



Exhibitor Manual

30 May – 1 June 2022
Telford International Centre
www.uksg.org

CONNECTING THE
KNOWLEDGE COMMUNITY



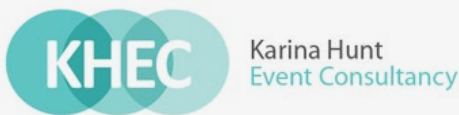
On behalf of UKSG, thank you for supporting the 2022 Conference. This year, the conference will be held both in person and online.

In this guide, you will find all of the information you need to assist with the delivery of a successful event!

Pre-Event Contacts

Prior to the event, Karina Hunt at KHEC is working on behalf of UKSG.

Our aim is to ensure strong communication links with all exhibitors and Karina will be able to assist with any pre-event enquiries not covered in this manual.



Karina can be contacted using the information below:

Email: karina@khec.co.uk

Mobile: +44 (0) 7900 165948



UKSG can be contacted as follows:

Witney Business and Innovation Centre, Windrush House, Windrush Industrial Park, Burford Road, Witney, OX29 7DX, UK.

Tel: +44 (0)1993 848235

Email: bev@uksg.org **Website:** www.uksg.org

Build-Up Timetable

Sunday 29 May 2022

Hall 1 will be open from 0800 to 1900 for stand build. Please pay special attention to Section 4, Build-Up and Breakdown. Please note: all stands must be built by 1900 on Sunday 29 May 2022.

We would appreciate your making every effort to adhere to this policy in order to ensure a seamless build-up process for all exhibitors.

Breakdown Timetable

Wednesday 1 June 2022

Stands can be broken down from 1315. Section 4, Build-Up and Breakdown again applies.

We would appreciate your adhering to this policy to ensure a professional event image.

You must be clear of Hall 1 by 1800.

Exhibition Hours

Monday 30 May:0830 – 1830

Tuesday 31 May:0830 – 1800

Wednesday 1 June:0900 – 1315

Your Quick Contact Guide

Pre-Event Contact

Karina Hunt, KHEC

Tel: +44 (0)7900 165948

karina@khec.co.uk

Accommodation

Reservation Highway Ltd

Tel: +44 (0)1423 525577

admin@reservation-highway.co.uk

<https://bit.ly/3GmawK1>

Advertising

To place an advertisement in *UKSG eNews* or the Conference Programme, please contact

Chelsea Plunkett, ContentOnline: chelsea@contentonline.com

Venue

Gareth Hope, Event Manager

Telford International Centre

St Quentin Gate, Telford, TF3 4JH, UK

Tel: +44 (0)1952 561788

gareth.hope@southwatereventgroup.com

UKSG

Bev Acreman, Executive Director

Witney Business and Innovation Centre, Windrush House,

Windrush Industrial Park, Burford Road, Witney, OX29 7DX, UK

Tel: +44 (0)1993 848235

bev@uksg.org Visit: www.uksg.org

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1. Accommodation

Telford offers a wide range of accommodation within easy reach of the Telford International Centre. The Reservation Highway online accommodation booking service is now available at <https://bit.ly/3GmawK1>

2. Animals

No animals other than assistance dogs are permitted on site.

3. Badges

Registration opens at 0800 on Monday 30 May, at which time you will be able to collect your badge.

NB: Please remember that all exhibitors must book to attend the event as delegates. No badging is required for Sunday access to exhibition set-up.

4. Build-Up and Breakdown

Please refer to the information on Page 6 for times. Stands must be designed so they can be completed within the time available.

Please ensure that all items are removed by the dates and times specified. Any items left at the venue after this time are at the exhibitor's risk.

Please report to gate security on arrival who will direct you to the nearest available car park for set up/breakdown. Car Park 4 will be used for exhibitor parking during set up, which allows direct access to Hall 1 via the roller shutter.

Please ensure that all contractors are aware of these arrangements.

Please refer to Section 15 for arrangements for the delivery and collection of items.

5. Car Parking

There is ample free car parking available at the TIC. Please refer to <https://www.theinternationalcentretelford.com/contact-us/> for a map and travel instructions.

6. Catering

The sole rights to catering are held in-house at the Telford International Centre. All daytime catering for delegates will be in Hall 1. If exhibitors wish to organise catering from their stand they should use the order form in **Appendix G** and return this by Monday 16 May at the very latest. There are vending machines in the foyer nearest Hall 1 where hot drinks and snacks can be purchased during set-up and throughout the period.

PLEASE NOTE: No exhibitors shall distribute or give away any item of food or drink unless authorised by the official caterers at the TIC.

7. Children

Please note that there are specific laws appertaining to children under the Health and Safety at Work regulations. No one under the age of 16 is allowed on site during build up or break down.

8. Cleaning

Each exhibitor is responsible for keeping their stand area clean and tidy. The stand areas of Hall 1 are carpeted. At the end of each conference day, any items left outside an exhibitor's stand area will be disposed of.

9. Cloakroom

There are cloakroom facilities in the Main Foyer of the TIC.

10. Code of Practice

Please ensure that all exhibits remain displayed during the hours the conference is open. *Breaking down before 1315 on Wednesday 1 June is strictly forbidden* – your neighbouring exhibitors could still be trading. Please be considerate!

11. Completion of Stands and Exhibits

All stands must be completed and ready by 1900 on Sunday 29 May 2022 – strictly no access to Hall 1 after this time.

Exhibitors should be familiar with the content and implications of the Disability Discrimination Act 1996 (DDA) and stands should be designed accordingly.

12. Conference Plenary/Breakout Sessions

All exhibitors are required to register as delegates and can attend plenary and breakout sessions of their choice. Plenary sessions will take place in the Main Auditorium. Location of breakout session rooms will be advised.

13. Damage

Any damage which has been caused by your company will be charged to your company.

