

EPAC06 Industrial Exhibition

Dan Faircloth, Rutherford Appleton Laboratory, UK

1. Registration Process

Introduction

Industrial registration at EPAC06 was initially managed using the SPMS (Scientific Program Management System). SPMS is an ORACLE database developed by the JACoW (Joint Accelerator Conference Website) team to manage paper submission at conferences. Over the years SPMS has been expanded by the addition of new modules and has almost become a complete conference management system. SPMS and JACoW are used by all the major particle accelerator conferences worldwide. The SPMS now contains a vast amount of useful historical data containing details of almost everyone involved in the field of particle accelerators.

Pre-Registration

Before the registration process started an initial letter advertising the forthcoming conference was set sent out to 650 companies who have profiles listed as 'Industry' in SPMS. The letter was sent out in May 2005, just over a year before the conference (see appendix 1).

Over the next few months the layout of the industrial exhibition in the EICC was finalised. The layout was designed to optimise the flow of participants past the exhibition booths. At previous conferences the Exhibitors had complained they were "stuck out of the way". This was addressed by mixing the poster boards with the industrial exhibition and ensuring the refreshment stands were amongst the exhibition booths.

In December 2005 a second letter was sent to the same companies giving more information about the conference and detailing the exhibition options open to them (see appendix 2).

SPMS

A specific 'Vendor Registration Module'* was developed for SPMS based on the existing 'Delegate Registration Module' already successfully employed to register conference delegates. EPAC06 was the first conference to use SPMS to manage Industrial Exhibition registration.

The SPMS 'Vendor Registration Module' was basically a web-based generic system for defining fields, building forms and generating reports. It was entirely up to the Industrial Exhibit Manager to define the fields; this makes the system very flexible and allows each conference to have its own set of registration questions. Each field required a user input, this could either be a text box, a number, a check box, or a

* In the USA 'Industrial Exhibitors' are referred to as 'Vendors'

yes/no check box. Each field needed a prompt: basically a question that requires answering, such as “Would you like to sponsor a student?” Each field also had a cost associated.

Once the fields were defined, a registration form could then be constructed, this was basically a webpage containing the field prompts and user inputs.

When the Industrial Exhibit Manager was happy with the look of the registration form it could be set to live. Industrial Exhibitors could then log onto the SPMS system using their profile and click on the link to ‘Industrial Exhibit’. They then filled in the form and pressed submit. The system calculated a total amount they need to pay and they were given the choice of payment method. The payment methods were defined by the industrial exhibit manager when the fields and form were being setup. The payment methods allowed were: Credit card, Bank Transfer/Invoice.

The answers to the fields given by the Industrial Exhibitors were then stored in tables that could be accessed by the Industrial Exhibit Manager.

Initially the SPMS ‘Vendor Registration Module’ contained no fields or forms, so it was quite confusing as to how to get going. It would have been useful if a generic set of fields and a form were setup, which could then be tailored for each conference.

There was a certain amount of overlap between the ‘Vendor Registration Module’ and the ‘Delegate Registration Module’. Some of the fields were shared between the two modules: questions such as “Will you attend the Banquet?” was a good example because this was an activity both delegates and exhibitors partook.

To allow the exhibition booths to be distributed on a first-come-first-served basis each booth was given a checkbox field that disappeared once it had been chosen by a user.

Payment Methods

In the pre-registration period different methods of accepting on-line payments were investigated. Several on-line payment solutions were considered from 3rd party providers, however unfortunately it was not possible to use them. The conference was being underwritten by CCLRC, so we had to use their financial systems. CCLRC’s finance systems did not have a system for dealing with on-line payments and their policy was not to set up individual systems. This meant that all credit card payments had to go through the RAL cash office.

The SPMS registration modules were already set up to collect credit card details. A procedure was sent up in the RAL cash office to log into SPMS each day, look for new credit card payments, manually type those details into a VISA machine to take the payment, then make a record of the payment.

Money that arrived via bank transfer was also recorded into SPMS.

Conference Website

The EPAC06 website: www.epac06.org was set up using a Plone Server (a web based content management system). Plone allowed many people to build a website and make changes to it via a standard web browser. Plone was opensource freeware that anyone could use at no cost, it was easy to use and can be recommended for use at future conferences.

The industrial exhibition section of the EPAC06 webpage basically contained all the information given in the second letter sent to industry shown in Appendix 2. It also included a link to the EPAC06 SPMS login page and instructions on what to do. The SPMS was hosted at CERN. The EPAC06 website was hosted at the Rutherford Appleton Laboratory.

VIP Industrial Exhibitors

Some Exhibitors have a close and long standing relationship with EPAC: For example Berghoz and Danfysik always organize a special dinner; e2v had already offered to sponsor the conference bags.

To allow these 'VIP' exhibitors to have first choice on which exhibition booths they wanted they were sent a link to the EPAC06 SPMS login a day before the link was added to the EPAC06 website.

Registration for all the other Industrial Exhibitors was opened at noon GMT on 12th December 2005.

Registration Experience

The exhibition booths sold steadily until the last booth was sold at 2am on Saturday 18th February 2006.

However the registration process was not without problems. Several companies who were at EPAC04 in Lucerne had not been informed about the registration. They had not been sent the initial letter because their names were not in SPMS. This was because SPMS was not used to manage the EPAC04 Industrial Exhibit. The best that could be done was to offer them one of the 'Unmanned displays of literature' in the lecture theatre entrance hall and put their names on a waiting list in case any of the other exhibitors dropped out (which none of them did).

Several companies claimed they could not access the SPMS login system. Many companies complained that the whole SPMS was clunky, not very user friendly and that it was tedious to create new accounts.

I was phoned on numerous occasions and asked if I could make the booking, or if I could make a change to the booking. Sadly I could not make any changes to the database; there were no administrative functions available. This was a major SPMS development recommendation- to provide a facility for the Industrial Exhibition Manager to be able to create bookings and make changes in the SPMS.

The industrial exhibitors were paying thousands of pounds for the booths and they were quite rightly demanding some sort of customer care.

The end result was that I had to start a separate database on an Excel spreadsheet that I had control over to keep track of the changes requested. This was obviously not ideal because some companies were still making changes online. Every week or so I had to manually synchronise the SPMS database to my Excel spreadsheet by producing a report from SPMS and looking down the results for changes. The Excel spreadsheet became the master database containing registration information.

2. The Conference

Exhibition Booths

The complete list of companies Exhibiting at EPAC06 are shown below:

<u>Company</u>	<u>Booth Number</u>
ACCEL Instruments	12 & 17
AccelSoft Inc.	35
Advanced Energy Systems	22
AFT Microwave	14
Bergoz Instrumentation	9
Bruker BioSpin	38
Cosylab - Control System Laboratory	37
CPI International Inc	33
CST - Computer Simulation Technology	4
Danfysik	7 & 8
Dielectric Communications	24
Diversified Technologies, Inc.	16
Dutch Scientific	1 & 2
e2v technologies	20 & 21
FMB Feinwerk - und Messtechnik	3
Gamma Vacuum	39
Glassman	34
H C Starck Ltd.	10
Hytec Electronics Ltd.	44
Instrumentation Technologies	41
ISIS Second Target Station	11
Kempower OY	5
MEGA Industries, LLC.	6
Metrolab Instruments	25
Microwave Amplifiers Ltd.	49
NTG NeueTechnologien	32
OCEM SpA	15
Pulse Power and Measurement	48
Rial Vacuum SpA	47
SAES Getters Group	40
ScandiNova	26
Scanditonix Magnet AB	42
Sigmaphi	18
SuperClean	50
Tech-X Corporation	29
Tesla Engineering	13
Thales	30 & 31
The Ferrite Company	27 & 28
Toshiba Corporation	23
Toshiba Electron Tubes & Devices	19
Varian Inc	45
Vector Fields Ltd.	36
W-IE-NE-R, Plein & Baus GmbH	43

The floor plans are shown in appendix 3.

Unmanned Display of Literature

The following companies took the 'Unmanned displays of Literature':

Ningxia Orient Non-ferrous Metals Group Corporation
Thomson Broadcast & Multimedia AG
Heason Technologies Group Ltd
SDMS

As the name suggests these were originally meant to be unmanned, however all these companies were actually on the waiting list for a full booth, so they were allowed to stand next to the table and treat them like an exhibition booth.

