Exhibitor Manual

30 March – 1 April
The Brighton Centre
www.uksg.org

CONNECTING THE KNOWLEDGE COMMUNITY
On behalf of UKSG, thank you for supporting the 2020 Conference.

The information below is provided to assist with the delivery of a successful event.

Tips for exhibition success

- As soon as you have booked your space, start promoting! The busiest stands at UKSG generally do lots of marketing in the months leading up to the conference. Use the conference hashtag #UKSG2020 so that we can help boost your social media activity.

- Think about how to attract people to your booth – make it stand out. We had some innovative competitions that made for busy stands in Telford – see examples on next page.

- Make sure your booth is staffed throughout the exhibit period! Have a rota so that there is always someone there to answer questions.

- Finally – please make sure the people staffing your booth are familiar with the content of this exhibitor manual.

Pre-event contacts

Prior to the event, Karina Hunt at KHEC is working on behalf of UKSG. Our aim is to ensure strong communication links with all exhibitors and Karina will be able to assist with any pre-event enquiries not covered in this manual.

KHEC
 karina@khec.co.uk  t: +44 (0) 7900 165948

UKSG
 Witney Business and Innovation Centre, Windrush House, Windrush Industrial Park, Burford Road, Witney, OX29 7DX, UK.
 t: +44 (0)1993 848235  e. bev@uksg.org  w: www.uksg.org
Starting a conversation on social media can help you make the most of UKSG...
## PROGRAMME

### Monday 30 March

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<tr>
<td>08.00</td>
<td>Registration</td>
</tr>
<tr>
<td>08.30</td>
<td>Refreshments and exhibition viewing</td>
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<tr>
<td>10.00</td>
<td><strong>Opening of the conference</strong></td>
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<td></td>
<td>Auditorium 1</td>
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<tr>
<td></td>
<td><em>Andrew Barker Chair, UKSG</em></td>
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<tr>
<td>10.30-12.00</td>
<td><strong>Plenary Session 1</strong></td>
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| 10.30    | **10.30 The price of doing the same old thing is far higher than the price of change**  
|          | Gaynor Redvers-Mutton, *Microbiology Society*                         |
| 11.00    | **11.00 What it means to be transformative: a faster path to an open future**  
<p>|          | Carrie Webster, <em>Springer Nature</em>                                     |
| 11.30    | <strong>11.30 Plan S: challenges and opportunities in the US</strong>              |
|          | Ivy Anderson, <em>California Digital Libraries</em>                          |
| 12.00 - 13.00 | Lunch and exhibition viewing                                    |
| 13.30    | Breakouts (Group A)                                                  |
| 14.30    | Breakouts (Group B)                                                  |
| 15.30    | Refreshments and exhibition viewing                                   |
| 16.00    | Breakouts (Group C)                                                  |
| 17.00-17.30 | Lightning Talks                                                            |
| 17.30-18.30 | Exhibition viewing and Reception                                       |
| 19.00    | <strong>Supper and quiz</strong> (Pre-booking was required)**                     |
|          | <em>sponsored by mary ann liebert inc</em>                                   |</p>
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<tr>
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<tr>
<td>09.30–10.30</td>
<td><strong>Plenary Session 2</strong></td>
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</table>
| 09.00        | **What’s on your reading list? A proof of concept decolonising the curriculum project**  
Elizabeth Charles, *Birkbeck, University of London* |
| 09.30        | **Practising inclusivity and diversity - reflecting your student cohort in hiring**  
David Clay, *University of Salford* |
| 10.00        | **Liberate our library: social justice and the need for change**  
Marilyn Clarke, *Goldsmiths, University of London* |
<p>| 10.30        | Lunch and exhibition viewing                                          |
| 11.00        | Breakouts (Group A)                                                   |
| 12.00–12.30  | Lightning Talks                                                       |
| 12.30        | <strong>UKSG Annual General Meeting</strong>                                       |
| 13.00        | Lunch and exhibition viewing                                          |
| 14.30        | Breakouts (Group B)                                                   |
| 17.30–18.30  | Refreshments and exhibition viewing                                   |
| 19.00        | Breakouts (Group D)                                                   |
| 17.00-17.30  | Lightning Talks                                                       |
| 17.30–18.00  | Exhibition Viewing                                                    |
| 19.00–01.00  | <strong>Gala Reception and Networking Event</strong>                               |
|              | Key milestones for the evening:                                       |
|              | <strong>19.00</strong> Welcoming address from the <em>Chair of UKSG</em>, Andrew Barker and a welcome from the sponsors of our evening, <em>Springer Nature 20.15</em> Our very own UKSG band will be playing a selection of hits <strong>21.00–01.00</strong> The UKSG disco |</p>
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<td>09.30</td>
<td>Breakouts (Group C)</td>
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<tr>
<td>10.30</td>
<td>Refreshments and exhibition viewing</td>
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<tr>
<td>11.00</td>
<td>Breakouts (Group D)</td>
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<tr>
<td>12.15</td>
<td><strong>Inclusion and equity in practice: Emerald’s Stride project</strong></td>
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<tr>
<td></td>
<td>Vicky Williams, Emerald Publishing</td>
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<tr>
<td>12.35</td>
<td><strong>Leadership, inclusivity and open research</strong></td>
</tr>
<tr>
<td></td>
<td>Masud Khokhar, University of York</td>
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<tr>
<td>12.55</td>
<td><strong>Diversity, Leadership/Academic Research Support</strong></td>
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<tr>
<td></td>
<td>Momodou Sallah, De Montfort University</td>
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<tr>
<td>13.15</td>
<td>Close of Conference</td>
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Build-Up Timetable

Sunday 29 March 2020

The exhibit hall will be open from 0800 to 1800 for stand build. Please pay special attention to Section 4, Build-Up and Breakdown. Please note: all stands must be built by 1800 on Sunday 29th March 2020.

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

Breakdown Timetable

Wednesday 1 April 2020

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

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

You must be clear of the exhibit hall by 1800.

Exhibition Hours

Monday 30 March: ..........0800 – 1830
Tuesday 31 March: ..........0830 – 1800
Wednesday 1 April: .........0900 – 1315

Your Quick Contact Guide

Pre-Event Contact
Karina Hunt, KHEC
Tel: +44 (0)7900 165948
karina@khec.co.uk

Accommodation
The Visit Brighton online accommodation booking service is available at:

Sponsorship
If you are interested in supporting the conference by becoming a sponsor please contact
beatrice@contentonline.co.uk

Venue
Sophie Pink, Event Manager
Brighton Centre
Kings Rd, Brighton. BN1 2GR
Tel: +44 (0)1273 290131
sophie.pink@brighton-hove.gov.uk

UKSG
Bev Acreman, Executive Director
Witney Business and Innovation Centre, Windrush House,
Windrush Industrial Park, Burford Road, Witney, OX29 7DX, UK
Tel: +44 (0)1993 848235
bev@uksg.org
www.uksg.org
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1. Accommodation

Brighton offers a wide range of accommodation within easy reach of the Brighton Centre. The Visit Brighton online accommodation booking service is now available at https://book.passkey.com/go/uksgac2020

2. Animals

No animals other than assistance dogs are permitted on site.