14. Delegate List

A list of delegates (names and affiliations only) will be emailed to you two weeks before the event.

15. Delivery and Collection of Items

All deliveries to the TIC should be clearly marked with the following details:

Exhibitor Name:

Exhibitor Contact Name and No:

Stand No:

Hall 1 – UKSG Exhibition 30 May – 1 June 2022
Telford International Centre
St Quentin Gate
Telford
Shropshire
TF3 4JH.

Couriers delivering and collecting should report to Gate Security for direction. Deliveries will only be accepted from Saturday 28 May from 0800. Deliveries can be accepted before tenancy but please advise us if it is necessary for you to arrange this.

Exhibitors should ensure that arrangements are made for the collection of all items from the TIC at the end of the event. All items for collection should be clearly labelled with full contact details. Collections on Wednesday 1 June should be made between 1330 and 1800. All items MUST be collected by Thursday 2 June (between 0800 and 1200). Items not collected by this time will be put into temporary storage but there is no guarantee that they will not be disposed of after the stated collection time cut-off.

UKSG and the venue cannot take responsibility for any goods delivered by courier or postal services that are received by the organisers or their on-site representatives.

16. Disability Access and Parking

In the venue car park there is marked Blue Badge Holder Parking near the main entrance. A lift is available within the venue providing access to the first floor. The venue's accessibility policy is available at <https://www.theinternationalcentretelford.com/wp-content/uploads/2018/09/Accessibility.pdf> Should you require any further information please contact the venue direct.

17. Disputes

Should any questions arise that are not covered by the venue/event rules and regulations, the exhibitor agrees to accept the decision of the organisers as final.

18. Electrics and Lighting

UKSG has appointed Stagecraftuk as the official electrical contractor for the event and they are responsible for carrying out all the electrical installations on site. All electrical work must comply with the Association of Exhibition Venues 'eGuide, August 2016 Common Regulative Guidance for Events in UK Venues'. Please refer to [Appendix A](#) for the Electrical Order Form.

Cables and Wiring

- The maximum length of the flexible cord on an appliance or 4-way trailing lead is 2m.
- Multi-way plug-in type and bayonet adaptors are not permitted.
- Plug tops must comply with British Standard BS1363 and be suitably fused.
- Not more than one flexible cord shall be connected to one plug top.

4-Way Trailing Leads

- Only one 4-way unit can be used per socket and is subject to a maximum loading of 500w.

Clients' Own Lights

- Due to the recently introduced testing procedures please order either a 500w or 1000w socket outlet for clients' own lights.
- Spare lamps should be supplied as maintenance is not included with clients' own lights.
- Lamps and appliances with high surface temperatures should be guarded and used away from combustible materials.

Testing

- From 1 July 2012 new 'Testing of Electrical Installations' rules came into force in line with current Exhibition Industry Alliance (AEO, AVE & ESSA), e-guide rules and regulations. The charges to undertake the required testing are incorporated into the individual fitting prices listed on our Electrical Order Form.

Low Voltage Lighting

- Transformers must be fused on both the primary and secondary sides.
- Consideration should be given to the siting of your transformers in order to avoid volt drop and they must be well ventilated and easily accessible.

Sockets

- Sockets used for clients' own lights must not exceed 1000w.
- Ensure that you order the correct socket by checking the reference tag fitted to all appliances. Specifying incorrect sockets will result in additional costs and delays on site.
- All sockets are single conventional British metalclad outlets.

Mains Boards

- Each stand will have its own 30ma RCD consumer unit or distribution board, which must be easily and readily available at all times in the event of an emergency.
- We will position the consumer board on the back of the shell scheme fascia board unless otherwise instructed.
- Space only sites must indicate where they would like their distribution board installed.

24-Hour Power

- If power is required overnight for a fridge or computer then 24-hour power must be requested at the time of the order being placed.

Plans

- Please submit a plan outlining both the height and position of the fittings ordered, together with the desired position of the mains board.
- Failure to submit a plan will result in the fittings being placed at our discretion; site alterations will result in a surcharge and possible delays.

Socket Outlets

When ordering socket outlets it should be noted that all appliances have varying power requirements. Therefore, we recommend that you check the reference tag, fitted to each appliance by law, to assess its power requirements and to enable you to order the correct socket. Failure to do so can lead to blowing the fuse not only on your stand, but also on the block mains, leaving you and your neighbouring exhibitors without lights or power. This may result in additional charges and delays on site. Current venue regulations state that sockets which are to be used for lighting must not exceed 1000w. The use of 4-way units is permitted, provided that only one 4-way unit is used per socket and is subject to a maximum loading of 500w. Linking one 4-way unit to another ('Daisy chaining') is strictly prohibited under eGuide July 2014 regulations. If you have any queries then please do not hesitate to discuss your requirements with Stagecraftuk, who will be happy to help. Listed below are examples of the socket ratings required for regularly used appliances.

Sockets or Connections to Your Own Light Fittings

You can use your own light fitting systems on your stands. It is your responsibility to ensure that the system, or any prefabricated wiring, complies with the eGuide August 2016 regulations and has been installed or inspected by a competent electrician prior to use on site. All clients' own lighting must be supplied with a plug top so that it can be simply plugged into a socket outlet on site and must have a current Portable Appliance Test (PAT) label. You should carry a quantity of spare lamps, as maintenance to clients own lights is not included. Before ordering the socket for your own lights, please consider the following to ensure that you order the correct socket:

- eGuide August 2016 regulations state that sockets for clients own lighting must not exceed 1000w.
- When using lights on a track, add the total wattage of all the lamps together to give you the correct rated socket.
- Individual light fittings can be pre-wired together prior to arriving at the exhibition hall, provided that it is wired with a plug top by a qualified electrician and that it is PAT tested. However, you should give careful consideration as to how you fix your fittings to your stand once they have been pre-wired. Again add the total wattage of all the lamps together to give you the correct rated socket.
- If your light fittings cannot be pre-wired you will need to order an individual socket outlet for each fitting:
 - 500w Socket Outlet: Mobile phone charger, PC/Laptop, Television, DVD player, Oscillating fan, Clients' own lighting.
 - 1000w Socket Outlet: Small domestic coffee machine, Vacuum cleaner, Microwave, Large plasma TV screen, Clients' own lighting.
 - 2000w Socket Outlet: Not permitted for lighting purposes: Domestic coffee machine, Small kettle, Steam iron.
 - 3000w Socket Outlet: Not permitted for lighting purposes: Standard kettle, Commercial coffee machine, Water boiler, Clothes steamer.
 - 500w 24 hour Socket Outlet: Fridge, Computer requiring 24-hour power.