Conference Bags

The conference bags were sponsored by e2v.
Pens were provided by Bruker.
Pads of paper were provided by Toshiba Electron Tubes and Accel.

Fliers in Bags

The following companies chose to put a lightweight flier in the conference bags:

Simic SpA
Saes Getters
e2v
Pearson Electronics
Kempower
Dielectric
Superconductor Week
Tesla
OCEM SpA
CPI
Cooknell Electronics
Essex Xray
Hytec Electronics
Strathclyde/Lancaster Uni

Coffee Break

1 coffee break each was sponsored by W.C. Heraeus and CPI International.

Student Sponsorship

Thales kindly sponsored two students.

Exhibitor Manual

Each Exhibitor was sent an Exhibitor Manual (appendix 4) before arriving at the conference. A form for booking a time to use the loading bay at the EICC was included in the manual. This allowed the Exhibitors to arrive and unload their displays stands without too much delay.

The Exhibitor Manual also contained order forms for additional furniture, power supplies, networking, audio visual equipment and catering.

Conference Experience

All the Industrial Exhibitors were happy with the with layout and were pleased with how the conference went. There were no major complaints about the venue or the organisation of the conference.

The Sunday at the start of the conference was very busy. The Exhibitors were allowed in at 1pm to start building their stands. On entering the EICC the exhibitors had to register and pick up their security badges and conference packs containing tickets etc. A dedicated industrial registration desk/area had not been fully considered and one was improvised at the end of the main delegate registration desk. This proved to be slightly inadequate because delegate registration also commenced on Sunday afternoon and large queues of delegates appeared and the Exhibitors became mixed in with them and they had to wait.

A problem was also caused because the Exhibitor conference packs were prepared with the Delegate conference packs and had become mixed in with them, this caused delays in finding them. In several cases the Exhibitor packs did not contain the correct name badges, this caused delays because the only way to make new badges was to manually use a label making machine. A badge printer would have been much more effective. In several cases there had been last minute personnel changes, so new badges needed to be made up.

For 30% of the booths the person who originally booked the booth was not the main delegate and for 20% of the booths the original booth booker was not present. This caused a major problem because in several cases the Exhibitor arriving at the conference wanted to pay there and then with a credit card. To take payment they had to get their credit card details into SPMS, however because they had not made the original booking and the person who made the original booking was not present, they could not access the account that contained the booking information, and because I had no administrative rights on SPMS, I could not help either. In the end the only thing to do was write their card details down and fax them to the cash office at RAL to be processed. Again this problem could have been solved by giving the Industrial Exhibition manager the ability to change things in SPMS.

The ownership of one of the booths changed via a bilateral agreement between two companies. They told me by email, however there was no way I could make the change in SPMS because I did not have administrative rights.

3. After the Conference

Total revenue from the Industrial Exhibition:

Category	No.	Fee	Revenue
Strathblane Booth	17	£3,172.50	£53,932.50
Cromdale Booth	32	£2,643.75	£84,600.00
Unmanned Display	5	£940.00	£4,700.00
Coffee Break	2	£352.50	£705.00
Flier In Conference Bag	16	£117.50	£1,880.00
Studentship	3	£1175.00	£3,525.00
Late Delegate	2	£370.00	£740.00
Early Delegate	3	£320.00	£960.00
Total Registrants	54		£151,042.50
Additional Booth Staff	94	£0.00	£0.00
Extra Reception Tickets	49	£25.00	£1,225.00
Extra Banquet Tickets	22	£45.00	£990.00
Total Attendees	148		£153,257.50

Exhibition Demographics

Country	Total Delegates	Total Staff
China	1	2
Denmark	1	7
Finland	1	1
France	8	10
Germany	7	9
Netherlands	1	0
Italy	3	5
Japan	2	3
Slovenia	2	3
Spain	2	0
Sweden	2	2
Switzerland	2	7
UK	13	29
USA	9	16
Totals	54	94

A total of 148 Industrial Exhibitors were at EPAC06.

Post Conference Experience

Most of the work after the conference was sorting out the finances. Several Exhibitors wanted refunds because they did not need as many banquet tickets as they had ordered. A couple of Exhibitors had paid too much, some had paid too little (paying in Euros not Pounds was a common problem). Some had still not paid at all. Some had paid but had not put EPAC06 on the bank transfer, so RAL finance had put the money in the wrong account. It took about 5 months after the conference before all the finances were finally settled.





TENTH EUROPEAN PARTICLE ACCELERATOR CONFERENCE

Edinburgh International Conference Centre (EICC), Scotland, UK
26 to 30 June 2006

EPAC'06

«Title» «Initial» «LastName»
«Acronym»
«Institute»
«Inst2»
«Department»
«Address»
«Address2»
«Address3»
«POB» «Mailstop»
«Concat_Country_Code_Townetc»

Mike Dykes and Dan Faircloth
CCLRC, ASTeC
Daresbury Laboratory
Warrington
WA4 4AD, UK

Tel. +44 (0)1925 603142
Fax. +44 (0)1925 603192
E-mail: D.M.Dykes@dl.ac.uk
D.Faircloth@rl.ac.uk

8 May 2005

Dear «Title» «LastName»,

We have great pleasure in announcing that the tenth European Particle Accelerator Conference (EPAC'06), will be held at the Edinburgh International Conference Center (EICC) in Scotland from 26-30th June 2006. We would like to draw your attention to the associated Industrial Exhibition.

Exhibitions at EPAC have been very successful in the past, with companies reporting much interest from delegates. As EPAC is the premier venue for the presentation of existing and future European and international accelerator projects. It provides representatives of industry with a prime opportunity to advertise products to a large, technically knowledgeable audience. The meeting is expected to attract around 800 scientists and engineers from accelerator laboratories all over the world. Among these participants will be many decision-making managers from major laboratories. The Industrial Exhibition space has been arranged to take advantage of the natural flow of participants to and from the lecture halls and poster sessions where over 1000 presentations are expected.

We will send you full details of the exhibiting options available in November 2005. Please feel free to contact us at any time if you have any questions.

Yours sincerely,

Mike Dykes and Dan Faircloth
Industrial Exhibition Managers

Scientific Secretariat
Christine Petit-Jean-Genaz
EPAC Conferences Coordinator
CERN-AB
CH - 1211 Geneva 23
Tel. +41 22 767 32 75
Fax. +41 22 767 94 60
Mobile: +41 76 487 45 60
E-mail: Christine.Petit-Jean-Genaz@cern.ch

Local Conference Organization
John Thomason
CCLRC, ISIS
Rutherford Appleton Laboratory
Chilton
OX11 0QX, UK
Tel. +44 (0)1235 446050
Fax. +44 (0)1235 445720
E-mail: J.Thomason@rl.ac.uk



European Physical
Society



TENTH EUROPEAN PARTICLE ACCELERATOR CONFERENCE

*Edinburgh International Conference Centre (EICC), Scotland, UK
26 to 30 June 2006*

EPAC'06

«Title» «Initial» «LastName»
«Acronym»
«Institute»
«Inst2»
«Department»
«Address»
«Address2»
«Address3»
«POB» «Mailstop»
«Concat_Country_Code_Townetc»

Mike Dykes and Dan Faircloth
CCLRC, ASTeC
Daresbury Laboratory
Warrington
WA4 4AD, UK

Tel. +44 (0)1925 603142
Fax. +44 (0)1925 603192
E-mail: D.M.Dykes@dl.ac.uk
D.Faircloth@rl.ac.uk

7th December 2005

Dear «Title» «LastName»,

We wrote to you in May announcing that the tenth European Particle Accelerator Conference (EPAC'06) will be held at the Edinburgh International Conference Centre (EICC) in Scotland from 26-30th June 2006. We would like to inform you that online registration for the Industrial Exhibition will be available, on a first come, first served basis, from **12th December 12:00** Central European Time at www.epac06.org/organization/industry/.

EPAC is the premier venue for the presentation of existing and future European and international accelerator projects and, as such, provides representatives of industry with a prime opportunity to advertise products to a large, technically knowledgeable audience. Previous Industrial Exhibitions have been very successful, with many exhibitors reporting much interest from delegates. The meeting is expected to attract around 800 scientists and engineers from accelerator laboratories around the world. Among these participants will be many decision-making managers from major laboratories. The Industrial Exhibition space has been arranged to take advantage of the natural flow of participants to and from the lecture halls and poster sessions where over 1000 presentations are expected.

