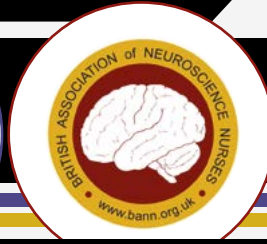


11TH EANN QUADRENNIAL CONGRESS & SBNS SPRING MEETING

19 – 22 MARCH
2019



in partnership
with **BANN**

Manchester Central Convention Complex

TECHNICAL MANUAL

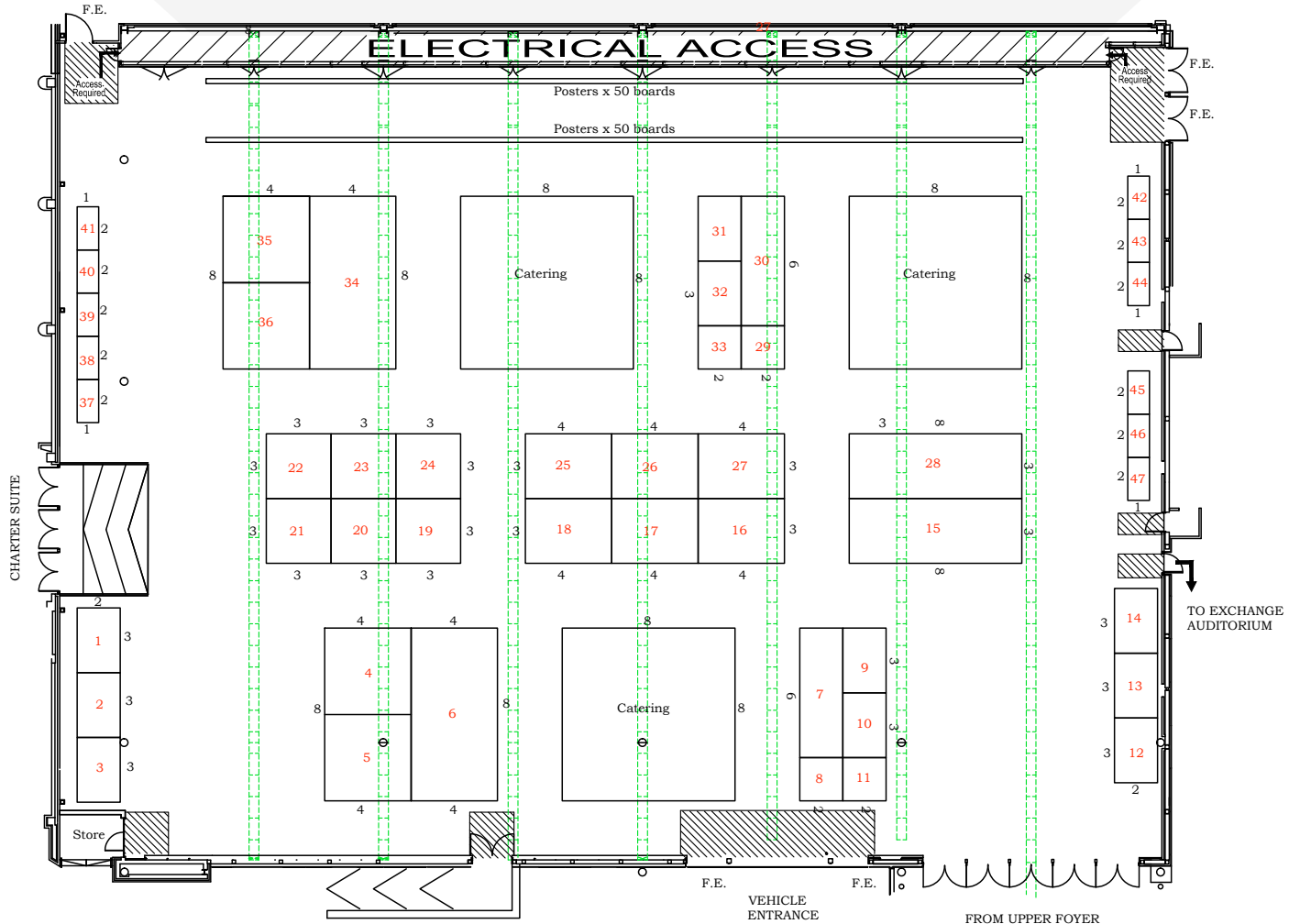
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SOCIETY OF BRITISH NEUROLOGICAL SURGEONS