Early Booking Prices

- The deadline for ordering furniture is Friday 13 May but please place orders as soon as possible. Any order received after this time will be subject to a 20% surcharge.
- All fittings are on hire and the full cost of the installation, including VAT, is required with order.

19. Emergency Procedures

If the alarm is activated, the building will be evacuated. Stewards will direct everyone to the nearest emergency exits and towards the congregation points. If asked to evacuate, please move well away from the building to the marked assembly points 'A', 'B' and 'D' in the car parks as directed.

20. Exhibition Guide

Your logo and up to 100 words about your company will be included in the guide if you have supplied these to Karina at KHEC. Karina has requested this information directly from you following your stand booking.

21. First Aid

A qualified first-aider will be on site at all times but in the first instance please report any first aid incident to a staff member who will then contact the first-aider.

22. Furniture

No furniture is included in the stand fee. Furniture can be ordered using the Furniture Order form at [Appendix C](#). For further details, please see Stagecraftuk website. The deadline for ordering furniture is Friday 13 May but please place orders as soon as possible as stock may run out. Any order received after this time will be subject to a 20% surcharge.

23. Gangways/Aisles

Please ensure all products, display items, etc. are kept within the confines of your stand. You will be asked to remove items that protrude into any aisle or gangway.

24. Health and Safety

Construction (Design & Management) Regulations (CDM) came into effect in April 2015. The regulations changed how construction businesses manage their health and safety.

You should be aware of your responsibilities under the 1974 Health and Safety At Work Act, and all of the ensuing regulations and codes of practice. An exhibition site is also a place of work and you are advised that you should carry out risk assessments as part of your normal health and safety duties.

25. Hire of Plasmas and Additional AV Equipment

Additional audio-visual equipment can be ordered through Stagecraftuk. Please use the form in [Appendix E](#). The deadline for ordering equipment is Friday 13 May but please place orders as soon as possible as stock may run out. Any order received after this time will be subject to a 20% surcharge.

26. Insurance

The TIC insures its premises and own property against all risks. Whilst the venue takes every precaution to protect property during the event, it is not responsible for any loss of or damage to exhibitors' property. Please ensure that you have adequate insurance cover. Make sure that you have considered all eventualities including cancellation. **You must have public liability insurance to exhibit.**

27. Internet

Free WiFi connectivity will be available to all delegates. The public hotspot provides a free-to-use, unsupported wireless system which is of limited bandwidth and intended for use by delegates to check emails, etc. Exhibitors are advised that, in order to guarantee sufficient bandwidth to support their stand activities, they should order a high-speed hard-wired internet connection. Please use the Stagecraftuk form at [Appendix F](#) to order internet connections. Forms should be returned by Friday 13 May but please place orders as soon as possible. Any order received after this time will be subject to a 20% surcharge.

Please note: Stagecraftuk do allow external supplied wireless routers to be used on site, however you **MUST** inform Stagecraftuk prior to your arrival as you will need to configure your router and order a fixed IP address. Alternatively, you can order an Access Point which can be pre-installed on your stand, and will provide the same benefits as a router.

Internet security and the security of your machine and your data is your responsibility and the TIC accepts no liability for losses either actual or consequential as a result of you using their internet access services.

There will be IT support available during set-up on Sunday 29 May.

For photocopying and other office services please visit the TIC main reception where a member of their staff will assist you.

28. Noise Levels

If any noise levels are raised to an unacceptable level for neighbouring exhibitors and visitors during the Conference, the organisers reserve the right to curtail the noise.

29. Notice Board

There will be an exhibitor notice board where announcements about stand-based events, prize draws, etc. can be displayed.

30. Painting or Spraying

Under no circumstances is painting or spraying permitted in the halls.

31. Photography

Steve Burden Photography will be on site for the duration of the event.

Tel. 07772 518 584. info@sburdenphoto.co.uk www.sburdenphoto.co.uk

32. Risk Assessment

All parties, including exhibitors and contractors, have responsibilities as laid out in accordance with the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and any mandatory Acts/Regulations relevant to their activities. It is the responsibility of exhibitors and contractors to ensure that a safe working environment is achieved throughout the build-up, open and breakdown periods of the event. Exhibitors building their own stands must submit a risk assessment to Bev Acreman, UKSG Executive Director (bev@uksg.org) by no later than Friday 1 March, where there is deemed to be a risk associated with their stand.

Exhibitors occupying a shell stand do not need to submit a risk assessment for the build process but should ensure that their stand and their fittings are safe. No documents are required from shell scheme users. Exhibitors using simple pop-up stands are not required to provide any documents.

The risk assessments submitted to UKSG will be available to TIC staff on site for reference. All contractors, sub-contractors, agents, etc. appointed by an exhibitor must have in their possession an appropriate risk assessment and method statement and relevant liability insurance for the tasks/activities they are performing, which should be available for inspection at any time.