The details of the exhibition package are enclosed. We look forward to seeing you at EPAC'06.

Yours sincerely,

Mike Dykes and Dan Faircloth
Industrial Exhibition Managers

Scientific Secretariat
Christine Petit-Jean-Genaz
EPAC Conferences Coordinator
CERN-AB
CH – 1211 Geneva 23
Tel. +41 22 767 32 75
Fax. +41 22 767 94 60
Mobile: +41 76 487 45 60
E-mail: Christine.Petit-Jean-Genaz@cern.ch

Local Conference Organization
John Thomason
CCLRC, ISIS
Rutherford Appleton Laboratory
Chilton
OX11 0QX, UK
Tel. +44 (0)1235 446050
Fax. +44 (0)1235 445720
E-mail: J.Thomason@rl.ac.uk

Industrial Exhibition Managers
Mike Dykes and Dan Faircloth
CCLRC, ASTeC, Daresbury Laboratory Warrington
WA4 4AD, UK
Tel. +44 (0)1925 603142
Fax. +44 (0)1925 603192
E-mail: D.M.Dykes@dl.ac.uk
D.Faircloth@rl.ac.uk

Layout

The exhibition is divided into 2 parts located in the Strathblane and Cromdale Halls, in the immediate vicinity of the entrance hall and poster sessions.

For easy communication between exhibitors and customers the exhibition is fully integrated into the conference activities. Both halls are equipped with stations for refreshments during the morning breaks and are on the way to the conference auditoria.

The location and code numbers for each booth are shown in the floor plan diagrams on the following pages.

Exhibition Package

Booth rental prices are £2,500 and £3,000 (plus 17.5% VAT) according to their location (Cromdale Hall and Strathblane Hall respectively). Each booth measures 3x2 m².

A 10% reduction (£2,250 or £2,700) is offered on the price of booth rental if the reservation is made before 25 January, 2006. Payment is due within two weeks of the reservation, otherwise full prices will be charged.

Rental of a booth includes full delegate status to one person, including entrance to sessions, the conference reception and banquet. Payment for social events will however be due for all other staff manning the booth.

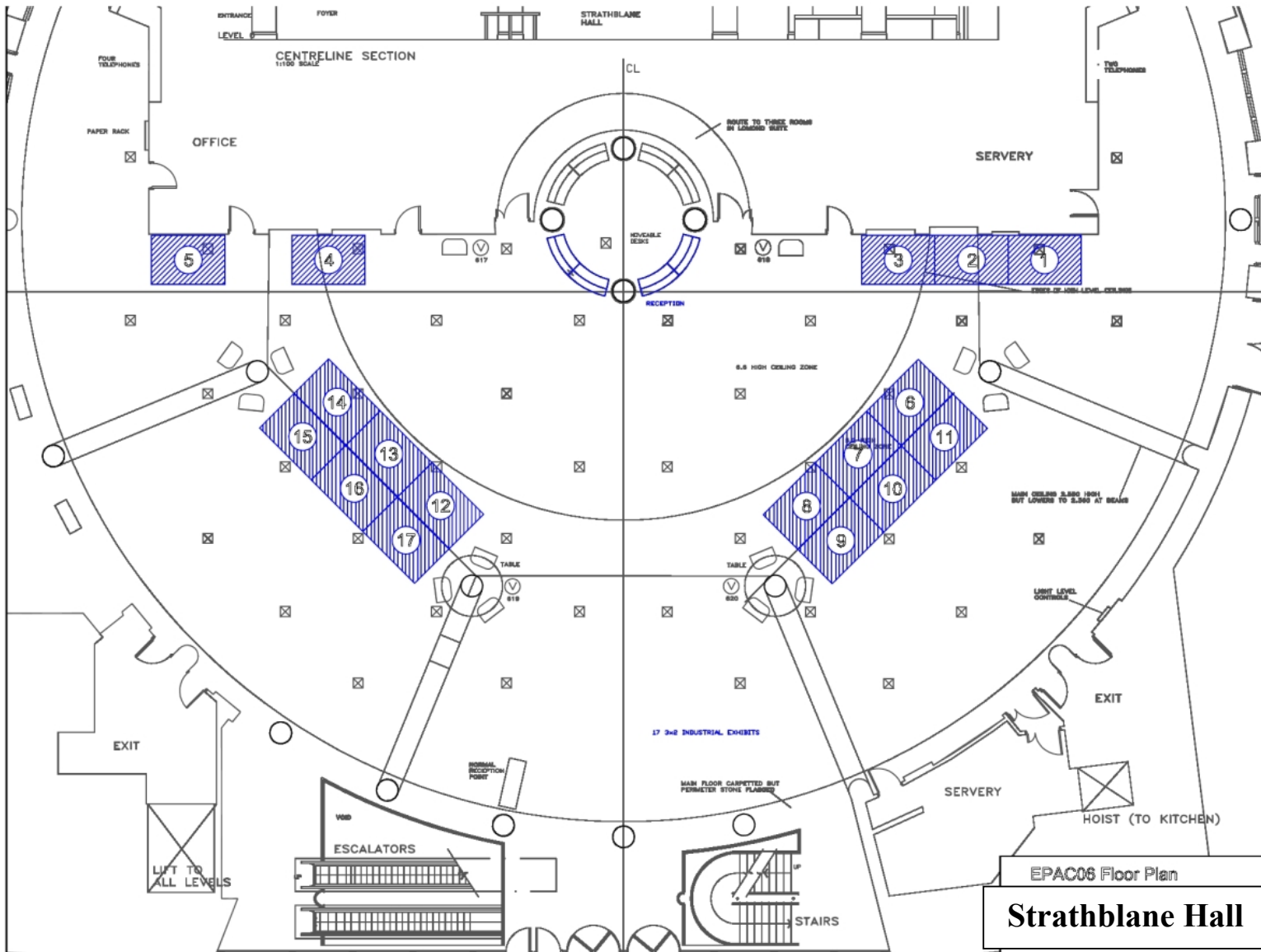
Booths are equipped with basic lighting, 1 desk and 2 chairs. A 230V power supply will be provided.

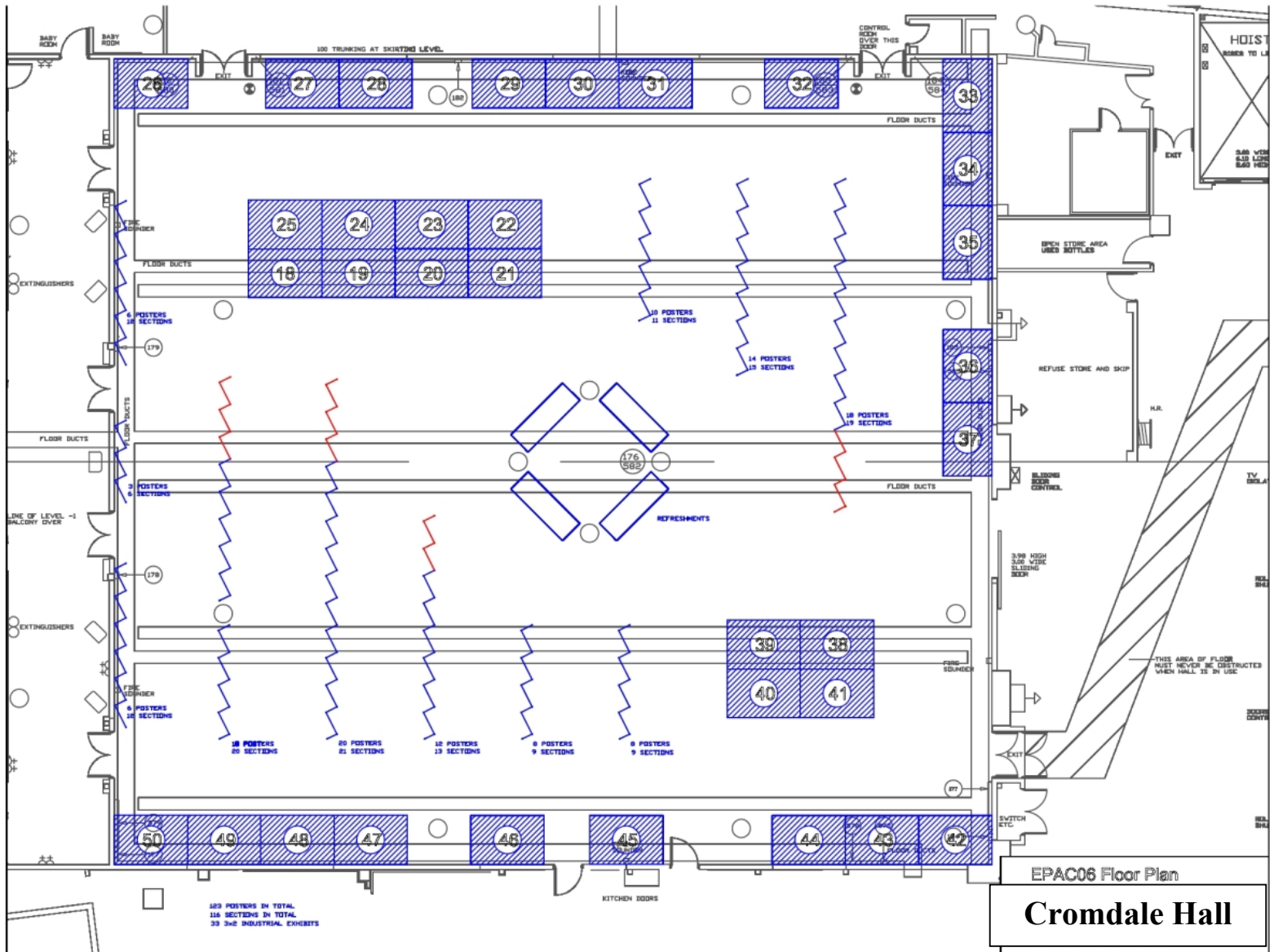
Wireless LAN (802.11b) will be available free of charge throughout the venue.

