Exhibitor Manual

First of all, on behalf of UKSG, thank you for supporting the 2015 Conference. We wish you a successful event. Here’s to 2015 and beyond!

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.

Karina can be contacted using the information below:

E-mail: karina@khec.co.uk
Mobile: +44 (0) 7900 165948

UKSG can be contacted as follows:

Hilltop, Heath End, Newbury RG20 0AP UK
Tel: +44 (0)1635 254292 Fax: +44 (0)1635 253826
E-mail: alison@uksg.org  Website: www.uksg.org
08.00 | Registration, Hall 1
08.30 | Refreshments and exhibition viewing, Hall 2
10.00 | Opening of the Conference
      Lomond Auditorium, Loch Suite
      Ross MacIntyre, Chair, UKSG
      Welcome from the Lord Provost (TBC)
      Greetings from NASIG
      Steve Kelley, President, NASIG
      Presentation of 2015 John Merriman Joint NASIG/UKSG Award
      (UK award sponsored by Taylor & Francis Group)
      Presentation to the sponsored students and early career professionals
      (Students part sponsored by Springer and SAGE)

Plenary Session 1
Lomond Auditorium
10.30 | Opening Salvo
      Chair: Ross MacIntyre, Jisc: Mimas
      “The Four Straw Men Of The Scholarpocalypse”
      Geoffrey Bilder, CrossRef
11.15 | Open data and the future of science
      Geoffrey Boulton, University of Edinburgh / The Royal Society
12.00 | Lunch and exhibition viewing, Hall 2 (sponsored by ingentaconnect)
      First-timers’ reception at 12.45
13.30 | Breakout sessions (Group A), Loch Suite/Seminar Suite

Plenary Session 2
Lomond Auditorium
14.30 | Metrics and Assessment
      Chair: Charlie Rapple, TBI Communications
      Altmetrics aren’t alt anymore: altmetrics meet the mainstream
      Todd Carpenter, NISO (National Information Standards Organization)
      In metrics we trust? Prospects and pitfalls of the new research metrics
      James Wilson, Science Policy Research Unit, University of Sussex /Chair,
      Independent Review of the Role of Metrics in Research Assessment
15.30 | Refreshments and exhibition viewing, Hall 2
      (sponsored by ingentaconnect)
16.00 | Breakout sessions (Group B), Loch Suite/Seminar Suite
17.00 | Lightning Talks Session 1 Lomond Auditorium
      Chair: Helle Lauridsen, ProQuest Workflow Solutions
      CRIS POWER! Taming the service requirements of open access
      David Walters, Brunel University London
      The real cost of publishing
      Scott Ritchey, SPIE
      Anatomy of a data journal
      Iain Hrynaszkiewicz, Nature Publishing Group / Palgrave Macmillan
17.30 to 18.30 | Refreshments and exhibition viewing, Hall 2
19.00 | Quiz and dinner (sponsored by Innovative)
      Glasgow Science Centre (Atrium) (additional bookable option)
      or: Free evening
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tr>
<td>09.00</td>
<td>Innovation in non-fiction content</td>
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<td>Catherine Allen, Touchpress</td>
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<td>09.30</td>
<td>Publishing innovation</td>
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<td>Henry Volans, Faber and Faber</td>
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<td>10.00</td>
<td>The mechanical curator</td>
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<td>Ben O’Steen, British Library Labs</td>
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<td>10.30</td>
<td>Refreshments and exhibition viewing, Hall 2</td>
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<td>11.00</td>
<td>Breakout sessions (Group A), Loch Suite/Seminar Suite</td>
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<td>12.00</td>
<td>Lightning Talks Session 2, Lomond Auditorium</td>
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<tr>
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<td>Chair: Yann Amouroux, Bioscientifica Ltd</td>
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<td></td>
<td>Royal Society of Chemistry: community-driven open science</td>
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<td></td>
<td>Serin Dabb, Royal Society of Chemistry</td>
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<td></td>
<td>Enhancing the visibility and impact of electronic theses and dissertation</td>
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<td></td>
<td>Cathy Boylan, ProQuest and Ian Rowlands, University of Leicester</td>
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<td>12.30</td>
<td>UKSG Annual General Meeting, Lomond Auditorium</td>
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<td>13.00</td>
<td>Lunch and exhibition viewing, Hall 2</td>
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<td>(Break sponsored by Inderscience Publishers)</td>
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<tr>
<td>14.30</td>
<td>Breakout sessions (Group B), Loch Suite/Seminar Suite</td>
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<td>15.30</td>
<td>Refreshments and exhibition viewing, Hall 2</td>
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<td></td>
<td>(Break sponsored by Inderscience Publishers)</td>
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<tr>
<td>16.00</td>
<td>Breakout sessions (Group C), Loch Suite/Seminar Suite</td>
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<td>17.00</td>
<td>Lightning Talks Session 3 Lomond Auditorium</td>
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<tr>
<td></td>
<td>Chair: Jane Harvell, University of Sussex</td>
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<td></td>
<td>Negotiating alumni access, creating a 'win-win' for institute and publisher</td>
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<td></td>
<td>Steven Tweeddie, Content Online Ltd and Rachel Daniels, Cranfield University</td>
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<td>Crowding with our peers in the chatroom: how chatting makes us better librarians and better service providers</td>
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<td>Darlene Duterrier and Frida Fick, Karolinska Institutet University Library</td>
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<td>British Library Document Supply: our journey to an on-demand service</td>
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<td></td>
<td>Richard Ebdon, The British Library</td>
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<td>17.30 to 18.30</td>
<td>Exhibition viewing, Hall 2</td>
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<td></td>
<td>Evening theme: Mackintosh</td>
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<td>Venue: Merchant Square</td>
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<td></td>
<td>Reception</td>
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<td>Conference dinner</td>
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<td>Ceilidh, disco and bar</td>
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Plenary Session 4  
Lomond Auditorium

