

CONFERENCE 2011 AND EXHIBITION

4-6 April 2011

Harrogate International Centre

www.uksg.org



EXHIBITOR MANUAL

Exhibitor Manual

First of all, on behalf of UKSG, thank you for supporting the 2011 Conference. We wish you a successful event. Here's to 2011 and beyond!

Pre-Event Contacts

Prior to the event, Mustard Events is working on behalf of UKSG. Our aim is to ensure strong communication links with all exhibitors. Mustard Events can be contacted using the information below:

Karina Hunt, Operations Manager:

E-mail: karina@mustardevents.co.uk

Tel: +44 (0)24 7644 0469

Mobile: +44 (0) 7900 165948



UKSG can be contacted as follows:

Hilltop, Heath End, Newbury RG20 0AP UK

Tel: +44 (0)1635 254292 Fax: +44 (0)1635 253826

E-mail: alison@uksg.org Website: www.uksg.org

PROGRAMME Monday 4 April

▶ 08.00	Registration, Main Foyer
▶ 09.00	Refreshments and exhibition viewing, Hall Q
▶ 10.30	<p>Opening of the Conference, Auditorium Tony Kidd, <i>Chair, UKSG</i></p> <p>Greetings from NASIG Katy Ginanni, <i>President, NASIG</i></p> <p>Presentation of 2011 John Merriman Joint NASIG/UKSG Award (UK award sponsored by Taylor & Francis)</p>
Plenary Session 1 Auditorium	<p>Future communications Chair: Tony Kidd, <i>University of Glasgow</i></p> <p>▶ 10.40 William Gibson and the future of libraries John Naughton, <i>The Open University and Cambridge University Library</i></p> <p>▶ 11.20 The future of the book David “Skip” Prichard, <i>Ingram Content Group Inc</i></p>
▶ 12.00	Lunch and exhibition viewing, Hall Q
▶ 13.30	Breakout sessions (Group A)
▶ 14.30	Refreshments and exhibition viewing, Hall Q (Break sponsored by Springer)
Plenary Session 2 Auditorium	<p>New approaches to research Chair: Ed Pentz, <i>CrossRef</i></p> <p>▶ 15.00 Digital research, analog publishing: one scientist’s view Philip E Bourne, <i>University of California, San Diego</i></p> <p>▶ 15.30 The gatekeeper is dead! Long live the gatekeeper! Or: What does filtering mean for scholarly communications in a web-based world? Cameron Neylon, <i>Science and Technology Facilities Council</i></p> <p>▶ 16.00 The research workflow revolution: the impact of Web 2.0 and emerging social networking tools on research workflow Bill Russell, <i>Emerald Group Publishing Ltd</i></p>
▶ 16.30 to 17.30	Exhibition viewing, Hall Q
▶ 18.00 to 19.00	Reception, Hall Q
▶ 19.00	<p>Curry and quiz night, Royal Hall (additional bookable option) or Free evening – delegates can consult http://www.uksg.org/event/conference11 for dining and networking ideas</p>

PROGRAMME Tuesday 5 April

Plenary Session 3 Auditorium	Rethinking 'content' Chair: EHazel Woodward, <i>Cranfield University</i>
▶ 09.00	Open, social and linked – a ménage à trois of content exploitation Andy Powell, <i>Eduserv</i>
▶ 09.30	Buying by the bucketful: a comparative study of how e-book bundles are used Terry Bucknell, University of Liverpool
▶ 10.00	Open bibliographic data: what, why, how Rufus Pollock, <i>Open Knowledge Foundation</i>
▶ 10.30	UK Serials Association AGM, Auditorium
▶ 11.00	Refreshments and exhibition viewing, Hall Q (Break sponsored by BMJ Group)
▶ 11.30	Breakout sessions (Group A)
▶ 12.30	Lunch and exhibition viewing, Hall Q
Plenary Session 4 Auditorium	Strategic directions in a constrained world Chair: Diane Thomas, <i>Gale Cengage Learning</i>
▶ 13.45	Brave New World: rebooting UK HE Sir John O'Reilly, <i>Cranfield University</i>
▶ 14.15	Three years and counting – the economic crisis is still with us but the muddling through is over Charles B Lowry, <i>Association of Research Libraries</i>
▶ 14.45	Refreshments and exhibition viewing, Hall Q
▶ 15.15	Breakout sessions (Group B)
▶ 16.15 to 17.15	Exhibition viewing, Hall Q
▶ 19.00	Evening theme: SPArkle Venue: Barceló Harrogate Majestic Hotel Reception
▶ 20.15	Conference dinner
▶ 22.15 to 00.30	Band: <i>The Nightjars</i> with disco and bar

PROGRAMME Wednesday 6 April

Plenary Session 5 Auditorium	Improving access Chair: Richard Gedye
▶ 09.00	The dynamics of improving access to research papers Mark Ware, <i>Mark Ware Consulting</i>
▶ 09.15	Barriers to an exclusively electronic journal environment Laura Cox, <i>Frontline GMS Ltd</i>
▶ 09.30	Access to scholarly content: gaps and barriers to access (key findings) Ian Rowlands, <i>CIBER Research Group, University College London</i> <i>Followed by:</i>
▶ 09.45	Chaired debate between Steven Hall <i>IOP Publishing Ltd</i> <i>and</i> Alma Swan <i>Key Perspectives Ltd</i>
▶ 10.30	Refreshments and exhibition viewing, Hall Q (Break sponsored by Publishing Technology)
▶ 11.00 to 12.00	Breakout sessions (Group B)
Plenary Session 6 Auditorium	Anticipating and managing change Chair: Incoming Chair, UKSG
▶ 12.15	Collections 2021: the future of the collection is not a collection Rick Anderson, <i>University of Utah</i>
▶ 12.45	Unlocking the four doors to sustainable change Brad R Meyer, <i>Collaboration Ltd</i>
▶ 13.15	Close of conference
	Lunch

Build-Up Timetable

Sunday 3 April 2011

- Hall Q will be open from 0800 to 1900 for stand build. Please pay special attention to Section 29, Loading Bay & Vehicle Access.
- Please note: all stands must be built by 1900 on Sunday 3 April 2011.
- We would appreciate that you adhere to this policy to ensure a seamless build-up process for all exhibitors.

Breakdown Timetable

Wednesday 6 April 2011

- Stands can be broken down from 1315. Section 29, Loading Bay & Vehicle Access again applies.
- We would appreciate that you adhere to this policy to ensure a professional event image.
- You must be clear of Hall Q by 1800.

Exhibition Hours

- Monday 4 April: 0900 – 1730
- Tuesday 5 April: 0900 – 1715
- Wednesday 6 April: 0900 – 1315

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1. Accommodation

To book your accommodation in advance, please visit the UKSG conference web page at www.uksg.org/event/conference11#accommodation

2. Animals

No animals other than guide dogs are permitted on site.

3. Badges

Registration opens at 0800 on Monday 4 April, at which time you will be able to collect your badge. Please remember that all exhibitors must book as delegates via the UKSG conference web page.

4. Build-Up & Breakdown

Please refer to the information on page 6 for times. Stands must be designed so they can be completed within the time available. Ensure all items are removed by the dates and times specified. Any items left at the venue after this time are at the owner's risk. Refer to page 9 for delivery/collection of products.

5. Car Parking

There is car parking available at the HIC. Please refer to the car parking details given in [Appendix F](#).

6. Catering

The sole rights to catering are held by Kudos Hospitality Ltd at the Harrogate International Centre. All daytime catering for delegates will be in Hall Q. If exhibitors wish to organise catering from their stand please use Order Form G and return by Friday 18 March. The Kings Suite Buffet adjacent to Hall Q will be open on Sunday 3 April for light refreshments from 0800 to 1700. It will also be open throughout the duration of the event.

NOTE: No exhibitors shall distribute or give away any item of food or drink not supplied by the official caterers Kudos at the HIC without express written consent of Kudos. Should you wish to order stand catering, please complete Order Form G and return to HIC by Friday 18 March.

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 Q 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 Entrance Foyer of the HIC.

10. Code of Practice

Please ensure that all exhibits remain displayed during the hours the conference is open. Removing products before 1315 on Wednesday 6 April is strictly forbidden – your neighbouring exhibitors could still be trading. Please be considerate!

II. Completion of Stands & Exhibits

All stands must be dressed and completed by 1900 on Sunday 3 April 2011. Strictly no access to Hall Q after this time.

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 Auditorium. Breakout session venues 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 & Collection of Products

All deliveries to and collections from the HIC should be clearly marked with the following:

Exhibitor Name:

Stand No:

Harrogate International Centre
Hall Q
UKSG Exhibition 4-6 April 2011
Kings Road,
Harrogate, HG1 5LA, UK

Couriers delivering and collecting should report to the Hall Q loading bay. Deliveries will only be accepted from Friday 1 April between 0800-1600 and between the same times on Saturday 2 April.

Exhibitors should ensure that arrangements are made for the collection of all items from the HIC at the end of the event. Collections on Wednesday 6 April should be made between 1330 and 1700.

All items **MUST** be collected by Thursday 7 April (between 0800-1600).

UKSG 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 Awareness & Parking

Limited disabled parking is available. Should you require any further information please contact the venue direct. Exhibitors should be familiar with the content and implications of the Disability Discrimination Act 1996 (DDA) and design their stands accordingly.

17. Disputes

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

18. Emergency Procedures & Fire Precautions

A fire evacuation protocol will be issued to all stands prior to the opening of the event.

19. Exhibition Guide

Your logo and up to 100 words about your company will be profiled within the brochure if you have supplied these to Mustard Events. If you wish to make any changes to these details or your company contact details, as supplied during the registration process, please contact karina@mustardevents.co.uk immediately.

20. Fascia Name Boards

Within the shell scheme package, each stand is provided with a nameboard, detailing the Company name and stand number. The choice of style and colour are decided by the Organiser. Please complete [Form B](#) and return to HIC by Tuesday 1 March 2011.

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 deal with it.

22. Flowers & Plants

If you would like to order flowers for your stand, please use [Form F](#) and return by Friday 18 March.

