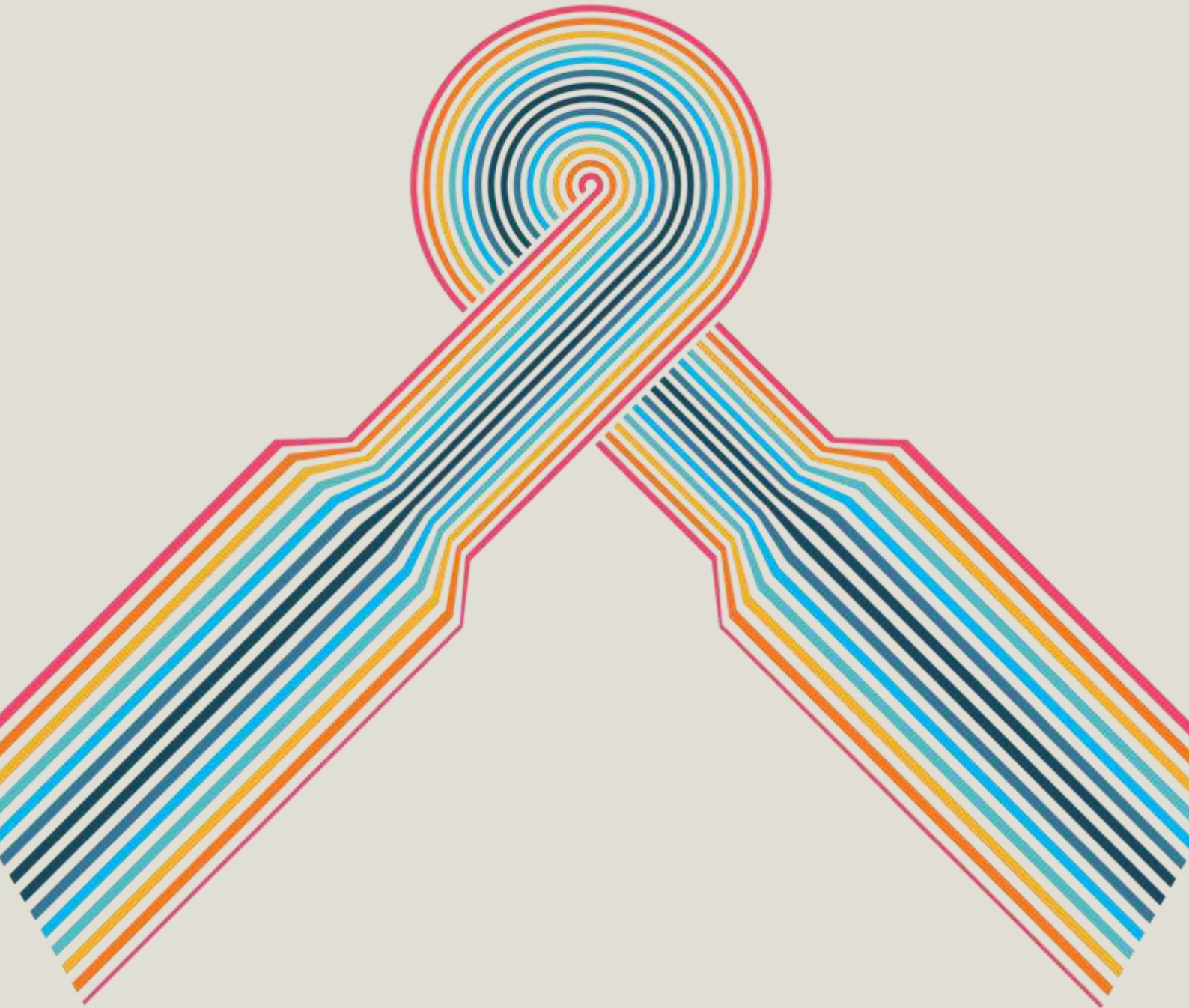


**CILIP** | 2019 | 3-4 JULY  
CONFERENCE | MANCHESTER



**Exhibition Manual**

**Welcome to CILIP Conference 2019**

**On behalf of CILIP, we would like to welcome you to the CILIP Conference 2019 and thank you for your support.**

**We have put together this Exhibitor Manual which, we hope, will ensure that your preparation for the Conference runs smoothly. Please take the time to read it carefully and fill out all the forms that need to be completed by the deadlines given.**

**If you have any questions that cannot be answered in this Manual, or would like to speak to Rachel about your marketing plans, please don't hesitate to get in touch.**

**We look forward to working with you.**

**Rachel, Jill and Tosin**

**CONTACTS**

**CILIP Events Team**

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0845 351 0392

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\* Online 20% discount until 7 June

## A

### 1. Accommodation

We have teamed up with Visit Manchester to offer a range of hotels at discounted rates. Accommodation is not included in any of the exhibition or delegate packages and will need to be booked via the dedicated Visit Manchester accommodation booking site or independently.

