use of space, facilitation of floor traffic and attendee and exhibitor satisfaction. Every effort is made to accommodate exhibitor requests for space and position on the floor, however, Kenes UK reserves the right to change, if deemed necessary, the location and layout of stands.

#### **FLOORING**

The exhibition area is carpeted with patterned carpet tiles. As the exhibition area is carpeted extreme care should be taken to avoid any damage thereto. Any reparation necessary at the end of the exhibition will be charged to the individual exhibitor concerned.

#### **INSURANCE**

Neither the Organisers, nor Hilton Brighton Metropole, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.



#### **PUBLIC LIABILITY INSURANCE**

The Organisers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance, and shall hold harmless the Organisers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a public liability insurance covering all injuries to persons and damages that might cover in connection with the exhibition.

It is a requirement of the venue that you have proof of your public liability insurance certificate with you onsite at the event. Failure to produce this on request by the venue may result in your company being unable to exhibit.

We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.



UNLOADING/LOADING DETAILS

#### **BUILD PERIOD DELIVERIES TO BRIGHTON METROPOLE**

Loading and unloading at the Hilton Brighton Metropole is very restricted due to the small size of their loading bay. All exhibitors are required to inform us of what time you or your contractor will be arriving and how long you will need access to the loading bay for.

Exhibitors or stand builders who plan on bringing goods direct to the venue on 15th May should complete the goods vehicle scheduling form on page 30 and return it to Meritex International no later than 30th April 2012.

We will allocate offloading slots in conjunction with the Meritex, on a first come first served basis, so please forward the vehicle scheduling form as soon as possible. You will be informed of your given time approximately 3 weeks prior to the event, and at this point will be given full instructions for your arrival.

Please also complete the details for the breakdown on Friday 18th May. Please note the Hilton Metropole does allow loading after 20:00 hrs.

Vehicles waiting for their offloading slots should park where they are able and they will be contacted once their slot is due or a space becomes available. All charges for this are the responsibility of the exhibitor / contractor or haulier.

Any exhibitors that have not completed and returned the Loading Bay Access Form may be refused access to the loading bay until all other exhibitors have departed.

#### **DELIVERIES VIA MERITEX WAREHOUSE**

To avoid congestion and long waiting times, if you only have small consignments – pop up stands / brochures etc we strongly recommend you send them to Meritex's advance receiving warehouse in Chessington. Please notify all deliveries in advance to <a href="mailto:jana@meritex.co.uk">jana@meritex.co.uk</a> Cases / cartons should be clearly marked as follows and delivered no later than 11th May 2012:

Skull Base Congress
Exhibitors name / Stand number
Total number of Pieces

Delivery Address: Meritex International

c/o MPCO Davis Road

**Chessington Industrial Estate** 

Chessington, Surrey

KT9 1TT

Meritex will also offer the same service at the end of the conference. Small items can be collected by their onsite staff and taken back to the Meritex warehouse for collection or they can arrange delivery direct back to your offices / warehouse.



### STAND CONSTRUCTION

#### **EXHIBITION SPACE ONLY - FREEBUILD STANDS**

Freebuild stands are allocated on the basis of space only. This means that NO STAND SERVICES AND NO STAND FURNITURE ARE PROVIDED.

Ancillary items, i.e. electrics, signage, furniture (including table and chairs) should be ordered at <a href="https://www.melvilledashboard.co.uk">www.melvilledashboard.co.uk</a>

Freebuild exhibitors are particularly reminded of the following points:

• No freebuild stand may exceed the heights below unless prior written approval is obtained from the Exhibition Managers.

Stand numbers 14, 15, 16, 17, 18, 19, 21, 25, 23
Stand numbers 1, 2, 3, 4, 5, 6, 8, 9, 10, 12, 13,
Stand in the Durham Gallery

4 metres
2.8 metres
3.3 metres

• Drawings of all proposed freebuild stands MUST be submitted to the Exhibition Managers, Kenes UK for approval NO LATER than **Friday 23<sup>rd</sup> March**.