23. Furniture

No furniture is included in the stand fee. Furniture can be ordered via the Indisplay website: www.indisplay.com
For further details, please see [Appendix A](#).

24. 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.

25. Health & 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. Please see [Appendix B](#) for Health and Safety Regulations.

26. Hire of Plasmas and Additional AV Equipment

Additional audio visual equipment can be provided by HIC. Please use [Form A](#) to order any equipment required. This must be returned to HIC by Friday 18 March.

27. Insurance

Whilst we take every precaution to protect your property during the event, we are not responsible for any loss or damage. 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.

28. Lighting & Electrics

All standfitting and electrical work within the halls must be carried out by Harrogate International Centre unless otherwise agreed. Please use Order Form C for additional electrical requirements.

Inclusive within the shell scheme package is an allocation of spotlights, dependent on stand size. This allocation is detailed in the specification information enclosed. Fittings provided within the standard package cannot be exchanged; all spotlights provided on this basis will be fitted to the rear of the stand fascia. Spotlights provided within the standard package cannot be relocated within the stand area. If additional lights are required, these should be ordered by completing the electrical order form. If these are positioned away from the stand walls or fascia, it would be necessary to order lighting tracks.

Before Exhibitors own equipment is connected into HIC electrical systems it must have a current up to date PAT Certificate. This service can be provided by HIC @ £10 + VAT per item. Electrical equipment used for build up and breakdown in line with HSE guidance must be used with a transformer to be operated at 110 Volts or battery operated.

Important information for electrical installations on exhibitions/events at Harrogate International Centre

Harrogate International Centre (HIC) requires that any person working on any electrical installation/exhibition stand electrics

must be a competent electrician. Proof of this must be provided (copies of qualifications, JIB card, BECA card or other technical qualifications) to the address below.

Main electrical contractors must provide a list of all qualified electricians whom they are to employ on the current exhibitions /events to the address below before any electrical installation work is carried out.

Persons who do not have the necessary qualifications shall not be allowed to carry out any electrical installation work on the Harrogate International Centre site.

This is to comply with:

The Electricity @ Work Regulations 1989
 The Health & Safety @ Work Act 1974
 Requirements for Electrical Installations BS7671 (EIC364)
 The Exhibition Venues Association Electrical Regulations
 HIC Regulations for Stand Electrical Installations

Thank you for your co-operation in this matter. If you have any queries please do not hesitate to contact:

EXHIBITION SERVICES OFFICE
 Harrogate International Centre
 Kings Road, Harrogate
 North Yorkshire,
 HG1 5LA England
 Phone: +44 (0) 1423 537223
 Fax: +44 (0) 1423 537261
 Email: exhibitionservices@harrogate.gov.uk

29. Loading Bay & Vehicle Access

There will be a traffic control procedure in operation on Sunday 3 April from 0800-1700. Please refer to [Appendix C](#) and abide by the instructions therein. Any exhibitors arriving after 1700 should go directly to the Hall Q loading bay. On Wednesday 6 April the same traffic procedure will again be in operation from 0800-1400. Space in the loading bay area is very limited. Once unloaded, vehicles must be moved off site, as the HIC is unable to provide exhibitor parking. Please refer to the car parking details given in [Appendix F](#).

30. 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.

31. Notice Board

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

32. Painting Or Spraying

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

33. Photography

Procter Photography will be on site for the duration of the event. (Tel. 01423 524768. www.procterphotography.co.uk)

34. 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 your responsibility as an exhibitor and your contractor/s to ensure that a safe working environment is achieved.

Exhibitors building their own stands should submit risk assessments to Alison Whitehorn, Business Manager, UKSG, email: Alison@uksg.org by no later than Friday 11 March where there is deemed to be a RISK associated with your stand, with respect to (for example):

- Build up, open and break down periods
- Shell and space only constructions
- Contractors and sub-contractors method statements, employed by both the Licensor and their exhibitors, and any identifiable working hazards
- Using of lifting/working machinery
- Hazards to the attendees and other participants
- Special features contained within the event
- Manual handling
- Audience type and number expected, and any particular hazards identified by their nature

Please note that the above list is not exhaustive and should only be used as a guide.

A suitable and sufficient risk assessment is one that:

- Correctly and accurately identifies the hazard
- Disregards inconsequential risks and those trivial risks associated with life in general
- Determines the likelihood of injury or harm arising
- Quantifies the severity of the consequences and the numbers of people who would be affected
- Take account of any existing control measures
- Identifies any specific legal duty or requirement relating to the hazard
- Will remain valid for a reasonable time
- Provides sufficient information to enable the employer to decide upon the appropriate control measures, taking into account the latest scientific developments and advances, enables the employer to prioritise remedial measures.

It is the responsibility of each exhibitor to ensure that every supplier or sub contractor carries out a suitable and sufficient assessment of the significant risks to health and safety of their employees or persons not in their employment arising out of or in connection with the conduct or undertakings at HIC.

All **contractors, sub-contractors, agents etc** appointed by either an organiser or an exhibitor must have in their possession an appropriate risk assessment and method statement and relevant liability insurance for the task/activity they are performing, which should be available for inspection at any time.

35. Security

The venue has on-site security and all doors to Hall Q 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.

36. Sharers

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

37. Smoking

This is a non smoking event.

38. Stand Construction Details

Stand layout in Hall Q

Exhibition Hall layout is a pre-determined layout as defined by the Fire Officer. You are only permitted to use the carpeted areas which define the extent of the build. Hall Q is carpeted.

- All shell stands and floor stands are 2.5m x 1.5m. Please refer to the Exhibition Floorplan.

Floor Space Only Stands

- The design of the stand must be so it can be erected and dismantled within the time available.
- Please refer to section 34 on Risk Assessment.
- If an exhibitor erects a stand which does not conform in all respects to the organiser's and local authority's regulations and requirements, the organisers shall be at liberty to enter on the exhibitor's stand and alter, demolish and/or reconstruct the said stand so as to make it conform to the regulations and requirements. The exhibitor shall, on demand, repay the organisers all expenses incurred by them in respect of such alterations.

Shell Scheme

The shell scheme is constructed of white melamine panels fixed in an aluminium post and rail system, forming walls. White laminate fascia with aluminium rails to open sides. Ceiling rails are provided for rigidity. Exhibitors requiring lights in specific positions should order lighting tracks on the electrical order form. See [Appendix D](#) for more details.

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

Carpet

All stand areas in Hall Q are provided with charcoal carpet tiles. Under no circumstances can the carpet tiles be removed. Exhibitors wishing to change the carpeting on their stands should order flooring plywood, to be laid prior to the alternative carpeting being fitted. All damage to existing carpets will be charged to the Exhibitor.

Floors

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

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.

Height restrictions in Hall Q

The height restriction in Hall Q is 2.9m. Please contact Alistair Muir at the HIC on +44 (0) 1423 57435 or email cadhic@harrogate.gov.uk if you require further information regarding height restrictions within Hall Q.

39. Storage

Capacity for storing items not being used during the event will be extremely limited. Exhibitors are therefore requested to make provision for storage, where possible, on their stands or in their vehicles.

40. Telephones

Exhibitors are permitted to use mobile phones. Please ensure noise courtesy to your neighbours when doing this!

41. Toilets

Toilets are located throughout the Harrogate International Centre.

42. Travel Information

Harrogate sits right in the middle of the UK map and is easily accessible by road, rail and air.

Please visit www.harrogate.gov.org/harrogate-4659

Additional information on Harrogate can be found in [Appendices E & F](#).

43. Trolleys

Trolleys are not available for use at the HIC.

44. Venue

Please refer to the maps in [Appendices E & F](#) for the venue location. The full address of the venue is HIC, Kings Road, Harrogate, HG1 5LA. Tel +44(0)1423 500 500.

45. Wireless Internet

Free WiFi connectivity will be available to all delegates. The HIC has advised that each exhibitor wishing to access the internet for the duration of the event will need to order a dedicated connection, priced at GBP250.00, in order to guarantee sufficient bandwidth to operate successfully. Please use [Form A](#) to order internet access. Forms should be returned by Friday 18 March. Internet security and the security of your machine and your data is your responsibility and the HIC 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 3 April.

Your Quick Contact Guide

(Full addresses and details can be found under the appropriate heading in the manual)

Pre-Event Contact

Mustard Events:

Tel: +44 (0)24 7644 0469

Karina Hunt, Operations Manager:

karina@mustardevents.co.uk Mobile: +44 (0) 7900 165948

Accommodation

Osprey Events

Tel: +44 (0)1423 720900

E-mail: vicki.graham@ospreyevents.co.uk

Advertising

To place an advertisement in *Serials-eNews*, please contact Richard Abels: rich@aurisassociates.com

Venue

Roger Triggs, Event Planner

Harrogate International Centre

Kings Road, Harrogate, HG1 5LA.