33. Security

The venue has on-site security and all doors to Hall 1 will be locked at the end of each conference day. We do however recommend that you remove all personal valuables, including laptops, from your stand when unmanned. Please ensure all electrics are switched off when you leave your stand at the end of each day. We advise you to read the Insurance section in this manual to ensure you have adequate cover.

34. Sharers

Remember to pass on any relevant information to any companies sharing your stand with you.

35. Smoking

In accordance with legislation, the venue operates a No Smoking policy in ALL enclosed areas.

36. Stand Construction Details

Stand Layout

The exhibition hall (Hall 1) layout is a predetermined layout as approved by the TIC. All shell stands and floor stands are 2.5m x 1.5m. Please refer to the [Exhibition Floorplan](#).

Height Restrictions

The height restriction in Hall 1 is **5 metres**.

Floor Space Only Stands

Stands must be designed so they can be completed and dismantled within the time available. Please refer to [Section 32](#) on Risk

Assessment. Each Floor Space Only stand will be allocated 1 x 500W single socket outlet.

Shell Scheme Stands

Shell scheme stands will be constructed with the Click modular system to a height of 2.5m, using white melamine panels and white 300mm deep fascia to all open sides.

One standard fascia nameboard will be provided to each open side of a shell stand, detailing company name and stand number.

Please confirm these details by completing the form in Appendix C and returning by Friday 6 May 2022.

Each Shell stand will be allocated 1 x 500W single socket outlet and 2 LED spotlights. Optional extras can be ordered for shell stands. Prices on application by contacting Stagecraftuk at sales@stagecraftuk.com or by phone: 01952 281600.

If a double stand has been ordered, the dividing wall will be automatically removed unless otherwise requested by the exhibitor.

Carpet

The gangways and catering areas in Hall 1 will be carpeted in Royal Blue and all stand areas (floor space and shell) will be carpeted in Light Grey.

Exhibitors wishing to change or remove the carpeting on their stands should advise Karina Hunt at KHEC karina@khec.co.uk of changes as well as using the carpet order form – see [Appendix E](#).

No tape is to be used on floor areas without prior approval of the venue. Any damage caused will be charged at a level appropriate to cover costs for complete renovation of the damaged area.

Stand Graphics

Exhibition graphics can be ordered from Stagecraftuk. Prices on application by contacting Stagecraftuk at sales@stagecraftuk.com or by phone: 01952 281600.

Walls/Doors/Windows

No posters or other materials are to be pinned, taped or attached in any other way to walls, doors or windows. Any damage caused will be charged at a level appropriate to cover costs for complete renovation of the damaged area.

37. Storage

A limited space for storage of items during the event will be available near Hall 1. Valuable items should not be left in this area.

38. Toilets

Toilets are located throughout the Telford International Centre.

39. Travel Information

Information on how to get to Telford and the TIC can be found at <https://www.theinternationalcentretelford.com/contact-us/>

40. Trolleys

Trolleys are not available at the TIC.

41. Venue

The full address of the venue is: TIC, St Quentin Gate, Telford, TF3 4JH, UK

Main switchboard: +44(0) 1952 281500 <https://www.theinternationalcentretelford.com/contact-us/>

42. Virtual Exhibit Booths

This year, the conference will be held both in person and online. There is a virtual exhibit booth alongside your physical one.

Please refer to [Appendix H](#) to read the instructions and complete the information required for your virtual booth. Once the initial set up has been completed you will be able to login and update/add any information to your booth. As a default, we will use the exhibitor information and logo that you have previously supplied for the Programme.

Exhibitor List 2022

Company	Stand No.		
AAAS/Science	42	De Gruyter	38
Accucoms	4	Digital Science	66
ACS Publications	60 & 61	Duke University Press	50
Adam Matthew Digital	7 & 8	EBSCO Information Services	70 & 71
AIP Publishing	45	Edward Elgar Publishing	15
American Psychological Association	100	Elsevier	58 & 59
Annual Reviews	102	Emerald Publishing	99
Association for Computing Machinery	2	Gale, a Cengage Company	27 & 28
Bloomsbury Digital Resources	103 & 104	GeoScienceWorld	41
BMJ	12	ICE Publishing	29
Bristol University Press	54	IEEE Xplore Digital Library	79, 80, 81 & 94
British Online Archives	67	IGI Global	34
Browns Books	68	Infobase	101
Burgundy Information Services Ltd	72 & 73	IOP Publishing	52 & 53
Cambridge University Press	107	ISSN International Centre	83
ChronosHub	69	JAMA Network	16
Clarivate	3	Jisc	26
Coherent Digital	17	JoVE	76 & 77
Cold Spring Harbor Laboratory	87	JSTOR	90
Content Online	82	Kanopy	36
Covidence	55	Karger Publishers	95

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Company	Stand No.		
Keenious	91	VitalSource Technologies	84
Kortext	49	Wiley	30 & 31
Mark Allen Group	98	Yewno	57
MDPI AG	39		
NEJM Group	44		
New York Times in Education	5		
Numerique Premium	33		
OCLC	74 & 75		
OverDrive	35		
Overleaf	108		
Overton	47		
Oxford University Press	109 & 110		
Prenax	85 & 86		
PressReader	1		
ProQuest	62 & 63		
Royal Society of Chemistry	37 & 46		
SAGE Publications	105 & 106		
Springer Nature	9, 10 & 11		
Taylor & Francis	64 & 65		
The Institution of Engineering and Technology	13 & 14		
The MIT Press	6		
Thieme Publishing Group	78		



Appendices

CONNECTING THE
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Stand Electrics Order Form

Contact Name:	Event Date: 30th May – 1st June
Event: UKSG 2022	Hall Name/No.:
Company Name:	Stand Number:
Company Address:	
Tel Number:	Date:
Email Address:	Signed:

ELECTRICS	Cost	Quantity	Total
Single Socket Outlet (2amp-500w)	£70.00		
Single Socket Outlet (5amp-1000w)	£105.00		
Single Socket Outlet (10amp-2000w)	£160.00		
Single Socket Outlet (13amp-3000w)	£195.00		
Large Mains connections	POA		
LIGHTING (Shell scheme stands only)			
1m Track with 3 Spotlights	£75.00		
Long Arm Spotlight	£25.00		
5ft Fluorescent Light Fitting	£50.00		
PACKAGES (Shell scheme stands only)			
500w Socket and 1m Track 3 Spots	£125.00		
500w Socket and 5ft Fluorescent	£110.00		
500w Socket and 2 x 1m Track 3 Spots	£185.00		
*All stand requirements include	VAT		
installation and testing*	Total		

All orders should be accompanied by a scaled drawing showing where you wish connections to be positioned on your stand, as well as details of raised floors and preferred location of mains feed. 500w sockets are suitable for use with a single 4-way adaptor to run computers, TV's, Pop-up stand lights etc. All sockets over this size are to be used with a single item.

All orders received less than 10 working days before the event build will be subject to a 20% surcharge.

Stagecraftuk reserve the right to substitute specified equipment with a suitable alternative if necessary. All orders are subject to Stagecraftuk's terms and conditions. Goods/Services will not be supplied unless fully paid for in advance. Please tick the box below indicating how you would like to pay:

Please state if invoicing name/address is different from the above.

Invoice
(For BACS payment)

Credit/Debit Card

Please return your forms to:

Email: Sales@stagecraftuk.com **Post:** Stagecraftuk, International Way, Telford, Shropshire, TF3 4JH

Fax: 01952 281553 **Tel:** 01952 281600



Stand Electrics Order Form

Please indicate using the grid below the location of the services required. Please also fill in the surrounding stand numbers so that the stand orientation can be attained.

Your Stand Number

Stand Number



Stand Number



Stand Number



Front of Stand

Additional Electrical Instructions

Regulations now govern the electrical installations at most UK venues. A full list is available from the venue, however the most pertinent are listed below:

1. All labour working on electrical installations must have proof of their competence, i.e. BECA registered or JIB approved.
2. Adaptors are not permitted
3. Only one four way trailing outlet (maximum 500w) per socket outlet may be used
4. Flexible cord (Round Cable) may not be longer than 2 metres
5. ELCB protection is required for each socket less than 2 metres (measured horizontally) from any sink unit / water outlet.
6. Any complaints regarding electrical installations must be reported in writing before the close of the exhibition
7. Unless supplied with drawing the installation will be fitted at the electrician's discretion

For Information: Examples of Power Requirements

500w Socket—Computers, TV's, Videos, Spotlights up to 500w, Fridges

1000w Socket—Domestic filter coffee machines, Lighting up to 1000w

2000w Socket—Kettles, Machinery up to 2000w

3000w Socket—Hired coffee machines, machinery up to 3000w

NB. Lighting circuits must not exceed 1000w



Shell Scheme Fascia Order Form

stagecraftuk

Contact Name:	Event Date:
Event:	Hall Name/No.:
Company Name:	Stand Number:
Company Address:	
Tel Number:	Date:
Email Address:	Signed:

Your company name and stand number will be supplied on a standard fascia panel fixed to the front of your stand. Please fill in this section of the form to ensure your name panels are correct.

NAME THAT YOU WISH TO APPEAR ON YOUR SHELL SCHEME STAND

Please print in CAPITALS as mistakes resulting from illegible handwriting will be charged for.

Please note that the deadline for name boards is 3 weeks prior to the event date.

No more than 32 characters can be used. Alterations after the deadline will be charged at £25+vat per board.

Please return your forms to:

Email: Sales@stagecraftuk.com **Post:** Stagecraftuk, International Way, Telford, Shropshire, TF3 4JH

Fax: 01952 281553 **Tel:** 01952 281600

Furniture Order Form

Contact Name:	Event Date: 30th May – 1st June
Event: UKSG 2022	Hall Name/No.:
Company Name:	Stand Number:
Company Address:	
Tel Number:	Date:
Email Address:	Signed:

Tables:





Bar Table	Nero Bar Table	Hey Bar Table	Tolix Bar Table
			
H1100 x 610 Diameter	H1100 x 610 Diameter	H1120 x 600 Diameter	H1030 x W600
£64.00	£58.00	£89.00	£64.00
Black or White	Black or White	Black or White	Black or White
Product Code: TB61	Product Code: TB90	Product Code: TB25	Product Code: TB88

Taurus Table	Nero Bistro Table	Hey Bistro Table	6ft Trestle Table
			
H750 x W800	H750 x W800	H730 x W800	H760 x W1830 x D760
46.00	£64.00	£85.00	£12.75
Black or White	Black or White	Black or White	
Product Code: TB02	Product Code: TB93	Product Code: TB24	Product Code: SC11



Chairs & Stools:

Kontor Stool	Purnell Stool	Tolix Stool	Jam Stool
			
D350 x H930	D600 x H770 x W660	D410 x H750 x W410	D440 x H920 x W440
£50.00	£45.00	£42.00	£29.00
Grey	Black or White	Black, White, or Gunmetal	Black Trim or Grey Trim
Product Code: ST38	Product Code: ST64	Product Code: ST20	Product Code: ST26

Hey Stool	DSW Stool	Sleek Stool	Stacking Chair
			
D440 x H830 x W440	D540 x H825 x W470	D420 x H740-860 x W360	D560 x H820 x W500
£49.00	£49.00	£34.00	£20.00
Black, Grey or White	Black or White	Black, White, or Red	Black, Green, Red or
Product Code: ST24	Product Code: ST19	Product Code: DE44	Product Code: CH45




