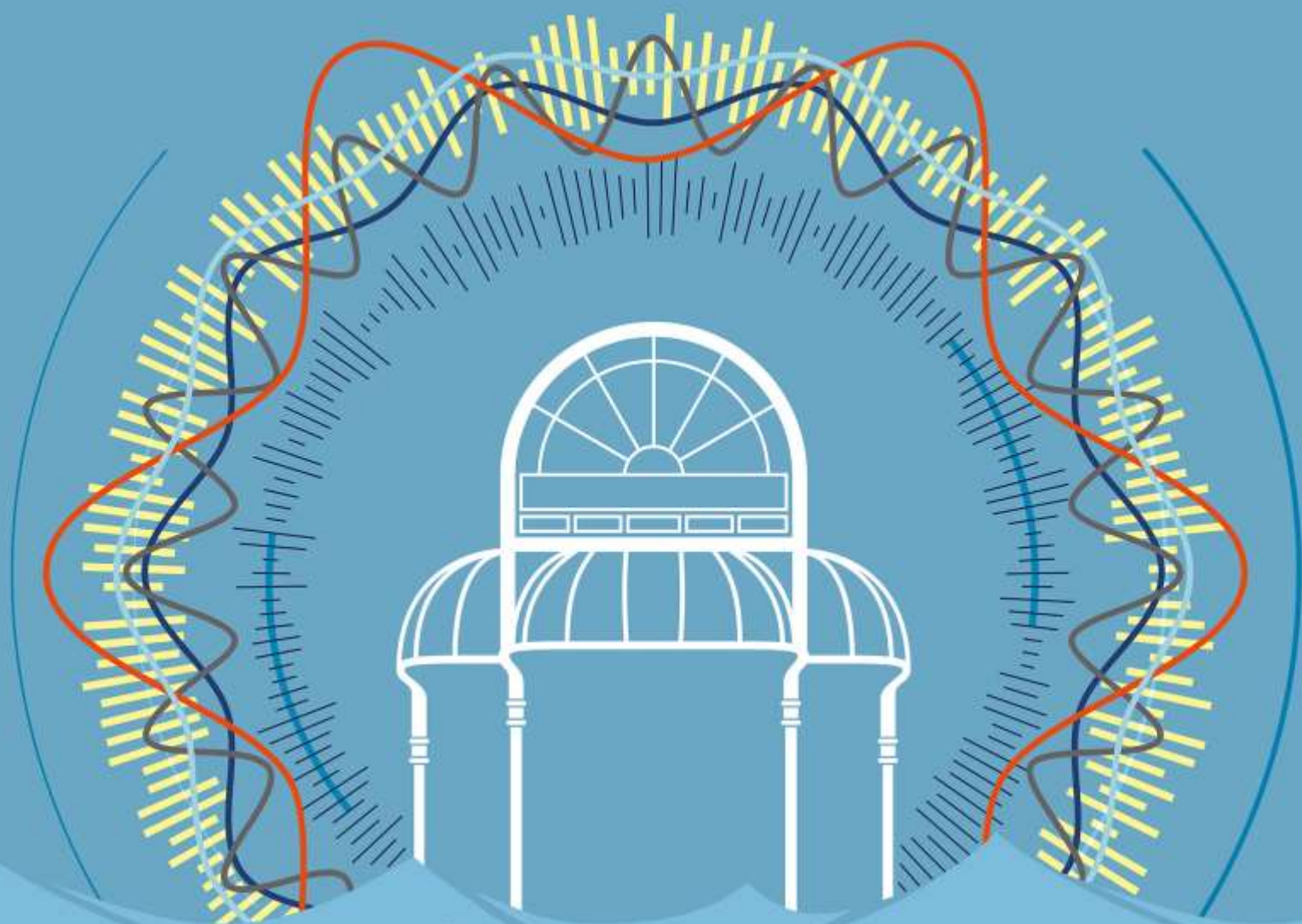


CILIP | 2018 | 4-5 JULY
CONFERENCE | BRIGHTON
cilipconference.org.uk



Exhibition Manual

Bringing the information world together

CONTENTS PAGE	Page	DEADLINE
1. Accommodation	3	28 June 2018
2. Advertising	3	25 May 2018
3. Audio Visual Equipment	4	22 June 2018*
4. Badges	4	
5. Breakdown Schedule	4	
6. Build-up	5	
7. Car Parking	5	
8. Catering	5	
9. Cleaning	6	
10. Conference Handbook	6	
11. Delegate List	6	
12. Delivery & Collection	6	
13. Drinks Reception	6	18 June 2018
14. Electrical Supplies	7	22 June 2018*
15. Exhibition Stands	7	
16. Fire Regulations	8	
17. Forms & Deadlines	8	
18. Furniture	9	22 June 2018*
19. Health & Safety Form	9	22 June 2018
20. Inserts for Delegate Bags	9	8 June 2018
21. Insurance	10	
22. Loading/Off Loading	10	
23. Marketing	10	ASAP
24. Opening Hours	11	
25. Programme	11	
26. Registration	11	18 June 2018
27. Registration Fees	12	
28. Security	12	
29. Sponsorship Opportunities	12	
30. Storage	12	
31. Venue	12	
32. Waste	13	
33. Wi-Fi	13	

Appendices

- i. Map
- ii. Access for loading/unloading
- iii. Floorplan
- iv. Stand specification with link

* Online 20% discount until 15 June

A

1. Accommodation

We have negotiated a rate of £105 + VAT per night at the Brighton Metropole Hilton. We are only holding 50 rooms so its first come first served. Residents of the hotel receive reduced car parking rates (see 7. Car Parking).

- [BRIGHTON METROPOLE HILTON \(external site\)](#)

We have also teamed up with Visit Brighton to offer a range of hotels at discounted rates via the dedicated Visit Brighton accommodation booking site.

All rooms are held on an on-line 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.

- [GO TO THE BOOKING SITE \(external site\)](#)

Negotiated rates will be available to book until 28th June, but we strongly recommend booking early to guarantee a room. If you require accommodation beyond this date or you have any queries about the website, please contact Visit Brighton by calling 01273 290337 or by emailing visitor.info@visitbrighton.com. You will also find a wide range of information on visitbrighton.com.

2. Advertising

There are advertising opportunities in CILIP’s Information Professional magazine, June 2018 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 2018, towards series advertising discounts. This also includes LMS suppliers who will be attending any CILIP LMS Showcases in 2018.

Information Professional Magazine and Conference Handbook	Full Page	½ Page	¼ Page
Full Rate	£2363	£1323	£840
Premium CILIP Enterprise Partnership Members Discount	£2032	£1138	£722
Standard CILIP Enterprise Partnership Members Discount	£2150	£1204	£765

You may choose to advertise in the Conference Handbook only.