T: +44 (0)1423 500500. E: roger.triggs@harrogate.gov.uk

UKSG

UKSG can be contacted as follows:

Hilltop, Heath End, Newbury RG20 0AP UK

Tel: +44 (0)1635 254292 Fax: +44 (0)1635 253826

E-mail: alison@uksg.org Website: www.uksg.org

Hall Q Exhibition Floor Plan

 Shell Space: £1095 + VAT

 Floor Space: £995 + VAT

All stands (shell and space only) 2.5m x 1.5m

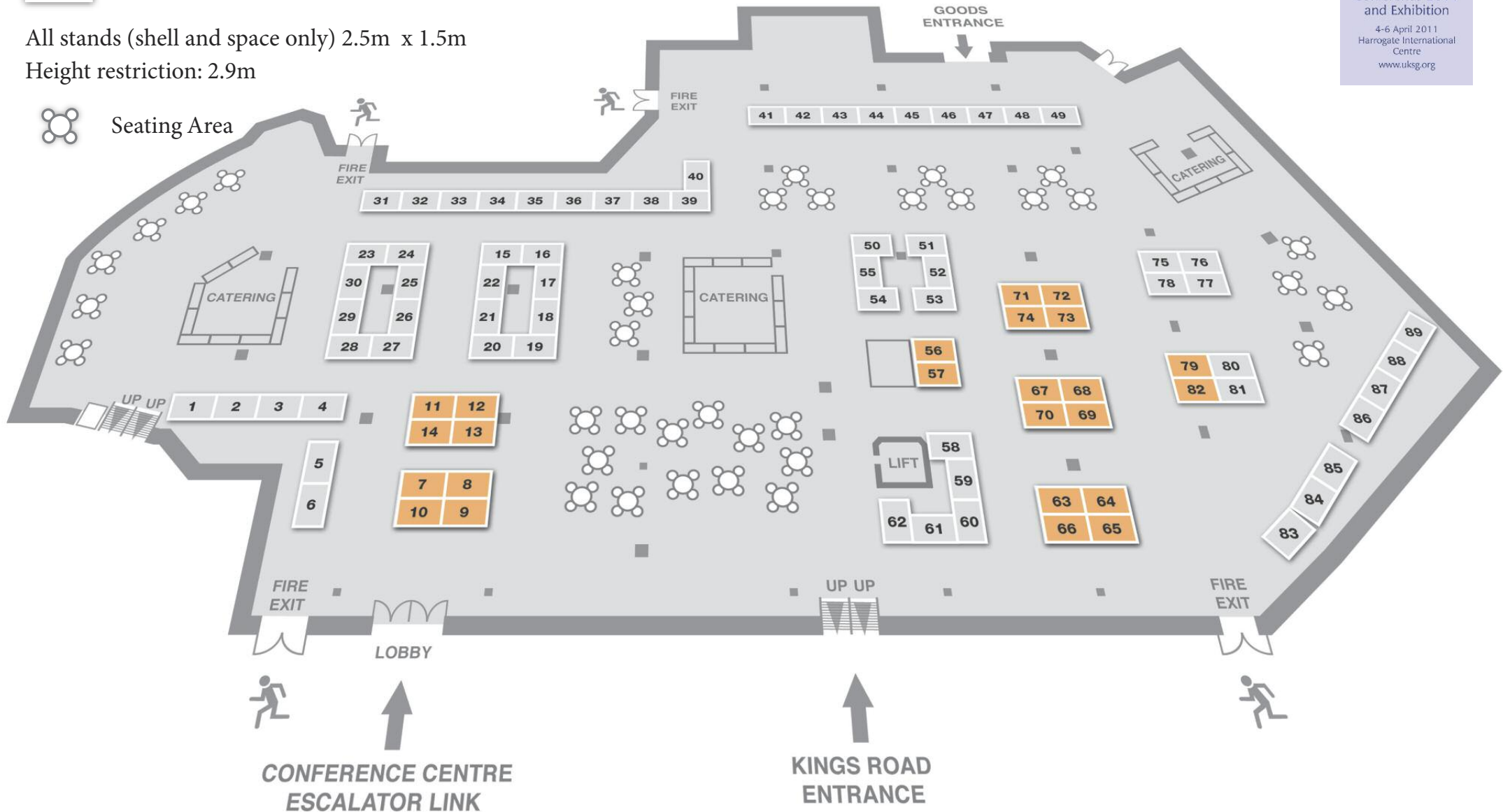
Height restriction: 2.9m

 Seating Area

**UK
SG**

Conference 2011
and Exhibition

4-6 April 2011
Harrogate International
Centre
www.uksg.org



Exhibitor List

(In Alphabetical order)

Company	Stand No.	Company	Stand No.
2info	39	Georg Thieme Verlag KG	54
Accucoms	78	ICE Publishing	51
ACM Inc	60	IEEE	37 & 38
ACS Publications	59	Information Today	36
Adam Matthew Digital	58	Infotrieve GmbH	5
Advantage Computing Systems	6	Ingram/Coutts Information Services	15
Alexander Street Press LLP	46	Innovative Interfaces Limited	84
American Institute of Physics	85	IOP Publishing	28
American Medical Association	81	LM Information Delivery	65 & 66
American Psychiatric Publishing	53	Maney Publishing`	21
Annual Reviews	27	Mimas The University of Manchester	32
BioMed Central	57	MIT Press	11
Blackwell"s	14	Nature Publishing Group	61
Bloomsbury Qatar Foundation Journals	7	OCLC	3
BMJ Group	62	OECD	74
Brepols Publishers	19	Otto Harrassowitz GmbH & Co. KG	56
Brill	52	Ovid	12 & 13
Burgundy Information Services Ltd	88 & 89	Oxford University Press	76 & 77
CABI	40	Portland Press Limited	41
Cambridge University Press	18	ProQuest	42 & 43
CILIP: Chartered Institute of Library and Information Professionals	31	Publishing Technology - PCG	25 & 26
Credo Reference	55	RSC Publishing	33
Dawson Books	22	Rock's Backpages	4
De Gruyter	16	RSM Press	83
DHL Global Mail	47	SAGE	67 & 68
Duke University Press	2	Serials Solutions	44 & 45
EBL - Ebook Library	24	SPIE DL	86 & 87
EBSCO Information Services	8 & 9	Springer	79 & 82
Eduserv	80	Swets	71 & 72
Elsevier B.V.	63 & 64	Taylor & Francis	1
Emerald Group Publishing	48 & 49	The Charlesworth Group	73
Ex Libris	29 & 30	The Institution of Engineering and Technology, Inspec	23
Faculty of 1000	50	Thompson Henry Limited	75
Future Science Group	20	Thomson Reuters	69 & 70
Gale, Cengage Learning	17	Turpin Distribution Services Ltd	10
		Wiley-Blackwell	34 & 35

indisplay Furniture Hire

Indisplay are officially appointed furniture contractors for this show, and we have a comprehensive selection of furniture and display products available for exhibitors to hire. You can peruse our full range of products and order on-line using our secure website at www.indisplay.co.uk

Alternatively, if you would like to receive a copy of our full colour brochure and an order form, then please either phone our Sales Office on **01923 851580** or complete the catalogue request form on our website.

All goods are hired under the terms and conditions listed in our official price list, and detailed on www.indisplay.co.uk. Orders are only accepted on the understanding that the customer agrees to abide by these terms and conditions.



Pictured here is just a small sample of our product range.

Indisplay Ltd
Unit A, Ventura Park
Old Parkbury Lane
Colney Street, St. Albans
Herts AL2 2DB
Tel: **01923 851580**
Fax: 01923 854681
www.indisplay.co.uk
sales@indisplay.co.uk

**Also on-site at the
NEC in Birmingham**



HEALTH & SAFETY REGULATIONS FOR EXHIBITORS USING HALL Q AT THE HARROGATE INTERNATIONAL CENTRE

In order to keep to Health & Safety Regulations I would be grateful if you could read the following information:

Please distribute this information to all the relevant parties (i.e. contractors, representatives, couriers etc.)

UNLOADING VEHICLES

When unloading vehicles outside Hall Q at the HIC, please ensure that all materials are unloaded carefully and safely. Your load should be secure before attempting to move it into the HIC.

MOVEMENT OF EXHIBITORS MATERIALS

Please move only a safe and manageable amount of material at any one time. If anything falls on the floor please pick it up as soon as possible so not to obstruct the gangways.

UNLOADING EXHIBITION MATERIALS INSIDE HALL Q

When unloading your materials in Hall Q, please try to keep everything inside your allocated area and ensure that any wires outside the stand area are noticeable to people walking past.

STAND CONSTRUCTION

Please use no equipment that may pose hazardous to anyone inside Hall Q. If you would like to use any specialist equipment, please consult with the Exhibition Support Office first.

OBSTRUCTION TO GANGWAYS & EMERGENCY EXITS

Please do not leave anything in front of fire exits or in the gangways.

ELECTRICAL TOOLS & EQUIPMENT

All portable equipment used on build-ups and breakdowns must be used via a 110volt transformer and must conform with all current regulations.

Please do not overload any power points and please ensure that all your electrical equipment has the correct fuses. All electrical equipment must be kept on a secure surface.

INSTALLATION OF TEMPORARY ELECTRICAL SUPPLIES & LIGHTING

If you are installing any temporary lighting , please ensure that all equipment complies with all current regulations and that the correct fuses have been used.

OVERNIGHT SECURITY

Please ensure that all electrical equipment has been turned off before leaving hall Q at the end of each day.

LOADING VEHICLES



Please ensure that all loads are secure before they are loaded into vehicles. Take care when moving materials and that a safe amount is transported at one time.

HEALTH & SAFETY (YOUNG PERSONS) REGULATIONS

Children under the minimum school leaving age must not be employed in any industrial work, therefore anyone under the age of 16 years is not allowed on site during build-up or breakdown.

Please contact HIC Exhibition Support Office (tel 01423 537223) if you require any further assistance.

Exhibitor Holding Area

-  Approach routes to Dragon Road Park
-  Route from Dragon Road Park to HIC



The Council of the County of North Yorkshire (Dragon Road, Harrogate) (Off-street parking) Order 1985

Procedures required for all vehicles either delivering or collecting equipment to/from the Exhibition Centre, in accordance with the requirements of the above Traffic Order.

All Vehicles will be required to:-

1. Upon arrival in Harrogate report to the Dragon Road Park, entrance on Dragon road.
2. Park on that Vehicle Park as directed by the Traffic Controller.
3. Upon space becoming available at the appropriate Gate at the Exhibition Centre the Traffic Controller will issue the driver of the vehicle with a 'Delivery' or 'Collection Pass' which should be displayed in the windscreen of the vehicle.
4. Only on the authority of the Traffic Controller will the vehicle be allowed to leave the Dragon Road Park and approach the Exhibition Centre.
5. Only vehicles displaying the appropriate Pass will be allowed to park at the Exhibition Centre for the purpose of delivery or collection.
6. As soon as the delivery or collection has been completed the vehicle is to be removed from the vicinity of the Exhibition Centre as soon as possible.
7. Vehicles requiring parking facilities over the duration of the Exhibition or Trade Fair may return to the Dragon Road Park, but may not return to the Exhibition Centre for the purposes of collection of equipment without the appropriate 'Collection' Pass issued by the Traffic Controller.
8. Vehicles are not permitted to enter the Dragon Road Park earlier than 7:00am or later than 9:00pm.