All rooms are held on an online system, allowing you to book and secure your own accommodation using either pro-forma invoices or credit/debit card. If you require any assistance with your reservation, support is available via the Accommodation Booking Team.

Negotiated rates will be available to book until the end of the day on the **5 June 2019**, so please book as soon as possible to guarantee a room. If you require accommodation beyond this date or you have any queries about the website, please contact Visit Manchester.

*In the past, exhibitors have been called by people claiming to be official providers of accommodation for the CILIP Conference, chasing to make hotel bookings. If this happens to you, do not give any personal or credit card details over the phone. Do ask for the company name and contact details of the company who has called you and email them to [events@cilip.org.uk](mailto:events@cilip.org.uk).*

**WEBLINK – <http://cilipconference.org.uk/hotels-and-travel/accommodation/>**

### 2. Advertising

All exhibitors are entitled to a logo and 60 word description in the Conference Handbook. Please ensure you complete the [Exhibitor Marketing form](#) to secure this (see 17. *Forms & Deadlines*). The deadline for this is **8 May**.

There are advertising opportunities in CILIP Information Professional magazine, June 2019 Conference preview edition. All advertising includes a free advert of the equivalent size in the Conference Handbook, distributed to all delegates at the Conference.

All advertising will count, along with any other adverts you run in Information Professional magazine in 2019, towards series advertising discounts. This also includes LMS suppliers who will be attending any CILIP LMS Showcases in 2019.

#### **Advertising Rates - an advertisement in Handbook as well as Preview issue of Information Professional magazine**

	Full Page	½ Page	¼ Page
Full Rate	£2,363 + VAT	£1,323 + VAT	£840 + VAT
Suppliers Network Members Discount	£2,150+ VAT	£1,200 + VAT	£765 + VAT

The deadline for advertising in the Conference Handbook is **24 May 2019** (final advert to be received).

### 3. Audio Visual Equipment

If you wish to hire any audio visual equipment or computers, our exhibition suppliers Warwick Corporate Events will be happy to help.

To order any AV equipment (or furniture or electrics) please visit <http://www.wce.co.uk> select **Order Online** at the top right of the screen, then **CILIP Conference 2019** and enter the password **CIL1p2019**. Deadline for all orders is **14 June 2019**. Those orders placed online before 7th June 2019 will receive a 20% discount, which will be applied at the summary stage of your order process. Orders placed after this will be at full price. Offline orders will not receive a booking discount.

- **WEBLINK** - <http://www.wce.co.uk> and select **Order Online** at the top right of the screen

## B

### 4. Badges

Badges for registered stand personnel will be available at the Conference registration desk from 08.00 on Wednesday 3 July and will display the name of the individual and company name. Badges must be worn at all times in order to gain access to the Exhibition and Conference sessions.

---

### 5. Breakdown Schedule

Breakdown commences after the exhibition closes after the final refreshment break on Thursday 4 July. The breakdown of stands and the removal of all exhibits must be completed by **18.00** on the same day, after which time we will dispose of unclaimed items as thought appropriate. In order that no discourtesy is shown to last minute visitors, and for reasons of safety, exhibitors are asked to ensure that no dismantling of displays or exhibits occurs before the last refreshment break on 4 July 2019.

---

### 6. Build-up Schedule

Exhibitors will be allowed access to University Place from 14.00 on Tuesday 2 July until 21.00. You will also have access to the halls from 07.00 on Wednesday 3 July. All exhibition stands must be ready by 08.30 on Wednesday 3 July when registration opens. Any stands not set up by 08.30 will need to be clear of any obstruction and stand build must be put on hold until 09.45 once the first Conference session commences.

Access to the exhibition area for loading/unloading is shown on the map in *Appendix i*. You will need to have pre-arranged unloading and loading via CILIP Events so that the car park barriers can be lifted. Once exhibitors have unloaded, cars must be moved to the public car park. If you have not pre-arranged access it will be difficult for you to unload. We will contact you about this nearer the time.

See *Appendices i & ii* for a map and access

## C

### 7. Car Parking

Car parking is **not** available on campus for exhibitor vehicles; the closest public car park is Booth Street West Multi Storey (maximum height 2.05m), rates as follows:

Up to 3 hours - £3

Up to 6 hours - £5

Up to 10 hours - £8

Up to 24 hours - £10

After 4pm and weekends - £2

Drivers using this car park should collect a ticket on entry and pay at one of the machines prior to collecting their vehicle at the end of the day. The car park is located on Cambridge Street/Booth Street West and can be found using postcode M15 6PB.

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### 8. Catering

Complimentary tea and coffee will be available during the breaks in the Conference programme from the beverage areas in the Exhibition Halls. Lunch will be served earlier for exhibitors. Stand hospitality must be provided by the University of Manchester Catering Department, and booked in advance via the venue. Any requests should be emailed to [events@cilip.org.uk](mailto:events@cilip.org.uk).