Conference Handbook only	Full Page	½ Page
Full Rate	£425	£245
Premium CILIP Enterprise Partnership Members Discount	£365	£210
Standard CILIP Enterprise Partnership Members Discount	£387	£223

The artwork deadline for Information Professional is **2 June 2018**.

The artwork deadline for the Conference Handbook is **25 May 2018**.

To book advertising, contact <mailto:events@cilip.org.uk> and let us know your requirements.

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 additional electrics) please visit <http://www.wce.co.uk> select **Order Online** at the top right of the screen, then **CILIP Conference 2018** and enter the password **CiL1P18**. Deadline for all orders is 22 June 2018. Those orders placed online before 15 June 2018 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 4 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 5 July. The breakdown of stands and the removal of all exhibits must be completed by 18.00 on the same day, after which time the Organiser 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 5 July 2018.

6. Build-up Schedule

Exhibitors will be allowed access to all Halls from 14.00 on Tuesday 3 July until 22.00. You will also have access to the halls from 08.00 on Wednesday 4 July. All exhibition stands must be ready by 08.30 on Wednesday 4 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 10.00 once the first Conference session commences.

Access to the exhibition area for build-up is via St Margaret's place which goes directly into the halls. You will need to pre-arrange unloading and loading via CILIP Events so that the shutters are manned. We will contact you about this nearer the time. 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.** Please note load in is via a residential area and our time restrictions for the shutters are from 08:00am-10:00pm.

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

C

7. Car Parking

Hotel car parking is available and there are 200 spaces available. If you are a hotel resident, you will receive a discounted parking rate of £20.00, Reception will create a parking code for you and issue this code on their check in. Anybody not staying here at the hotel will be required to pay using the pay machines located both in the Car Park and Lobby area.

This is on a first come first served basis and charged at an hourly rate.

Up to 1 hour - £4
 Up to 2 hours - £6
 Up to 3 hours - £9
 Up to 4 hours - £12
 Up to 6 hours - £15
 Up to 9 hours - £18
 Up to 12 hours - £24
 Up to 24 hours - £36

Pay stations are located both in the car park and within the hotel lobby – this is a number plate recognition system. The car park is located on St Margaret's Place.