Please note that two copies of the working layout plans must be submitted and must show Company Name, Stand Identification Number and stand measurements. All working layout plans should be to a reasonable scale, but not less than 1:100.

Please submit the drawings together with the appropriate form on Page 24 of the Manual.

- It is the responsibility of the free build exhibitor to observe the Hilton Brighton Metropole's building, fire and health and safety regulations. Copies of these are available on request from the Technical Manager (please contact <a href="mailto:clewis@kenes.com">clewis@kenes.com</a>).
- All structures, materials, special designs, unusual constructions and all signs shall conform to British Safety Standards and Code of Practice and comply with all relevant Statutory Authority regulations.
- It is every free build exhibitor's responsibility to provide partition walls between themselves and their neighbours. These walls must be a minimum of 2.5 m high and must be cleanly decorated on both sides above 2.5 m.
- Please note that double height stands are not permitted



#### SHELL SCHEME STANDS

Shell scheme stands will be built using a system consisting of 2500mm high white panel walls with vertical aluminium uprights at 1m centres. These allow a maximum display width of 946mm each. The maximum height to build inside the shell scheme is 2420mm. Stand sides on gangways will be open with fascia carrying the company name.

Shell scheme extras can be ordered on-line from the official stand fitting contractor Melville at <a href="https://www.melvilledashboard.co.uk">www.melvilledashboard.co.uk</a>

Shell scheme stands will include the following:

- White shell scheme frame
- Name panel to each open side
- 2 x spotlights
- 1 x 500 watt power socket

Please note that table and chairs are NOT included and should be ordered at <a href="https://www.melvilledashboard.co.uk">www.melvilledashboard.co.uk</a>

No items may be screwed, nailed or glued to the panel walls nor may any part of the shell scheme be damaged or disfigured in anyway. Should damages occur, the exhibitor concerned will be invoiced for any dilapidation costs incurred.

Velcro or sticky pads are the best options for fixing materials to the panels. Please note that bluetack does not hold properly.

The shell scheme provided will be similar to the below image:





#### **FASCIA BOARD**

All shell scheme stands have a name panel (fascia board) with their company name and stand number on each open side included free of charge.

Please complete and return the form on page 27 to confirm the correct content for your fascia board by Monday 16<sup>th</sup> April.

#### **ELECTRICITY**

If you require electrical connection please submit the forms on <a href="www.melvilledashboard.co.uk">www.melvilledashboard.co.uk</a> or on pages 28-29.

Initial power connections to stands will be made on site as soon as possible.

Please note that power goes off each night 15 minutes after the close of the exhibition unless a 24 hour supply has been specifically ordered.

Melville is the official electrical contractor:

Melville Electrical Services Silverstone Drive Gallagher Business Park Coventry, CV6 6PA

Tel: +44 (0) 2476 380 025 / Fax: +44 (0) 2476 380 409

Email: janice.woodward@melville.co.uk

#### **RISK ASSESSMENT**

All exhibitors are required to complete a Risk Assessment of their stand. Any exhibitor that has not completed a risk assessment by the date of the event will not be allowed to commence set-up until one is completed.

Please complete the form on Page 25-26 by Friday 13<sup>th</sup> April and return to <u>clewis@kenes.com</u>.

#### **ANCILLARY SERVICES**

Melville Exhibition Services (the official shell scheme contractor for World Skull Base Congress) are able to provide exhibitors with the following ancillary services:

- Shell scheme extras
- Name Boards
- Carpets & Furniture
- Electrical order form

To order these items, please visit: www.melvilledashboard.co.uk



#### INTERNET CONNECTION

Internet connections will be available for exhibitors to book, however the Hilton Brighton Metropole is in the process of changing suppliers for their internet, so at this time are unable to confirm the costs for this.