Alix Gordon Email: admin2@sbns.org.uk Tel: 020 7869 6887
35-43 Lincoln's Inn Fields, London WC2A 3PE | www.sbns.org.uk

EANN & SBNS JOINT SPRING MEETING EXHIBITION FLOOR PLAN



Stand/Exhibitor

1.	Leigh Day	15.	Brainlab Ltd	33.	Ossdsign
2.		16.	NuVasive	34.	Integra Neurosciences/ Codman
3.		17/18	ZEISS	35.	
4.		19.	Fannin	36.	Takayama Instrument Inc.
5.		20.	DP Medical Systems	37.	Brain Tumour Research
6.	Stryker UK Ltd	21/22.	Leica Microsystems	38.	SBNS Research/ Trials
7.	Severn Healthcare Technologies	23/24.	Medtronic	39.	Taylor & Francis - BJN
8.	Elekta Ltd	25.	Synaptive	40.	
9.	Renishaw	26.	Zimmer Biomet	41.	
10.		27.	Delta Surgical	42.	
11.	NSK UK	28.	B. Braun Medical Ltd	43.	Brain and Spine Foundation
12.	Cavendish Implants	29.	Tissuemed	44.	Cavernoma Alliance UK
13.	RB Medical Engineering Ltd	30.		45.	BJN
14.	BK Ultrasound	31.	Olympus	46.	brainstrust
		32.	Irwin Mitchell Solicitors	47.	The Brain Tumour Charity

INTRODUCTION

DATES

The main SBNS & EANN joint Spring meeting takes place from 20-22 March 2019.

DEFINITIONS

In this manual, the following terms are defined as:

Exhibition: The trade exhibition being held in conjunction with the SBNS & EANN Joint Spring Meeting.

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.

Organisers: SBNS

Premises: Manchester Central Convention Complex

EXHIBITION VENUE

Manchester Central Convention Complex
Windmill Street
Manchester
M2 3GX

For directions go to: <https://www.manchestercentral.co.uk/>

WEBSITE

For further information and continuous updates regarding the SBNS & EANN Joint Spring Meeting 2019 please visit the website: <http://www.neuro2019.org/>

COURIERS

Neither Manchester Central nor the SBNS are responsible for arranging couriers. **All deliveries will be made as per the instructions that have been provided by the conference venue contained within this Manual.**

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 the Registration Desk or a member of staff at the venue.

LANGUAGE

The official language of the meeting 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.

DELIVERY ACCESS / LOADING / UNLOADING AT MANCHESTER CENTRAL

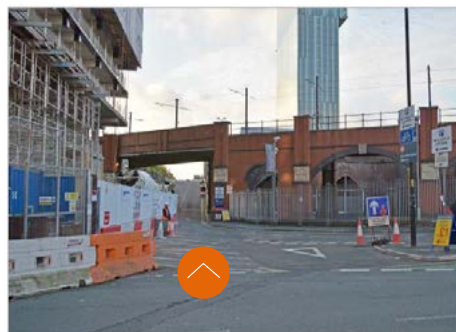
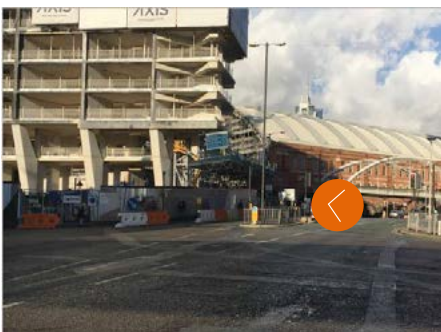
The delivery entrance for the Exchange Hall is via Windmill Street, M2 3GX (please see map below)



1 Delivery access to Exchange Hall: Windmill Street, M2 3GX



2 Delivery access to Central Halls & Charter Suite: Albion Street, M1 5LN



- All exhibitors are limited to a **maximum of 30 minutes** to unload.
- Porters will **NOT** be available to assist with unloading.
- Exhibitors are advised to bring their own trolleys to move their goods from vehicle to stand.

DELIVERY LABEL

The following information is required for all materials being delivered/ couriered for events at Manchester Central. Please attach a completed copy to all items in the delivery. All collections must be arranged on the day of departure the venue cannot store items.