---

### 9. Cleaning

The University of Manchester will provide a daily clean of the exhibition areas, including the removal of rubbish. Individual stand cleaning is available at an additional cost.

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### 10. Conference Handbook

All attendees will receive a copy of the Handbook on arrival. It will contain full details of the programme, sessions and abstracts, sponsors and exhibitors and is an excellent way to support your involvement in the Conference. All exhibitors have a listing, logo and 60 word description in the Conference Handbook (subject to deadline). We would advise that your entry is as specific as possible to your stand activity. Complete the [Exhibitor Marketing form](#) with the required details – **ASAP**. If you advertise in the June edition of Information Professional magazine, you will receive a free advert of the equivalent size in the Conference Handbook. See 2. *Advertising* for advertising rates and deadline.

## D

### 11. Delegate List

During the booking process, we are asking attendees whether they are happy to be included on a delegate list. A list of these pre-registered participants will be sent to all exhibitors prior to the Conference in electronic format, providing name, job title, organisation and email addresses for those who have opted in to receive further information. An updated list will be sent out after the event.

## 12. Delivery & Collection of Goods

Advance deliveries should be sent to:

FAO Julie Cockcroft

CILIP Conference 3-4 July 2019

### **STAND NUMBER & COMPANY NAME (PLEASE ADD DETAILS)**

University Place, The University of Manchester

Oxford Road

M13 9PL

All deliveries must be clearly marked with the conference title and dates, venue and stand number. **Deliveries should not be sent prior to 48 hours before** the commencement of the exhibition.

Please note that deliveries may only be made between Monday to Friday 09.00-16.00. Due to offloading restrictions, pallets **CANNOT** be accepted.

Collections should be made no later than 48 hours post event. Please note the above time restrictions do apply. Please ensure the venue is informed of all packages due for collection, and that the Exhibitor Parcel Collection Form is completed (see *Appendix v*). Couriers are responsible for ensuring they collect the correct packages.

---

## 13. Drinks Reception

The Drinks Reception will take place at the Museum of Science and Industry on Wednesday evening, 3 July. All exhibitors are entitled to 2 tickets to the Drinks Reception and you can order these on the [Exhibitor Delegate Registration form](#). If you would like to order more, you can @ £50 +VAT. Badges must be worn to gain entry.

## E

### 14. Electrical Supplies

A 500w socket and spotlight will be supplied to your stand free of charge. You don't need to do anything to get this. You can order more power if you require it to run a number of items or need more lighting. Go to the WCE website and select the **Order Online** section to the top right of the screen. Enter the password **CIL1p2019**.

Deadline for all orders is **14 June 2019**. Those orders placed online before 7th June 2019 will receive a 20% discount. Orders placed after this will be at full price. Offline orders will not receive a booking discount.

Please note that you must provide your own leads and cables.

- **WEBLINK** - <http://www.wce.co.uk>

## 15. Exhibition Stands

A shell scheme will be provided for each stand. This is a modular stand building system, comprising of foamex PVC coated panels and strong but lightweight aluminium beams and poles (see *Appendix iv*). Please note that there should be NO pins, nails or screws, NO adhesives, NO staples. NO blu tac as the oil from this can damage the panels. DO use Velcro hook and loop on the stands as long as you remove it when the conference ends.

Included in the stand:

- Shell scheme measuring 3m x 2m
- A spotlight
- A 500w socket. Please note you must bring your own leads.
- One 6' x 2' trestle table, 2 chairs and a tablecloth can be provided to you free of charge – order these through the Exhibitor Marketing Form.

Extra furniture, AV Equipment and electrics should be ordered via Warwick Corporate Events by **14 June 2019**. A separate document gives you an idea of the bespoke services offered by Warwick Corporate Events with regard to stand design and extra furniture.

Warwick are also able to produce graphic panels for your stand. You would need to arrange for artwork to be designed but they can print these and insert them into or around the shell scheme. Prices start from £189 + VAT per panel and you can liaise directly with Bernard Roddy at [exhibitionorders@wce.co.uk](mailto:exhibitionorders@wce.co.uk). The deadline for graphic production is **7 June 2019**.

Please ensure all products, furniture, display items etc are kept within your stand. You will be asked to move items that protrude into the aisle.

- **WEBLINK** - <http://www.wce.co.uk> select **Order Online** in the top right of the screen. Password is **CIL1p2019**

## F

### 16. Fire Regulations

Exhibitors and their staff must abide by all fire regulations, whether statutory or otherwise, and leave all fire points, exits, gangways, staircases and fire equipment unobstructed and available for immediate use at all times.

#### Fire Evacuation Procedure

##### ON DISCOVERING A FIRE

Sound the alarm – break glass at the nearest point. Telephone the Security Lodge with details on 69966 (internal line) or 0161 306 9966. DO NOT attempt to extinguish the fire yourself.