Traffic Controllers, employed by the Exhibition or Trade Fair Organiser, will control the off-street access roads to the Exhibition Centre. The North Yorkshire Police will control the public high-way in the vicinity of the Exhibition Centre.

Upon departure from the Dragon Road Vehicle Park All vehicles must turn left onto Dragon Road, turn left at the junction with Skipton Road, turn left at the junction with Kings Road, and then proceed to the appropriate entrance Gate to routes to the Dragon Road Park and Exhibition Centre).

The above Procedures are not discretionary, they are a requisite of the Traffic Order, and will be enforced by both Police and Traffic Controllers.

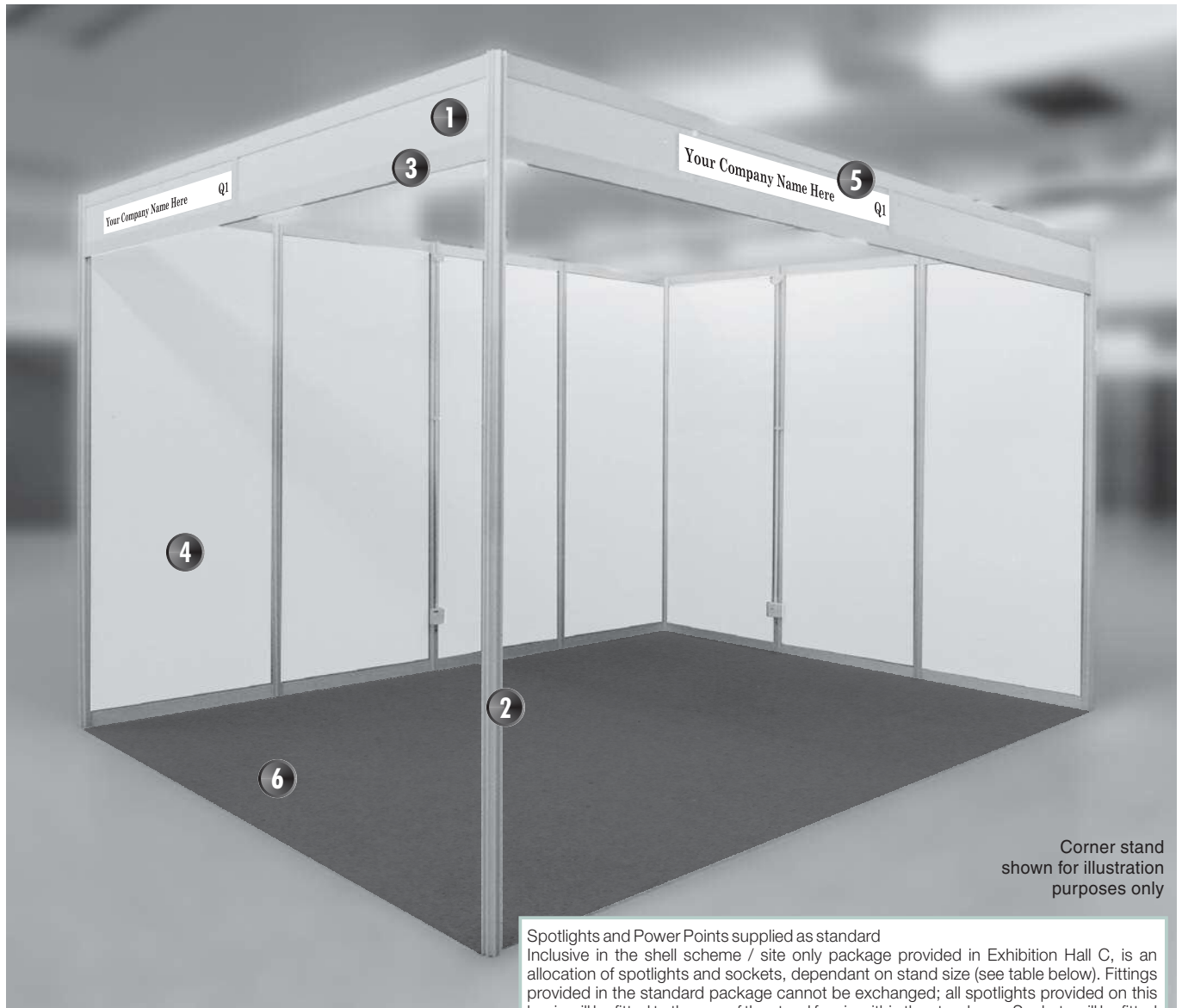
Director
Harrogate International Centre
Kings Road
Harrogate
HG1 5LA
+44 (0) 1423 500 500
+44 (0) 1423 537 210

THE BASIC SHELL STAND

Hall Q

Your stand is built using the Click construction system. This is a modular aluminium frame structure in matt-silver anodised aluminium, 2.5m high with posts at 1m centres, each with eight channels; infill panels are finished in white melamine. Depending on individual stand layout, some panels may be of smaller widths within the overall 1m grid.

A fascia panel is provided on each open side, supported by system posts at intervals: the maximum distance between support posts is 4 metres. The drawing shows details of framework and panel sizes.



Corner stand shown for illustration purposes only

- 1 Fascia board - white laminate both sides. Height 300 o/a, 170 visible board.
- 2 System post - 55mm wide with 8 channels.
- 3 System rail - 65mm high.
- 4 Infill panel - white melamine both sides
- 5 Panel for exhibitor name and stand number
- 6. Charcoal grey carpet

Spotlights and Power Points supplied as standard
 Inclusive in the shell scheme / site only package provided in Exhibition Hall C, is an allocation of spotlights and sockets, dependant on stand size (see table below). Fittings provided in the standard package cannot be exchanged; all spotlights provided on this basis will be fitted to the rear of the stand fascia within the stand area. Sockets will be fitted onto perimeter walling. Spotlights and sockets provided on this basis can be relocated within the stand area for an additional charge. If additional lights are required, these should be ordered by completing the electrical order form. If these are positioned away from the stand walls or fascia, it would be necessary to order lighting tracks. If your stand is over 72m², please confirm your allocation with Harrogate International Centre.

Area M ² up to	Spot lights 100w	Power points 500w	Area M ² up to	Spot lights 100w	Power points 500w
9	2	1	45	8	5
12	3	1	48	9	5
18	3	2	54	9	6
24	4	2	60	10	6
27	5	3	63	11	7
30	6	3	66	12	7
36	6	4	72	12	8
42	7	4	over 72	Please ask	

Destination Harrogate

www.destinationharrogate.co.uk

www.harrogatechamber.org



Conference Centre



Victoria Centre



The Stray



Montpellier Hill



Crown Place



Hotels

- | | |
|------------------|---------------------|
| 1 Balmoral Hotel | 8 Kimberley Hotel |
| 2 Cairn Hotel | 9 Majestic Hotel |
| 3 Cedar Court | 10 Old Swan Hotel |
| 4 Crown Hotel | 11 Studley Hotel |
| 5 Grants Hotel | 12 St. George Hotel |
| 6 Holiday Inn | 13 White Hart Hotel |
| 7 Hotel du Vin | 14 Yorkshire Hotel |

Useful information

- 15 Tourist Information Centre
- 16 Bus & Rail Stations (& Taxis)
- 17 Library
- 18 Police Station
- 19 Harrogate District Hospital
- 20 Hydro Swimming Pool
- 21 Private Hospital
- W Places of Worship
- C Harrogate Council Offices
- T Taxi Ranks

Attractions

- 22 Harrogate International Centre
- 23 Turkish Baths
- 24 The Odeon Cinema
- 25 Harrogate Theatre
- 26 Royal Hall
- 27 Mercer Art Gallery
- 28 Royal Pump Room Museum
- 29 The Stray (200 acres)
- 30 Sun Pavilion (Valley Gardens)
- 31 Victoria Shopping Centre
- 32 Betty's Cafe
- 33 Montpellier Quarter (shopping)
- 34 Westminster Arcade (shopping)

Pay & Display Car Parks

- 35 Victoria Multi-Storey (803 spaces)
- 36 Jubilee Multi-Storey (440 spaces)
- 37 West Park Multi-Storey (331 spaces)
- 38 Odeon (88 spaces)
- 39 Park View (78 spaces)
- 40 Montpellier (65 spaces)
- 41 West Park (50 spaces)
- 42 Dragon Rd (187 spaces)
- ◆ Public conveniences

Destination Harrogate

www.destinationharrogate.co.uk

www.harrogatechamber.org



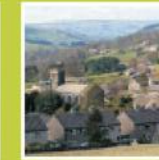
Boroughbridge



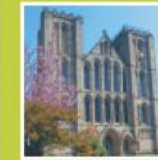
Harrogate



Knaresborough



Pateley Bridge



Ripon



Crescent Gardens, Harrogate



Fountains Abbey World Heritage Site



Gouthwaite Reservoir in Nidderdale



Knaresborough's Medieval Castle



Turkish Baths, Harrogate



Brimham Rocks (National Trust)



Harewood House



Ripley Castle



Harlow Carr Gardens

Attractions

Harrogate Tourist Information Centre, HG1 2RR. T: (01423) 537300
www.enjoyharrogate.com
 Harrogate Chamber of Trade & Commerce, HG2 8HR. T: (01423) 879208
www.harrogatechamber.org
 Harrogate International Centre, HG1 5LA. T: (01423) 500500
www.harrogateinternationalcentre.co.uk
 Harrogate Theatre, HG1 1QF. T: (01423) 502116 www.harrogatetheatre.co.uk
 Fountains Abbey, HG4 3DY. T: (01765) 608888 www.fountainsabbey.org.uk
 Harewood House, LS17 9LG. T: (0113) 2181010 www.harewood.org
 Newby Hall, HG4 5AE. T: (01423) 322583 www.newbyhall.com
 Odeon Cinema, HG1 5LB. T: 0871 22 44 007 www.odeon.co.uk
 RHS Garden Harlow Carr, HG3 1QB. T: (01423) 565418 www.rhs.org.uk/harlowcarr
 Ripley Castle, HG3 3AY. T: (01423) 770152 www.ripleycastle.co.uk
 Royal Hall, Harrogate, HG1 2RD. T: (01423) 537230 www.royalhall.co.uk
 Rudding Park, Harrogate HG3 1JH. T: (01423) 871350 www.ruddingpark.co.uk
 Swinton Park, HG4 4JH. T: (01765) 680900 www.swintonpark.com
 Yorkshire Event Centre & Pavilions of Harrogate, HG2 8QZ.
 T: (01423) 544544 www.eventcentre.co.uk