If you will need internet access at your stand, please email <u>clewis@kenes.com</u> with details of how many connections you will require and if you will need wired or wireless access. As soon as the rates are confirmed, you will be contacted with the relevant rates in order for you to place an order.

#### REFRESHMENTS

To encourage delegates to frequent the exhibition, lunch, tea and coffee will be served within the exhibition area during the official refreshment breaks.

#### **STAND CATERING**

The official caterial rate for the exhibition is the Hilton Brighton Metropole. As they are the sole suppliers for all catering services, exhibitors are not allowed to supply their own food and drink without prior consent from the venue.

If you wish to order food & beverage at your stand, please do so using the forms on page 32 of the manual. If you have any questions regarding stand catering, please contact:

Jon Allan

Tel: 0 1273 715 116 jon.allan@hilton.com

Exhibitors are not allowed to distribute or give away any item of food or drink (even if promotional gifts) without the express written consent of the Hilton Brighton Metropole. Such requests are to be made in writing 30 days before the event to <a href="mailto:clewis@kenes.com">clewis@kenes.com</a>

#### **STAND CLEANING**

The Organisers will arrange for general cleaning of the exhibition premises (excluding exhibits and displays) prior to the opening of exhibition and daily prior to opening thereafter.

Each exhibitor is obliged to keep their stand and surrounding areas perfectly clean. After the event has closed each day, exhibitors must place any dry refuse from their stand into clear plastic sacks. The plastic sacks must then be placed in the gangways within two hours after the closure of the event for removal by the night cleaning staff. Under no circumstances must refuse be placed in the gangways other than in plastic sacks, or at other times than as stipulated above.



#### **AV SERVICES**

The appointed AV contractor for the World Skull Base Congress is ESW Solutions Ltd. ESW can offer advice on and supply of an extensive range products such as plasma screens, laptops, DVD players, touch screen etc.

Please see page 31 for an order form should you need any products for your stand, or contact ESW directly for further information or quotes on:

ESW Solutions Ltd Unit 5, Venton Cross Barns Dartington, Totnes Devon TQ9 6DP

Tel: 01364 73777

Email: info@eswav.com

Ensure you book your equipment in plenty of time, as late or onsite orders will incur a 10% surcharge.



#### **GENERAL**

#### **HOTEL ACCOMMODATION**

We have sourced a number of hotels in close proximity to the Congress venue offering a range of accommodation to suit all budgets.

For individual bookings for 5 people or less, please click on the following link: <a href="http://www2.kenes.com/SKULLBASE/REGISTRATION-AND-ACCOMODATION/Pages/Accommodation.aspx">http://www2.kenes.com/SKULLBASE/REGISTRATION-AND-ACCOMODATION/Pages/Accommodation.aspx</a>

If you need to make a group booking for 6 or more people, please see the Group Accommodation Brochure on page 34 or contact Jayce James, on <a href="mailto:jiames@kenes.com">jiames@kenes.com</a> or 020 7383 8046.

#### **COURIERS**

Neither Hilton Brighton Metropole nor Kenes UK are responsible for arranging couriers.

#### **FIRE PROCEDURES**

All exhibitors are reminded to comply with any reasonable instructions to avoid the risk of fire.

#### **FIRST AID**

In the event of an emergency or illness, please contact a member of the uniformed meeting staff or the Registration Desk.

#### **LANGUAGE**

The official language of the congress is English.

#### **SECURITY**

Exhibitors are requested to use common sense precautions at all times and ensure that all stand personnel wear their badges whilst on-site. Any suspicious or un-identified articles should be reported immediately to staff at the Registration Desk. It is the stand manager's duty to ensure that no person touches or approaches the article concerned until security personnel, the organisers or the police arrive.

#### **SMOKING**

Smoking is not allowed anywhere inside the venue and not immediately outside the main entrance.



## FREEBUILD STANDS—EXHIBITION BOOTH SKETCH

Please submit with this form two copies of the working layout plans.