##### ON HEARING AN INTERMITTENT ALARM

The first stage is indicated audibly by short electronic sounds and a pre-recorded announcement informing you that there is an emergency but to await further instruction. People do not need to evacuate, but should listen carefully for any change in the signal.

##### ON HEARING A CONTINUOUS ALARM



The alarm second stage is a longer, audible, electronic alarm and a different pre-recorded announcement informing you that we have an emergency situation and that you MUST evacuate the building immediately and move to the assembly point.

Assemble at the paved area in front of the Williamson Building.

#### DO NOT USE LIFTS

Do not close doors and windows.

Do not wait to collect personal belongings.

Do not re-enter the building without permission.

Fire Evacuation procedures are clearly displayed throughout the exhibition area.

## 17. Forms and deadlines

Warwick Corporate Events have asked that all orders for AV equipment, extra electrics lighting and/or furniture come via their website. Click on the link below and select Order Online at the top right of the screen. Choose CILIP Conference 2019 and enter the password CIL1p2019. You can then see the products and their availability and place your order. Add items to your basket and click the tabs across the top to select different items. A summary of the order will now be displayed, with any early booking discount applied, delivery and VAT added. Online ordering will close on **14 June 2019** and online orders before 7 June will receive a 20% booking discount which will be applied at the summary stage of your order process.

Should you wish to pay via invoice you can contact Bernard on [exhibitionorders@wce.co.uk](mailto:exhibitionorders@wce.co.uk) or 0845 351 0392 and he will process this for you.

Here are the links to the forms and extra orders if you need them:

	Deadline date
<a href="#">Exhibitor Marketing form</a> – includes Handbook listing, uploading logo, advertising opportunities and marketing plans – please complete after reading <a href="#">Making the Most of the Conference</a> advice	ASAP
<a href="#">Exhibitor Delegate Registration Form</a> – Registration of your 2 complimentary places and an opportunity to order more.	17 June 2019
AV, Electrics, Furniture and extra Lighting – via <a href="#">Warwick Corporate Events</a>	14 June 2019
<a href="#">Health and Safety Declaration</a>	10 June 2019

## 18. Furniture

A 6ft x 2ft trestle table along with 2 chairs and a table cloth can be supplied with your stand. You can order these through the Exhibitor Marketing Form.

If you wish to order any additional furniture, this can be done via Warwick Corporate Events by **14 June 2019**. To order any furniture please visit <http://www.wce.co.uk>, select CILIP Conference 2019 and enter the password **CIL1p2019**. Online orders before 7 June receive 20% discount.

- **WEBLINK** - <http://www.wce.co.uk>

## H

### **19. Health and Safety Declaration**

All exhibiting companies/participants are responsible for their staff, their contractors, sub-contractors and visitors on and around their stand from the first day of Build-up through to the last day of Breakdown.

The Health and Safety form can be found here which you should complete and return to [exhibitionorders@wce.co.uk](mailto:exhibitionorders@wce.co.uk) by 10 June 2019.

- [Health and Safety Form](#)

## I

### **20. Inserts for delegate bags**

Premium Supplier Partners automatically receive inserts in the delegate bag. If you are not a Premium Supplier Partner and would like to include an insert, you can order this directly through the exhibition booking page on the website. The cost of inserting materials is £225.00 + VAT per insert. Please note that 550 copies of each insert will be required, with each item not weighing more than 150g and no larger than A4.

Inserts should be delivered - at the Exhibitor's cost - marked as follows

CILIP Conference 2019 Delegate Inserts

**Your company name**

c/o Rachel Kudlick

CILIP Events

7 Ridgmount St

London, WC1E 7AE

Inserts must arrive at the above address by **7 June 2019** at the latest. Payment must also be received by that date. Inserts will not be packed in the event of late payment.

---

### **21. Insurance**

Whilst we take every precaution to protect your property during the event, we are not responsible for any loss or damage and we recommend that you have appropriate insurance cover. You are responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition, you should protect your expenditure against Abandonment and Cancellation or curtailment of the event due to reasons beyond our control.

## L

### 22. Loading/Unloading

The Loading/Unloading area is next to University Place, marked on the map in *Appendix i*. All unloading and loading of exhibits will be carried out by the exhibitor and not by staff of the University. Once you have unloaded, cars must be moved to the public car park. Access to the venue should have been arranged in advance with CILIP Events so that exhibitors can gain access via a secure barrier. We will contact you about this nearer the time.

*See Appendix i.*

## M

### 23. Marketing

Your own pre-Conference marketing will be instrumental in ensuring that your investment in the Conference pays dividends – not only at the Conference itself, but for months afterwards. And the sooner you start it, the better. Read our "[Making the Most of the Conference](#)" advice and complete the [Exhibitor Marketing form](#). This form will also allow you to provide information for your entry in the Conference Handbook, on the conference website and to book advertising and/or inserts.

Our Twitter hashtag is #CILIPConf19.