Hotels

Balmoral Hotel, HG1 5EJ. T: (01423) 508208 www.balmoralhotel.co.uk
 Cairn Hotel, HG1 2JD. T: (01423) 504005 www.strathmorehotels.com/cairn_site/
 Cedar Court, HG1 5AH. T: (01423) 858585 www.cedarcourthotels.co.uk
 Crown Hotel, HG1 2RZ. T: (01423) 567755 www.crownhotelharrogate.com
 Grants Hotel, HG1 2SS. T: (01423) 560666 www.grantshotel-harrogate.com
 Holiday Inn, HG1 1XX. T: (01423) 849988 www.holidayinn.co.uk
 Hotel du Vin, HG1 1LB. T: (01423) 856800 www.hotelduvin.com/harrogate/
 Kimberley Hotel, HG1 5JY. T: (01423) 505613 www.thekimberley.co.uk
 Majestic Hotel, HG1 2HU. T: (01423) 700300 www.barcelo-hotels.co.uk
 Old Swan Hotel, HG1 2SR. T: (01423) 500055
www.macdonaldhotels.co.uk/oldswan/
 Studley Hotel, HG1 2SE. T: (01423) 560425 www.studleyhotel.co.uk
 St. George Hotel, HG1 2SY. T: (01423) 561431 www.coastandcountryhotels.com
 White Hart Hotel, HG2 0NF. T: (01423) 505681 www.whitehart.net
 Yorkshire Hotel, HG1 1LA. T: (01423) 565071 www.foliohotels.com/yorkshire/

Transport

Bus timetable: T: (01423) 566061 www.harrogateanddistrict.co.uk
 Rail timetable: T: 08457 48 49 50 www.nationalrail.co.uk
 Leeds Bradford International Airport: T: 0113 250 9696 www.lbia.co.uk
 BlueLine Taxis: T: (01423) 503037 www.bluelinetaxis.co.uk
 Central Radio Cars: T: (01423) 505050 www.centralradiocars.co.uk
 Mainline Taxis: T: (01423) 555555 www.mainlinetaxis.co.uk
 Harrogate Hackney Carriage Association: T: (01423) 303030

Annual Festival Events (in Harrogate, except where stated)

Spring Flower Show (April)	T: (01423) 561049
Northern Aldborough Festival (June)	T: (01423) 324899
Nidderdale Festival (July)	T: (01423) 712584
Great Yorkshire Show (July)	T: (01423) 541000
Harrogate International Festival (July)	T: 0845 130 8840
Knaresborough FEVA (August)	T: 0845 130 8840
Ripon International Festival (September)	T: (01765) 605508
Autumn Flower Show (September)	T: (01423) 561049

Directions (by car) to Harrogate:

from North: A1(M) - exit J47 Knaresboro' (8 miles to Harrogate on A59)
 from South: A1(M) - exit J46 Wetherby (9 miles to Harrogate on A661)
 from East: M62 - A1(M) - exit J46 Wetherby
 from West: M56 - M62 - A1(M) - exit J46 Wetherby

Driving & Parking in Harrogate

Around Harrogate

Once you've arrived in Harrogate, moving about town and visiting nearby towns and villages couldn't be easier with Harrogate's versatile and regular public transport network. For more information and to view bus timetables visit www.harrogateanddistrict.co.uk

Disc Zone... what it means

You need to display a parking disc in your windscreen. Discs are free of charge and available from HIC Reception, Box Office, local shops, hotels, tourist information and council offices. Take note of the time limit, this varies throughout the town centre. The town centre is divided into zones, you may not park in the same zone more than once during any 24-hour period.



Blue Badge Holders

Blue Badge Holders can park free of charge in all of the Council's Off Street car parks and On Street car parking bays. The Blue Badge must be displayed so that the Badge Number and Expiry Date are visible. There is no time limit.

Blue Badge Holders can park free of charge and for a maximum of 3 hours on single or double yellow lines providing the vehicle is not causing an obstruction to other road users or pedestrians. A valid Blue Badge must be displayed as detailed above along with a parking disc showing time of arrival.

Please check all signs and road markings when parking your vehicle.

Bus Stops

Along busy roads an illegally parked vehicle can delay 50 people travelling on a bus. Vehicles parked illegally often prevent buses and larger vehicles from manoeuvring safely and can restrict the driver's vision... please let buses use them!

Penalty Charges (PCN)

A Penalty Charge Notice will be issued for any vehicle contravening the traffic regulations. There are two levels of charges, £50 and £70. If paid within 14 days these will be reduced to £25 and £35.

Details on how and where to pay a Penalty Charge will be given on the back of the PCN together with a payment slip.

How to find us

Harrogate is located centrally on the UK map with ready access to London and Edinburgh. A first-class motorway network, mainline rail, sea and 24-hour air links ensure that Harrogate is able to offer all the benefits expected of a truly global location.

Harrogate has excellent rail and air links with regular train services to and from London King's Cross via York and Leeds (www.nationalrail.co.uk) and Leeds Bradford International Airport is only 20 minutes from Harrogate with a regular bus service into Harrogate. For details about travelling to Harrogate by public transport visit www.transportdirect.info

Car

From London:

M1 - A1(M) - J47 signposted Knaresborough and then follow the Harrogate signs.

From the North: A1 - J47 signposted Knaresborough and then follow the Harrogate signs.

From the East: M621- A1(M) - J47 signposted Knaresborough and then follow the Harrogate signs.

From the West: M56 - M62 - A1(M) - J47 signposted Knaresborough and then follow the Harrogate signs.



King's Road, Harrogate HG1 5LA
Telephone: +44 (0)1423 500500
Email: sales@harrogateinternationalcentre.co.uk

www.harrogateinternationalcentre.co.uk

Designed by www.chilli-uk.com

Parking at Harrogate International Centre and in the town centre



Car Parks in Harrogate



220 CAR SPACES
8 BLUE BADGE
HOLDER SPACES

HIC car park

- Pay & Display operation.
- Allocated spaces for Blue Badge Holders.
- Access to HIC.
- CCTV monitored entrance/exit.
- Open as required for events Monday to Sunday.
- Opening times displayed next to ticket machines.



440 CAR SPACES
18 BLUE BADGE
HOLDER SPACES

Jubilee multi-storey car park

(Closest car park for Royal Hall, Hall A and Hall M entrances)

- 'Pay on foot' operation.
- Lifts to all floors.
- Toilets and baby changing facilities.
- Comprehensive CCTV system.
- Open from 7am to 11.59pm (vehicles can be left overnight subject to an appropriate fee on exit).



786 CAR SPACES
27 BLUE BADGE
HOLDER SPACES

Victoria multi-storey car park (5 min. walk)

- 'Pay on foot' operation.
- Lifts to all floors.
- Covered walkway to town centre.
- Toilets and baby changing facilities.
- Comprehensive CCTV system.
- Open from 7am to 7.30pm (Mon-Sat) 10am to 7pm (Sun & Bank Holidays) (vehicles can be left overnight subject to an appropriate fee on exit).



331 CAR SPACES
4 BLUE BADGE
HOLDER SPACES

West Park multi-storey car park (10 min. walk)

- Pay & Display operation.
- Toilets.
- Comprehensive CCTV system.
- Open from 7.15am to 7pm (Mon-Sat) 10am to 7pm (Sun & Bank Holidays) (vehicles can be left overnight subject to displaying a valid parking ticket).



187 CAR SPACES

Dragon Road Contractors car park (5 min. walk)

- Holding area for exhibitors and contractors visiting HIC.
- Free parking if an official collection/delivery pass is displayed in front windscreen. These passes may be obtained from the event organiser.
- Monitored by CCTV and, during build up/break down, a security and logistics team. At other times, a public pay and display car park.



88 CAR SPACES

Odeon Cinema car park (10 min. walk)

- Pay & Display operation.
- Parking for 88 cars.
- 3 Blue Badge spaces.



78 CAR SPACES

Park View car park (8 min. walk)

- Pay & Display operation.
- Parking for 78 cars.

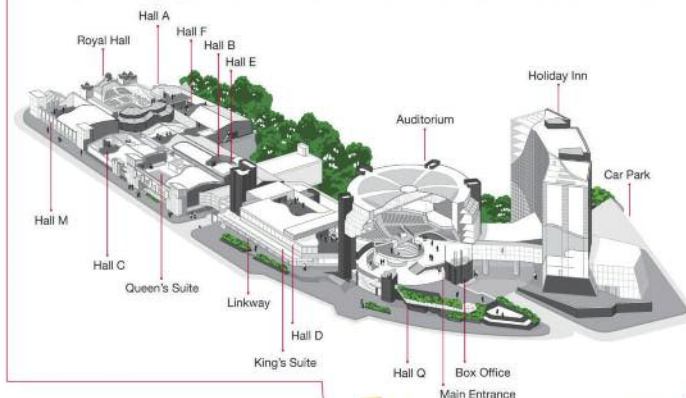


65 CAR SPACES

Montpellier Shoppers car park (5 min. walk)

- Pay & Display operation.
- Parking for 65 cars.