They must show Company Name, Stand Identification Number and stand measurements. All working layout plans should be to a reasonable scale, but not less than 1:100.

All plans should be sent to the Organisers for approval NO LATER than Friday 23<sup>rd</sup> March.

Name of Exhibiting Company:	
Stand No:	
_	
	Fax:
Date	

## Please return this form by Friday 23<sup>rd</sup> March to



1st Floor, Chesterfield House 385 Euston Road London NW1 3AU Tel: +44 (0) 207 383 8045

Fax: +44 (0) 207 383 8040 E-mail: <u>clewis@kenes.com</u>



#### **EXHIBITION STAND RISK ASSESSMENT**

Stand Name:	Stand Number:
Name of person responsible for health and safety:	Work No:
	Mobile No:
	E-mail:

An exhibition stand is a workplace covered by health and safety legislation. As the exhibitor it is your responsibility to ensure that a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately the closure of your stand.

This template is for a simple **shell scheme exhibition stand** which does not require any structural approval from the organiser or the venue. More **complex stands** (such as those 4m in height or above or double decker stands) require a detailed risk assessment, method statement, elevation plans with structural calculations and are subject to onsite approval by a structural engineer (please contact the organisers for further details).

If your shell scheme stand includes any of the following elements you must complete a risk assessment (a template is shown on the next page of this form).

	Yes / No
Alcohol sampling or sale	
Live animals	
Balloons	
Children e.g. performers or the provision of crèche facilities	
Compressed gases	
Food sampling or demonstration	
Heat source of any kind including cookery demonstrations, naked flame or gel burners	
Mascots (people dressed in costume etc.)	
Noise e.g. amplified or acoustic music, vehicle demonstrations, machinery, pyrotechnics	
Performers e.g. stilt walkers	
Simulators or rides	
Special effects e.g. pyrotechnics, lasers, haze or strobe lighting	
Special treatments e.g. body piercing, acupuncture, tattooing, micro-dermabrasion, tooth jewellery/ tooth whitening, botox, cholesterol testing or blood testing	
Vehicles	
Waste e.g. hazardous waste or excessive waste products from working machinery	
Weapons (including replica weapons) and sharp objects	
Working machinery of any kind even if static	

Note this is not an exhaustive list. You are responsible for identifying any aspect of your stand which could present a hazard.

If you have answered NO to all the above,	, complete and sign below.	If you have answered	YES to the above
you must submit a risk assessment.			

I declare to the	hest of my	knowledge there	are no significant	risks rela	ting to this stand	4
i deciale to the	DESCOLUTION	KIIOWICUSE LIICIE	are no significant	. 1131/3   1210	תוווב נט נוווס סנמות	и.

Signed:	
Name:	Date:

Please return the completed form to <u>clewis@kenes.com</u> by Friday 13<sup>TH</sup> April.



## **RISK ASSESSMENT FOR SIMPLE EXHIBITION STANDS**

Stand name:	Stand Number:
Risk:	
Who could be harmed:	
Control measures in place:	
·	
To the best of my knowledge the information pro	ovided is correct. The control measures in place
control risk to an acceptable degree.	
Signed:	
Name:	Date:
<b>PLEASE NOTE:</b> This is a very basic risk assessment frisks will require a more detailed risk assessment.	format for simple risks only. Multiple or complex
none will require a more detailed non assessment.	

Please return the completed form to <u>clewis@kenes.com</u> by Friday 13<sup>th</sup> April.



## **DISCLAIMER**

The Information provided in this Technical Manual has been prepared by Kenes UK to assist the exhibitors.

Whilst every care has been taken to ensure that the details are correct at time of issue, Kenes UK shall not be liable, or responsible to any Stand Organiser, Exhibitor or any other person, in respect of inaccuracy or omission in the information contained herein, nor shall they be responsible or in any way concerned with any contract or agreement made by Stand Organiser or Exhibitor with any person, firm or company whose services are described herein.