## O

### 24. Opening Hours

The Exhibition will be open to visitors at the following times\*:

#### Wednesday 3 July

08.15 – 09.45 Registration, refreshments and exhibition  
10.35 – 11.05 Morning refreshments and exhibition  
12.20 – 13.30 Lunch and exhibition  
15.30 – 16.10 Afternoon refreshments and exhibition  
17.15 End of Day 1

#### Thursday 4 July

08.15 – 09.30 Registration, refreshments and exhibition  
11.40 – 12.10 Morning refreshments and exhibition  
12.55 – 14.10 Lunch  
15.20 – 15.50 Afternoon refreshments and exhibition  
16.35 Close of Conference

\* subject to change

## **P**

### **25. Programme**

Exhibitors are welcome and encouraged to attend sessions of their choice. A full programme can be found on our website.

## **R**

### **26. Registration**

Each exhibiting company is entitled to TWO complimentary exhibitor delegates to attend the Conference. This includes:

- Entry to the exhibition during build-up, the open days and breakdown
- Participation in all Conference sessions from Wednesday 3 July to Thursday 4 July 2019
- Free beverages and lunches from Wednesday 3 July to Thursday 4 July 2019
- Delegate bag containing the Conference Handbook and 2019 Participants' List
- Attendance to the drinks reception on Wednesday 3 July 2019

You will need to register your complimentary exhibitor delegates via the Exhibitor Delegate registration form. Accommodation is **NOT** included in the package. These will need to be booked separately. Please see 1. *Accommodation* for more details.

---

### **27. Registration Fees**

- Each additional exhibitor (in addition to the two complimentary places) = £75 + VAT per person per day
- Drinks reception (in addition to the two complimentary places) = £50 + VAT per person

You can add these extra delegates on the [Exhibitor Delegate Registration form](#). If you wish to add further attendees nearer the time and have already completed the form, please email [events@cilip.org.uk](mailto:events@cilip.org.uk) with your company name, person's name, which days they wish to attend and any special dietary/access requirements. Please state if they would like to attend the drinks reception.

## **S**

### **28. Security**

We will take all reasonable steps to ensure maximum security. The venue will be locked at night. All exhibitors are advised not to leave valuable equipment or personal items unattended at any time.

Exhibitors exhibit entirely at their own risk. The University of Manchester & CILIP are not liable for any losses or damage to persons or property which may occur. Insurance against such contingencies is recommended. Exhibitors must also indemnify The University of Manchester & CILIP against all costs, claims and liabilities by any persons or to property as a result of their actions.

Displays involving any portable equipment should not be left unattended and any valuable equipment should be removed from the stand overnight.

---

## **29. Sponsorship Opportunities**

There are sponsorship opportunities available to raise your company's profile during this event. If you wish to take advantage of these opportunities please visit <http://cilipconference.org.uk/exhibit-and-sponsor/sponsorship-packages/> or email [rachel.kudlick@cilip.org.uk](mailto:rachel.kudlick@cilip.org.uk).

---

## **30. Storage**

Limited storage space for empty cases and items surplus to requirements is available during the exhibition. Where possible, please store items at your stand or in your vehicles.

## **V**

### **31. Venue**

The exhibition will take place at University Place on the ground floor. Look out for the yellow AA signs to direct you to CILIP Conference 2019.

University Place, The University of Manchester  
Oxford Road  
M13 9PL

## **W**

### **32. Waste**

The University will remove "normal" waste produced during the build-up and breakdown periods. Normal waste includes packaging and other small items.

---

### **33. Wi-Fi**

There will be a dedicated exhibitor Wi-Fi. Connection details will be distributed on arrival.