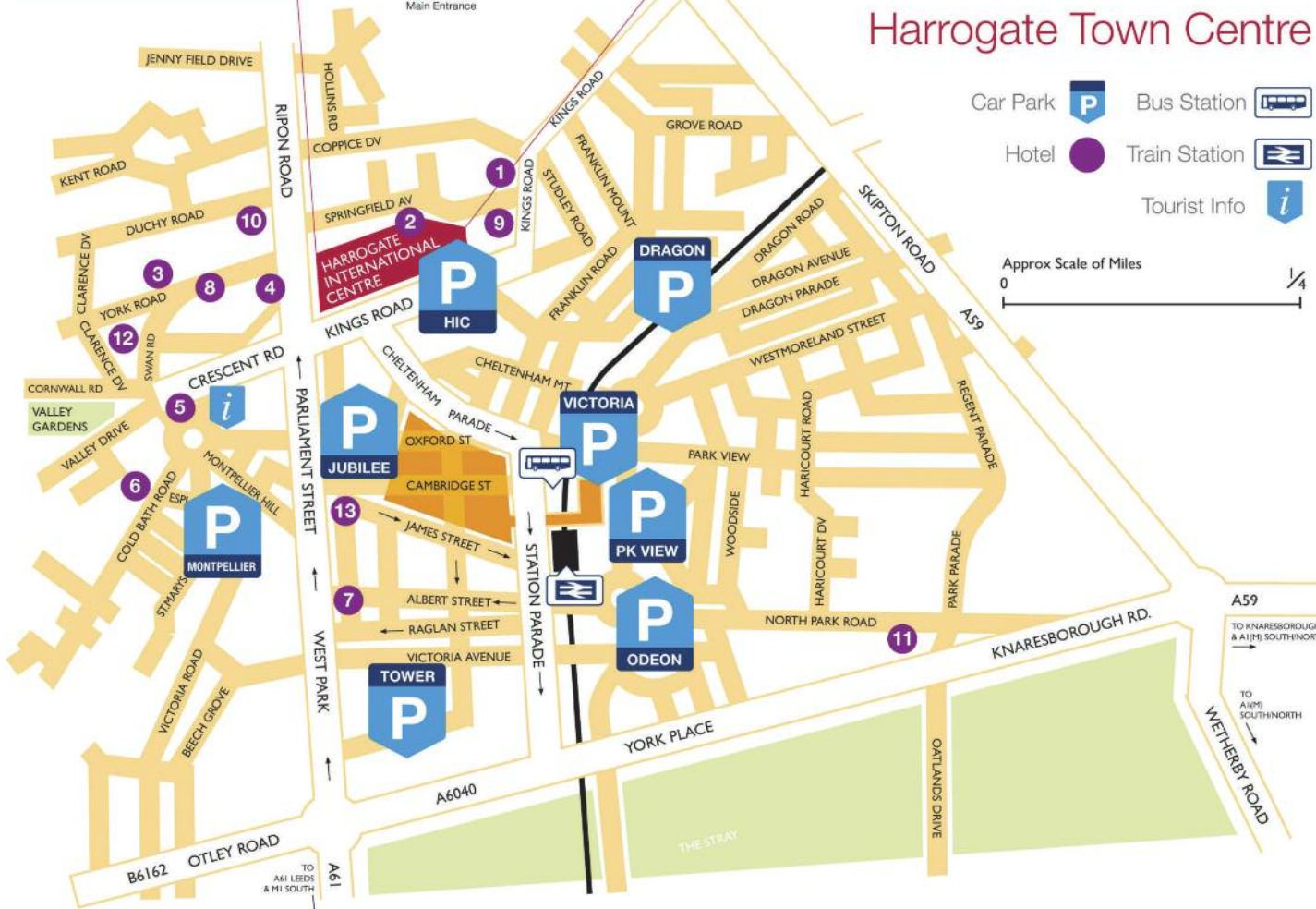
Harrogate International Centre



Hotels in Harrogate

- | | |
|--------------------|----------------------|
| 1 Kimberley Hotel | 8 Grants Hotel |
| 2 Majestic Hotel | 9 Holiday Inn Hotel |
| 3 Old Swan Hotel | 10 Cairn Hotel |
| 4 St George Hotel | 11 Cedar Court Hotel |
| 5 Crown Hotel | 12 Studley Hotel |
| 6 White Hart Hotel | 13 Yorkshire Hotel |
| 7 Hotel du Vin | |

Harrogate Town Centre



- Car Park
- Bus Station
- Hotel
- Train Station
- Tourist Info

Approx Scale of Miles
0 1/4



Harrogate International Centre, Kings Road, Harrogate
 North yorkshire, HG1 5LA, England
 Phone: 01423-537223
 Fax: 01423-537261
 Email: connecthic@harrogate.gov.uk
 www.harrogateinternationalcentre.co.uk

IT Services - Order Form 2011

Please return your completed form no later than Friday 18 March. Please contact us if you have not received confirmation of your order within 7 days. A late booking charge of 20% of the total order will apply to orders placed within 14 days of the tenancy date.

Event Name:		Start Day:		Today's Date:	
-------------	--	------------	--	---------------	--

Exhibitor Contact Details		Stand Name / No.:		
Contact Name:		Company Name:		
Company Address:		Company Tel.:		
		Company Fax:		
Postcode:		Company Email:		

		Standard Prices	Late Booking Prices (+20%)	QTY	TOTAL
INTERNET ACCESS					
Broadband Internet Connection for 1 PC		£250.00	£300.00		
Wireless Broadband Access (for up to 2 PC's)	DAILY	£95.00			
	EVENT	£250.00			
Additional IP Address (to connect extra PC's/Laptops)		£75.00	£90.00		
Network Switch		£60.00	£72.00		
PC's & PERIPHERALS					
PC or Laptop Hire	DAILY	£75.00	£90.00		
	EVENT	£225.00	£270.00		
Laser Printer	DAILY	£35.00	£42.00		
	EVENT	£105.00	£126.00		
42" Plasma Screen (inc. floorstand)	EVENT	£350.00	£420.00		
DVD Player	DAILY	£30.00	£36.00		
	EVENT	£90.00	£108.00		
TECHNICIAN SUPPORT					
IT Technician / 4 hrs		£140.00	£168.00		
TELEPHONY					
Telephone Line with Handset (inc £5 of calls)		£150.00	£180.00		
Telephone Line with Fax machine (inc £5 of calls)		£180.00	£216.00		

For any additional Information, advice or assistance please contact Exhibition Services on 01423-537223 or email: connecthic@harrogate.gov.uk	Sub Total	
	VAT @ 20%	
	Total	

PAYMENT

If you wish to pay by Credit / Debit Card, please tick the box and we will contact you for the card details.

CREDIT CARD <input type="checkbox"/>	CHEQUE : <input type="checkbox"/>	Amount £		Contact number 1 :	
Name :				Contact number 2 :	

Please find enclosed a cheque totalling £ payable in Sterling drawn on a UK Bank made payable to **Harrogate Borough Council**.

PLEASE ENCLOSE PAYMENT WITH ORDER & RETAIN A COPY OF THIS FORM FOR YOUR RECORDS.

Harrogate International Centre does not store any card payment details, therefore any card information will be destroyed after processing the payment

FASCIA BOARD DETAILS

Hall Q



PLEASE RETURN TO: EXHIBITION SERVICES OFFICE
 Harrogate International Centre, Kings Road, Harrogate, North Yorkshire, HG1 5LA England
 Phone: +44 (0) 1423 537223 Fax: +44 (0) 1423 537261 Email: exhibitionservices@harrogate.gov.uk
 VAT REG No. GB 171 2935 66

COMPLETE AND RETURN THIS ORDER FORM TO HARROGATE INTERNATIONAL CENTRE NO LATER THAN			01.03.11
EXHIBITION	UKSG EXHIBITION		E11022
COMPANY NAME & ADDRESS			DC
		POSTCODE	
TELEPHONE NUMBER		FAX NUMBER	
CONTACT NAME		SIGNATURE	
STAND NUMBER		DATE	

FAILURE TO RETURN THIS FORM BY THE DATE SHOWN WILL RESULT IN YOUR COMPANY NAME APPEARING AS LISTED IN THE EXHIBITOR LIST. ANY SUBSEQUENT CHANGES ON SITE WILL BE CHARGED AT £25.00 + VAT PER BOARD.

IMPORTANT

Please fill in below your company name as you wish it to appear on the fascia board attached to your stand. Unless otherwise stated by your organiser, please make clear any requirement for UPPER or lower case character, dots..... or dashes----- . e.g. (Subject to organisers requirements)

SAMPLE:

Y	o	u	r		C	o	m	p	a	n	y	.	c	o	.	u	k						
cap				space	cap							dot			dot								

Maximum number of characters INCLUDING SPACES, 24

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Add your colour logo to your nameboard
Max logo size 100mmH x 900mmW - to be supplied as a high resolution Jpeg

Q9

Call the Exhibition Support Office on 01423 537223 for more details

One fascia nameboard is provided to each open side of your stand. Stands with an open side over 10m in length will have an additional nameboard. N.B. THIS FORM SHOULD BE RETURNED TO HARROGATE INTERNATIONAL CENTRE TOGETHER WITH YOUR SHELL SCHEME REQUIREMENTS. PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS.