Exhibitors will have a link to their websites provided on an Exhibitors' list page of the conference website.

There are several other opportunities available to further raise the profile of your company:

- Sponsorship of a coffee break (acknowledgment and company logo displayed on signs) **£300**
- Lightweight flyer in every delegate's bag **£100**
- Unmanned display of literature **£800**
- Fellowship for Young Scientists (acknowledgment in programme) **£1000**





Industrial Exhibition Hours

Setup

Sunday, 25 June, 2006 14:00 to 17:30

Exhibition Hours

Monday, 26 June, 2006 9:00 to 18:00

Tuesday, 27 June, 2006 9:00 to 18:00

Wednesday, 28 June, 2006 9:00 to 12:30

Dismantle

Wednesday, 29 June, 2006 16:00 to 17:00

No display may be dismantled prior to Wednesday, 29 June, 16:00. All exhibits must be removed by 20:00, Wednesday, 29 June.

Terms and Conditions

For each booth reserved, payment is required upon reservation. Payment must be made in GBP as described in the Registration Form.

The Exhibition Managers will endeavour to satisfy booth space requests on a first come, first served basis. Please select your booth on the Exhibition Layout Plan.

Refund policy: An administrative fee of £50 will be withheld for any cancellation received in writing prior to 1st June 2006. No refunds will be given for cancellations received after this date.

The Conference reserves the right to approve the character of any display and to prohibit any display that, because of noise or other objectionable features, detracts from the scientific and educational nature of the exhibit.

During the hours the exhibit is open, each booth should be manned by persons technically qualified to explain and demonstrate the equipment or services displayed.

Further details will be provided to registered exhibitors.

Payment

We accept the following payment methods:

- Credit Card (American Express, Visa, Eurocard/Mastercard, JCB and Switch)
- Bank Transfer:

Lloyds TSB Bank plc
Market Place
Didcot
Oxon OX11 7LQ
UK

Account No: 00143698
Sort Code: 30-93-93
IBAN: GB17 LOYD 3093 9300 1436 98
BIC: LOYDGB21097

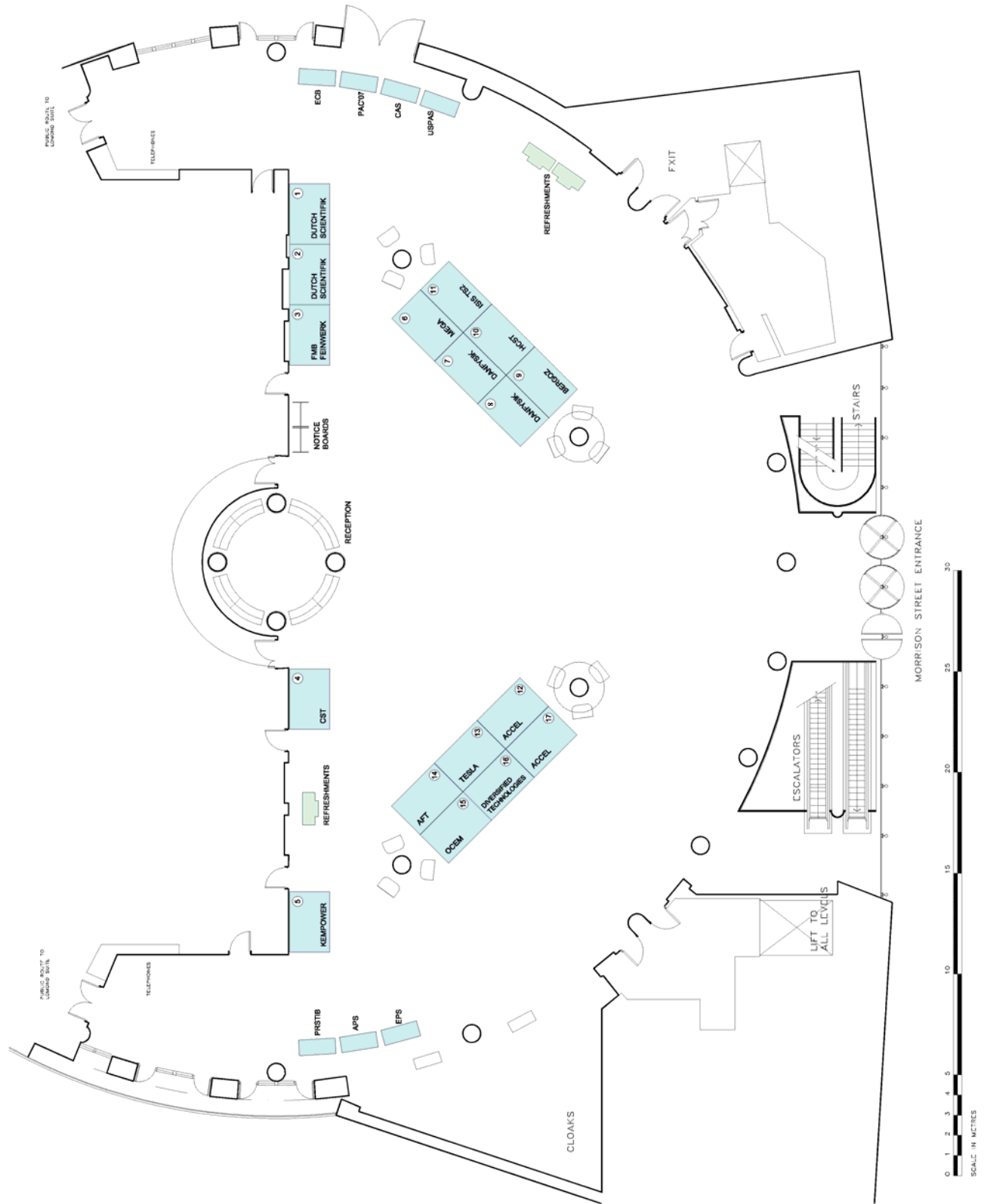
Please include the name of conference "EPAC'06" and your company name in all bank transfer requests.