#### **Shell Scheme Nameboard Return**



Show	World Skull Base Congress 2012	Show Dates	16 <sup>th</sup> – 19 <sup>th</sup> May 2012
Return By	16 <sup>th</sup> April 2012	Venue	Hilton Metropole, Brighton

#### Return form to:

#### **Andrew Waters-Peach**

Melville Graphic Services Silverstone Drive Gallagher Business Park Coventry, West Midlands CV6 6PA

T: +44 (0) 247 638 0064 F: +44 (0) 121 780 4666

E: andrew.waters-peach@melville.co.uk

If you have booked a shell scheme stand through the Organiser, we will build your stand. Your company name and stand number will be supplied on a standard panel fixed to the front of your stand. Please fill this form and return before the deadline date to ensure your name panel is correct.

#### NAME THAT YOU WISH TO APPEAR ON YOUR SHELL SCHEME

Please type or print in BLOCK CAPITALS, as mistakes resulting from illegible handwriting will be charged for maximum of 34 characters including spaces

Hall / Stand No	Company	
Contact Name		Invoice address
		Post Code
Telephone		Fax
VAT No.		Signature
Email		

#### Please note

- 1. Receipt of this form cannot be confirmed due to the volume received.
- 2. If this form is not returned by the deadline date, the name shown on your contract will be that used for your name panels.
- 3. Alterations at the exhibition will be charged at £30.00 + Vat per panel.
- 4. If you have booked a shell scheme after the deadline date please return this form immediately.
- 5. All name panels will be reproduced in BLOCK CAPITALS unless written permission from the organiser is given.
- 6. In all cases abbreviations will be used, IE Limited becomes Ltd, Company becomes Co. etc

PLEASE SEND ONLY ONE COPY, EITHER BY FAX OR POST - THANK YOU.

PLEASE REMEMBER TO KEEP A COPY FOR YOUR RECORDS!

#### **Electrical Order & Grid Plan Form**



Show	World Skull Base Congress 2012	Show Dates	16 <sup>th</sup> – 19 <sup>th</sup> May 2012
Return By	16 <sup>th</sup> April 2012	Venue	Hilton Metropole, Brighton

Hall / Stand No	Company				
Contact Name		Invoice	address	3	
		Post Co	de		
Telephone		Fax			
VAT No.		Signatu	re		
Email					

#### Return form to:

E16 1XL

Melville Electrical Services Unit 1D, K Annexe 2 Western Gateway ExCel

T: +44(0)207 069 4255 F: +44(0)207 069 4247

E: electricssouth@melville.co.uk

CODE	QTY	DESCRIPTION	PRICE	TOTAL
		Spotlights		
AS		120W Adjustable Spotlight	£38.25	
SF300		300W Sunflood	£52.40	
LT3+		4ft Track + 3 x 120W Adjustable Spotlights	£99.00	
		Fluorescent Fittings		
FL5		5ft Fluorescent Fitting	£41.15	
		Sockets		
SO500		Socket Outlet 500W (2 amp maximum)	£65.10	
SO1000		Socket Outlet 1000W (4 amp maximum)	£91.60	
SO2000		Socket Outlet 2000W (8 amp maximum)	£123.80	
SO3000		Socket Outlet 3000W (13 amp maximum)	£163.20	
			Sub total	
Orders will not be processed without full payment: Cheque payable to: Melville Exhibition Services or please use the attached credit card authorisation form.		VAT 20%		
			TOTAL	