The delivery address for small deliveries: FAO Sarah Copas, Manchester Central Convention Complex, Windmill Street, Manchester M2 3GX

For larger deliveries: Manchester Central Convention Complex, Albion Street, Manchester M1 5LN

<h1>Courier Delivery/Collection Form</h1>  Manchester Central	
Name of Event	EANN & SBNS Joint Meeting Manchester 2019
Date of Event	19-22 March 2019
Company Name	
Stand Number	
Sender Contact Name	
Sender Contact Number	
Sender email address	
Date/Time of Collection/ Delivery	
Courier Company Collecting/ Delivering Items	
Delivery Name, Address & Contact Number	
Number of Items to be delivered/collected	
Description of Item (ie A4 Boxes, pop up stand)	

All Boxes for collection must be taken to the courier collection point at loading door 1.

This form must be attached to any items due for collection. All Items must be collected by 22nd March 2019.

Any packages left without an attached Courier Collection Form will be regarded as waste and will be disposed of once the Exhibition tenancy ceases.

Manchester Central is not responsible for ensuring the collection of any parcels and all items are left at your own risk.

EXHIBITION DETAILS

EXHIBITION OPENING TIMES

The official exhibition opening times are as follows:

Wednesday	09:30 – 21:30 (Earlier start and Welcome Reception)
Thursday	10:00 - 16:30
Friday	10:00 - 14:30

Exhibitors will be allowed into the exhibition area 30 minutes prior to opening and may also leave 30 minutes after closing. All stands must be open and fully staffed during the official exhibition opening hours as stated above.

To encourage delegates to frequent the exhibition, lunch and tea & coffee will be served within the exhibition area during the official refreshment breaks. We will endeavour to serve exhibitors their lunch before the end of the sessions.

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, lunch areas and selected sessions that may be of interest.

For exhibitors wishing to attend all of the Scientific Sessions you must register as an SBNS Non Member in the normal way.

Please go to:

<https://www.sbns.org.uk/index.php/conferences/manchester-2019/registration-and-accommodation>

Exhibitor badges will be included in your stand package depending on the package booked.

Additional stand personnel will be charged a registration fee of £50.00 + VAT. If you would like to book additional badges please contact Alix Gordon.

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.

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

EXHIBITION ETIQUETTE

All exhibitors are reminded to respect each other's privacy when commercial interactions are taking place. They are also reminded that they should only enter another exhibitor's stand if invited to do so.

POSTERS

Posters will be displayed in the Exchange Hall.



PACKAGE ITEMS AND SPONSORSHIP

SOCIAL EVENTS

Both Welcome Reception and Gala Dinner tickets are included in your stand package the amount depends on which package you have booked as follows:

Package	Welcome Reception Tickets	Dinner Tickets
A	6	6
B	5	5
C	4	4
D	4	4
E	3	3
F	2	2
G	2	2
Table Top	2	0

In order to book your **COMPLIMENTARY** tickets and order additional ones (subject to availability), please contact Alix Gordon by **6th March 2019**.

If you do NOT respond by the deadline date we will assume that you will NOT attend the function and NO complimentary tickets will be issued after this date.

Additional Welcome Reception tickets are available to exhibitors at a charge of £45.00 +VAT per ticket and additional Gala Dinner tickets are available at a cost of £62.50 + VAT. Admission will be by ticket only which must be purchased in advance of the date. All social tickets will be allocated on a "first come, first served" basis.

For info on the Social Events go to:

<https://www.sbns.org.uk/index.php/conferences/manchester-2019/social-programme>

ADVERTISING OPPORTUNITIES WITHIN THE MEETING APP

Home screen widget: £600 + VAT (Included in package A)

Home screen widget is a company logo on the home screen. This is the first section all delegates will view. It also has the main features of the app on it. By clicking on this widget it will take the delegate through to the exclusive partners section of the app.

Company Logo on the Navigation Menu: £400 + VAT (Only 2 available)

When clicked it can either go to your profile within the app or an external web page.

Company Logo throughout the main academic programme: £400 + VAT (Only 3 available)

This is a banner ad which will appear within the main academic programme.

The banner can either link to your profile within the app or a 'pop-up' image or overlay screen, the image will appear when users click on the ad. If more than 1 company chooses this option then they will be evenly distributed and rotate every 15 seconds.

Banner ads: £300 + VAT (only 4 available)

This is 1 banner (company logo) in 4 different locations. These will be located in 'Speakers', 'Sponsors', 'Attendees' sections and on top of the menu bar within the app. These banners will be evenly distributed and rotate every 15 seconds.

