

# **EXHIBITOR MANUAL**

**15<sup>th</sup> – 18<sup>th</sup> April 2013**

**Exhibition Centre, University of York**

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## **EXHIBITION TIMETABLE**

### **Build Up**

All stands will be provided with shell scheme. The shell scheme will be constructed on Monday 15<sup>th</sup> April 2013 from 0800 – 1100 hours. Exhibitors and their contractors will have access to the hall to dress stands from 1100 – 1800 hours.

Monday 15 <sup>th</sup> April 2013	0900 – 1100 hours	Deliveries
	1100 – 1800 hours	Stand decoration and dressing

All stand dressing must be complete by 1800 hours on Monday 15<sup>th</sup> April 2013.

### **Open Times**

Tuesday 16 <sup>th</sup> April 2013	0945 – 1900 hours
Wednesday 17 <sup>th</sup> April 2013	0945 – 1700 hours
Thursday 18 <sup>th</sup> April 2013	0945 – 1630 hours

The hall will be open from 0900 hours for exhibitors and/or contractors, to carry out maintenance work to stands. All work must be complete prior to the exhibition opening.

### **Breakdown**

Thursday 18 <sup>th</sup> April 2013	1630 – 1830 hours
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Breakdown of stands prior to the exhibition closing is **STRICTLY PROHIBITED**.

Power will be switched off immediately after the close of the exhibition.

## **Exhibition Contacts**

### **Focus 2013 Secretariat**

#### **Meeting Makers Ltd**

Contact: Fiona McGillivray  
Block 4, Unit 4, Kelvin Campus  
2317 Maryhill Road  
Glasgow  
G20 0SP  
Tel: +44 (0) 141 945 6880  
Fax: +44 (0) 141 945 6899  
Email: [fiona@meetingmakers.co.uk](mailto:fiona@meetingmakers.co.uk)

### **Electrical Services**

#### **Melville Exhibition Services**

Silverstone Drive  
Gallagher Business Park  
Coventry  
CV6 6PA  
Tel: +44 ((0) 2476 380 362  
Fax: +44 (0) 2476 380 409  
Email: [electrics@melville.co.uk](mailto:electrics@melville.co.uk)

### **Furniture**

#### **Melville Exhibition Services**

Silverstone Drive  
Gallagher Business Park  
Coventry  
CV6 6PA  
Tel: +44 (0) 8448 793 226  
Fax: +44 (0) 2476 380 220  
Email: [customerservice@melville.co.uk](mailto:customerservice@melville.co.uk)

### **Freight Forwarding / On Site Handling**

#### **Melville Logistics Ltd**

Unit 27, Exhibition Way  
NEC  
Birmingham  
B40 1PJ  
Tel: +44 (0) 121 782 4433  
Fax : +44 (0) 121 782 4545  
Email: [logistics@melville.co.uk](mailto:logistics@melville.co.uk)

### **Shell Scheme**

#### **Meeting Makers Ltd**

Contact: Fiona McGillivray  
Block 4, Unit 4, Kelvin Campus  
2317 Maryhill Road  
Glasgow  
G20 0SP  
Tel: +44 (0) 141 945 6880  
Fax: +44 (0) 141 945 6899  
Email: [fiona@meetingmakers.co.uk](mailto:fiona@meetingmakers.co.uk)

## Venue

### **York Conferences**

Contact : Katy Holmes  
Exhibition Centre  
University of York  
York  
North Yorkshire  
YO10 5DD  
Tel: 01904 328 431  
Email: [katy.holmes@york.ac.uk](mailto:katy.holmes@york.ac.uk)

## **General Information**

### **ACCOMMODATION**

Exhibitor accommodation may be booked by completing the attached Accommodation Booking Form. The contact for Focus accommodation is Deborah Christie at Meeting Makers.

### **ADMISSION TO THE EXHIBITION**

For general admission times for exhibitors, see timetable. Exhibitors requiring access outside these times must obtain the permission of the organisers.

### **AUDIO-VISUAL SERVICES**

To hire audio-visual equipment for your stand please contact the Focus Secretariat.

### **CAR PARKING**

Parking is available at the University Campus (£6.60 per day, weekends free). Passes can be bought in advance via the Exhibitor Proforma and collected on arrival.

### **CATERING – GENERAL**

There will be buffet points set up in the exhibition hall, serving tea, coffee and lunch for the delegates at the allotted times.

### **CATERING – STANDS & EXHIBITION STAFF**

Lunch tickets are included for two delegate places. Lunch can be ordered for additional stand staff on the Exhibitor Proforma.