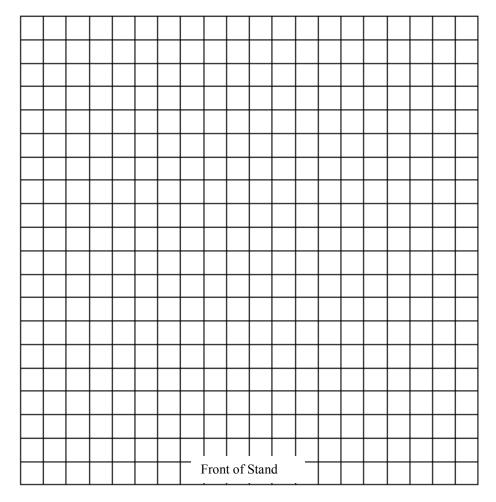
Customers wishing to pay by Visa and MasterCard credit cards as well as both American Express charge and credit cards please be advised that a surcharge of 2.5% will be applied to the total invoice amount.

Please use the grid plan overleaf to indicate the positions. Special fittings and three phase power by quotation only

Orders received after the 16<sup>th</sup> April 2012 will be subject to a 20% surcharge

## **Electrical Order & Grid Plan Form**





	Dime	ensions of stand:	m x	m	
	Please utilise symbols be	elow to indicate the p	ositions of you	fittings:	
= Spotlight		= Socket			= fluorescent

Please refer to <a href="www.melville-electrics.co.uk">www.melville-electrics.co.uk</a> for FAQs, charges explained, estimates of power usage and suggestions on how to reduce electrical costs.



# SKULL BASE 2012 Brighton GOODS VEHICLE SCHEDULE FORM



EXHIBITOR NAME:	
CONTRACTOR:	
STAND NUMBER:	
VEHICLE TVDE: (delete as amuseusists)	
VEHICLE TYPE: (delete as appropriate)	
CAR / VAN / 7.5T / >	7.5T / 13.6m Trailer
QUANTITY OF VEHICLES	DATE OF ARRIVAL
FORKLIFT OFFLOADING REQUIRED: (delete as app	ropriate)
YES,	/ NO
TES,	/ NO
BILLING ADDRESS:	

#### **FURTHER INFORMATION**

- 1. Once details are known, please email vehicle registration and driver contact details to <a href="https://example.co.uk">henry@meritex.co.uk</a> by 30<sup>th</sup> April 2012
- 2. Meritex will allocate offloading slots according to the location of the stand and in conjunction with Kenes.



## ESW Solutions Ltd

#### Exhibition Hire

ESW Solutions provide equipment hire for Exhibitions, Conferences and Live Events.

#### Prices Include:

De live ry, se tup and colle c tion.

Se tup the day be fore the exhibition opens and the duration of the show.

ICD & Plasmas w/ either K-base floor stands, table standor wall mount.

5m VGA cable, 5m video cable and mains powercable to the base of the stand.

Speakers come with 3m stereo minijackcable and stereo 3.5mm - phono cable

N.B. plasma speakers and shelves for laptops need to be ordered separately.

Eq uip m e n t	Hire Price/day
19" LCD Screen	£50
32" LCD Screen	£103.00
42" Plasma Screen	£109.25
50" Plasma Screen	£166.48
65" Plasma Screen	£350
Plasma screen speakers (not required for 32" screen)	£14.38
DVD Pla ye r	£17.50
Laptop	£63.00
Laptop Shelf	£5.75
3m 2way mains extension	£1.58
0.25m 4way mains extension	£1.58

#### Prices Exclude:

All prices are exclusive of VAT@ 20% Installation of Wall mounted screens

#### Power Require ments

All screens require a minimum of a 200w supply

#### Additional Equipment

As a leading audio visual supplier ESW Solutions Ltd can offer an extensive range of additional equipment. From LED up lights and small presentation sound systems to custom designed lighting systems for truly be spoke solutions.



#### Equipment Sales

Using our experience within the installation field ESW Solutions Ltd can offer advice on and supply of an extensive range of interactive display options; including touch screens, proximity players and blended image projection and video walls, as well as digital signage solutions for both fixed and mobile units.

For a be spoke solution please contact our head office as detailed be llow.