ELECTRICAL ORDER FORM

Hall Q

PLEASE RETURN TO: EXHIBITION SERVICES OFFICE
 Harrogate International Centre, Kings Road, Harrogate, North Yorkshire, HG1 5LA England
 Phone: +44 (0) 1423 537223 Fax: +44 (0) 1423 537261 Email: exhibitionservices@harrogate.gov.uk
 VAT REG No. GB 171 2935 66

COMPLETE AND RETURN THIS ORDER FORM TO HARROGATE INTERNATIONAL CENTRE NO LATER THAN				01.03.11
EXHIBITION	UKSG EXHIBITION			E11022
COMPANY NAME & ADDRESS				DC
		POSTCODE		
TELEPHONE NUMBER		FAX NUMBER		
CONTACT NAME			SIGNATURE	
STAND NUMBER		DATE		

**EARLY BOOKING PRICES (BELOW) ARE AVAILABLE ONLY ON ORDERS RECEIVED BY 01.03.11
 STANDARD PRICES WILL APPLY TO ORDERS AFTER THIS DATE - THESE PRICES MAY BE UP TO 20% HIGHER
 NB. BASIC POWER IS PROVIDED TO ALL STANDS**

FITTINGS ON HIRE	QUANTITY	EARLY BOOKING PRICE	STANDARD PRICE	AMOUNT
500W SOCKET OUTLET		£56.23	£67.48	
1000W SOCKET OUTLET		£71.77	£86.12	
2000W SOCKET OUTLET		£134.92	£161.90	
3000W SOCKET OUTLET		£182.90	£219.48	
500W SOCKET OUTLET (24hr FRIDGE)		£102.10	£122.52	
6ft FLUORESCENT FITTING		£46.55	£55.86	
8ft FLUORESCENT FITTING		£47.92	£57.50	
GENERAL PURPOSE SPOTLIGHT 50W (PAR16)		£30.91	£37.09	
GENERAL PURPOSE SPOTLIGHT 100W (PAR38)		£33.80	£40.56	
CONNECTION TO CLIENTS OWN FITTING (PER CONNECTION UP TO 150W)		£60.43	£72.52	
CONNECTION TO CLIENTS OWN FITTING (PER CONNECTION UP TO 500W)		£67.01	£80.41	
CONNECTION TO CLIENTS OWN FITTING (PER CONNECTION UP TO 1000W)		£80.39	£96.47	
CEILING BATTENS		£10.48/m	£12.58/m	
SINGLE PHASE SUPPLY (MACHINERY ONLY)		£poa	£poa	
THREE PHASE SUPPLY (MACHINERY ONLY)		£poa	£poa	
MAINS CONNECTION# (SPACE ONLY)		£poa	£poa	

Electrical sockets are supplied fixed to the perimeter panelling.
 Relocation will incur an additional charge.
 Please use graph overleaf to indicate positions of additional items.
 Please note our terms and conditions
 VAT will be charged at the prevailing rate

SUB TOTAL	
VAT	
TOTAL	

NOTES

BEFORE CLIENTS OWN EQUIPMENT IS CONNECTED INTO HIC ELECTRICAL SYSTEMS IT MUST HAVE A CURRENT UP TO DATE P.A.T. CERTIFICATE.
 This service can be provided by HIC @ £10 + VAT per item.

IF STANDS ARE WIRED BY CLIENTS OWN CONTRACTORS THE STAND ELECTRICAL SYSTEM MUST BE TESTED AS REQUIRED BY THE REQUIREMENTS FOR ELECTRICAL INSTALLATIONS AND TEST RESULTS PROVIDED TO HIC TECHNICAL DEPARTMENT BEFORE CONNECTION INTO HIC ELECTRICAL SYSTEM.

ALL CONNECTIONS INTO HIC ELECTRICAL SYSTEMS SHALL BE CARRIED OUT BY HIC TECHNICAL DEPARTMENT.

PLEASE ENCLOSE PAYMENT WITH ORDER & RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

STAND ACCESSORY ORDER FORM

Hall Q



PLEASE RETURN TO: EXHIBITION SERVICES OFFICE
 Harrogate International Centre, Kings Road, Harrogate, North Yorkshire, HG1 5LA England
 Phone: +44 (0) 1423 537223 Fax: +44 (0) 1423 537261 Email: exhibitionservices@harrogate.gov.uk
 VAT REG No. GB 171 2935 66

COMPLETE AND RETURN THIS ORDER FORM TO HARROGATE INTERNATIONAL CENTRE NO LATER THAN		01.03.11
EXHIBITION	UKSG EXHIBITION	E11022
COMPANY NAME & ADDRESS		DC
	POSTCODE	
TELEPHONE NUMBER	FAX NUMBER	
CONTACT NAME	SIGNATURE	
STAND NUMBER	DATE	

EARLY BOOKING PRICES (BELOW) ARE AVAILABLE ONLY ON ORDERS RECEIVED BY 01.03.11
 STANDARD PRICES WILL APPLY TO ORDERS AFTER THIS DATE - THESE PRICES MAY BE UP TO 20% HIGHER

REF	DESCRIPTION	QTY	EARLY BOOKING PRICE	STANDARD PRICE	AMOUNT
WP10-25	WALL PANEL 1m wide x 2.5m high		£70.56	£84.67	
WP07-25	WALL PANEL 0.75m wide x 2.5m high		£52.92	£63.50	
WP05-25	WALL PANEL 0.5m wide x 2.5m high		£37.04	£44.45	
WP02-25	WALL PANEL 0.25m wide x 2.5m high		£31.95	£38.34	
WP10-10	DWARF WALL PANEL 1m wide x 1m high		£51.29	£61.55	
WP10-05-05	WORKTOP 1m wide, 0.5m deep, 1m high with shelf below		£90.88	£109.05	
EXDOOR	LOCKABLE DOOR		£111.59	£133.91	
CUR01	CURTAIN SET FOR 1m wide bay		£63.83	£76.60	
HICWM	WHITE MUSLIN CEILING		£10.75/m ²	£12.90/m ²	
HICRP	RAISED PLATFORM (Unfinished)		£19.93/m ²	£23.91/m ²	
HICFP	FLOORING PLY (Unfinished)		£12.74/m ²	£15.28/m ²	
HICNS	NIGHT SHEET (Including Padlocks)		£25.46/m	£30.56/m	
SF10-03	SHELF FLAT 1m wide, 0.3m deep fixed at.....high from floor		£39.88	£47.85	
SS10-03	SHELF SLOPING 1m wide, 0.3m deep fixed at.....high from floor		£39.88	£47.85	
LIT-01	LITERATURE RACK 1m wide, 0.2m deep with 4 x A4 sections		£59.21	£71.05	
PM09-09	MIRROR		£57.13	£68.56	
GR10	1m GARMENT RAIL fixed at.....high from floor		£40.11	£48.13	
NB420	WATERFALL GARMENT RAIL 420mm		£39.89	£47.87	
GH10	GARMENT HOOK SET, 4 hooks, 1m wide		£27.09	£32.51	

VAT WILL BE CHARGED AT THE PREVAILING RATE
 ALL ITEMS ARE ON HIRE UNLESS STATED OTHERWISE
 FULL COST OF INSTALLATION INCLUDING VAT IS REQUIRED WITH ORDER
 PLEASE INDICATE POSITION OF ITEMS ON GRAPH OVERLEAF
 PLEASE ENCLOSE PAYMENT WITH ORDER & RETAIN A COPY OF THIS FORM FOR YOUR RECORDS.

SUB TOTAL		
VAT		
TOTAL		

STAND ACCESSORY ORDER FORM

Hall Q



PLEASE RETURN TO: EXHIBITION SERVICES OFFICE
Harrogate International Centre, Kings Road, Harrogate, North Yorkshire, HG1 5LA England
Phone: +44 (0) 1423 537223 Fax: +44 (0) 1423 537261 Email: exhibitionservices@harrogate.gov.uk
VAT REG No. GB 171 2935 66

Please use graph to indicate position and heights of optional extras

EXHIBITION												STAND NUMBER	
												Scale Used	

OPTIONAL EXTRAS

Hall Q

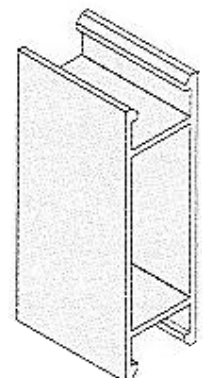
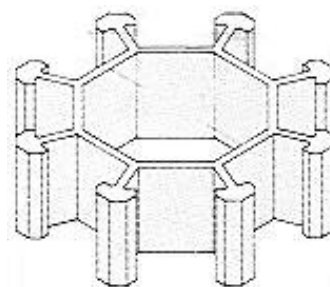
Extra display fittings and wall panels for subdivision of your stand space are available to order. Please note that the only fixing method which may be used directly on wall panels is Velcro dots and strips; no pins, staples, screws or other intrusive fixings are allowed. If a wall panel is damaged in any way, then an extra charge for replacement will be made.

If you need to fix heavy objects to walls, you can do so by using a Pendant Panel fitted with a plywood infill which will accept most kinds of fixing.



Corner stand shown for illustration purposes only

- | | |
|--------------------------|---|
| 1 Pinboard display panel | 9 Lighting track on cantilever brackets |
| 2 Pendant mirror | 10 Spotlights |
| 3 Sloping shelf | 11 Literature rack |
| 4 Straight shelf | 12 Worktop plinth |
| 5 Garment rail | 13 Internal partition panels |
| 6 Waterfall garment rail | 14 Lockable door |
| 7 Garment hook set | 15 Dwarf panels |
| 8 Power track | 16 Muslin ceiling |



The Click system post (above) and horizontal rail

Extra wall panelling

Fabric covered panels for subdividing stand space, similar to those in main structures. Standard finish, Steel Grey. Alternative finishes are available by arrangement. Note: NO FIXINGS ALLOWED to these panels: pendant display panels (see below) are available for this purpose.

WP10-25	Wall panel 1m wide x 2.5m high	WP07-25	Wall panel 0.75m wide x 2.5m high
WP05-25	Wall panel 0.5m wide x 2.5m high	WP02-25	Wall panel 0.25m wide x 2.5m high
DP10-10	Dwarf panel 1m wide x 1m high		

Shelves & literature rack (ref 3,4 & 11 on illustration)

White laminate-faced shelves fixed to walls with cantilever brackets. Can be fitted sloping at 25deg with a raised aluminium lip at the front edge; or flat with a flush front edge. The literature rack is in aluminium and acrylic. All are adjustable for height. Max. recommended load 30 Kg.

SF10-03	Shelf - Flat 1m wide 0.3m deep	SF20-03	Shelf - Flat 2m wide 0.3m deep
SS10-03	Shelf - Sloping 1m wide 0.300 deep	SS20-03	Shelf - Sloping 2m wide 0.300 deep
LIT01	Literature rack 1m wide, 0.2m deep with 4 no A4 sections		

Worktop plinth (ref 12 on illustration)

A 500mm deep white laminate-faced worktop / shelf on an aluminium plinth frame fixed to the wall. Will support substantial weights, and should be used in reference to cantilever shelves for heavy items. Special depths / heights by arrangement.