Stand catering, such as additional drinks and snacks, can be ordered via the Focus Secretariat. Exhibitors may pre-order a wide range of food and beverages either for stand staff or for entertaining clients. Please note that all orders must be placed in advance of the exhibition and the in-house caterers have the sole right to supply all food and beverage consumed on site.

## **DELIVERY PROCEDURES**

Deliveries are not permitted before Monday 15<sup>th</sup> April 2013.

### **Delivery during build-up and breakdown**

Please read this section carefully and ensure that your transportation department and/or shippers are aware of the procedures.

Loading and unloading is operated on a fair first come first served basis. To avoid congestion and unnecessary delays, immediately after the unloading, vehicles should be removed from the loading/unloading area.

All deliveries should be labelled:

**FOCUS 2013 Exhibition**  
**(15<sup>th</sup> April – 18<sup>th</sup> April 2013)**  
**Stand Name / Number**  
**Stand contact information including telephone number**  
**C/o Room P/T003**  
**The Exhibition Centre**  
**University of York**  
**Heslington**  
**York**  
**YO10 5DD**

Arrangements must be made for a representative to be available on the stand to accept deliveries and drivers delivering exhibits must be supplied with full information about which stand and to which hall the delivery is to be made. Please ensure that all materials are appropriately labeled with your company name, the event name, date of the event, hall and stand number. If this is not arranged, deliveries may be turned away.

Exhibitors are reminded to ensure they provide sufficient staff and trolleys, etc., to transport goods from their vehicles to their stands as the University of York does not have any trolleys for exhibitor use.

Unfortunately there are no storage facilities available on-site and packing materials **MUST NOT** be stored within the exhibition areas.

Exhibits and stand materials can only be delivered and unpacked at times when the public are not admitted to the hall.

Melville Logistics should be contacted by exhibitors who require storage facilities during the meeting.

### **Delivery during exhibition open days**

Deliveries may be made before the exhibition opens, between 0830 and 0930 hours. Vehicles must be removed from the loading area immediately or may be towed away.

Regulations do not permit the change of exhibits (including raw materials and disposal of scrap) during the open hours of the exhibition. Any exhibitor wishing to bring in, or remove, equipment during the run of the exhibition must apply to the organisers for permission to do so, in order that appropriate arrangements can be made.

Please ensure that a representative from your stand is available to receive any goods delivered. For security reasons, the organisers are unable to accept deliveries on behalf of exhibitors. All goods and packages should be clearly labelled as instructed above. The on-site Handling Company can receive deliveries on your behalf and will charge accordingly. Please refer to the section on Freight Forwarding.

### **Breakdown Procedures**

Breakdown time is from 1630 – 1830 hours on Thursday 18<sup>th</sup> April 2013. Breakdown of stands prior to the exhibition closing is strictly prohibited. **Power will be switched off immediately after the close of the exhibition.**

In order to ensure everybody leaves the building quickly and safely please follow the procedures below.

NB: For the first hour of breakdown, cars and light vans will be given priority, in order to clear the halls quickly and allow better lorry access.

1. To avoid congestion and unnecessary delays, immediately after loading, vehicles should be removed from the loading area.
2. Exhibitors must make arrangements for the removal of portable or easily removable items of value from the stand as soon as possible, but on no account may exhibitors start to dismantle or remove exhibits from their stand before the close of the Exhibition.

### **ELECTRICAL SERVICES**

As detailed in the Sponsorship Brochure the following will be supplied:

**One** electrical socket per 6 – 9 sqm

**Please note that no lighting is provided in the package.**

The officially appointed electrical contractor approved by the organiser must install all the electrical work. If you require additional electrical services and lighting then please complete the Electrical Order Form.

### **MELVILLE EXHIBITION SERVICES**

Silverstone Drive  
Gallagher Business Park  
Coventry  
CV6 6PA  
T: +44 (0) 2476 380 362  
F: +44 (0) 2476 380 409  
E: [electrics@melville.co.uk](mailto:electrics@melville.co.uk)

All additional electrical requirements should be ordered through the official electrical contractor and can be done online at [www.melville.co.uk](http://www.melville.co.uk) or by completing the attached form. A surcharge of 20% will be imposed on late orders.

No flashing lights or signs will be permitted, but sequence-lit displays may be used subject to the approval of the Organisers.

The Organisers reserve the right to disconnect the electrical supply to any installation, which in the opinion of the Electrical Engineers is dangerous or likely to cause annoyance to visitors or exhibitors.