Ple a se don't he sita te to call us a tour Darting ton office on 01364 73777 where we will be happy to discuss your individual requirements.

ESW Solutions Ltd
Unit 5, Venton Cross Barns,
Dartington, Totnes,
Devon TO9 6DP

Head Office:
Tel: 01364 73777
Fmail: info@esway.com



## EXHIBITION STAND CATERING 2012

Exhibition:		Company:
Contact:		Address
Hall No:	Stand No:	

PRIOR TO THE EVENT PLEASE RETURN THE COMPLETED FORM TO Jon Allan - jon.allan@hilton.com
FOR STAND CATERING INFORMATION AND ORDERING ON SITE PLEASE CONTACT C & B OPERATIONS
PLEASE NOTE - ORDERS MUST BE PLACED BY 1600 HRS (4 PM) FOR THE FOLLOWING DAY

REQUIRED DELIVERING TIME:	DAY:	DATE:	
---------------------------	------	-------	--

## All platters provide catering for 10 people

	PRI <i>C</i> E	AMOUNT	TOTAL
Platter of Assorted Sandwiches (1 per person)	£42.50		
Platter of Sliced Fruit	£15.00		
Breakfast Sandwich Platter - Bacon, Egg or Sausage Baps served with tomato and brown sauce (2 per person) assorted unless stated	£30.00		
Afternoon Platter - Freshly Baked Scones with Jam and Whipped Cream	£17.50		
Savoury Tartlets - Goats Cheese and Red Onion, Smoked Salmon, Classic Quiche Lorraine, Blue Cheese and Spinach (2 per person) assorted	£30.00		
Basket of whole fruit	£15.00		
Coffee / Tea Package - Coffee, Hot Water (served in flasks), Selection of Tea Bags, Sugar Sachets, UHT Milk Portions, Paper Cups, Plastic Stirrers - to serve 10 people *	£17.50		
Coffee Flasks - serves 8 people *	£10.00		
Hot Water Flask	£1.00		
Tea Bag Selection - 50 assorted bags	£10.00		
Shortbread Biscuits - pack of 10	£5.00		
Pringles - 50G	£1.25		
Platter of Danish Pastries	£30.00		
Platter of Muffins	£30.00		
GRAND TOTAL			

NO RETURN OF STOCK CAN BE ACCEPTED FOR CREDIT AT THE CLOSE OTHE EXHIBITION ALL PRICES ARE INCLUSIVE OF VAT

- 1. Credit Card number to be provided on site for payment
- 2. Balance of all charges during the show must be settled before close of show
- 3. \* To be returned at the end of show

NAME:
SIGNATURE:



## STAND CATERING 2012

Exhibition:		Company:
Contact		Address
Hall No:	Stand No:	

PRIOR TO THE EVENT PLEASE RETURN THE COMPLETED FORM TO Jon Allan - jon.allan@hilton.com
FOR STAND CATERING INFORMATION AND ORDERING ON SITE PLEASE CONTACT C & B OPERATIONS
PLEASE NOTE - ORDERS MUST BE PLACED BY 1600 HRS (4 PM) FOR THE FOLLOWING DAY