3. Badges

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

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

4. Build-Up and Breakdown

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

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

All exhibitors requiring vehicle access to the loading bay at the Centre will be required to book timed slots. Outside of these times, cars will be able to park in the Regency Square car park where we have arranged discounted parking, or in the car parks around the Centre. See Section 39 (Travel) and Appendix L for details.

Please ensure that all contractors are aware of these arrangements.

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

5. Car Parking

There is ample car parking available in Brighton around the Centre. Please refer to Appendix L for details or discounted parking and see Section 39 (Travel).

6. Catering

The sole rights to catering are held in-house at the Brighton Centre. All daytime catering for delegates will be in the exhibit hall. If exhibitors wish to organise catering from their stand they should use the order form in Appendix L and return this by Friday 20 March at the very latest. Your catering contact is brighton.finance@kudosknowhow.co.uk

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

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 exhibit areas are carpeted. At the end of each conference day, any items left outside an exhibitor’s stand area will be disposed of.
9. Cloakroom
Cloakroom facilities are located on the ground floor.

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

Please review the Conference Code of Conduct for further information to ensure we make this an enjoyable conference for everyone https://www.uksg.org/page/uksg-code-conduct

11. Completion of Stands and Exhibits
All stands must be dressed and completed by 1800 on Sunday 29 March – strictly no access to the exhibits after this time.

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

12. Conference Plenary/Breakout Sessions
All exhibitors are required to register as delegates and can attend plenary and breakout sessions of their choice. Plenary sessions will take place in Auditorium 1. Location of breakout session rooms will be advised.

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

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

15. Delivery and Collection of Items
All deliveries to the Brighton Centre should be clearly marked with the following details:
Attention: Sophie Pink
Exhibitor Name:
Exhibitor Contact Name and No:
Stand No:
UKSG Exhibition 30 March-1 April 2020
Brighton Centre
Kings Rd, Brighton. BN1 2GR
Tel: +44 (0) 1273 290131.

Couriers delivering and collecting should report to the registration desk for direction. Deliveries will only be accepted from Saturday 28 March from 0800. Deliveries may be accepted before tenancy but please advise us if it is necessary for you to arrange this.

Exhibitors should ensure that arrangements are made for the collection of all items from the Brighton Centre at the end of the event. All items for collection should be clearly labelled with full contact details. Collections on Wednesday 1 April should be made between 1330 and 1800. All items MUST be collected by Thursday 2 April (between 0800 and 1200). Items not collected by this time will be disposed of. Continued on next page....
UKSG and the venue cannot take responsibility for any goods delivered by courier or postal services that are received by the organisers or their on-site representatives.

16. Disability Access and Parking

Please see Appendix L for the details on accessible parking. There are also on street disabled bays available on a first come first served basis.

A lift is available within the venue providing access to the first floor. The venue’s accessibility policy is available at https://brightoncentre.co.uk/media/70800/brighton-centre-access-statement-easy-read-oct2018.pdf Should you require any further information please contact sophie.pink@brighton-hove.gov.uk

17. Disputes

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

18. Electrics and Lighting

UKSG has appointed Joe Manby Limited as the official electrical contractor for the event and they are responsible for carrying out all the electrical installations on site. All electrical work must comply with the Association of Exhibition Venues ‘eGuide, August 2016 Common Regulative Guidance for Events in UK Venues’. Please refer to Appendix B for the Electrical Order Form.

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

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

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

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

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

Sockets
- Sockets used for clients’ own lights must not exceed 1000w.
- Ensure that you order the correct socket by checking the reference tag fitted to all appliances. Specifying incorrect sockets will result in additional costs and delays on site.
- All sockets are single conventional British metalclad outlets.
Mains Boards
- Each stand will have its own 30ma RCD consumer unit or distribution board, which must be easily and readily available at all times in the event of an emergency.
- We will position the consumer board on the back of the shell scheme fascia board unless otherwise instructed.
- Space only sites must indicate where they would like their distribution board installed.

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

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

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

Sockets or Connections to Your Own Light Fittings
You can use your own light fitting systems on your stands. It is your responsibility to ensure that the system, or any prefabricated wiring, complies with the eGuide August 2016 regulations and has been installed or inspected by a competent electrician prior to use on site. All clients’ own lighting must be supplied with a plug top so that it can be simply plugged into a socket outlet on site and must have a current Portable Appliance Test (PAT) label. You should carry a quantity of spare lamps, as maintenance to clients own lights is not included. Before ordering the socket for your own lights, please consider the following to ensure that you order the correct socket:
- eGuide August 2016 regulations state that sockets for clients own lighting must not exceed 1000w.
- When using lights on a track, add the total wattage of all the lamps together to give you the correct rated socket.
- Individual light fittings can be pre-wired together prior to arriving at the exhibition hall, provided that it is wired with a plug top by a qualified electrician and that it is PAT tested. However, you should give careful consideration as to how you fix your fittings to your stand once they have been pre-wired. Again add the total wattage of all the lamps together to give you the correct rated socket.
- If your light fittings cannot be pre-wired you will need to order an individual socket outlet for each fitting:
  - 500w Socket Outlet: Mobile phone charger, PC/Laptop, Television, DVD player, Oscillating fan, Clients’ own lighting.
  - 1000w Socket Outlet: Small domestic coffee machine, Vacuum cleaner, Microwave, Large plasma TV screen, Clients’ own lighting.
  - 2000w Socket Outlet: Not permitted for lighting purposes: Domestic coffee machine, Small kettle, Steam iron.
  - 500w 24 hour Socket Outlet: Fridge, Computer requiring 24-hour power.

Early Booking Prices
- The deadline for ordering furniture is Thursday 27 February but please place orders as soon as possible. Any order received after this time will be subject to a 20% surcharge.
- All fittings are on hire and the full cost of the installation, including VAT, is required with order.
19. Emergency Procedures
If the alarm is activated, the building will be evacuated. Brighton Centre staff will direct everyone to the nearest emergency exits and towards the congregation points. Please see Appendix K for details.

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

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

22. Furniture
No furniture is included in the stand fee. Furniture can be ordered using the Furniture Order form at Appendix D. For further details, please see the Joe Manby website. The deadline for ordering furniture is Thursday 27 February but please place orders as soon as possible as stock may run out. Any order received after this time will be subject to a 20% surcharge.

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

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

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

25. Hire of Plasmas and Additional AV Equipment
Additional audio-visual equipment can be ordered through Avensys. Please use the form in Appendix A. The deadline for ordering equipment is Thursday 27 February but please place orders as soon as possible as stock may run out. Any order received after this time will be subject to a 20% surcharge.