If you have any additional questions, please contact the Industrial Exhibition Managers:

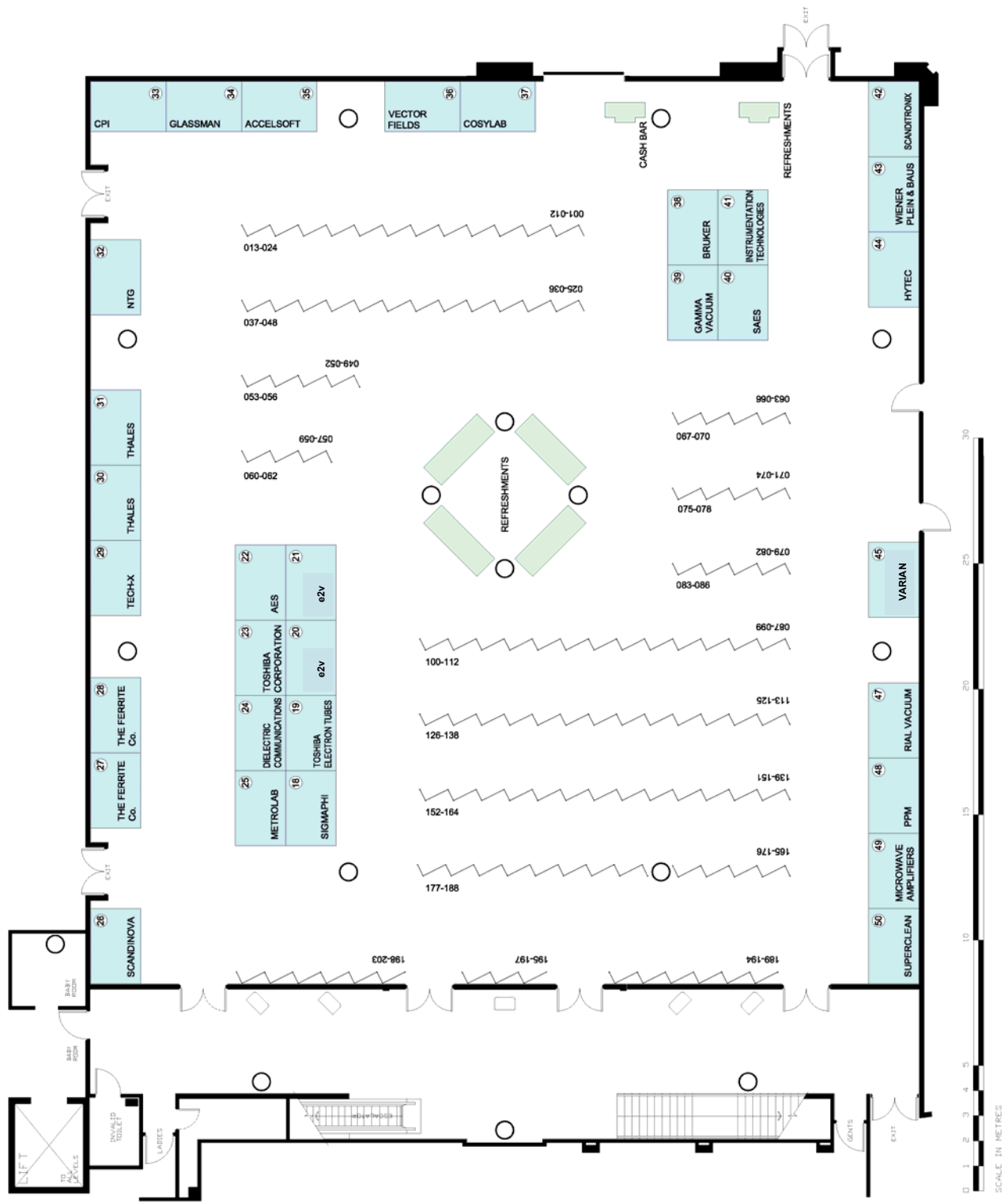
Mike Dykes
Daresbury Laboratory
Daresbury, Warrington
Cheshire, WA4 4AD
UK
Phone: +44 (0)1925 603142
Fax : +44 (0)1925 603192
D.M.Dykes@dl.ac.uk

Dan Faircloth
ISIS Facility
Rutherford Appleton Laboratory
Chilton
Oxfordshire OX11 0QX
UK
Phone: +44 (0)1235 446195
Fax: +44 (0)1235 445720
Dan.Faircloth@rl.ac.uk

APPENDIX 3: Floor Plan of the Industrial Exhibit in the Strathblane Hall



APPENDIX 3 (Cont.): Floor Plan of the Industrial Exhibit in the Cromdale Hall.



APPENDIX 4: Exhibitor Manual



10th EUROPEAN PARTICLE
ACCELERATOR CONFERENCE
A EUROPHYSICS CONFERENCE

***EPAC* 06**

25 – 30 June 2006

Exhibitor Manual

*Edinburgh International
Conference Centre*

CONTENTS

- ❖ **Exhibition Team Contacts**
- ❖ **Exhibitor Passes and Conference Registration**
- ❖ **Exhibition Business Services**
- ❖ **Venue / Exhibition Schedule**
- ❖ **Stand Information**
- ❖ **Location Map and Access to the EICC**
- ❖ **Order Forms**

Loading/Unloading Permit

Audio Visual Equipment

Floral Display

Furniture Hire

Power Supply

Information & Communication Technologies

Catering Price List

Stand Catering

Client and Contractor Guidelines

***NB: Please return Loading/Unloading Permit and Client and Contractor Guideline Acknowledgement Form
NO LATER THAN 9 JUNE 2006 by fax +44 (0) 131 519 4062***

EXHIBITION TEAM CONTACTS

❖ Industrial Exhibition Manager

Dr Dan Faircloth
CCLRC
Rutherford Appleton Laboratory
Chilton
Oxon
OX11 0QX
United Kingdom

Email: dan.faircloth@rl.ac.uk

Tel: +44 (0)1235 446195

Fax: +44 (0)1235 445720

❖ EICC Exhibition Co-ordinator

Sharon Hauxwell
Event Planning Department
Edinburgh International Conference Centre
The Exchange
EDINBURGH
EH3 8EE
United Kingdom

Email: sharonh@eicc.co.uk

Tel: +44 (0)131 300 3000

Fax: +44 (0)131 519 4062

❖ Accommodation

The Edinburgh Convention Bureau will handle hotel reservations. Online hotel reservations can be made through the EPAC website:

www.epac06.org/organization/accommodation

Tel: +44 (0)131 473 3666

EXHIBITION PASSES & CONFERENCE REGISTRATION

No access into the exhibition area will be permitted at any time unless the relevant pass is displayed.

Please read the section below detailing the different badges in use:

❖ Exhibitor Badges

Exhibitor badges are required for all personnel working on your stand during the open period and during the build up for the event. Please register your staff on the Industrial Registration web form on the website where the booth was booked:

<http://oraweb.cern.ch/pls/epac06/jacow.html>

Exhibitor badges will be issued on arrival at the EICC.

❖ Delegate Badges

Delegate badges are required for all personnel attending the conference. All badges will be personalised and will be issued at delegate registration.

EXHIBITION BUSINESS SERVICES

The EICC Business Centre offering a wide range of business services is located on Level 0 in the Strathblane Hall and will be available for use by Exhibitors and Delegates for the duration of the Conference and Exhibition.

For further information on the services available please visit: www.eicc.co.uk.

VENUE / EXHIBITION SCHEDULE

❖ EXHIBITION DATES & ADDRESS

The venue for the 10th European Particle Accelerator Conference is the Edinburgh International Conference Centre (EICC).

Dates: 25 – 30 June 2006

Location: Edinburgh International Conference Centre
The Exchange
EDINBURGH
EH3 8EE
Scotland

The Exhibition will be held in the Cromdale Hall on Level -2 and the Strathblane Hall on Level 0.

❖ EXHIBITION BUILD UP AND BREAKDOWN TIMES

The Exhibition Hall will be open to exhibitors and their contractors for stand building and breakdown as follows:

Build up:	Sunday 25 June	1300 – 1700hrs
Breakdown:	Wed 28 June	1800 – 2000hrs

❖ EXHIBITION OPEN TIMES

The exhibition will be open at the following times:

Monday 26 June	0900hrs – 1800hrs
Tuesday 27 June	0900hrs – 1800hrs
Wednesday 28 June	0900hrs – 1230hrs

❖ BREAKDOWN

Please note that exhibitors will be permitted to break down their stands from 1800hrs on Wednesday 28 June. Please note all stands must be derigged and removed by 2000hrs Wednesday 28 June.

❖ DELIVERIES

All deliveries to the EICC should be clearly marked with the following:

Exhibitor Name:

Stand No:

Event Name: EPAC 2006

Edinburgh International Conference Centre

The Exchange

Loading Bay

Off West Approach Road

EDINBURGH

EH3 8EE

Scotland, UK

Deliveries will be accepted from Sunday 25 June 2006.