**Please note all electrical supplies will be switched off after the close of the exhibition each day. If you require 24-hour supply, please book this in advance.**



## **EMPLOYMENT OF LABOUR**

The Organiser is not able to supply labour for the handling of goods and other items. Exhibitors should arrange with the lifting contractor, shipping and forwarding agent or stand fitting contractor for this service and should not employ any casual labour offered in the hall.

The exhibitor should not make payments to labour staff to secure preferential treatment and is asked to report immediately to the Organiser any employee soliciting money for services rendered.

In the interest of the Exhibition as a whole, which must be the primary concern at all times, the Organiser's decision on any dispute concerning labour being employed must be taken as final.

## **EMERGENCY PROCEDURES**

If a continuous alarm sounds, please evacuate the building immediately. On the sounding of the fire alarm or when directed to evacuate the Exhibition Area, exhibitors are to direct people towards exits and the Exhibition Area assembly point on the concourse area, immediately adjacent to the Exhibition Centre. In inclement weather, the Roger Kirk building or its quadrangles may be used for shelter.

Responding emergency vehicles will travel quickly down and around Newton Way, so it is essential that exhibitors and delegates must clear the roadways quickly. Please keep clear of the roadway and walkways in front of the Exhibition Centre, as this area will be used by the responding services.

### **Medical Emergencies**

In the event of urgent medical assistance being required, contact the Duty Porter or Focus Secretariat.

### **Lost Property**

Any lost property found will be passed to the Security staff.

## **EXHIBITION DRINKS RECEPTION**

There will be an extended drinks reception in the exhibition hall from 1715 to 1900 hours on the evening of Tuesday 16<sup>th</sup> April. Food and drink will be available, providing an opportunity for delegates to have extended time to peruse the exhibition.

## **EXHIBITOR PROFORMA**

An exhibitor proforma is enclosed, which should be completed and returned to the Focus Secretariat no later than **1<sup>st</sup> March 2013**. The proforma will allow exhibitors to provide the names of staff working on the stands for their admission badges. Exhibitor badges can be collected from Monday 15<sup>th</sup> April 2013 from the registration desk.

## **EXHIBITION TICKETS**

Exhibition tickets are available for exhibiting companies to pass on to clients who may wish to visit the Focus exhibition. The ticket allows those who are not registered Focus delegates to attend the exhibition only, free of charge. To gain entry to the exhibition, the form inside the ticket must be completed and returned to the Focus 2013 Registration Desk.

ACB Corporate Members will receive a supply of Focus 2013 Exhibition Tickets with the March issue of the ACB News. All exhibitors were sent an order form to request additional exhibition tickets. This form should be returned by the deadline of **1<sup>st</sup> March 2013**.

## **EXHIBITOR BADGES**

All exhibitors, contractors, staff and visitors will require a badge to access the exhibition halls, during build-up, breakdown and open days. Each exhibiting company will be given staff name badges for stand staff to be used during the meeting. Badges can be collected from the registration desk from Monday. Please use the Exhibitors' Proforma attached to provide the names of staff attending. Contractors and staff involved in setup will be issued with badges for build up and breakdown, contractors can provide names directly to the Focus Secretariat if necessary.

## **FLOOR COVERING**

The flooring of the exhibition hall consists of grey carpet tiles the shell scheme stands are built directly on to the carpet. Additional floor covering will not be required.

## **FREIGHT FORWARDING**

The following company can provide a freight forwarding service to and from the Exhibition. Please complete the attached Melville Logistics "Transport/Lifting/Shipping/Storage" Form.

### **MELVILLE LOGISTICS LTD**

Unit 27, Exhibition Way

NEC

Birmingham

B40 1PJ

Tel: +44 (0) 121 782 4433

Fax: +44 (0) 121 782 4545

Email: [logistics@melville.co.uk](mailto:logistics@melville.co.uk)

### **International Freight Forwarding**

Overseas exhibitors, or their UK Representatives, are advised to make an early contact with Melville Logistics to co-ordinate their shipping arrangements at the above address.

By road, all exhibits should be consigned carriage paid to the Exhibitor at their stand in the Exhibition Hall. The destination of each item should be clearly indicated with the company name and stand number and exhibition name. It is important that the Exhibitor's name and stand number be painted or stencilled on all sides of packing cases.

**Exhibitors must ensure that a member of staff is available to accept delivery, as the Organisers cannot make any payment in respect of carriage on their behalf.**

### **Customs**

Exhibitors requiring up to date Customs information and assistance with temporary importation formalities should contact Melville Logistics direct.