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

27. Internet
Free WiFi connectivity will be available to all delegates. The public hotspot provides a free-to-use, unsupported wireless system which is of limited bandwidth and intended for use by delegates to check emails, etc.
Exhibitors are advised that, in order to guarantee sufficient bandwidth to support their stand activities, they should order a high-speed hard-wired internet connection.

Please use the Brighton Centre form at Appendix J to order internet connections. Forms should be returned by 27 February but please place orders as soon as possible. Late requests (less than 7 days before your event or on-site requests) will be subject to a 25% surcharge. The total fee including late charges will be payable by credit card on site.

Please note that it is prohibited for exhibitors to create their own wireless networks on or around their stand locations. Unauthorised wireless networks will be blocked via the venue’s access points.

Alternatively, you can order an Access Point which can be pre-installed on your stand, and will provide the same benefits as a router.

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

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

28. Noise Levels

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

29. Notice Board

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

30. Painting or Spraying

Under no circumstances is painting or spraying permitted in the Brighton Centre.

31. Photography

Simon Callaghan will be on-site for the duration of the conference: Simon Callaghan Photography simon@simoncallaghanphotography.com Tel.: 07736 072373. www.simoncallaghanphotography.com

If you are planning an event during the conference and would like it photographed, please contact Simon direct.

32. Risk Assessment

All parties, including exhibitors and contractors, have responsibilities as laid out in accordance with the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and any mandatory Acts/Regulations relevant to their activities. It is the responsibility of exhibitors and contractors to ensure that a safe working environment is achieved throughout the build-up, open and breakdown periods of the event. Exhibitors building their own stands must submit a risk assessment to Bev Acreman, UKSG Executive Director ( bev@uksg.org ) by no later than Monday 2 March, where there is deemed to be a risk associated with their stand.

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

The risk assessments submitted to UKSG will be available to Brighton Centre staff on site for reference. All contractors, sub-contractors, agents, etc. appointed by an exhibitor must have in their possession an appropriate risk assessment and method statement and relevant liability insurance for the tasks/activities they are performing, which should be available for inspection at any time.
33. Security
The venue has on-site security and all doors to the foyer 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 not staffed. Please ensure all electrics are switched off when you leave your stand at the end of each day. We advise you to read the Insurance section in this manual to ensure you have adequate cover.

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

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

36. Stand Construction Details

Stand Layout
The exhibition hall layout is a predetermined layout as approved by the Brighton Centre. All shell stands and floor stands are 2.5m x 1.5m. Please refer to the Exhibition Floorplan.

Height Restrictions
The Height restriction for most stands is 2.5m (except for stands 19-32 where it is 2.13m (7ft)).

Floor Space Only Stands
Stands must be designed so they can be completed and dismantled within the time available. Please refer to Section 32 on Risk Assessment. Each Floor Space Only stand will be allocated 1 x 500W single socket outlet.

Shell Scheme Stands
Shell scheme stands will be constructed with the Click modular system to a height of 2.5m, using white melamine panels and white 300mm deep fascia to all open sides. See Appendix G for more details of the stand specification. One standard fascia nameboard will be provided to each open side of a shell stand, detailing company name and stand number. Please confirm these details by completing the form in Appendix C and returning by Thursday 27 February 2019. Each Shell stand will be allocated 1 x 500W single socket outlet and 2 LED spotlights. Optional extras can be ordered for shell stands. Prices on application by contacting Joe Manby Ltd at ops@joemanby.co.uk
If a double stand has been ordered, the dividing wall will be automatically removed unless otherwise requested by the exhibitor.

Carpet
Exhibitors wishing to change or remove the carpeting on their stands should advise Karina Hunt at KHEC karina@khec.co.uk of changes as well as using the carpet order form – see Appendix D.
No tape is to be used on floor areas without prior approval of the venue. Any damage caused will be charged at a level appropriate to cover costs for complete renovation of the damaged area.

Stand Graphics
Exhibition graphics can be ordered from Joe Manby – see Appendix E for details. Prices on application by contacting ops@joemanby.co.uk

Walls/Doors/Windows
No posters or other materials are to be pinned, taped or attached in any other way to walls, doors or windows. Any damage caused will be charged at a level appropriate to cover costs for complete renovation of the damaged area.
37. Storage
A limited space for storage of items during the event will be available. Valuable items should not be left in this area.

38. Toilets
Toilets are located throughout the Brighton Centre.

39. Travel Information
Information on how to get to Brighton and the Brighton Centre can be found at https://brightoncentre.co.uk/your-visit?anchor=1137#1137

40. Trolleys
Trolleys are available on a first come, first served basis at the Brighton Centre, but can only be used during set up and breakdown and not during the conference.

41. Venue
The full address of the venue is: Brighton Centre, Kings Rd, Brighton. BN1 2GR, UK
Main switchboard: +44 (0) 1273 290131
sophie.pink@brighton-hove.gov.uk
UKSG 2020
Exhibition Floor Plan
The Brighton Centre

Key

Floor Space
£1675 + VAT

Shell Space
£1885 + VAT

All stands (Shell and Floor Space) 2.5m x 1.5m.
Height restriction: 5m.

Seating
Official AV supplier for:

Connect the Knowledge Community

UKSG 43rd Annual Conference and Exhibition: Brighton

Use this form to order audio visual equipment for your stand.

Listed below are the items most frequently requested; please call us if what you require is not listed. To order, please complete the form below and send to live@avensys.co.uk or call 01293 551585.

- Rental costs quoted are for the duration of the exhibition (3 days)
- Costs include standard delivery and collection* within normal office hours (8.30-5.30, Mon-Fri)
- Payment in full is required prior to hire
- Prices exclude VAT

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<tr>
<th>LCD SCREENS – c/w speakers other sizes available on request)</th>
<th>unit cost £</th>
<th>qty</th>
<th>total cost £</th>
</tr>
</thead>
<tbody>
<tr>
<td>22” LCD screen</td>
<td>60.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32” LCD screen</td>
<td>135.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>43” LCD screen</td>
<td>285.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47” LCD screen</td>
<td>450.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>55” LCD screen</td>
<td>600.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wheeled floor stand</td>
<td>45.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shelf for floor stand</td>
<td>30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wall bracket</td>
<td>30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desk mount</td>
<td>30.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROJECTORS (other projectors and screens available on request)</th>
<th>unit cost £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Projector (3000 lumen)</td>
<td>180.00</td>
</tr>
<tr>
<td>6’ Tripod screen</td>
<td>45.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMPUTERS</th>
<th>unit cost £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop Computer (pc)</td>
<td>225.00</td>
</tr>
<tr>
<td>Logitec Remote clicker</td>
<td>45.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AUDIO</th>
<th>unit cost £</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-speaker PA System</td>
<td>195.00</td>
</tr>
<tr>
<td>Lapel/tie-clip radio mic</td>
<td>105.00</td>
</tr>
<tr>
<td>Hand held radio mic</td>
<td>105.00</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Sub-total</td>
<td>£40.00</td>
</tr>
<tr>
<td>*Standard Installation Charge</td>
<td>add 20% VAT</td>
</tr>
</tbody>
</table>

You will be contacted with confirmation of your order and any additional installation charge if applicable.*
• The hirer is responsible for the equipment from time of delivery to time of collection, and should ensure insurance is in place for the full replacement value of items hired.
• All prices are subject to revision if equipment is booked less than 14 days prior to delivery
• All hires will be subject to Avensys’ Terms and Conditions, a copy of which is available on request

Please use the grid below to create a plan of your stand, indicating the position of any sockets, lighting or audio visual equipment ordered; without this, the technician will install using his own initiative, and any subsequent correction will be chargeable.