Exhibitors should ensure that arrangements are made for the collection of all items from the EICC at the end of the event.

Items left will be stored for a very short period of time (3 working days max) and will then be disposed of. If items are to be left and collected by a courier, an Exhibitor Storage Form should be completed and given to a member of our Security Team, with the prior agreement of the Event Planning Department or Duty Management.

❖ **DISTRIBUTION OF FOOD & BEVERAGE**

No exhibitors shall distribute or give away any item of food or drink not supplied by the official caterers Leith's at the EICC without express written consent of Leith's. Should you wish to order stand catering, please complete the Stand Catering form included within this manual and return to Leith's.

STAND INFORMATION

❖ SHELL SCHEME SPECIFICATION

Shell Scheme Booths consist of walls, fascias to open sides and a name sign. The booths will be constructed by the EICC Contractor.

The cost for the shell scheme includes:

- 3 walls with 1 open side (depending on location of stand)
- 1 desk
- 2 chairs
- 2 x spotlights
- Basic power supply (double 500 watt socket)
- Fascia panel with Stand No. and Company Name

The walls of the booth are 2390mm high and have a smooth, white surface.

The preferred technique for attaching items to the wall is with adhesive Velcro hook and loop patches. Any adhesive is permitted providing it can be removed at the end of the conference.

All additional power, lighting, furniture, telecommunications, audio visual, floral displays and stand catering are available on request from the EICC using the forms included in this manual.

❖ LOADING / UNLOADING TIMES

Please complete the attached form and return to the EICC Event Planning Department.



❖ **FORKLIFT TRUCK**

A forklift service is available but must be pre-booked with the Event Planner at least 14 days prior to the conference commencing. **Quotation available on request.**



CITY CENTRE MAP

The main entrance to the EICC is on **Morrison Street** where there is a coach drop off point.

Access to the EICC Loading Bay (deliveries only) is from the **West Approach Road**.

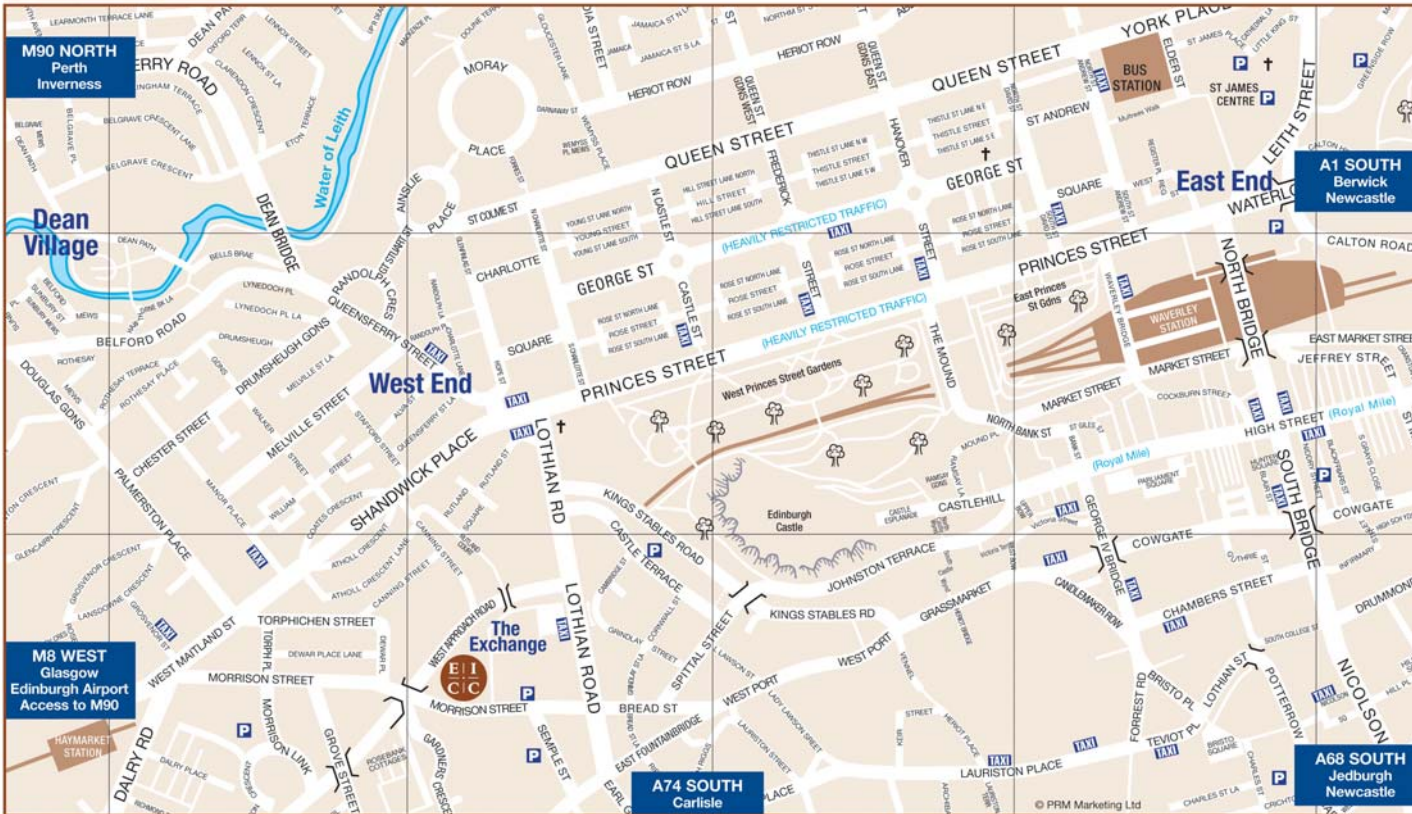
There are a number of car parks within walking distance of the EICC, they are marked on the map. For further details on car parking please visit our website.

Please note that there are a number of one way streets in close proximity to the EICC.

After 18.30 street parking is allowed in certain areas.

Please be advised that these maps cannot be reproduced without the permission of PRM Marketing Ltd www.prm.co.uk

Please see the appropriate copyright document.





CLOSE PROXIMITY MAP

The main entrance to the EICC is on **Morrison Street** where there is a coach drop off point.

Access to the EICC Loading Bay (deliveries only) is from the **West Approach Road**.

There are a number of car parks within walking distance of the EICC, they are marked on the map. For further details on car parking please visit our website.

Please note that there are a number of one way streets in close proximity to the EICC.

After 18.30 street parking is allowed in certain areas.

Please be advised that these maps cannot be reproduced without the permission of PRM Marketing Ltd www.prm.co.uk

Please see the appropriate copyright document.



LOADING / UNLOADING PERMIT

NB: This permit is only required if you plan to bring a delivery vehicle on-site at EICC: it is not required if you are sending items by courier

Event Name: EPAC 2006

Date of Event: 25 – 30 June 2006

Company _____

Contact Name _____

Tel _____

Fax _____

Email _____

STAND NUMBER(S) BOOKED: _____

Name of contractor company (if applicable): _____

Contact name: _____

Email: _____

Telephone: _____

Our preferred time to unload in the loading bays at the EICC is as follows (please tick two). Slots will be allocated on receipt of the completed form.

Sunday 1300 – 1330 Sunday 1330 – 1400

Sunday 1400 – 1430 Sunday 1530 – 1600

Sunday 1430 – 1500 Sunday 1600 – 1630

Sunday 1500 – 1530 Sunday 1630 – 1700

Vehicle type / size: _____

Our preferred time to load in the loading bays at the EICC is as follows (please tick one). Slots will be allocated on receipt of the completed form.

Wednesday 1800 - 1830 Wednesday 1930 - 2000

Wednesday 1830 - 1900 Wednesday 2000 - 2030

Wednesday 1900 - 1930 Wednesday 2030 - 2100

Once unloaded, vehicles must be moved off site, as the EICC is unable to provide Exhibitor parking. Secure lorry parking is available in Portobello, please



contact Secure Coach Parks Ltd, Sir Harry Lauder Road, Portobello, Edinburgh.
Tel 0131 669 1911.