### **Handling and Unpacking**

Exhibitors are reminded that cartage vehicles will bring their goods to the venue and Exhibitors must make arrangements with the lifting contractor (see On-site Handling) for unloading and depositing of exhibits on the stand.

**NO EXCESS STOCK AND LITERATURE, OR PACKING CASES MAY BE STORED ON, AROUND OR BEHIND STANDS.**

## **FURNITURE HIRE**

The following company has been appointed the official furniture hire contractor, and will supply stand furniture if required. Prices quoted are inclusive of delivery to and removal from exhibitors' stands.

A full brochure and order form can be downloaded from the website [www.melville.co.uk](http://www.melville.co.uk) or orders can be placed using the hard copy booking form attached.

### **MELVILLE EXHIBITION SERVICES**

Silverstone Drive  
Gallagher Business Park  
Coventry  
CV6 6PA  
Tel: +44 (0) 8448793226  
Fax: +44 (0) 2476380220  
Email: [customerservice@melville.co.uk](mailto:customerservice@melville.co.uk)

## **INSURANCE**

Whilst every reasonable precaution is taken, the Organisers expressly decline responsibility for any loss or damage which may befall the person or property of the Exhibitor or his agent from any cause whatsoever.

Exhibitors are required to take out appropriate insurance, especially third party liability. It remains the Exhibitors' full responsibility to insure themselves appropriately.

Insurance can be provided by the following company, please contact them direct for a quotation:

### **Hiscox Event Insurance**

Contact: Marion Rankin  
Hiscox UK  
22 Cleveden Gardens  
Glasgow  
G12 0PT  
Tel: +44 (0)141 339 7260  
Mobile: +44 (0)781 801 3265  
Email: [marion.rankin@hiscox.com](mailto:marion.rankin@hiscox.com)  
[www.hiscox.co.uk/events/mrankin](http://www.hiscox.co.uk/events/mrankin)

## **INTERNET ACCESS**

A username and password for wireless internet access can be collected from the Registration Desk. Internet access is complimentary.

## **MUSIC & SOUND**

### **PRS Licenses**

All exhibitors who wish to play music on their stand including the use of any mechanical or electronic devices for playing music (record, CD, tape, video) and live performances of music please contact the Focus 2013 Secretariat who can arrange a licence.

### **Focus 2013 Secretariat**

Contact: Fiona McGillivray  
Block 4, Unit 4 Kelvin Campus  
2317 Maryhill Road  
Glasgow  
G20 0SP  
Tel: +44 (0) 141 945 6880  
Fax: +44 (0) 141 945 6899  
Email: [fiona@meetingmakers.co.uk](mailto:fiona@meetingmakers.co.uk)

### **PPL Licenses**

The Phonographic Rights Society requires exhibitors who propose to use audio or visual equipment (TV, videos, CDs, cassettes or other electronic means) for the purpose of playing sound recordings or showing films or other forms of visual image, to acquire a PPL License. Please contact PPL direct if you have any specific queries:

### **PHONOGRAPHIC PERFORMANCE LTD**

1 Upper James Street  
London  
W1F 9DE  
Tel: +44 (0) 20 7534 1070  
Fax: +44 (0) 20 7534 1111  
Email: [ppmb@ppluk.com](mailto:ppmb@ppluk.com)

Music Videos – if you are intending to play a music video on your stand, you will require an additional license from Video Performance Ltd.

## **ON-SITE HANDLING**

The following company has been appointed as the sole on-site handling contractor to the Exhibition. Based on information supplied by the exhibitors, Melville Logistics will produce a time schedule for the installation of heavy exhibits and will advise exhibitors on all matters relating to shipping, transportation, and entry gate to be used. You are reminded that only the appointed lifting contractor is permitted to operate forklift trucks and other lifting equipment on the University of York property.

### **MELVILLE LOGISTICS LTD**

Unit 27, Exhibition Way  
NEC  
Birmingham  
B40 1PJ  
Tel: +44 (0) 121 782 4433  
Fax: +44 (0) 121 782 4545  
Email: [logistics@melville.co.uk](mailto:logistics@melville.co.uk)

Please ensure the Melville Logistics "Transport/Lifting/Shipping/Storage" Form is completed prior to the deadline date stated. Any work not booked or advised to Melville will be subject to a surcharge of 50%.

## **PUBLIC ADDRESS SYSTEM**

During the open period the Public Address System is for use by the Organisers for official announcements only. Any announcement requests should be directed to the Focus 2013 Secretariat at the registration desk. Announcements will not be made when presentations are taking place in the hall.