Use this space to provide any further delivery, install or collection details:
Your Details

<table>
<thead>
<tr>
<th>your name</th>
</tr>
</thead>
<tbody>
<tr>
<td>company name &amp; address</td>
</tr>
<tr>
<td>telephone</td>
</tr>
<tr>
<td>stand number ( &amp; room if applicable)</td>
</tr>
</tbody>
</table>

Delivery Instructions – please fill in the dates and times (guide only - times cannot be guaranteed)

*Exhibitors must be on the stand to sign for equipment at time of delivery.*

<table>
<thead>
<tr>
<th>date</th>
<th>time</th>
<th>date</th>
<th>time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avensys to deliver on:</td>
<td>at:</td>
<td>Avensys to collect on:</td>
<td>at:</td>
</tr>
</tbody>
</table>

Payment

Payment in full is required strictly with order. Payment may be made by - debit card, credit card or direct transfer - please complete the form below

I wish to pay by:

- [ ] Visa
- [ ] Mastercard
- [ ] Amex
- [ ] Direct Bank Transfer

By Bank Transfer to: ____________________________________________

<table>
<thead>
<tr>
<th>Card Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Card Expiry date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Cardholder name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cardholder address &amp; telephone (if not a company)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

You will be contacted by telephone for your 3 digit security number

I hereby give authority for all charges relating to the above order to be debited to the debit/credit card, for which the details are given above, and of which I am the authorised holder. I further agree that any charges for additional services/goods, late returns or losses should be credited to the same, in accordance with the Conditions of Business of Avensys Ltd.

Signed ____________________________  Print ____________________________  Date ____________________________
ELECTRICAL ORDER FORM

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**ELECTRICAL ORDER FORM**

**PLEASE NOTE THAT IF LIGHT FITTINGS ARE TO BE INSTALLED AWAY FROM THE WALLS AND FASCIA OF THE STAND, CEILING BATTENS WILL BE REQUIRED**

Does your stand have a platform or raised floor?
- [ ] YES
- [ ] NO

Please use the grid to indicate the required position and height (from floor level) of optional extras (e.g. sockets).

<table>
<thead>
<tr>
<th>STAND NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCALE USED</td>
</tr>
</tbody>
</table>

**PLEASE NOTE THAT:**
- All cancellations must be made to us, and acknowledged by us, in writing - no refunds will be given for any cancellation made within 15 working days of the event opening date.
- Any queries must be raised with a member of our site management team prior to the closure of the event.
- Maintenance to clients’ own fittings is not included in the prices quoted overleaf.
- All wiring must conform to AEV regulations.
- Venue regulations require that all clients’ own lighting and items of equipment have a valid Portable Appliance Test (PAT) label applied.
ONE FASCIA NAMEBOARD IS PROVIDED TO EACH OPEN SIDE OF YOUR STAND

USING THE SPACES BELOW, PLEASE FILL IN THE NAME THAT YOU WISH TO APPEAR ON THE FASCIA NAMEBOARD ATTACHED TO YOUR STAND. PLEASE PRINT OR TYPE THE NAME CLEARLY.

THE LENGTH OF THE NAMEBOARD IS RESTRICTED TO A MAXIMUM OF 24 CHARACTERS

PLEASE NOTE THAT:

- THIS FORM SHOULD BE COMPLETED AS INSTRUCTED ABOVE AND RETURNED TO JOE MANBY LIMITED WITH YOUR SHELL SCHEME OPTIONAL EXTRAS ORDER
- FAILURE TO RETURN THIS FORM COULD RESULT IN AN INCORRECT NAME BEING USED ON YOUR NAMEBOARD
- ALL ALTERATIONS AND AMENDMENTS ON SITE WILL BE CHARGED AT A RATE OF £35.00 (plus VAT at the prevailing standard rate) PER NAMEBOARD

PLEASE KEEP A COPY OF THIS FORM FOR YOUR RECORDS
A full range of furniture and carpets is available via our website:

Order online at our dedicated website at www.manbyshop.co.uk

or go to our normal website at www.joemanby.co.uk

and follow the links through to our online ordering section.

If you experience any problems, please contact our office on 01423 814730.
**UKSG Exhibitor Manual 2019 | Page 26**

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**UKSG**  
The Brighton Centre  
30th March – 1st April 2020

---

### GRAPHIC ORDER FORM

**PLEASE RETURN**  
By: 27th February 2020

Joe Manby Limited  
Hookstone Park  
Harrogate  
HG2 7DB, UK  
Email: ops@joemanby.co.uk  
Tel: +44 (0) 1423 814730  
Fax: +44 (0) 1423 814760

---

**EARLY BOOKING PRICES ARE AVAILABLE ONLY ON ORDERS RECEIVED AND PAID FOR BY 27TH FEBRUARY 2020**  
**STANDARD PRICES WILL APPLY TO ORDERS RECEIVED OR REMAINING UNPAID AFTER THIS DATE, INCREASING YOUR COSTS BY 20%**

---

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>EARLY BOOKING PRICE</th>
<th>STANDARD PRICE</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GRAPHIC CLAD</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A full graphic clad, offering you an uninterrupted graphic display for your shell scheme walls. The graphic clad panels are fixed in front of the shell scheme posts using a purpose-made extrusion. The panels are 2440mm high.</td>
<td>£227.50 per metre run</td>
<td>£273.00 per metre run</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PANEL GRAPHICS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual graphic panels, offering you a full height graphic display, whilst allowing additional fixtures to be fastened to the shell scheme uprights. The graphic panels are fitted within the click shell scheme system. The visual area on a full panel is 2370mm high x 945mm wide.</td>
<td>£184.00 per metre run</td>
<td>£220.80 per metre run</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**FOR FULL ARTWORK REQUIREMENTS OR DETAILED ADVICE, PLEASE CONTACT OUR MANAGER AS ABOVE**

---

**PLEASE NOTE THAT ORDERS RECEIVED WITHIN TWO WEEKS OF AN EVENT ARE SUBJECT TO CONFIRMATION**  
**ALL ITEMS ARE ON HIRE UNLESS STATED OTHERWISE**

---

Full payment including VAT at 20% is due with order. All cancellations must be made to us, and acknowledged by us, in writing. No refunds will be given for any cancellation made within 15 working days of the event opening date.