Hey Chair	Tolix Chair	Jam Chair	Tulip Side
			
D500 x H840 x W550	D540 x H810 x W470	D530 x H780 x W490	D540 x H810 x W500
£53.00	£34.00	£32.00	£36.00
Black or White	Black, White, or Gunmetal	Black Trim or Grey Trim	Black or White
Product Code: CH24	Product Code: CH28	Product Code: CH49	Product Code: CH26

ISO Chair	Light Chair	DSW Chair	Conference Chair
			
D550 x H820 x W530	D450 x H790 x W400	D540 x H810 x W470	
£20.00	£36.00	£45.00	£5.50
Blue, Black or Red	Clear	Black, Blue, Green, Grey, Purple, Red, Mustard, Navy, Turquoise or white	Red
Product Code: CH83	Product Code: CH15	Product Code: DE69	Product Code: SC12

Display Cabinets - Requires a 500w Socket:

Counter Display Showcase	Counter Jewel Showcase	Tallboy Showcase	Corner Display Counter
			
W1200 x D500 x H900	W1200 x D500 x H900	W500 x D500 x H1970	W750 x D750 x H900
£150.00	£150.00	£156.00	£150.00
Product Code: LC02	Product Code: LC01	Product Code: TS31	Product Code: LC04

Other Items

Table Cloth (Suitable for 6ft Trestle Table)	Low Aluminium Table & Two Chairs	A4 Zig-Zag Literature Rack	2 Door Cupboard
			
		H1320 x D285 x W380	D500 x H1000 x W1050
Black			Black or White
£10.00	£40.00	£75.00	£75.00
Product Code: SC13	Product Code: SC14	Product Code: SC15	Product Code: CB50

Hand Sanitiser Pumps and Gel

Foot Pump Sanitiser Station	Hand Pump Sanitiser Station	Sanitiser Gel Bottles (500ml) x 12	Sanitiser Gel Bottles (500ml) x 6
			
		500ml	500ml
		Clear	Clear
£114.00	£104.00	£96.00	£48.00
Product Code: SC_01	Product Code: SC_02	Product Code: SC_03	Product Code: SC_04

Furniture Order Form

Please enter your furniture requirements into the table below.

Product Code	Colour	Quantity	Total Cost
Other Furniture Available on Request			VAT
			Total

Please note, all furniture items are for hire only and any items missing on collection will be charged.

All orders received less than 10 working days before the event build will be subject to a 20% surcharge.

Stagecraftuk reserve the right to substitute specified equipment with a suitable alternative if necessary. All orders are subject to Stagecraftuk's terms and conditions. Goods/Services will not be supplied unless fully paid for in advance. Please tick the box below indicating how you would like to pay:

Please state if invoicing name/address is different from the above.

Invoice
(For BACS payment)

Credit/Debit Card

Please return your forms to:

Email: Sales@stagecraftuk.com Post: Stagecraftuk, International Way, Telford, Shropshire, TF3 4JH

Fax: 01952 281553 Tel: 01952 281600



Carpet Order Form

Contact Name:	Event Date: May 30th – 1st June
Event: UKSG 2022	Hall Name/No.:
Company Name:	Stand Number:
Company Address:	
Tel Number:	Date:
Email Address:	Signed:

FLOOR COVERINGS	Cost	Quantity	Total
Standard Exhibition Cord Carpet	£3.95/sqm		
<i>For above please specify Black, Blue or Grey</i>			
Other colours available	POA		
Protective plastic floor covering	£1.25/sqm		
Vinyl Flooring	From £8/sqm		
Raised Floor	£25/sqm		
	VAT		
	Total		
Please specify dimensions of stand or floor area to be covered (in metres):			
Please specify floor surface details (i.e venue floor, raised floor etc):			

Please note all carpet orders must be placed and confirmed at least three weeks prior to the build date. Any orders received after this date are not guaranteed.

Colour Swatches are available on request, unless specified the best colour match will be supplied based on your above specifications. Please note that all colours are subject to availability. Non standard colours are available however they require a longer lead time. The price includes removal of the carpet after the event and disposal for recycling

All orders received less than 10 working days before the event build will be subject to a 20% surcharge. Stagecraftuk reserve the right to substitute specified equipment with a suitable alternative if necessary. All orders are subject to Stagecraftuk's terms and conditions. Goods/Services will not be supplied unless fully paid for in advance.

Please tick the box below indicating how you would like to pay:
Please state if invoicing name/address is different from the above.

Invoice
(For BACS payment)

Credit/Debit Card

Please return your forms to:

Email: Sales@stagecraftuk.com **Post:** Stagecraftuk, International Way, Telford, Shropshire, TF3 4JH

Fax: 01952 281553 **Tel:** 01952 281600

Audio Visual Equipment

Contact Name:	Event Date: 30th May – 1st June
Event: UKSG 2022	Hall Name/No.:
Company Name:	Stand Number:
Company Address:	
Tel Number:	Date:
Email Address:	Signed:

HD Display Screens & Monitors (16:9 Format)	Cost	Quantity	Total
22" LCD/LED Screen HD 1080p c/w Desk Stand	£49.00		
24" LCD/LED Screen HD 1080p c/w Desk Stand	£60.00		
32" LED Screen HD 1080p c/w stand	£210.00		
40" LED Screen HD 1080p c/w stand	£275.00		
49" LED Screen HD 1080p c/w stand	£300.00		
55" LED Screen HD 1080p c/w stand	£495.00		
65" LED Screen HD 1080p c/w stand	£595.00		
75" LED Screen HD 1080p c/w stand	£895.00		
86" LED Screen HD 1080p c/w stand	£1200.00		
98" LED Screen HD 1080p c/w stand	£1700.00		
Screen Mounting Pad—required for fixing screen to walls	£143.00		
<i>Please specify what you are connecting to the TV e.g laptop:</i>			
Video & LED Walls			
LCD Screen Video Wall (46" Modules)	POA		
LED Screen Video Wall (Absen Pro 2mm)	POA		
Touchscreens HD (16:9 Format)			
24" LCD/LED Touchscreen HD 1080p c/w Desk Stand	£110.00		