## **REMOVAL OF EXHIBITS**

Exhibitors must arrange for the removal of exhibits after 1630 hours on Thursday 18<sup>th</sup> May 2013. Details of dismantling arrangements and the removal of personal effects and light portable (by hand) exhibits will be circulated to all stands during the course of the exhibition. Any exhibitor who is unable to remove personal effects should contact the Conference Secretariat.

## **SECURITY**

A security service will operate within the venue throughout the tenancy, but neither the organisers nor the University of York can be held responsible for any loss or damage to exhibitor's property.

As well as taking out adequate insurance, exhibitors should instruct their personnel not to leave their stands with exhibits unattended at any time when the exhibition is open, whether during the installation, open or dismantling periods.

Briefcases, laptops and mobile telephones are particularly vulnerable – safeguard them at all times.

Portable items should be secured overnight and removed immediately after the exhibition closes when the risk of loss or damage is at its greatest. Please note laptops and tablets are particularly vulnerable and should not be left unsecured overnight.

In the event of loss or damage, exhibitors should report immediately to the organiser with details of the loss or damage sustained with timings and a description of articles etc.

## **SHELL SCHEME STAND SPECIFICATION**

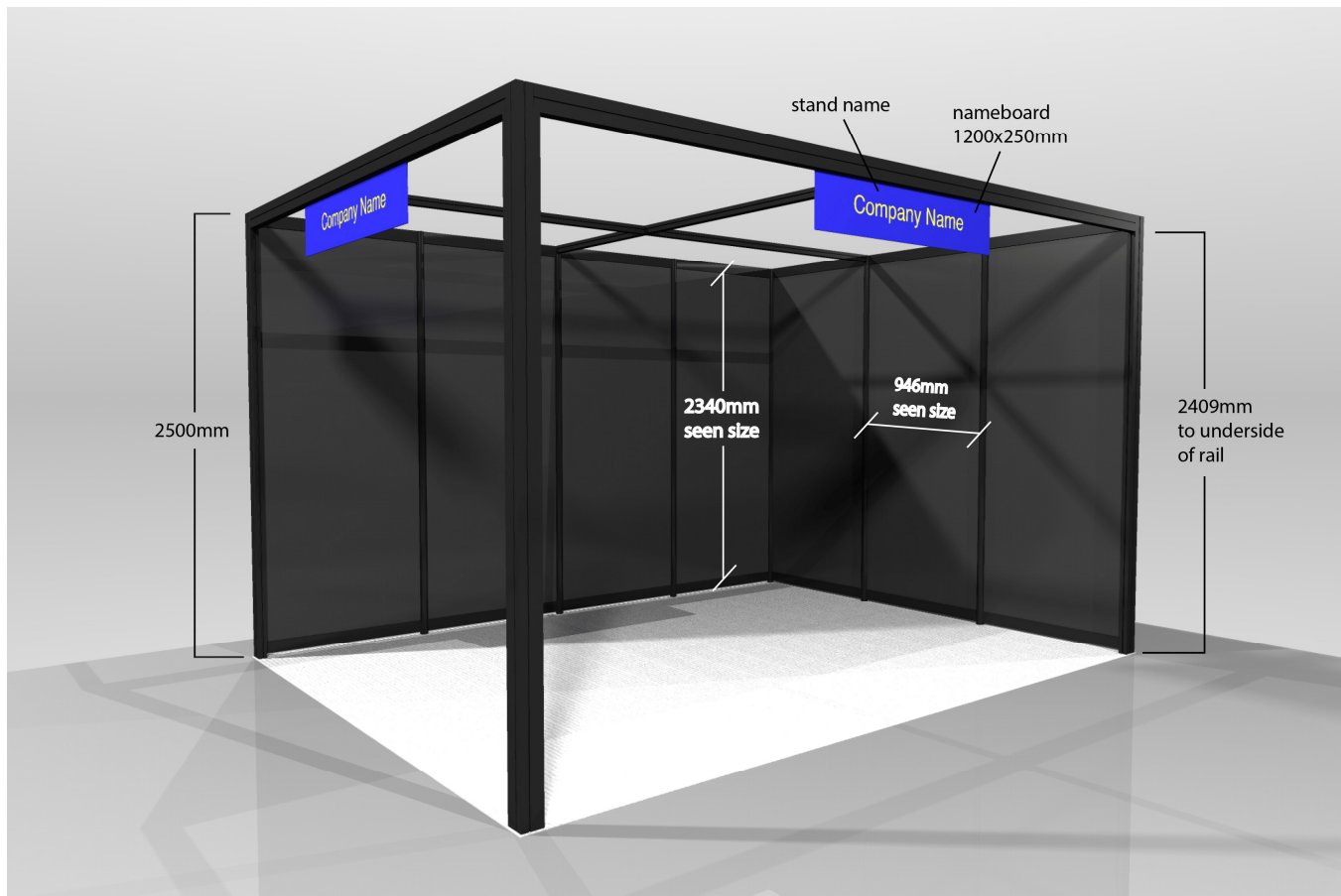
Melville Exhibitions has been appointed official shell scheme contractor to the exhibition. Please direct any queries relative to the shell scheme to the Focus 2013 Secretariat.