---

**CHECK ENCLOSED (PAYABLE TO Joe Manby Limited)**

---

**BANK TRANSFER/BACS PAYMENT**

---

<table>
<thead>
<tr>
<th><strong>CREDIT CARD</strong></th>
<th><strong>DEBIT CARD</strong></th>
<th><strong>BANK DETAILS</strong></th>
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</thead>
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<tr>
<td><strong>CARD NO.:</strong></td>
<td><strong>SECURITY CODE:</strong></td>
<td><strong>BANK NAME:</strong></td>
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<tr>
<td><strong>ISSUE NUMBER:</strong></td>
<td><strong>EXPIRY DATE:</strong></td>
<td><strong>ACCOUNT NO.:</strong></td>
</tr>
<tr>
<td><strong>VALID FROM:</strong></td>
<td><strong>EXPRESS DATE:</strong></td>
<td><strong>BANK SORT CODE:</strong></td>
</tr>
<tr>
<td><strong>NAME ON CARD:</strong></td>
<td><strong>VALUE:</strong></td>
<td><strong>IBAN NUMBER:</strong></td>
</tr>
<tr>
<td><strong>SIGNATURE OF CARDHOLDER</strong></td>
<td></td>
<td><strong>SWIFT NUMBER:</strong></td>
</tr>
</tbody>
</table>

---

**VA Treg. no. GB 171 5637 59**

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**PLEASE KEEP A COPY OF THIS FORM FOR YOUR RECORDS**
LIGHTING

Getting the electrics right on your stand is critical. A well-lit stand will enhance your presence at any event. To assist you with this we provide a range of light fitting options. These are shown overleaf together with a brief description.

POWER

It is essential that you order the correct socket for your electrical equipment. Information is provided overleaf to help ensure that you select the correctly-rated socket for your appliance.
ELECTRICAL BROCHURE
Fixtures & Fittings

LED General Purpose Spotlight
A general purpose spotlight for highlighting smaller exhibits, posters and graphics. Fixed on a light track on the rear of the fascia or on ceiling battens (Additional order).

300w Halogen Floodlight
Provides a broad beam of white halogen light, ideal to flood big exhibits or large display areas. NOTE: Due to heat output, fittings must be more than 2.25m off the floor. Fixed on a light track on the rear of the fascia or on ceiling battens (Additional order).

150w Metal Halide
Provides a powerful broad beam of white light as used in retail shops. Excellent for highlighting large areas of your stand. Available with two fixing options; clamp fixing on to truss system or to a timber structure via a stirrup bracket.

150w Long Arm Floodlight
A silver fitting with a 400mm long arm giving a broad beam of white halogen light, ideal to flood big exhibits. NOTE: Due to heat output, fittings must be more than 2.25m off the floor.

Fluorescent Fittings
Available in a variety of standard lengths, these fittings provide a level of general illumination to your stand. NOTE: not suitable for highlighting specific exhibits. Fixed to the rear of the fascia or on ceiling battens (Additional order).

Low Voltage Spotlight
A 50w low voltage halogen fitting giving a bright white beam of light, with a low heat output and integral transformer. Ideal for highlighting natural colours in exhibits. Fixed on a light track on the rear of the fascia or on ceiling battens (Additional order).

70w Metal Halide
Provides a powerful, broad beam of white light as used in retail shops. Provides excellent colour rendering of fabric, garments and coloured graphics. Fixed on a light track on the rear of the fascia or on ceiling battens (Additional order).

50w Long Arm Spotlight
A 50w halogen fitting on a 300mm long arm. Ideal for highlighting posters and display material.

100w Wall Light
A 100w fitting, fixed to a wall, emitting a soft level of lighting. Ideal for lounge areas.

75w Long Arm Spotlight
A 75w halogen fitting on a 300mm long arm. Similar to the 50w fitting but much brighter. Ideal for highlighting posters and display material.
**2000w Spur Unit**

If you order a water heater from us or you are supplying your own heater, you will need to order a spur unit to power the heater.

---

A straight downlight giving a bright beam of light, perfect for illuminating the interiors of cabinets and alcoves. Requires a 60mm diameter cut out.

---

A recessed downlight. Excellent for illuminating walls & graphics when installed in soffits or solid ceilings. Available as an adjustable circular or rectangular fitting. Circular requires a 160mm diameter cut out. Rectangular requires a 220mm x 125mm cut out.

---

Provides a gentle movement of air. Useful in areas which are prone to a build up of heat, such as under lights.

---

Any of the spotlights, floodlights, 70w metal halide & fluorescents may require additional ceiling battens unless fixed to the back of the shell scheme fascia or stand walls.

---

A 2000w water heater. NOTE: Please ensure that you order a 2000w spur to power the heater. Also remember to order a water connection to the heater from the venue plumbers.

---

Our electrical installations are carried out using ecowire - a fast, reliable, sustainable and reusable wiring system for the events industry, reducing our raw materials and eliminating waste. ecowire has been developed by our in-house electrical team and replaces the traditional hardwired installation.

ecowire offers maximum flexibility resulting in quicker installations on both shell scheme and space only stands and facilitates the movement of spotlights and sockets with the minimum of disruption.
500w Socket Outlet
Mobile phone charger
PC/Laptop
Television
DVD player
Oscillating fan
Client’s own lighting

1000w Socket Outlet
Small domestic coffee machine
Vacuum cleaner
Microwave
Large plasma TV screen
Client’s own lighting

2000w Socket Outlet
(not permitted for lighting purposes)
Domestic coffee machine
Small kettle
Steam iron

3000w Socket Outlet
(not permitted for lighting purposes)
Standard kettle
Commercial coffee machine
Water boiler
Clothes steamer

500w 24hr Socket Outlet
Fridge
Computers requiring 24hr power

Please Note
When ordering socket outlets it should be noted that all appliances have varying power requirements. Therefore, we recommend that you check the reference tag, fitted to each appliance by law, to assess its power requirements and to enable you to order the correct socket. Failure to do so can lead to blowing the fuse not only on your stand, but also on the block mains, leaving you and your neighbouring exhibitors without lights or power. This may result in additional charges and delays on site. Current venue regulations state that sockets which are to be used for lighting must not exceed 1000w.

If you have any queries then please do not hesitate to discuss your requirements with our management team. Listed above are examples of the socket ratings required for regularly used appliances.