**Please return this form NO LATER THAN 9 June 2006 by fax 0131 519
4062.**

THIS PAGE LEFT
INTENTIONALLY BLANK

Name of Event: EPAC 2006

Date of Event: 25 - 30 June 2006

EXHIBITOR DETAILS & PAYMENT METHODS

Please return this form with your ***pre-payment** to:-

The Event Planning Department, Edinburgh International Conference Centre, The Exchange, Edinburgh, EH3 8EE, Scotland
Tel No: 0131 300 3000 **Fax No:** 0131 519 4062

Company:	
Stand No:	
Address:	
Contact Name:	E-mail:
Authorised Signatory:	

* Cheques should be made payable to Edinburgh International Conference Centre Ltd
OR payment may be made by bank transfer to:-

Bank Name:	Bank of Scotland
Bank Address:	1 Castle Terrace, Edinburgh, EH1 2DP
Sort Code:	80-11-30
Account No:	814171
Account Name:	Edinburgh International Conference Centre Ltd
IBAN No:	IBAN GB42 BOFS 8011 3000 8141 71
SWIFT BIC:	BOFSGB21001

Alternatively payment can also be made by Visa, Mastercard, Delta, Visa Electron, Switch, Solo and JCB. **Please note:** unfortunately we cannot accept American Express

Please complete card details below:-

Cardholder Name:	
Credit Card No:	
Expiry Date:	Security Code:

AUDIO VISUAL EQUIPMENT

Number Required	Item Description	Daily Charge (£)	Weekly Charge (£) (3-7 days)	Total Value (£)
	VHS Recorder/Player	40.00	120.00	
	DVD Player	40.00	120.00	
	18" LCD Computer Monit	100.00	200.00	
	42" Plasma Screen	200.00	500.00	
	50" Plasma Screen	350.00	950.00	
	61" Plasma Screen	600.00	1700.00	

Total for Audio-visual:
Plus VAT @ 17.5 %
TOTAL £

Other (please specify):

FLORAL DISPLAY

Number Required	Item Description	Unit Price (£)	Total Value (£)
<i>Supplied in blue containers:</i>			
	1.5m specimen plant (overall height 1.8m)	42.00	
	1.8m specimen plant (overall height 2m)	50.00	
	1m length trough display (Green - low level display)	42.00	
	1m length trough display (Colour - overall height 1m)	50.00 per metre	
	Stage display, low level	33.00 per metre	
	* plus added flowering plants	55.00 per metre	
	Tall vase of white lilies	50.00	

Total for Floral Displays:
Plus 17.5% VAT
TOTAL £

Please contact the Events Department if you require a higher specification of plant/container or require any other floral arrangements and we will be happy to provide you with a quotation

Name of Event: EPAC 2006

Date of Event: 25 - 30 June 2006

FURNITURE HIRE

Number Required	Item Description	Unit Price (£) (Weekly Charge)	Total Value (£)
	Boss Linking Chair	17.00	
	Chrome Literature Rack (6 pockets)	55.00	

Total for Furniture Hire:
 Plus VAT @ 17.5%
TOTAL £

POWER SUPPLY (Shell Scheme only)

Number Required	Item Description	Unit Price (£)	Total Value (£)
	Single Spotlight *	25.00	
	500w Double Socket	60.00	

* 500w double socket will also be required if not already included in shell scheme

Total for Power:
 Plus VAT @ 17.5%
TOTAL £

Do you require a 24 hour guarantee supply? **YES / NO**
Please note: If a 24 hour supply is required, an additional 20% surcharge will be applicable

If more power than the above is required, please ask for a quotation

Space Only stands: please request the additional Power Order form

INFORMATION & COMMUNICATION TECHNOLOGIES

Number Required	Item Description	Daily Charge (£)	Weekly Charge (£) (3-7 days)	Total Value (£)
	Direct Dial Telephone (DDI) <i>(units charged at £0.20 each)</i>	85.00	85.00	
	ISDN2 Line (not for internet access*) <i>(units charged at £0.20 each)</i>	170.00	170.00	
	Fax Machine including DDI line <i>(units charged at £0.20 each)</i>	185.00	185.00	
	Wired Internet Connectic	285.00	285.00	
	Wireless Internet Connet	285.00	285.00	
	Laptop with DVD/CDR,802.11g, 15" screen (no floppy dis	200.00	450.00	
	Desktop PC DVD/CDR, 7 in card reader, floppy disk drive, 15" LCD screen	200.00	450.00	

Total for Audio-visual:
 Plus VAT @ 17.5 %
TOTAL £

*Units used (0.20+VAT per unit) will be invoiced post event
 *Please note: ISDN lines are specialist connections and therefore not ideal for internet access
Late orders will incur a 30% surcharge

Date & Time of Delivery / Installation for all Services:

Required from: **Until:**

All orders should be accompanied by dates, times and a drawing (in box below) to show the position of the required services.



Should you require any additional services not listed on this form, please contact the Event Planning department for a quotation.

LEITH'S

EXHIBITION STAND CATERING FORM

EVENT NAME: EPAC 2006

ROOM &

STAND NO. _____ EVENT DATE: 25 – 30 June 2006

QUANTITY	ITEM	DATE REQUIRED	TIME TO BE DELIVERED	PRICE
Example	Flask of Coffee	Mon 25 June	8am	£11.20

PLEASE COMPLETE IN BLOCK CAPITALS
RETURN 14 DAYS PRIOR TO THE EVENT

(Orders received after this time are subject to availability)

LEITH'S AT THE EDINBURGH INTERNATIONAL CONFERENCE CENTRE,
MORRISON STREET, EDINBURGH, EH3 8EE.

TEL: 0131 519 4008 FAX: 0131 519 4064

On behalf of the named organisation below, I request the provision of food and beverage service for the duration of the event. I agree to provide payment by cheque/credit card for goods/services prior to the event. I understand that all food items are non-returnable.

Company Name: _____

Name of person responsible for payment: _____

Address: _____

Telephone Number _____

Signed: _____ Date: _____

Method of payment: Company Cheque Visa Mastercard

Cheques made payable to **Leith's Ltd** and to be received no later than 7 days prior to the event

For Visa & Mastercard please write the account name and number below. (We do not accept Diners and Electron)

Name on Card _____

Number _____ Expiry Date _____

Cash Catering Menu Tariff 2006

Coffee/Tea

Small Flasks (7 cups)	£11.20
Large Flasks (16 Cups)	£25.60
Plate of Biscuits	£5.00
Muffins/Pastries	£2.00 each
2 Croissants with Preserves and Butter	£2.50
Finger Sandwiches (per round)	£3.35
Savoury Filled Ciabatta/Baguettes	£3.85
Smoked Chicken Salad (other Salad's available on request)	£7.50
Fresh Fruit Basket (for 10 people)	£14.00
Bowls of Dry Snacks (for 10 people)	£29.50
Selection of Canapés	price varies (On request)
Flavia Coffee Machine (Limited number available)	£23.50 per day
Flavia Sachets (Coffee, Tea, Chocolate etc) on consumption (Includes Cups, saucers, milks and sugars)	£1.10 per sachet

The above prices for flasks of coffee includes cups, saucers, milk and sugar. Plates of biscuits may be charged on a consumption basis. This selection represents our most frequently requested lines, should these not meet your requirements we are happy to discuss any alternatives.

All prices include VAT at 17.5%.

Soft Drinks

Mineral Water	£3.50 per litre
Fruit Juice	£4.15 per litre
Baby Mixers and Fruit Juices	£1.15 per bottle
Cans of Soft Drinks (eg Coca Cola)	£1.00 each

Wines and Champagnes

House Wine	£3.30 per glass £16.50 per bottle
House Sparkling Wine	£22.95 per bottle
House Champagne	£39.95 per bottle

Beer and Lager

Becks Bier	£2.75 per bottle
Budweiser	£2.75 per bottle
Spirits, Brandies, Liqueurs, Ports	Available on request

All details are correct at the time of printing, however you may be advised of slight variations in specifications and prices, should circumstances dictate.

Client & Contractor Guidelines



The EICC is committed to operating in an environmentally friendly manner and to maintaining the high standards of décor, fixtures and fittings, in order that all clients, customers and contractors experience the same quality of service. We want you to return to the Centre and for us to be able to provide you with the same high quality facilities that you see today.