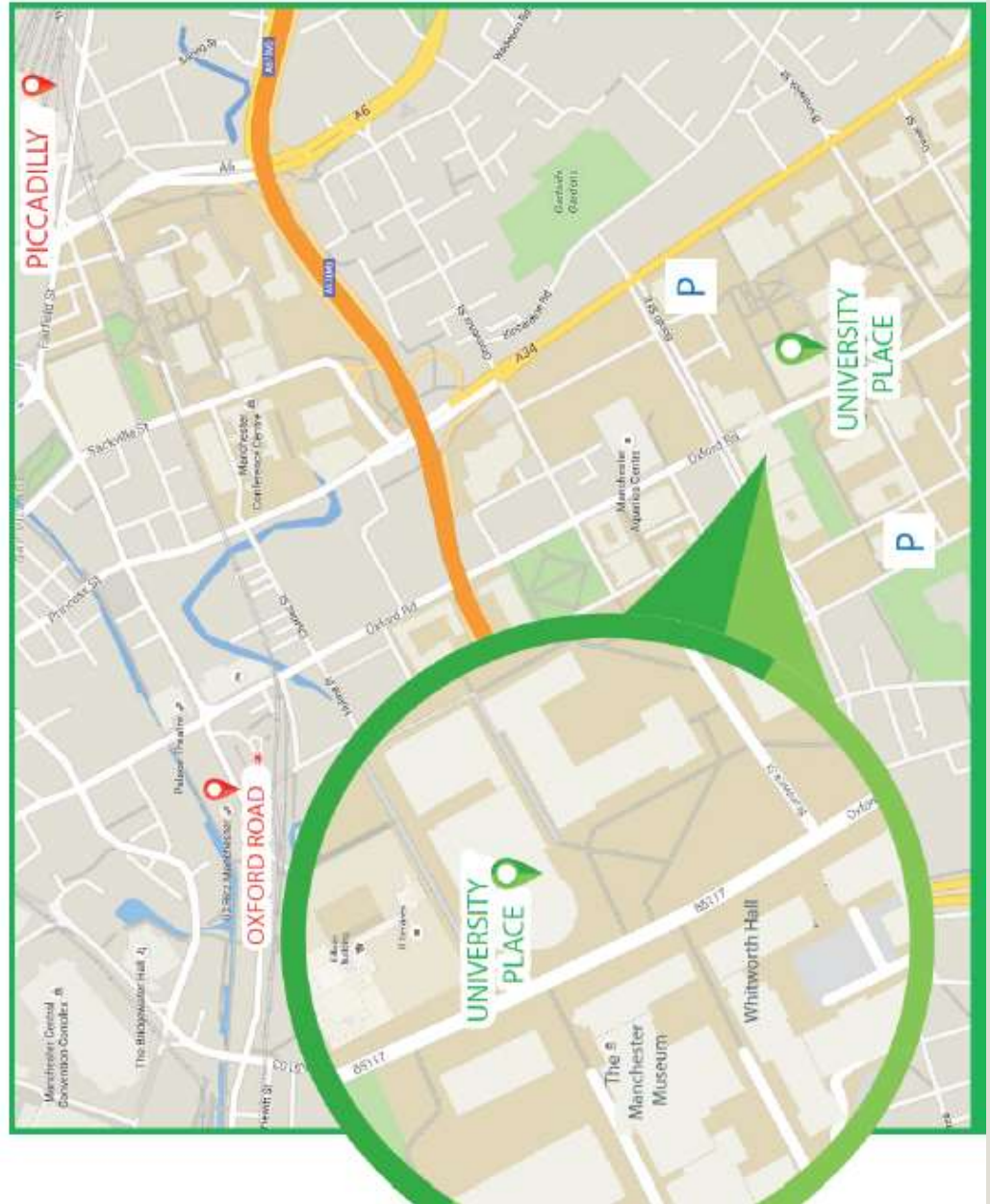
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## **Appendices**

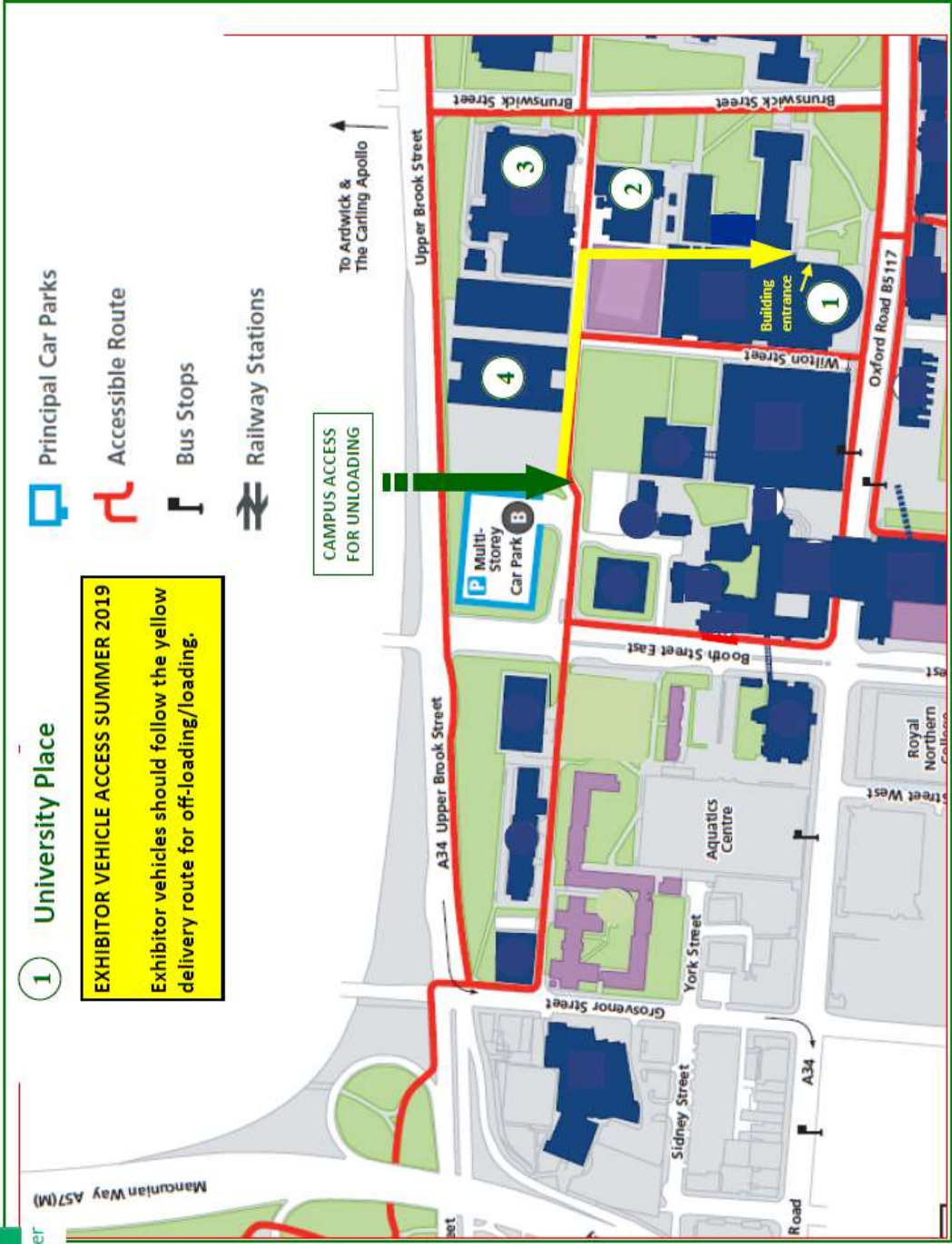
- i. Map
- ii. Access for loading/unloading
- iii. Floorplan
- iv. Stand specifications
- v. Parcel Collection form