There are [other car parks](#) in the vicinity.

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 Hilton Brighton Metropole and booked in advance via the venue. Any requests should be emailed to events@cilip.org.uk.

9. Cleaning

The Hilton Brighton Metropole will provide a daily clean of the exhibition areas, including the removal of rubbish in bins provided. Any additional rubbish i.e. boxes or unwanted items from stands will be charged at an additional cost.

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. 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. You can also choose to advertise in the Conference Handbook only. See 2. *Advertising* for advertising rates and deadline.

D

11. Delegate List

As the GDPR comes into force in May, we will give you a list of those pre-registered who have opted in to receive further information from exhibitors. An updated list will be sent out after the event.

12. Delivery & Collection of Goods

Advance deliveries should be sent to:

FAO Louise Labib

CILIP Conference July 2018

STAND NUMBER & COMPANY NAME (PLEASE ADD DETAILS)

Hilton Brighton Metropole

Kings Road, Brighton

BN1 2FU

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.

Couriers are responsible for ensuring they collect the correct packages.

13. Drinks Reception

The Drinks Reception will take place in Palm Court on Brighton Pier on Wednesday evening, 4 July. All exhibitors are entitled to 2 tickets to the Drinks Reception and you can order these nearer the time. 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 **CiL1P18**.

Deadline for all orders is 22 June 2018. Those orders placed online before 15 June 2018 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 fee:

- Shell scheme measuring 3m x 2m
- A spotlight
- A 500w socket.

Please note you must bring your own leads.

Furniture, AV Equipment and electrics should be ordered via Warwick Corporate Events by 22 June 2018. A separate document gives you an idea of the bespoke services offered by Warwick Corporate Events with regard to stand design and extra furniture. You can find the link to this at the back of this document.

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 £145 + VAT per panel and you can liaise directly with Abi Grindling at exhibitionorders@wce.co.uk. The deadline for graphic production would be 22 June 2018.

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 **CiL1P18**

F

16. Fire Regulations

1. The fire alarm is tested on Monday at 09.30am, there is no planned evacuation scheduled for this evening or during your event.
2. The fire alarm is a klaxon

Any Person Discovering a Fire

3. Sound the alarm by pressing the nearest break glass call point.

Marshal Discovering a Fire

4. You must immediately raise the alarm by activating the nearest Break Glass Point and then communicate via Radio or Deck Phone to all the location of the fire.

On Hearing the Alarm

5. Please leave the building by the nearest fire exit route and report to the nearest fire assembly point. Staff from the hotel will be at each point to assist you out and back in again.
 - ❖ St Margaret's Place- (accessible for wheelchairs and anyone not comfortable on steps)
 - ❖ Queensbury Mews
6. Do not stop to collect personal belongings
7. Do not take risks, run or delay your departure.
8. Do not return to the building for any reason until authorised to do so.
9. Do not use the lifts.

17. Forms and deadlines

Warwick Corporate Events have asked that all orders for AV equipment, furniture and extra electrics lighting come via their website. Click on the link below and select Order Online at the top right of the screen. Choose CILIP Conference 2018 and enter the password CiL1P18. 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 22 June 2018 and online orders before 15 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 Abi on exhibitionorders@wce.co.uk or 07803 396998 and she will process this for you.

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

	Deadline date
Exhibitor Marketing form – includes Handbook and website listing, and marketing plans – please complete after reading Making the Most of the Conference advice	ASAP
Exhibitor Delegate Registration Form – Registration, car parking, table/chairs and Drinks Reception.	To be sent to you later on
AV, Electrics, Furniture and extra Lighting – via Warwick Corporate Events	22 June 2018
Health and Safety Declaration – to be returned to Warwick Corporate Events	22 June 2018

18. Furniture

No furniture is included with your stand. If you wish to order furniture, including table and chairs, this can be done via Warwick Corporate Events by **22 June 2018**. To order any furniture please visit <http://www.wce.co.uk>, select CILIP Conference 2018 and enter the password **CiL1P18**. Online orders before 15 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 by 22 June 2018.