In view of this, please assist us by following these simple guidelines:

Care of the Building

1. Please do not fix anything to walls, e.g. Sellotape, Velcro, Gaffer tape, blu-tac etc. No nails or similar fixings are permitted to be used on any property belonging to the EICC.
2. The VIP (33-person capacity) and Fireman's lift (8-person capacity) are to be used for authorised personnel only. All equipment must be transported to different floors via the goods hoist. Please note that the goods hoist is operated by swipe card control, which you can obtain by prior arrangement with EICC Security.
3. Carpet tiles and ceiling tiles may not be uplifted or removed by anyone other than EICC personnel.
4. No vehicles may enter the carpeted area of the Exhibition Hall without prior permission. Permission will only be given for display purposes. The Event Planner will be able to advise on the conditions for this.
5. No vehicles may enter the Auditoria without prior permission. Permission will only be given for display purposes. The Event Planner will be able to advise on the conditions for this.
6. All furniture and fittings should be used for the correct purpose only eg. no standing on or laying of equipment on chairs.
7. Due care should be taken at all times when transporting equipment around the building, to avoid any damage to doors and the fabric of the building.
8. All damage, however small, must be reported prior to leaving the premises. All damage to the building and fixtures and fittings (internal and external) will be assessed by the appropriate EICC personnel and charges may be levied where necessary.
9. All subcontractors should acknowledge and observe any request from EICC personnel with respect to the use of the building and its culture.

Client & Contractor Guidelines



10. Where necessary for exhibition or set build, all flooring/walls and fittings/fixtures are to be protected appropriately when sawing and painting etc. All debris is to be collected and disposed of appropriately. Prior arrangement must be sought.
11. All technical equipment provided by the Subcontractors should have a current PAT Test Certificate and should be in 'as new' condition.
12. All equipment provided by a subcontractor should be clearly labelled with the subcontractors name and contact details.
13. Please note that the weight restriction for the East Patio is 7.5 tonnes.
14. The EICC will endeavour to save energy wherever possible. We adopt the following procedures and would appreciate your co-operation in helping us fulfil these:
 - *Switch off lights in the room when the session is finished*
 - *Only have the escalators running when deemed necessary*
 - *Only start air conditioning unit in the room half an hour before a session is due to commence and stop it once a session is complete*

Health & Safety

All personnel entering the Edinburgh International Conference Centre must comply with all current Health and Safety legislation.

You personally, and any of your team are responsible for ensuring that your work area is safe at all times. You should ensure that your team is aware of this and if you have any questions about Health and Safety issues you should inform the Event Planner or Duty Manager.

1. In no circumstances should the goods hoist door sensors be blocked at any time. The car preference key provided in the lift should be used to lock off the lift on that floor with its doors open.
2. Pedestrian operated vehicles, eg. trolleys, should be used safely avoiding damage to the building fabric at all times.
3. All floor cabling must be made safe and kept neat and tidy at all times.
4. All access equipment must be in safe, clean condition and if appropriate, tested before being used on the premises.

Client & Contractor Guidelines



5. Risk Assessments should be provided by Production Companies for all Events.
6. No EICC access equipment should be used without receiving clearance and instruction, if appropriate, from the EICC technician responsible for that area.
7. No EICC lifting equipment ie. LX bars and chainhoists etc. should be used without receiving clearance and instruction, if appropriate, from the EICC technician responsible for that area.
8. Hardhats and safety harnesses and other protective / safety equipment / clothing should be provided by the contractor and worn if the event risk assessments warrant it.
9. All Pyrotechnics and smoke provided by the subcontractor should be cleared for use through the EICC Procedure TE10. The Technical Manager for the event will work through the procedure in conjunction with the subcontractor.

Services

1. Power and telephone sockets may only be used with prior permission. Charges will be levied as appropriate. Please see the Additional Services document for appropriate charges.

Security

1. All clients, delegates or contractors who enter the building through the main entrance before commencement of their event, are to report to the Concierge where they will be signed into the building and issued with a visitors pass.

Clients, delegates or contractors who enter the building through the Loading Bay are to report to the Security office in the loading bay where they will be signed into the building and issued with a visitors pass.

2. As a requirement of our Emergency Procedures, all passes are to be handed in before leaving the building.
3. Emergency Evacuation Procedures must be adhered to. In the event of an alarm sounding all persons visiting the building are required to take instructions from

Client & Contractor Guidelines



EICC staff with regards to what actions are to be taken. Unless otherwise advised, all alarms are to be treated as real.

4. No vehicles are permitted to park on the east patio area.
5. Parking is not available in the Loading Bay. All visitors are to unload their vehicle, after signing in with Security, and then remove the vehicle to the nearest parking facility. Goods unloaded from vehicles in the loading bay can be secured in the secure incoming goods cage at the visitor's request.
6. If the client produces a delivery schedule, it is their responsibility to ensure that all person(s) on the list adheres to the timetable.
7. In the event that clients, contractors or delegates require to leave equipment at the EICC for uplift by a courier or any other means, a Post-event Client Storage form must be completed and passed to the Security Officer in the loading bay.

The goods will be stored in the secure cage until the courier arrives to uplift the items. It is the responsibility of the person(s) and/or company leaving the goods to arrange for their removal. Goods will be retained at the EICC for a maximum of 48 hours.

General Code of Conduct

1. All sub-contracted employees working in the building to be of a clean and tidy appearance at all times.
2. All sub-contracted employees working on evening functions should be dressed appropriately for the style of function being worked on.
3. Food and drink is not permitted into the auditoria at any time. As a guideline, this includes stage areas.
4. There is **no smoking** permitted within the EICC.
5. During build up and break down, please respect others working in the building and keep noise levels to a minimum where possible.
6. Horseplay and breaches of Health & Safety rules will not be tolerated within the building. The EICC reserves the right to refuse an individual entry to the building if these guidelines are not followed.

Environmental Issues

1. The EICC is constantly seeking to provide an environmentally sustainable venue to all our clients and delegates. We are committed to the

Client & Contractor Guidelines



prevention of pollution and reducing any negative impact on the environment. We have identified significant environmental aspects associated with your event.

2. Our internal 'Green' team has already drawn up environmental programmes such as energy efficiency, waste management and delegate transport. We welcome your contribution to minimising the impact to the environment.
3. Please assist the EICC in reducing waste production by following our three 3 R's principles. (**R**educe, **R**e-use and **R**ecycle)
4. As you may be aware, it is possible to recycle waste generated by your event. Where possible, please sort your recyclable waste into different categories:
 - *Glass and Bottles*
 - *Paper and Cardboard (including magazines, brochures, etc)*
 - *Plastic Cups and Plastic Bottles*
 - *Aluminium Cans*
 - *Wood*
 - *Other recyclable items ie. copier and printer toner cartridges, etc.*
5. Please contact our Cleaning team to dispose of the waste once sorted and collated. Please note that an additional charge may be levied in order to dispose of excessive waste.
6. All clients are responsible for disposal of the waste created by their events. For large events and exhibitions, a skip can be hired through the Event Planner for collection and disposal of non-recyclable waste. In line with the UK Government policy to adhere to 'Polluter Pays Principle' (PPP), a charge may be levied.
7. The EICC can suggest a number of organisations for the purpose of International Shipping, for example Schenkers International Shipping. City Couriers are a local company who can provide a courier service for deliveries/collections. Both these companies are fully committed to improving environmental performance. Clients are requested to contact Schenkers and City Couriers direct to arrange any services required.

David Kennedy
Tel: 01277 - 236706
Fax: 01277 - 236709

City Couriers
Tel: 0131 447 7295

Client & Contractor Guidelines



E-mail: david.kennedy@schenker.com

8. For more information, please ask for our “think green” guidelines.

Distribution of Food & Beverage
--

1. No exhibitors shall distribute or give away any item of food or drink not supplied by the official caterers Leith's at the EICC without express written consent of Leith's. Should you wish to order stand catering, please request and complete a Stand Catering form and return to Leith's.

Client & Contractor Guidelines



If you have any queries on any of the guidelines please contact the Duty Manager or Event Planner. Thank you for your support and compliance.

Please sign below to acknowledge that you and any staff for whom you are responsible on site, have read and understood the EICC's Client and Contractors Guidelines.

Event Name ...EPAC 2006.....

Stand Number.....

Date25 – 30 June 2006.....

Signed by Printed Name

Job Role

Name of Company

Address

.....

.....

Telephone No

E-mail address

Please return this form **NO LATER THAN 9 June 2006** by fax 0131 519 4062.