Appendix i – map

**University Place**  
The University of Manchester, Oxford Road Campus



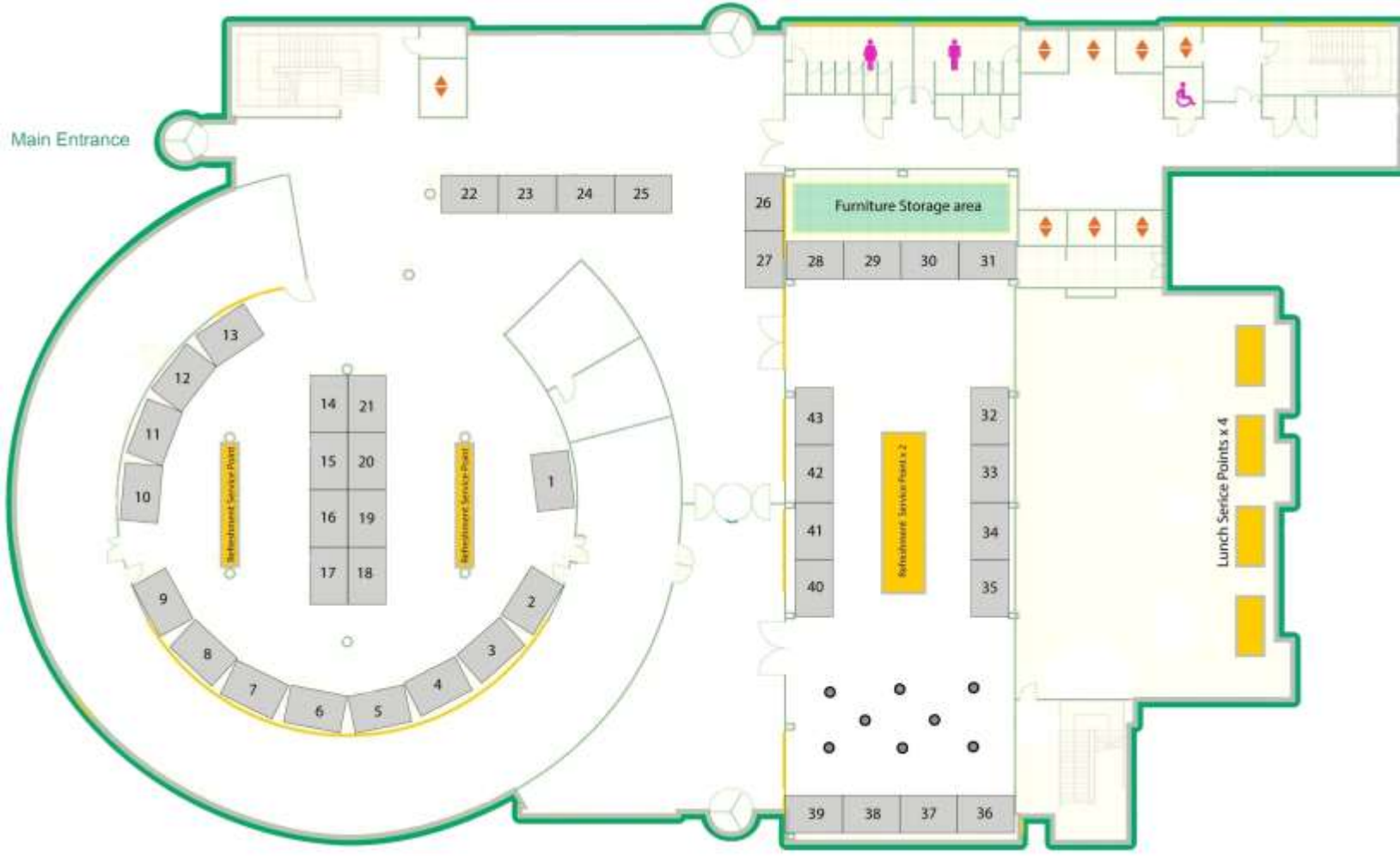
Appendix ii




The University of Manchester Conferences & Venues, Oxford Road, Manchester. M13 9PL. Telephone 0161 275 2095/0161 306 4106. Document revised 02/2019



Appendix iii – floorplan



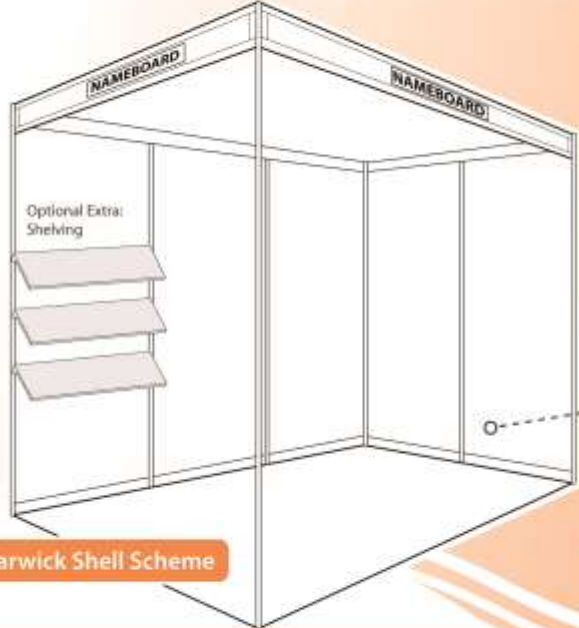
Appendix iv – Stand Specification – [More information on Warwick Services](#)



**WARWICK**  
EVENT SERVICES

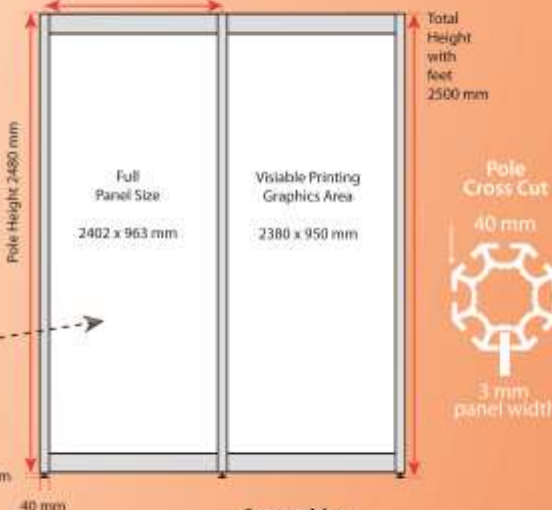
**BELFAST OFFICE**  
Unit 3 Huh Lane Business Park  
17 Huh Lane  
Lisburn  
BT20 35B  
0845 351 0382  
sales@wvc.co.uk

**HEAD OFFICE**  
Unit 5, Gloucester Crescent  
Healthpark Industrial Estate  
Hornston, Devon  
EX4 1DB  
0845 351 0382  
sales@wvc.co.uk



**Warwick Shell Scheme**

**Shell Scheme Dimensions**  
Center to Center of poles 990 mm



**Full Panel Size:** 2402 x 963 mm  
**Visible Printing Graphics Area:** 2380 x 950 mm

**Pole Height:** 2480 mm  
**Total Height with feet:** 2500 mm

**Pole Cross Cut:** 40 mm diameter, 3 mm panel width

**Feet:** 20 mm height, 40 mm width

**Composition**  
A modular stand building system, comprising of foamex PVC coated panels and strong but lightweight aluminum beams and poles.

**Shell Scheme Guidelines**

- No Nails,  
Screws or Pins
- No Adhesives
- No Staples

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Appendix v



## Exhibition Parcel Collection Form

Event \_\_\_\_\_

Building \_\_\_\_\_

It is the responsibility of each exhibitor to ensure that all parcels are clearly labelled with a correct delivery address /shipping label.  
Any materials being collected after the event must be moved to the designated storage area.

Exhibitor Company	Contact Name & Phone Number	Number of Parcels	Delivery Address	Courier Company & Parcel Reference	Collection Date	Parcel Location (to be completed by UoM staff only)

The University of Manchester Conferences & Venues, Oxford Road, Manchester. M13 9PL. Telephone 0161 275 2095/0161 306 4106