Please return your forms to:

Email: Sales@stagecraftuk.com **Post:** Stagecraftuk, International Way, Telford, Shropshire, TF3 4JH

Audio Visual Equipment



32" LED Touchscreen HD 1080p c/w stand	£375.00		
40" LED Touchscreen HD 1080p c/w stand	£575.00		
55" LED Touchscreen HD 1080p c/w stand	£875.00		
65" LED Touchscreen HD 1080p c/w stand	£1075.00		
85" LED Touchscreen HD 1080p c/w stand	£2675.00		
Screen Accessories	Cost	Quantity	Total
DVD Player	£20.00		
Blu-ray Player	£40.00		
HD Media Player (USB/SD)	£35.00		
Unicol Parabella Stand	£75.00		
Unicol Glass Shelf for Parabella Stand	£15.00		
Custom Screen Stand <i>Contact us with your requirements</i>	POA		
I.T			
Laptop i7 <i>Windows 10, Office 365</i>	£145.00		
Apple MacBook Pro 15"	£300.00		
Apple iPad (from)	£85.00		
Colour A4 Desktop Printer	£140.00		
Desktop PC Speakers	£25.00		
LCD/LED Projectors			
We stock a large range of LCD & LED projectors, screens and mounts. Please contact us with your requirements for a quotation.	POA		
Audio			
PA System—2 Speakers, mixer, amp	£215.00		
PA System—4 Speakers, mixer, amp	£285.00		
Lapel Radio Mic Channel	£120.00		
Headset Radio Mic Channel	£120.00		
Handheld Radio Mic Channel	£120.00		
Cabled Switched Mic c/w Stand	£20.00		
We Carry a huge range of specialist audio equipment, please contact us with your requirements for a quotation	POA		

Please return your forms to:

Email: Sales@stagecraftuk.com **Post:** Stagecraftuk, International Way, Telford, Shropshire, TF3 4JH

Fax: 01952 281553 **Tel:** 01952 281600

Audio Visual Equipment



Lighting	Cost	Quantity	Total
We stock a large range of the very latest LED intelligent lighting equipment including custom gobo and digital video projection. Please contact us with your requirements for a quotation.			
Other AV Equipment Available on Request	VAT		
	Total		

All orders received less than 10 working days before the event build will be subject to a 20% surcharge.

Stagecraftuk reserve the right to substitute specified equipment with a suitable alternative if necessary. All orders are subject to Stagecraftuk's terms and conditions. Goods/Services will not be supplied unless fully paid for in advance. Please tick the box below indicating how you would like to pay:

Please state if invoicing name/address is different from the above.

Invoice
(For BACS payment)

Credit/Debit Card

Please return your forms to:

Email: Sales@stagecraftuk.com **Post:** Stagecraftuk, International Way, Telford, Shropshire, TF3 4JH

Fax: 01952 281553 **Tel:** 01952 281600

Communications Order



Contact Name:	Event Date: 30th May – 1st June
Event: UKSG 2022	Hall Name/No.:
Company Name:	Stand Number:
Company Address:	
Tel Number:	Date:
Email Address:	Signed:

INTERNET	Cost	Quantity	Total
Wired Broadband Connection (RJ45 Connection)			
Min 10mb	£295.00		
Min 20mb	£350.00		
Min 50mb	£495.00		
Min 100mb	£595.00		
Additional Broadband Connection	£135.00		
<i>Are you bringing your own router?</i>		YES	NO
Fixed IP Address <i>A fixed IP address must be purchased if you are bringing your own router</i>	£60.00		
Dedicated Stand Wifi with up to 5 users. The access point acts as a router. The bandwidth on the access point is 5ghz, please ensure all devices are compatible.	£345.00		
Additional Users (per five units)	£40.00		
Personalised Wifi Address	£60.00		
	VAT		
	Total		

Please note we do allow external supplied wireless routers to be used on site however you MUST inform us prior to your arrival as you will need to configure your router and order a fixed IP address. Alternatively you can order an Access Point which can be pre-installed on your stand, and will provide the same benefits as a router.

All orders received less than 10 working days before the event build will be subject to a 20% surcharge.

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Invoice
(For BACS payment)

Credit/Debit Card

Please return your forms to:

Email: Sales@stagecraftuk.com Post: Stagecraftuk, International Way, Telford, Shropshire, TF3 4JH

Communications Order Form



Please indicate using the grid below the location of the services required. Please also fill in the surrounding stand numbers so that the stand orientation can be attained.

Stand Number

↑

Stand Number

←

Stand Number

→

Front of Stand

Your Stand Number

Please complete the Internet Requirements Questionnaire on the next page.

COMMUNICATIONS FORM— REQUIREMENTS



Contact Name:	Cost Code: 090602
Event:	Hall Name/No.:
Company Name:	Stand Number:
Company Address:	

Please complete the below prompts so we can ensure that your Communications Order suits your requirements. If you are unsure on any of the questions, please contact :
sales@stagecraftuk.com / 01952 281600

1. What do you plan to use the connection for? (Please tick)	
Payment Processing	<input type="checkbox"/>
Demonstrating a product	<input type="checkbox"/>
Showcasing a website	<input type="checkbox"/>
If other please specify:	

2. How many devices will your connection need to cope with? (Please tick)	
1-5	<input type="checkbox"/>
6-10	<input type="checkbox"/>

3. What type of devices will you be using? (Please tick)	
iPad/Tablet	<input type="checkbox"/>
PDQ Machine	<input type="checkbox"/>
Laptop	<input type="checkbox"/>
Wireless Printer	

4. Are your devices: (Please tick)	
2.4Ghz	<input type="checkbox"/>
5 Ghz	<input type="checkbox"/>
Unsure	<input type="checkbox"/>

5. Are you bringing any other equipment to site? (Please tick)	
Router	
Patch Cables	
If other please specify	

6. Would you like the Wi-Fi SSID to be in the name of your stand?	
Yes	WiFi SSID Name:
No	

STAND CATERING ORDER FORM

IMPORTANT INFORMATION

DELIVERY TIME SLOTS

08:30-09:30 / 09:30-10:30 / 10:30-11:30 /
11:30-12:30 / 12:30-13:30 from 13:30 hourly
delivery slots continue until 30 minutes before
the exhibition closes.