NOTE: Most venues insist that all appliances are PAT tested by a competent electrician prior to exhibitors bringing their own equipment into the venue.
Your modular shell scheme stand will be constructed using a 2.5m high Click Modular System and consist of white melamine wall panels, framed in anodised aluminium at 1m centres (0.75m, 0.5m and 0.25m centres may be necessary depending on stand layouts). Fascia panels will be provided on open sides, supported by aluminium posts at the corners and at mid-points where necessary. The maximum distance between support posts is 4m. An identification panel with your exhibitor name and stand number will be provided. Ceiling battens will be positioned in the stand where necessary to give the structure increased rigidity.
Night Sheet T
Night sheets can be supplied, complete with padlocks, securing the open sides of stands.

Wall Panels A
Wall panels are available to match the shell scheme and provide partitioning, offices, storerooms etc. Sizes are 2.5m high and available in widths of 1m, 0.75m, 0.5m and 0.25m.

Dwarf Wall B
Dwarf wall panels are available to match the shell scheme and provide partitioning. Sizes are 1m high and available in widths of 1m, 0.75m, 0.5m and 0.25m.

Door Section C1
Lockable door sections are 2.5m high x 0.75m wide.

Curtain C2
Curtain entrance sections are 2.5m high x 1m wide with an opening of 2m high.

Sloping Shelf D
Shelves are constructed from white melamine and fix to brackets inserted into aluminium uprights. Sizes are 1m & 2m lengths x 0.3m wide with front lip.

Flat Shelf E
Shelves are constructed from white melamine and fix to brackets inserted into aluminium uprights. Sizes are 1m & 2m lengths x 0.3m wide.

Garment Rail F
Garment rails fix to aluminium uprights. Sizes are 1m & 2m lengths set at 0.3m or 0.4m from the wall.

Worktop J
Melamine worktops with supports.

Slat Wall S
Slat walling can be provided to give more flexibility for displaying products and services. (Hooks and fittings not included).

Waterfall Garment Rail G
Waterfall garment rails fix to aluminium uprights and have 13 notches.

MDF Clad R
MDF cladding can be provided to give a clean smooth look to the walls.

Price available on application or from our online shop @ www.manbyshop.co.uk

Platform/Floorflats P
Raised platforms (covering required) with a black painted skirting are a convenient way to route electrics, plumbing or other cable runs to areas in the centre of the stand.

Muslin Ceiling M
White muslin ceilings. (other colours are available).

Modular Shell Scheme
ENHANCE YOUR STAND

To maximise impact and give your stand that unique look, order either individual graphic panels or graphic clad finish for your shell scheme walls. These will be fitted by us prior to your arrival.

Illuminated Lightbox
Fixed at a right angle to the fascia board, it allows your exhibitor name and stand number to be easily visible when visitors approach your stand. (Please note that you must have ordered other electrical items to be able to order this nameboard).

Price available on application or from our online shop @ www.manbyshop.co.uk

High Level Corner Graphic Panel
This graphic panel can be fitted to the corner of your shell scheme on an extended corner post displaying both your exhibitor name and stand number. (Only available on external corner).

Price available on application or from our online shop @ www.manbyshop.co.uk

Curved Illuminated Nameboard
The curved illuminated nameboard measures 1.5m in length and fits to the full height of the fascia panel. It displays both your exhibitor name and stand number. (Please note you must have ordered other electrical items to be able to order this nameboard.

Price available on application or from our online shop @ www.manbyshop.co.uk

Glass Panel
Glass panels can be fitted on the perimeter of your stand and can be further enhanced with applied graphics. Typical applications are silver etched effect PVC or full colour profile cut logos. Please contact us for further details and prices.

Panel Graphics
Individual graphic panels offer you a full height graphic display whilst allowing additional fixtures to be fastened to the shell scheme uprights. The graphic panels are fitted within the click shell scheme system. The visual area on a full panel is 2.370m high x 0.945m wide.

See graphic order form.

Graphic Clad
A full graphic clad, offering you an uninterrupted graphic display for your shell scheme. The graphic clad panels are fixed in front of the shell scheme posts using a purpose-made extrusion. The panels are 2.44m high. See graphic order form.
Looking for something different? Why not enhance your shell scheme by changing the colours of your wall panels by having them covered in display loop nylon.

**Modular Shell Scheme**

Loop Nylon
# UKSG Exhibitor Manual 2019 | Page 36

## The Brighton Centre
30th March – 1st April 2020

### SHELL SCHEME STANDFITTING

**OPTIONAL EXTRA ORDER FORM**

**PLEASE RETURN**
By: 27th February 2020

Joe Manby Limited
Hookstone Park
Harrogate
HG2 7DB, UK

Email: ops@jomanby.co.uk

Tel: +44 (0) 1423 814730
Fax: +44 (0) 1423 814760

---

<table>
<thead>
<tr>
<th>EXHIBITOR NAME AND INVOICE ADDRESS</th>
<th>CONTACT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STAND NUMBER</th>
<th>ACCOUNTS EMAIL FOR INVOICE</th>
<th>VAT REG. NUMBER (Non-UK EU Customers)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>EXHIBITOR NAME AND INVOICE ADDRESS</th>
<th>CONTACT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** PLEASE RETURN **

**By: 27th February 2020**

**Joe Manby Limited**
**Hookstone Park**
**Harrogate**
**HG2 7DB, UK**

**Email: ops@jomanby.co.uk**

**Tel: +44 (0) 1423 814730**
**Fax: +44 (0) 1423 814760**

---

**EARLY BOOKING PRICES ARE AVAILABLE ONLY ON ORDERS RECEIVED AND PAID FOR BY 27TH FEBRUARY 2020**

**STANDARD PRICES WILL APPLY TO ORDERS RECEIVED OR REMAINING UNPAID AFTER THIS DATE, INCREASING YOUR COSTS BY 20%**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>EARLY BOOKING PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>WALL PANEL</td>
<td>94.00</td>
<td>112.80 Per/m</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GLASS WALL PANEL</td>
<td>122.00</td>
<td>146.40 Per/m</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DWARF WALL PANEL</td>
<td>53.00</td>
<td>63.60 Per/m</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOCKABLE DOOR ENTRANCE (ONLY)</td>
<td>110.00</td>
<td>132.00 Each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CURTAIN ENTRANCE (ONLY)</td>
<td>90.00</td>
<td>108.00 Each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>300mm WIRED SLOPING SHELF (fixed at ............ high from floor)</td>
<td>42.25</td>
<td>50.70 Per/m</td>
<td></td>
<td></td>
</tr>
<tr>
<td>300mm WIRED FLAT SHELF (fixed at ............ high from floor)</td>
<td>42.25</td>
<td>50.70 Per/m</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GARMENT RAIL (fixed at ............ high from floor)</td>
<td>42.25</td>
<td>50.70 Per/m</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WATERFALL GARMENT RAIL</td>
<td>42.25</td>
<td>50.70 Each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HAT AND COAT RACKS (SET OF 3)</td>
<td>35.50</td>
<td>42.60 Each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MELAMINE WORKTOP (500mm WIDE)</td>
<td>64.00</td>
<td>76.80 Per/m</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LITERATURE DISPENSER</td>
<td>64.00</td>
<td>76.80 Each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHITE MUSLIN CEILING</td>
<td>14.00</td>
<td>16.80 Per/m²</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RAISED PLATFORM (UNFINISHED)</td>
<td>35.00</td>
<td>42.00 Per/m²</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FLOORING FLATS (UNFINISHED)</td>
<td>26.00</td>
<td>31.20 Per/m²</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SLAT WALL (WHITE MELAMINE)</td>
<td>76.00</td>
<td>91.20 Per/m</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NIGHT SHEET (INCLUDING PADLOCKS)</td>
<td>22.00</td>
<td>26.40 Per/m</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOOP NYLON TO WALL PANELS (MODULAR SHELL STANDS ONLY)</td>
<td>69.00</td>
<td>82.80 Per/m</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**YOU MUST INDICATE ON THE GRAPH OVERLEAF THE REQUIRED POSITION OF FITTINGS & ORDERED SITE ORDERS AND ALTERATIONS WILL INCUR A SURCHARGE**