- [Health and Safety Form](#)

I

20. Inserts for delegate bags

If you have not already ordered inserts you can do so by emailing events@cilip.org.uk. The cost of inserting materials is £225.00 + VAT per insert. Please note that 650 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 2018 Delegate Inserts

Your company name

c/o Jason Russell
CILIP Events
7 Ridgmount St
London, WC1E 7AE

Inserts must arrive at the above address by **8 June 2018** 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 /Off Loading

The Loading / Unloading area is on St Margaret's Place. All off-loading and loading of exhibits will be carried out by the exhibitor and not by staff of the Hotel. Once you have off-loaded, cars must be moved to the public car park.

Access to the venue should be arranged in advance with CILIP Events so that exhibitors can gain access via a shutter. This is a residential area and time restrictions do apply. We will send you a form nearer the time so that you can make these arrangements.

See Appendix ii.

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 and on the conference website.

Our Twitter hashtag is #CILIPConf18.

O

24. Opening Hours

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

Wednesday 4 July

08.15 – 10.00 Registration
 11.00 – 11.40 Morning Refreshments Break
 12.55 – 14.15 Lunch
 15.05 – 15.45 Afternoon Refreshment Break
 17.00 End of Day 1

Thursday 5 July

08.15 – 09.30 Registration
 10.15 – 10.50 Morning Refreshments Break
 12.00 – 13.10 Lunch
 14.20 – 14.50 Afternoon Refreshment Break
 16.35 Close of Conference

** subject to change dependant on the final programme*

P

25. Programme

Exhibitors are welcome and encouraged to attend sessions of their choice. A full programme can be found on our website as we get closer to the event.

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 4 July to Thursday 5 July 2018
- Free beverages and lunches from Wednesday 4 July to Thursday 5 July 2018
- Delegate bag containing the Conference Handbook
- Attendance to the drinks reception on Wednesday 4 July 2018

Nearer the time, we will ask you to complete an exhibitor delegate registration form which will allow you to order your complimentary tickets as well as purchase any additional tickets.

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 which we will send to you nearer the time.

S

28. Security

We will take all reasonable steps to ensure maximum security. The Halls 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 Hilton Brighton Metropole & 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 Hilton Brighton Metropole & 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 the website](#) or email jason.russell@cilip.org.uk.

30. Storage

Where possible, please store items at your stand or in your vehicles.

V

31. Venue

The exhibition will take place at Hilton Brighton Metropole. Look out for the yellow AA signs to direct you to CILIP Conference 2018.

W

32. Waste

The Brighton Hilton Metropole 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.

Appendices

- i. Map
- ii. Access for loading/unloading
- iii. Floorplan
- iv. Stand specification and bespoke stand requirements (Link)