ORDERS

- **Minimum order value of £25.00**
prices include VAT
- **All initial orders must be returned a
minimum of 7 working days prior to your event**
- **Subsequent orders can be placed on site**
for next day delivery if placed before 12:00pm
- **If you have any special requirements**
please let us know and we will endeavour to
meet your needs
- **No return of stock**
can be credited at the end of the exhibition
- **Electric supplies for all equipment will need
to be ordered with Stagecraft UK**
please call 01952 281 600 to arrange

EVENT STAFF

Don't forget we can assist with hostess &
service staff **from £19.50 per hour.**

PAYMENT

Payments can be arranged via invoice.
**The Invoice payment must be received 48
hours before the event start date.**

CORKAGE FEE OPTION

Payment required 2 days prior to the event,
failure to do so may incur an additional admin
fee on the day.

Please note that this option allows you to bring
a pre agreed quantity of the specific items

Any electrical items brought on to site require
PAT testing certification. Electric supplies for
all equipment will need to be ordered with
Stagecraft UK, please call 01952 281 600.

If you are serving food on your stand a member
of your team must have a level 1 food hygiene
certificate. Please ensure you have this with
you for the duration of the event. You must also
conform to the guide catering regulations for
food & beverage.

ALL BEVERAGE INCLUDING ALCOHOL & SNACKS - £200.00 PER DAY

CONTACT

TIC FOOD & BEVERAGE DEPARTMENT

TEL: 01952 281601

EMAIL:

shelley.simister@southwatereventgroup.com

DINE WITH US	PRICE	TIME SLOT	QUANTITY PER DAY							
			M	T	W	T	F	S	S	
Bacon sub rolls / sausage sub rolls (platter of 10 items) Please specify vegetarian & dietary requirements	£40.00									
Danish pastry selection (platter of 10)	£18.00									
Box of assorted sweet biscuits 1 KG	£15.00									
Grab & go grab bag Individual bag per person includes a sandwich wedge, crisps, chocolate bar, fruit & 500ml water	£11.95									
Seasonal fruit basket (10 mixed items)	£22.00									
Classic Sandwich Box Just Gammon Ham Free Range Egg Mayo & Mustard Cress (v) Tuna & Cucumber Chicken & Seasoned Mayo Cheese & Tomato (v) Sliced Chicken Tikka, Hellmans Fresh Mint Mayo, Lettuce	£40.00									
Classic Sandwich box Veggie Free Range Egg Mayo & Mustard Cress (v) Cheese & Tomato (v) Chargrilled Veg & Hummus (v)	£40.00									
Classic Savoury box Proper Cornish Sausage Roll Hand Raised Pork Pie Spinach & Ricotta Quiche in a Turmeric & Fennel Crust (v) Bacon & Mature Cheddar Quiche in a Herb Crust	£45.00									
Classic Savoury Veggie box Proper Cornish Vegan Roll Broccoli & Roasted Red Pepper Quiche in a Beetroot & Cumin Crust Spinach & Ricotta Quiche in a Turmeric & Fennel Crust Mozzarella Tomato Basil Skewer	£45.00									



Classic Sandwich Box



Classic Savoury box



Classic Sandwich box Veggie



Classic Savoury Veggie box

ADDITIONAL FOOD & DRINK NOTES

Large empty area for additional food and drink notes.

ADDITIONAL ORDER NOTES

Large empty area for additional order notes.

ORDER DETAILS

EVENT NAME
COMPANY
LOCATION / HALL NUMBER OR NAME
STAND NUMBER & NAME
CONTACT NAME
CONTACT TELEPHONE NUMBER(S)
CONTACT EMAIL
ADDRESS & POSTCODE
ON-SITE CONTACT NAME
ON-SITE CONTACT TELEPHONE NUMBER

BILLING DETAILS

INVOICE TO
CONTACT NAME
TELEPHONE
EMAIL
INVOICE ADDRESS & POSTCODE

The Invoice payment must be received 48 hours before the event start date.

CONFIRMATION

SIGNED
PRINT NAME
DATE

Online Exhibition

There will be an opportunity to add to your online exhibitor presence, which will be hosted by our platform provider CVent.

All booth staff will need to be registered for the conference.

As an exhibitor, you will have access to the Exhibitor Portal where you can manage your virtual booths by adding booth staff (who are registered for the conference), editing your profile and logos, adding content for attendees, and exporting leads. You will also have a Virtual Meeting Room - a single virtual meeting room URL for attendees to join and have an open chat with your organization. (You will need to download the zoom client app onto the hardware you will be using to manage your event).

For your virtual booth, you can add

- Up to 50 weblinks for attendees to visit
- Up to 50 documents (must be less than 20MB). Supported formats .doc, .docx, jpg, jpeg, pdf, png, ppt, pptx, txt, xlx, xlsx
- Up to 25 videos (must be less than 5 GB)

You can also chat with attendees via your page using the chat function.

You do not have to take up these options. As a default we will use the logos and exhibitor description that you have already supplied.

Logins will be sent to the main contact by our colleagues at CVent – please keep an eye on your inbox.

All booth staff will need to be registered for the conference.