**ALL ITEMS ARE ON HIRE UNLESS STATED OTHERWISE**

**SUB TOTAL £**

**VAT @20% £**

**TOTAL £**

---

**FULL PAYMENT INCLUDING VATA @20% IS DUE WITH ORDER - PLEASE NOTE OUR CANCELLATION POLICY OVERLEAF**

**CHECK ENCLOSED (PAYABLE TO Joe Manby Limited)**

**BANK TRANSFER/BACS PAYMENT**

**Bank Details:**

<table>
<thead>
<tr>
<th>CREDIT CARD</th>
<th>DEBIT CARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARD NO:</td>
<td></td>
</tr>
<tr>
<td>SECURITY CODE:</td>
<td>ISSUE NUMBER:</td>
</tr>
<tr>
<td>VALID FROM:</td>
<td>EXPIRY DATE:</td>
</tr>
<tr>
<td>NAME ON CARD:</td>
<td></td>
</tr>
<tr>
<td>SIGNATURE OF CARDHOLDER:</td>
<td>Value date: :........................................</td>
</tr>
</tbody>
</table>

**See the accompanying page for VAT details.**

---

**VAT reg. no. GB 171 5637 59**
Please use the grid to indicate the required position and height of optional extras (including height of shelving and garment rails).

<table>
<thead>
<tr>
<th>STAND NUMBER</th>
<th>SCALE USED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PLEASE NOTE THAT:
- All cancellations must be made to us, and acknowledged by us, in writing - no refunds will be given for any cancellation made within 15 working days of the event opening date.
- Any queries must be raised with a member of our site management team prior to the closure of the event.
## MEETING CATERING ORDER FORM

Contact Name:  
Company Name:  
Invoice Address:  
Contact Number:  
Email Address:  
Meeting Location:  
Date of Meeting:  
Delivery Time:  

### Hot beverages (minimum order 20):

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fairtrade tea &amp; coffee</td>
<td>£ 3.30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fairtrade tea &amp; coffee with homemade biscuits</td>
<td>£ 4.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Breakfast (minimum order 20):

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>All butter croissant</td>
<td>£ 1.80</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakfast Bacon roll</td>
<td>£ 4.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakfast vegetarian roll</td>
<td>£ 4.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fresh fruit platter</td>
<td>£ 3.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fresh Fruit bowl</td>
<td>£ 2.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Sandwiches (minimum order 20):

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection of sandwiches (1.5 rounds)</td>
<td>£ 5.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packed Lunch (sandwich, crisps, chocolate bar, piece of fruit &amp; mineral water)</td>
<td>£ 8.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Urban Picnic (minimum order 20):

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teriyaki chicken with spinach, cucumber &amp; sesame salad, rice noodles, oriental dressed potato salad, chefs dessert</td>
<td>£ 15.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grilled goats’ cheese (v) with homemade vegetable samosa, lentil, radicchio, French bean, walnut &amp; honey salad, chefs dessert</td>
<td>£ 15.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Lunch Package (minimum order 20):

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Brighton working lunch</td>
<td>£ 15.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flowerpot muffin</td>
<td>£ 2.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homemade Brownie</td>
<td>£ 2.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homemade lemon Drizzle Cake</td>
<td>£ 2.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gourmet ring doughnut</td>
<td>£ 3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Cold Beverages:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jugs of fresh fruit juices (per litre)</td>
<td>£ 6.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jugs of homemade lemonade (per litre)</td>
<td>£ 5.10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Spring water</td>
<td>£ 1.40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(A choice of still or sparkling 500ml)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Spring water</td>
<td>£ 4.10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(A choice of still or sparkling 750ml)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Alcoholic beverages:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prosecco (plus 6 flutes)</td>
<td>£ 35.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>House white wine (screw top bottle) plus 6 wine glasses</td>
<td>£ 22.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>House red wine (screw top bottle) plus 6 wine glasses</td>
<td>£ 22.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peroni Bottled Beer (330ml)</td>
<td>£ 3.60</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sub Total**  
£  

**VAT @20%**  
£  

**Grand Total**  
£
## Prices

All prices quoted are exclusive of VAT at the current rate. - Kudos Catering (UK) Limited VAT number is 863736005

Credit card transactions will attract a 4% administration surcharge

## Stand Hospitality

We will happily work with you to provide a bespoke hospitality package in order for something special to be offered to your clientele.

## To place your order

Please complete the attached order form and e-mail it to us at bcenquiries@kudosknowhow.co.uk no later than two weeks before the start date of your show. Upon receipt of your order, Kudos Catering (UK) Limited will issue you with an invoice of which we will require cleared funds prior to your event date.

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.

Subject to availability additional items can be delivered during the event. All additional items must be signed and paid for upon delivery.

## 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 Catering (UK) Limited, in conjunction with the Brighton 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.
This form is to pre-book access to the Hardwire connection at The Brighton Centre. **ONCE COMPLETED, EMAIL BY RETURN TO:**

alan.crooks@brighton-hove.gov.uk; pam.edwards@brighton-hove.gov.uk
sophie.pink@brighton-hove.gov.uk; ian.hardy@brighton-hove.gov.uk

**PLEASE ENSURE YOU COMPLETE ALL THE RELEVANT SECTIONS.**

REQUESTS MUST BE RECEIVED **ONE WEEK (7 DAYS) PRIOR TO THE START DATE OF YOUR EVENT.**

<table>
<thead>
<tr>
<th>EVENT NAME</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date (For First Access)</td>
<td>End Date (For Last Access)</td>
</tr>
</tbody>
</table>

**Stand Number/Room Location***

*Please ensure you have this information prior to returning your form. If you wish to include a simple diagram as to the preferred location for the connection on your stand / area, please include this with your order.