### **MEETING MAKERS LTD**

Contact: Fiona McGillivray  
Block 4, Unit 4, Kelvin Campus  
2317 Maryhill Road  
Glasgow  
G20 0SP  
Tel: +44 (0) 141 945 6880  
Fax: +44 (0) 141 945 6899  
Email: [fiona@meetingmakers.co.uk](mailto:fiona@meetingmakers.co.uk)

Corner stands will be built with 2 open sides and adjoining stands will be built with a central wall unless otherwise specified to the stand contractor. All shell scheme enquiries should be directed to Meeting Makers.

## Edge Shell Scheme System



### PLEASE NOTE THAT BLACK SHELL SCHEME WILL BE PROVIDED

Basic Shell Scheme constructed from the Edge system, consisting of aluminium metalwork, black foamex infill panels, ceiling beams, with one 1200x250mm name board on all open sides detailing company name and stand number.

#### Partitions

Black wall panels 2500mm high (including top and bottom aluminium rails). Aluminium posts at 992mm centre (946mm x 2340 to inside of poles). Where sizes of stand are built of part metres, extra posts would occur.

#### Floor Covering

The hall is carpeted with Grey carpet tiles.

#### Fascia

The fascia will be black with white lettering stating the Company Name and Stand Number to each open side. Please complete the "Name Board Form" and fax or send back to Melville Exhibition Services.

## **SHELL SCHEME STAND REGULATIONS**

All interior stand fittings must be contained within the shell stand structure and not exceed 2.5m in height. If you are building within the shell scheme please contact the organisers for accurate dimensions.

When planning the interior of the stand, the exhibitors should take into account the following stand building regulations:

1. The organiser will be responsible for the official identification and numbering of the stand, please see Name Board Details order form.
2. Under no circumstances must the wall panels be punctured. Should this occur, the contractor will invoke an extra charge. Fixing may be double sided tabs, Velcro hook and loop or similar. For heavy exhibits, hanging chains are available.
3. Optional Extras – Details of additional stand fitting's designed to be integral within the stand structure, are enclosed together with order forms to assist you in planning your stand. Complete the online order form and return to Melville by the deadline date. No painting is allowed within the shell scheme.

Please see the attached Edge shell scheme brochure for more information.

## **SMOKING POLICY**

There is a **no smoking policy** within University of York.

## **TRAVEL INFORMATION**

York is well served by road and rail with nearby air travel access. The city can easily be reached via the A1 and motorway networks, high speed trains from London take less than 2 hours and Leeds Bradford Airport is 30 miles away. The University is a short bus or taxi ride direct from the railway station.

For more information, please visit the University of York website - [www.york.ac.uk/about/maps/](http://www.york.ac.uk/about/maps/)

## **VENUE**

### **York Conferences**

Exhibition Centre

University of York

York

North Yorkshire UK

YO10 5DD

Tel: 01904 328 431

Email: [katy.holmes@york.ac.uk](mailto:katy.holmes@york.ac.uk)

## APPENDICES

▪ Focus 2013 Handbook Entry Guidelines	to be returned by <b>31<sup>st</sup> January 2013</b>
▪ Focus 2013 Exhibition Ticket Order Form	to be returned by <b>1<sup>st</sup> March 2013</b>
▪ Focus 2013 Exhibitor Proforma	to be returned by <b>1<sup>st</sup> March 2013</b>
▪ Focus 2013 Accommodation Booking Form	to be returned by <b>1<sup>st</sup> March 2013</b>
▪ Focus 2013 Trainee Question Form	to be returned by <b>1<sup>st</sup> March 2013</b>
▪ Melville Logistics Transport/Lifting/Shipping/Storage Form	to be returned by <b>18<sup>th</sup> March 2013</b>
▪ Melville Name Board Form	to be returned by <b>18<sup>th</sup> March 2013</b>
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▪ Melville Exhibition & Event Services Order Form	to be returned by <b>18<sup>th</sup> March 2013</b>
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▪ Melville Edge Shell Scheme brochure	
▪ Exhibition Floor Plan	
▪ Map	



## WEBSITE AND HANDBOOK PROFILES

Detailed below are the specifications for the Focus 2013 Handbook company entries. Company profiles will also be published on the Focus website.