Banners can have different causes to action. It can link to either:

- **Sponsor's profile page within the app**
- **Any external website**
- **Custom - A 'pop-up' or overlay screen with the custom ad will appear when users click on the ad**
- **Image - A 'pop-up' or overlay screen with the image will appear when users click on the ad**

Sponsored Alerts: £99.00 + VAT (only 4 available)

Sponsored Alerts will be sent to each delegate within the app and also to their email address. This can include images and a message with links to internal (within the app) or to an external destination.

TALKING SLIDES

We are continuing to record all presentations throughout the meeting; they will be published on line and accessible to all members of our association for **twelve months** on the Talking Slides platform <http://sbns.talkingslideshd.com/home>. There is an opportunity for your logo to be on the front page of this site as a hyperlink directly to your website.

This promises to be a very popular service for delegates and will offer a great opportunity for further brand awareness from our sponsors, not only to delegates who attended the conferences but also those who did not.

We have two levels of sponsorship that last for 12 months:

- **Gold £250.00 + VAT** (maximum of 4 available) your logo will appear at the top of the web page as people log on
- **Silver £150.00 + VAT** (maximum of 6 available) the logo swaps from the bottom of the page to the top after each refresh

DELEGATE BAG INSERT

Those stands that have booked a delegate bag insert need to send 600 copies to the SBNS Office for the attention of Alix Gordon by **11th March at the latest**.

Delegate Bag Inserts should be: Maximum A4 size, 1 sheet only subject to approval of the Scientific Committee.

EXHIBITORS' SLIDE

Exhibitors are entitled to one PowerPoint slide that will be shown at the end of the sessions on a loop system. Please submit the slide in a Power Point format to Alix Gordon – admin2@sbns.org.uk by **1st February 2019**. The slide is subject to the Scientific Committee approval.



INSTALLATION

INSTALLATION TIMES

Exhibitors will be allowed access from the following times:

Tuesday: 09:00 – 19:30
 Wednesday: 08:00 – 08:30

All exhibits must be completed to the satisfaction of the Organisers and must be fully staffed and ready for the official exhibition opening at 09:30 on Wednesday.

DISMANTLING/BREAKDOWN TIMES

Breakdown will be between the following hours: **14:30 – 18:00 on Friday**. Exhibits must not be disturbed, dismantled or removed prior to the official dismantling time. Exhibitors and their appointed stand contractors will be responsible for any charges incurred if Manchester Central is not clear by **18:00**.

BUILD UP HEIGHT

The maximum building height for all exhibition stands is **2.6m**.

ELECTRICITY

There is no power included in your stand booking. To book your requirements you need to contact the venue directly through Ian Ellis at iellis@ges.com

STAND CONSTRUCTION

ON SITE SERVICES

There has been no appointed stand contractor/ lifting agent or provider of onsite services regarding exhibition stands. Companies are responsible for the safe construction and break down of their stands.

STORAGE

It is strictly prohibited to store packaging materials or packing cases on, under or behind stands and all packing cases must be removed from the display area of the Exhibition hall. **The venue can offer us no storage space for this event.**

STOCK DELIVERIES

Exhibitors needing to re-stock their stands during the meeting 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 manual 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 the SBNS reserves the right to change, if deemed necessary, the location and layout of stands.

FLOORING

Care should be taken when building and dismantling stands.

INSURANCE

Neither the Organisers, nor Manchester Central, 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.

LIABILITY INSURANCE

The Organisers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his/her property and person and for the property and persons of their 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. 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.

STAND CONSTRUCTION

No shell scheme has been provided at this venue therefore all stands will be free build. Exhibitors are responsible for ensuring that they keep within their allocated space which will be clearly marked out on the floor.

The venue can offer 6ft tables and chairs free of charge for this event. If you would like to book one please email admin2@sbns.org.uk

Exhibitors are particularly reminded of the following points:

- **No stand may exceed the height of 2.6m**
 - 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.
 - If you are providing walls between you and adjoining exhibitors they must be a maximum of 2.6m high and must be cleanly decorated on both sides.
 - Please note that double height stands are not permitted
-

INTERNET CONNECTION

Wi-Fi is free of charge throughout the venue.

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.

ACCOMMODATION

For accommodation details click on the link:

<http://www.neuro2019.org/travel.php>

DISCLAIMER

The Information provided in this Technical Manual has been prepared by the SBNS to assist the exhibitors. Whilst every care has been taken to ensure that the details are correct at time of issue, the SBNS, 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.

SBNS – January 2019