<table>
<thead>
<tr>
<th><strong>Company Name</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Billing address</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Contact Name</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phone</strong></td>
<td><strong>Contact on-site</strong></td>
</tr>
<tr>
<td><strong>e-mail</strong></td>
<td><strong>Mobile on-site</strong></td>
</tr>
<tr>
<td><strong>Mobile</strong></td>
<td><strong>IT Contact in Company</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Cost</strong></th>
<th><strong>Total</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Broadband Hard Wired Feed (not sole use)</td>
<td>£280+VAT</td>
</tr>
<tr>
<td>Broadband 50 MB Service (sole use)</td>
<td>£1120+VAT</td>
</tr>
<tr>
<td>Broadband 25 MB Service (sole use)</td>
<td>£840+VAT</td>
</tr>
<tr>
<td>Broadband 50 MB Static IP's</td>
<td>On Request</td>
</tr>
<tr>
<td>Broadband 25 MB Static IP's</td>
<td>On Request</td>
</tr>
<tr>
<td>Small WI FI Unit on a Stand (needs a feed)</td>
<td>£75</td>
</tr>
<tr>
<td>Cat 5 Network points (For internal linking)</td>
<td>£70 per link</td>
</tr>
<tr>
<td>To Connect Netgear Switch to PC/Laptops</td>
<td>£31 per connection</td>
</tr>
<tr>
<td>Phone lines Max 5 Internal/external All Calls Free</td>
<td>£170 per line</td>
</tr>
<tr>
<td>Supply of Netgear Switch – 4 Port</td>
<td>£60.00 + VAT</td>
</tr>
<tr>
<td>Supply of Netgear Switch – 8 Port</td>
<td>£90.00 + VAT</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>

If you have any queries please contact Alan Crooks (01273292651)- alan.crooks@brighton-hove.gov.uk to discuss your requirements.

**ON RECEIPT OF THIS FORM YOU WILL BE INVOICED FOR THE FINAL AMOUNT PRIOR TO THE EVENT.**
LATE REQUESTS (LESS THAN 7 DAYS BEFORE YOUR EVENT OR ON-SITE REQUESTS) WILL BE SUBJECT TO A 25% SURCHARGE. THE TOTAL FEE INCLUDING LATE CHARGES WILL BE PAYABLE BY CREDIT CARD ON SITE.

PLEASE NOTE THAT IT IS PROHIBITED FOR EXHIBITORS TO CREATE THEIR OWN WIRELESS NETWORKS ON OR AROUND THEIR STAND LOCATIONS. UNAUTHORISED WIRELESS NETWORKS WILL BE BLOCKED VIA THE VENUES ACCESS POINTS.
EMERGENCY PROCEDURES

Please ensure all staff are aware of the following emergency procedures.

1. UPON HEARING THE ALARM (INTERMITTEN)
   a) The alarm will be silenced whilst the activated area is checked.
   b) Standby and await further information.

2. UPON HEARING THE ALARM (CONTINUOUS RINGING)
   a) LEAVE THE BUILDING by the nearest available exit – follow all instructions given by Brighton Centre Staff and Duty Manager.
   b) DO NOT wait to collect personal belongings (e.g. coats, handbags) and DO NOT wait around for others.
   c) DO NOT USE THE LIFTS.
   d) DO NOT run or panic – there is no need. Move swiftly but calmly.
   e) CLOSE THE DOOR if you are the last to leave the room you are in.
   f) PROCEED to the assembly point at the junction of RUSSELL ROAD/WEST STREET at the rear of the building.
   g) WAIT at the assembly point for further instruction from Brighton Centre staff.
   h) DO NOT leave the assembly point
   j) DO NOT RE-ENTER THE BUILDING without permission.

3. IF YOU SHOULD DISCOVER A FIRE (AND NO ALARM HAS YET BEEN SOUNDED)
   a) OPERATE THE ALARM from the nearest alarm point.
   b) Proceed as per point 2 above.

Your contact
If you have any questions regarding the information in this document please contact the venue events team.

Brighton Centre | Kings Road
Brighton | BN1 2GR

t: +44(0)1273 290131
e. brightoncentre@brighton-hove.gov.uk
®. www.brightoncentre.co.uk

Owned and operated by Brighton & Hove City Council

DATE PREPARED: 03/09/2013 | PREPARED BY: RE
The Offer
We are delighted to offer delegates a fantastic car parking rate of just £14.00* per 24 hours during their visit to the Brighton Centre.

Regency Square car park is situated along the seafront from the venue and is just a 3-4 minute walk. See car park location on map below (green dot).

How it works:
Upon entering the car park, take a ticket from the barrier. On the last day of the conference, or any day prior, should you wish to exit the car park sooner (anytime this day to help avoid queues), take your ticket to the information desk located in the ground floor Foyer of the Brighton Centre where you can pay for your parking and have your ticket validated. You will then be able to use it at the car park exit barrier when you leave (this must be on the same day that your ticket is validated).

Please be aware that if you pay and validate your ticket at the car park, you WILL pay the standard car parking tariff. Tickets must be validated and paid for at the Brighton Centre to get the reduced rate.

Please note tickets are unable to be validated after the last day of the conference; all tickets must be paid for and validated on the final conference day (or before, should you wish to leave sooner).

Directions to Regency Square car park:
From the East:
Drive straight past the Brighton Centre heading west towards Hove, make sure you are in the right hand lane and look out for the signs to turn right after the Hilton Metropole Hotel, for Regency Square Car Park.

From the West:
Driving along the seafront with the sea on your right, the car park is situated after the Holiday Inn and before the Hilton Metropole Hotel. Stay in the left hand lane and look out for signs for Regency Square Car Park.

The car park is underground; you will see a large grassed area of which it is below. Follow the sign to the entrance (go straight up the street), go through the barriers into the car park, its then best to follow towards the exit and park on the lowest level which gives you instant access to the seafront.

Please note, there is a height limit for the car park; it is 2.13 metres so transit vans and taller vehicles are not able to enter the car park

Availability of car parking spaces are on a first come, first served basis
Further details can be found here - http://www.brighton-hove.gov.uk/content/parking-and-travel/parking/regency-square-car-park-central-brighton

Please note that this offer is NOT available at any other car park or any of the NCP’s situated in the city, including the one next door to the Brighton Centre.

*Price quoted is valid up to 31 March 2020.

Your contact
If you have any questions regarding the information in this document please contact the venue sales team (details below)

Brighton Centre | Kings Road
Brighton | BN1 2GR

t: +44(0)1273 292643
e. bcconference@brighton-hove.gov.uk
Ω. www.brightoncentre.co.uk/conference

Owned and operated by Brighton & Hove City Council

UPDATED: 16/01/2019