Please note the appropriate word length and guidelines below. The Handbook Editor will edit any submissions that exceed the specified word length.

**Submission deadline: 31<sup>st</sup> January 2013**

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### COMMERCIAL PARTNERS

COMPANY NAME

LOGO AS A JPEG OR TIFF

COPY LENGTH: 100 WORDS

CONTACT NAME

COMPANY ADDRESS

TELEPHONE NUMBER

FAX NUMBER

EMAIL ADDRESS

WEB ADDRESS

---

### EXHIBITORS

COMPANY NAME

COPY LENGTH: 100 WORDS

CONTACT NAME

COMPANY ADDRESS

TELEPHONE NUMBER

FAX NUMBER

EMAIL ADDRESS

WEB ADDRESS



## EXHIBITION TICKET ORDER FORM

Exhibition tickets are available for exhibitors to pass on to clients who may wish to visit the exhibition. The ticket allows those who are not registered Focus delegates to attend the exhibition only, free of charge. To gain entry to the exhibition, the form inside the ticket must be completed and returned to the Exhibition Registration Desk.

ACB Corporate Members will receive a supply of Focus 2013 Exhibition Tickets with the March issue of the ACB News. To order additional Exhibition Tickets, please complete this form and return to the Focus 2013 Secretariat by **1st March 2013**.

Non-members should also use this form to order exhibition tickets.

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

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

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

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

E-mail: \_\_\_\_\_

Number of Exhibition Tickets Required: \_\_\_\_\_

Please return this completed form to:

Focus 2013 Secretariat

Fiona McGillivray

C/O Meeting Makers

Block 4, Unit 4 Kelvin Campus

2317 Maryhill Road

Glasgow

G20 0SP

Tel: 0141 945 6880 Fax: 0141 945 6899

E-mail: [fiona@meetingmakers.co.uk](mailto:fiona@meetingmakers.co.uk)

Please return this form by **1st March 2013**.



## EXHIBITOR PROFORMA

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Please complete and return to the address below by **1st March 2013**

### Exhibition Staff

Please name all stand staff to be present during the exhibition. Please email any additional names and details to the Focus 2013 Secretariat.

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

### Lunch Tickets

Exhibition rates include lunch for **two members of staff per day for every 6 - 9sqm booked**. Please complete this section if you would like to order additional lunch tickets at a cost of £10.00 plus VAT each. (Lunch tickets will be redeemable at catering outlets within the exhibition hall.)

Number of additional lunch tickets required: \_\_\_\_\_ @ £10.00 per ticket      Total Cost: £\_\_\_\_\_

### Conference Dinner

The exhibition package includes two complimentary registrations per 6sqm – 9sqm stand, which include dinner tickets. Additional tickets for stand staff can be purchased at a cost of £58.34 plus VAT.

Number of additional dinner tickets required: \_\_\_\_\_ @ £58.34 per ticket      Total Cost: £ \_\_\_\_\_

**Please advise us of any dietary requirements:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Car Parking Permits

Car parking permits cost £5.50 plus VAT per car, per day.

Number of cars: \_\_\_\_\_      Number of days: \_\_\_\_\_ @ £5.50 per day      Total Cost: £ \_\_\_\_\_

**Sub-Total: £** \_\_\_\_\_

**VAT: £** \_\_\_\_\_

**Total cost: £** \_\_\_\_\_

Please tick to indicate your preferred method of payment:

Cheque      ☐      Please return your cheque with this form, made payable to ACB.

Credit card      ☐      You will be sent a link to pay by credit card online.

Invoice      ☐      You will be sent an invoice to the address above.

**\* Badges and all tickets and passes will be issued to the contact person named above at Focus 2013. If the named contact is not attending Focus, please confirm below the company representative to whom the tickets should be issued.**

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### Please return to:

Focus 2013 Secretariat

Fiona McGillivray

C/O Meeting Makers

Block 4, Unit 4 Kelvin Campus

2317 Maryhill Road

Glasgow

G20 0SP

Tel: 0141 945 6880      Fax: 0141 945 6899

E-mail: [fiona@meetingmakers.co.uk](mailto:fiona@meetingmakers.co.uk)



## EXHIBITOR ACCOMMODATION BOOKING FORM

**Rates are quoted per room, per night. All rates quoted include breakfast and VAT at the prevailing rate unless otherwise stated.**

University and hotel accommodation must be paid in full at the time of booking (or following receipt of an invoice). Payment must be received from organisations before the check in date or the secretariat will require payment from the individual on site. Accommodation will be held on a provisional basis until full payment is received.