REQUIRED DELIVERING TIME:	DAY:	DATE:
	<b>9.1.</b>	

ITEM	PRICE	AMOUNT	TOTAL	ITEMS	PRICE	AMOUNT	TOTAL
WHISKY				BABY MINERALS			
Famous Grouse 70cl	8500			Tonic 200ml x Doz	21.00		
BRANDY				Lemonade 1.5 ltr	10.00		
Martell*** 70cl	85.00			Soda Water 1.5ltr	10.00		
GIN				Coca Cola (can) 330 ml x Doz	34.80		
Bombay Sapphire 70cl	90.00			Diet Coca Cola 330ml x Doz	34.80		
RUM				Btl Mineral Water 330 ml x Doz	30.60		
Bacardi 70cl	85.00			Btl Mineral Water 1 ltr single	4.50		
VODKA							
Absolut 70cl	85.00						
BEERS				FRUIT JUICES			
Lager (bottle) 330 ml x Doz	46.80			Orange 1ltr Jug	8.50		
Peroni/Heineken				Grapefruit 1ltr Jug	8.50		
RED/WHITE WINE				Cranberry 1ltr Jug	8.50		
House white wine 75cl	17.75						
House red wine 75cl	17.75			DISPOSABLES			
CHAMPAGNE				Plastic Glasses × 10	2.00		
Piper Heidsieck Brut 75cl	45.50						
				EXTRAS			
				Glassware, Crockery, Cutlery			
				Furniture and table linen are			
				available to hire			
				Please enquire about our			
				rates			
				GRAND TOTAL			

NO RETURN OF STOCK CAN BE ACCEPTED FOR CREDIT AT THE CLOSE OF THE EXHIBITION ALL PRICES ARE INCLUSIVE OF VAT

- Credit card number to be provided on site for payment
- Balance of all charges during the show must be settled before close of show
- 3. \*. To be returned at the end of show

NAME:
SIGNATURE:

## **Group Contact Details**

Title (Mr / Mrs / Miss / Dr etc)		
Last name	First name	
Organisation/agency		
Exhibitor/Sponsor Organisation (if different from ab-		
Phone number	Fax number	
Email address		
Organistion name (for invoice purposes		
Address:		
City		
Country	VAT number	
Please Sele  Headquarters Hotel  Hilton Brighton Metropole ★★★☆  Distance To Venue: On Site	ect your Hotel  No Longer availa	ble
The Grand Brighton ★★★☆  Room Type: - Standard  Distance To Venue: 2 Minutes Walking	Single £190	<i>Double</i> <b>£202</b>
Holiday I nn Brighton Seafront ★★★☆ Room Type: - Standard Distance To Venue: 3 Minutes Walking	Single £145	Double £155
Mercure Brighton Seafront ★★★☆  Room Type: - Standard  Distance To Venue: 6 Minutes Walking	Single £90	<i>Double</i> <b>£100</b>
Old Ship Brighton ★★★☆  Room Type: - Standard  Distance To Venue: 7 Minutes Walking	Single £119	Double £139
Total Number of rooms:		
Group Date of Arrival:		
Total Number of Room Nights:		

#### **Credit Card Authorisation Payment**

Last Name_		First Name	
Please Deb	it my ☐ MASTERCARD/EUROCARD	□ AMEY	
LI VISA	I MASTERCARD/EUROCARD	LI AIVIEX	
For the tota	l Amount of £		
Credit Card	No		
Expiry Date	<u> </u>		
Security Co	ode		
Name on Ca	ard		
Address of	Card Holder		
Tel No of Ca	ard Holder		
Email of Ca	rd Holder		
Signature			

#### **Bank Transfer Details**

#### By BACS/Bank Transfer:

Account name: Kenes UK Limited re Skull Base Hotels

Sort Code: 20 29 41

Account number: 90786314

BIC/Swift: BARCGB22

IBAN: GB35 BARC 2029 4190 7863 14

Bank Name: Barclays Bank Plc

#### **Bank Transfer Charges:**

Please note that all transfer and transaction fees are the responsibility of the payer.

#### **Cancellation Policy**

All changes/cancellations must be received in writing by fax or email to Kenes UK. Please do not contact the hotel directly.

- o Cancellation of booking/nights received 60 days prior to arrival: full refund.
- o Cancellation of booking/nights received 30 days prior to arrival: one night charge.
- Cancellation of booking/nights received less than 30 days prior to arrival: no refund.

#### Late arrival /Early Departure Fees:

If you arrive later or leave earlier than on the dates of your confirmed booking, the total accommodation amount will be charged and no refunds will be made. In the event of non-arrival, the hotel will automatically release the reservation and full payment will be non-refundable.