WP10-05-10	Worktop 1m wide, 0.5m deep, 1m high shelf	WP10-05-05	Worktop 1m wide, 0.5m deep, 1m high with below
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Pendant display panel and Mirror (ref 1 & 2 on illustration)

A framed pendant wall panel for graphics or 3-D object display. Three infill options: fabric-faced pinboard for graphics and lightweight objects; fabric-faced plywood for heavier objects; and a mirror. Two fabric options: Blue or Red - please indicate on the stand fitting accessories order form. Special frame sizes and/or custom infills can be supplied by arrangement.

PP09-09	Pinboard 0.9m wide, 0.9m high	PP09-12	Pinboard 0.9m wide, 1.2m high
PW09-09	Plywood 0.9m wide, 0.9m high	PW09-12	Plywood 0.9m wide, 1.2m high
PM09-09	Mirror 0.9m wide, 0.9m high	PM04-12	Mirror 0.4m wide, 1.2m high

Garment hanging (ref 5, 6 & 7 on illustration)

Rails, brackets and hooks for fixing to the walls. The rails project 320mm from the wall panels and can span 1 or 2 bays. The waterfall bracket fixes to any post, including the 45deg channels. The garment hook set is based on a horizontal rail which spans one bay. Default height from ground 1.500m, but can be different height by arrangement. Special rail lengths are also available if required.

GR10	1m garment rail	GR20	2m garment rail
NB420	Waterfall garment rail 420mm	GH10	Garment hook set - 4 hooks, 1m wide

Doors & curtains for internal enclosures

Where extra panels are being ordered to enclose a space within the stand, access may be provided by substituting a lockable door or a curtain for one of the 1m panels. The door is timber-veneer-faced and fitted with a lockable handle set. The standard curtain is in grey, but custom fabrics can be supplied by arrangement.

EXDOOR	Lockable door module for 1m wide bay	CUR01	Curtain set for 1m wide bay
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Raised Platforms

Raised platforms are a convenient way to route electrics, plumbing or other cable runs to areas in the centre of a stand.

HICRP	75/100mm raised platform with a black painted skirt.
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Flooring

All stands are provided with charcoal carpet tiles. Under no circumstances can these be removed. Exhibitors who wish to change the colour or the type of floor covering should order plywood flooring as a base for a new carpet.

HICFP	18mm Floor flats
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Night Sheets Available on Request

Night sheets are supplied complete with padlocks, securing the open sides of the stands.

Extra Lighting

Extra lighting can be added by ordering 50W or 100W adjustable spotlights fixed to power tracks. Up to 3 lamps can be used per 1.200m track; and the tracks can be fixed either behind fascia panels; on front-to-back ceiling beams; or on cantilever brackets which hold the lamps 450mm out from wall panels. Order lamps and tracks separately to achieve the lighting you need, contact the Hall Q Support Office for further details.

PAYMENT FORM

Hall Q



PLEASE RETURN TO: EXHIBITION SERVICES OFFICE
Harrogate International Centre, Kings Road, Harrogate, North Yorkshire, HG1 5LA England
Phone: +44 (0) 1423 537223 Fax: +44 (0) 1423 537261 Email: exhibitionservices@harrogate.gov.uk
VAT REG No. GB 171 2935 66

COMPLETE AND RETURN THIS ORDER FORM TO HARROGATE INTERNATIONAL CENTRE NO LATER THAN		01.03.11
EXHIBITION	UKSG EXHIBITION	E11022
COMPANY NAME & ADDRESS		DC
	POSTCODE	
TELEPHONE NUMBER	FAX NUMBER	
CONTACT NAME	SIGNATURE	
STAND NUMBER	DATE	

Payment is due with all orders placed with Harrogate International Centre and can be made only to the address shown above by Credit/Debit Card or UK Cheque.

If you wish to pay by Credit / Debit Card, please tick the following box and we will contact you for the card details

Card holder contact number:.....

or Please find enclosed a cheque totalling £.....payable in Sterling drawn on a UK Bank made payable to Harrogate Borough Council.

Plant Display Hire – 2011 PRICES

See attached photographs for examples of plant displays

Qty Req

Trough - with foliage or flowering £28.00 each

(approx 1 m long)

Tub - with foliage or flowering £28.00 each

(approx 34 x 34cm)

Specimen Plants:- (approx 5' tall)

Ficus benjamina £23.00 each

Palm £23.00 each

Schefflera £23.00 each

Cut Flower Displays:-

Small Table Display £20.00 each

(sale basis)

Long Table Display £30.00 each

(sale basis)

Bouquets £20.00 - £35.00 each

ALL COSTS ARE EXCLUDING VAT
No cheque required – ALL invoices sent after the event

Please complete this section with your details (and fax to 01423 556710)

Name and company address:-
 (please state invoice address if different)

Tel No:-
 Event Title:-
 Date displays required:-
 Please state stand no. & Hall no.:-

Please note: any other requirements which are not detailed above can be discussed and agreed prior to the event taking place, please contact Kirsty Stewart on 0845 3006091

OFFICE USE ONLY

	Quantity	Cost per unit
Displays required		
TOTAL		

Costings completed by

Authorised by

Tea & Coffee:

Item	Price	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total
50 Cup Coffee Package to inc. Filter Coffee Machine Hire (3kw), 5 Coffee Sachets & Filters, Hot Drinks Cups (50), Plastic Teaspoons (50), Sugar (50), UHT Milk (100 portions)	£ 75.00								£ -
100 Cup Tea & Coffee Package to inc. Kettle Hire, Twinings Tea Bags (50), Filter Coffee Machine Hire (3kw), 5 Coffee Sachets & Filters, Hot Drinks Cups (100), Plastic Teaspoons (50), Sugar (50), UHT Milk (100 portions)	£ 101.00								£ -
Additional Twinings Tea Bags (50)	£ 3.75								£ -
Additional Ground Coffee Sachet & Filter	£ 4.65								£ -
Instant Coffee (750g)	£ 22.00								£ -
Additional Brown Sugar (50)	£ 1.85								£ -
Additional White Sugar (50)	£ 1.85								£ -
Sweetener Sachets (50)	£ 1.85								£ -
Additional Fresh Milk (4 pints)	£ 2.70								£ -
UHT Milk (100 portions)	£ 8.35								£ -
UHT Cream (100 portions)	£ 9.45								£ -

Beverages:

Item	Price	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total
House Champagne (bottle plus hire of 6 flutes)	£ 49.10								£ -
Sparkling Wine (bottle plus hire of 6 flutes)	£ 28.50								£ -
House White (bottle plus hire of 6 glasses)	£ 21.50								£ -
House Red (bottle plus hire of 6 glasses)	£ 21.50								£ -
Corkscrew (please include once if ordering wine)	£ 4.20								£ -
Stella (6 x 330ml bottle)	£ 22.80								£ -
7up (24 x 500ml) bottle	£ 52.80								£ -
Diet Pepsi (24x 500ml) bottle	£ 52.80								£ -
Pepsi (24 x 500ml) bottle	£ 52.80								£ -
Orange Juice (1 litre carton)	£ 4.95								£ -
Ice (1kg bag)	£ 2.65								£ -

Disposables & Hire:

Item	Price	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total
Hot Drinks Cups (50 x 12oz)	£ 4.75								£ -
Plastic Cups (100 x 200ml)	£ 6.85								£ -
Stemmed Disposable Wine Glasses (20 x 5oz)	£ 5.15								£ -
Plastic Teaspoons (50)	£ 2.65								£ -
Small Disposable Plates (50 x 17cm)	£ 8.40								£ -
Paper Napkins (10)	£ 0.75								£ -
Refuse Sack (each)	£ 0.30								£ -
China Mug Hire (12 per day)	£ 9.95								£ -
Electric Kettle Hire 3kw (per day)	£ 6.75								£ -
Filter Coffee Machine Hire 3kw (per day)	£ 14.20								£ -
Catering Assistant Hire (per hour, min 4 hrs per day)	£ 13.35								£ -
Ice Bucket Hire (per day)	£ 5.25								£ -

Sub Total	£	-
VAT	£	-
Grand Total	£	-



T: +44 (0)1423 537334 | F: +44 (0) 1423 537328 | Harrogate International Centre, Kings Road, Harrogate, North Yorkshire HG1 5LA

On Stand Catering

As the official designated catering company at the Harrogate International Centre, Kudos Hospitality welcomes you and takes this opportunity to wish you an enjoyable visit to Harrogate.

We hope that the forthcoming event proves to be a great success for your company and that it is beneficial to you in the future.

To assist you with your stand organisation and promotion we are very pleased to be able to offer an on stand catering service. Whether it be a champagne and canapé reception for visitors to your stand, sandwiches at lunch time with prospective clients or simply refreshments for your staff so that your stand is not left unattended. We feel that we can be of assistance. Please take the time to have a look at the attached on stand catering order form.

Prices

All prices quoted are exclusive of VAT at the current rate. - Kudos Hospitality Limited VAT number is 863736005

To place your order

Please complete the attached order form and e-mail it to us at hic@kudoshospitality.co.uk no later than two weeks before the start date of your show (Friday 18 March 2011). Upon receipt of your order, Kudos Hospitality will issue you with an invoice for which payment is required within 7 days.

As we do not operate a sale or return policy, all items ordered prior to the event will be delivered to your stand in full and invoiced in full.

Delivery

All stand orders are free of delivery charge. Due to volume of orders received, it is not always possible to guarantee a specific time. If a specific time is required the delivery time will be approximate by one hour either side of the requested time.

Equipment Hire

It is the stand holder's responsibility to return any hired equipment to the catering department. Full replacement cost will be charged for any breakages or items that are not returned to the stand order office

Terms and Conditions

Kudos Hospitality Ltd, in conjunction with the Harrogate International Centre, reserves the right to sell and provide all catering equipment and refreshments including food, wine, spirits, beers and other alcoholic and non-alcoholic beverages, consumed on the premises and reserves the right to impose a surcharge on any goods not supplied by themselves.