### **University of York Halls of Residence**

Accommodation is available on the University Campus and we encourage delegates to consider this option. The rooms are a short walk from the conference and exhibition.

### **Single en-suite rooms**

On campus rooms are less than 5 minutes walk from the conference venue. All bedrooms are en-suite (shower facilities in each room). Rooms are equipped with towels, linen, tea and coffee making facilities, a hairdryer and soap. Additional toiletries can be obtained from the College Reception for a donation to charity.

**Single en-suite rooms: £58.20**

### **HOTELS**

#### **Novotel York Centre**

Fishergate, York, YO10 4FD

The 3 star Novotel York Centre is located on the banks of the river Foss. The hotel lies alongside the historic city walls and is within 15 minutes walk from the city centre. All rooms have internet access and satellite TV. Relax at Elements Restaurant and bar or in the hotel's own indoor heated pool. Approx 1.5 miles from the conference venue. Parking is £8.50/24 hrs.

**Single occupancy £89.00**

**Double/Twin occupancy £99.00**

#### **Hilton York**

1 Tower Street, York, YO1 9WD

This hotel is conveniently located inside the city walls and is only minutes from the train station. Stay connected in the hotel's 24-hour Business Centre. Get some work done from the comfort of your room thanks to the large desk and high-speed internet access. Limited parking on a 1st come basis (£17/night). Less than 2 miles from the conference venue.

**Single occupancy £105.00**

**Double/Twin occupancy £115.00**

## FOCUS 2013 – EXHIBITOR ACCOMMODATION BOOKING FORM

Please complete this form using BLOCK CAPITALS and return to: FOCUS 2013 Secretariat, c/o Meeting Makers Ltd, Block 4, Unit 4, Kelvin Campus, 2317 Maryhill Road, Glasgow, G20 0SP, Scotland, United Kingdom

Tel: +44 (0) 141 945 6880

Fax: +44 (0) 141 945 6899

Email: [focus2013@meetingmakers.co.uk](mailto:focus2013@meetingmakers.co.uk)

Guest Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

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

Contact Telephone Number: \_\_\_\_\_

Email address for correspondence: \_\_\_\_\_

To secure your hotel accommodation we will require your form to be returned before **1<sup>st</sup> March 2013**.

University and hotel accommodation must be paid in full at the time of booking (or following receipt of an invoice). Payment must be received from organisations before the check in date or the secretariat will require payment from the individual on site. Accommodation will be held on a provisional basis until full payment is received.

Name of Guest	1 <sup>st</sup> Choice	Single Occupancy	Double Occupancy	Arrival Date	Departure Date	No. of nights
	2 <sup>nd</sup> Choice					

Please tick to indicate your preferred method of payment:

Cheque ☐ Please return your cheque with this form, made payable to ACB.

Credit card ☐ You will be sent a link to pay by credit card online.

Invoice ☐ You will be sent an invoice to the address above.

### CANCELLATION POLICY

No refunds will be given after **8th March 2013**.

All cancellations must be received in writing – by e-mail, fax or hard copy mail.

Any reduction in room nights after this date will be treated as a cancellation and no refund will be given. Any refunds will be subject to a charge of £20.00.

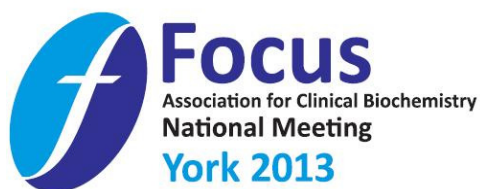
### Declaration

I have read and accept the cancellation terms as contained within this booking form

Signature \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE COMPLETE ONE FORM PER ROOM REQUIRED**



## TRAINEE QUESTION FORM

Please provide a scientifically based question about a product, service or technique from your company that you wish to highlight at the ACB Focus 2013 exhibition which will be compiled into a “questionnaire” that the junior members will be asked to complete by attending the exhibition.

A prize for the best response will be awarded at the conference dinner on Wednesday evening. You can make the question as easy or challenging as you wish. The main point is they will need to come onto your stand to ask you questions to find the answer!

Please return this form by **18<sup>th</sup> March 2013**.

<b>Company Name:</b>	
<b>Name of Person Submitting the Question:</b>	
<b>Question:</b>	
<b>Answer:</b>	