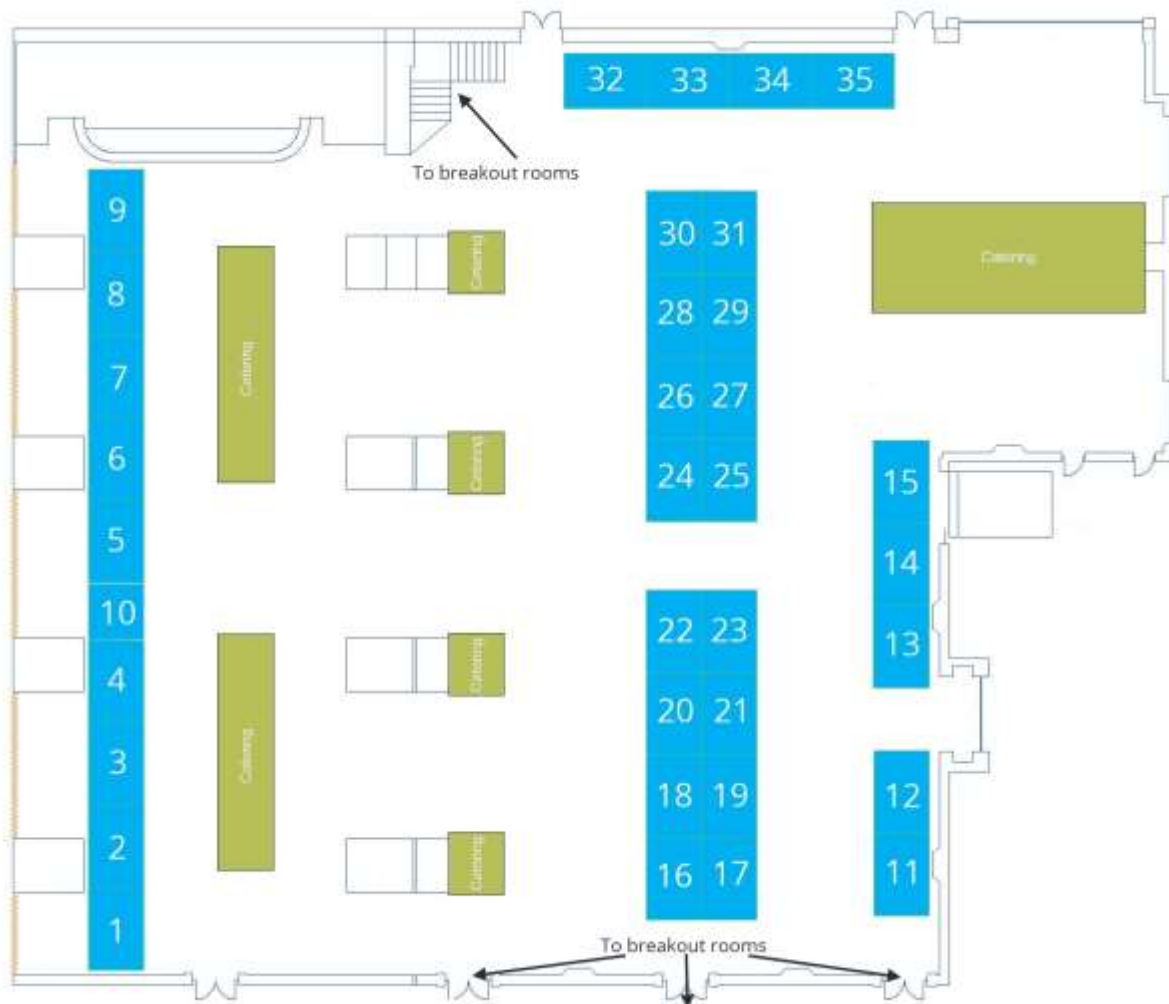
Appendix i – map



Appendix ii – Loading/unloading



Appendix iii – floorplan

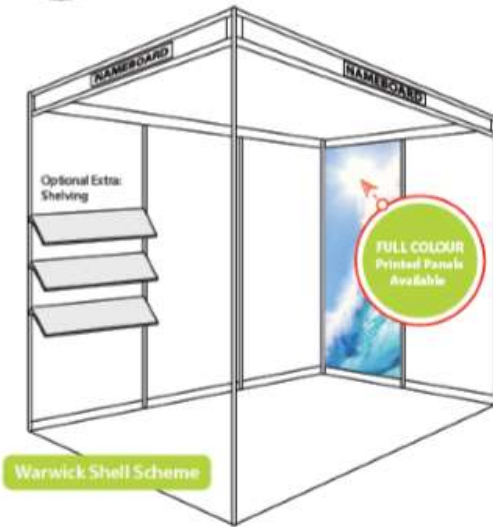


Appendix iv – Stand Specification

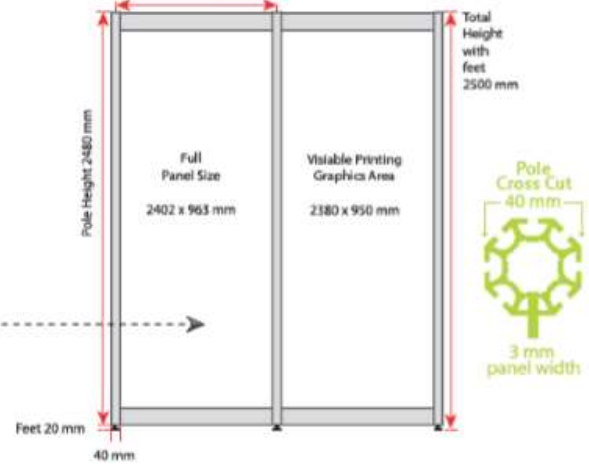


BELFAST OFFICE
The Europa Hotel, Glengall Street Office
Great Victoria Street
Belfast
BT2 7AP

HEAD OFFICE
Unit 5, Gloucester Crescent
Hartpury Industrial Estate
Hartpury, Devon
EX14 1DB
0845 391 0312
exhibitions@warwick.co.uk



Shell Scheme Dimensions
Center to Center of poles 990 mm



Shell Scheme Guidelines

- Hook & Loop Compatible
- No Nails, Screws or Pins
- No Adhesives
- No Staples

Composition
A modular stand building system, comprising of white feuerver PVC coated panels and strong but lightweight aluminum beams and poles

Warwick also offer additional opportunities to enhance your stand, increase footfall, and market your brand. [They can be found here.](#)