- **09.00**
  - **Why hasn't the journal changed more as a result of the internet?**  
    *Michael A Mabe, International Association of STM Publishers*

- **09.30**
  - **The transformation is already here – it's just unevenly distributed**  
    *Cameron Neylon, Science in the Open*

- **10.00**
  - **Responses and questions**

- **10.30**
  - **Refreshments and exhibition viewing, Hall 2**

- **11.00**
  - **Breakout sessions (Group B), Loch Suite/Seminar Suite**

Plenary Session 5  
Lomond Auditorium

- **12.00**
  - **Introduction**  
    *Chair: Incoming Chair, UKSG*

- **12.15**
  - **Wikimedia and scholarly publications**  
    *Daniel Mietchen, Museum für Naturkunde Berlin*

- **12.45**
  - **A quiet culture war in research libraries**  
    *Rick Anderson, University of Utah*

- **13.15**
  - **Final questions**

- **13.20**
  - **Close of conference**  
    *(Packed lunch sponsored by Cabell's)*
Build-Up Timetable

Sunday 29 March 2015
- Hall 2 will be open from 0800 to 2100 for stand build.
- Please note that all stands should be completed by 2100 on Sunday 29 March 2015.
- 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 2015
- Stands can be broken down from 1330.
- We would appreciate your adhering to this policy to ensure a professional event image.
- You must be clear of Hall 2 by 1800.

Exhibition Hours

- Monday 30 March: 0830 – 1830
- Tuesday 31 March: 0900 – 1830
- Wednesday 1 April: 0900 – 1330

Your Quick Contact Guide

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

Accommodation
Glasgow City Marketing Bureau
Tel: +44 (0)141 566 0821
accommodation@glasgowcitymarketingbureau.com

Advertising
To place an advertisement in UKSG eNews, please contact Richard Abels: rich@aurisassociates.com

Venue
Kerry McNally, Event Manager
SECC
Exhibition Way, Glasgow G3 8YW UK
Tel: +44 (0)141 576 3872
Kerry.mcnelly@secc.co.uk

UKSG
Alison Whitehorn, Business Manager
Hilltop, Heath End, Newbury RG20 0AP UK
Tel: +44 (0)1635 254292 Fax: +44 (0)1635 253826
alison@uksg.org
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1. Accommodation
There is a link from the UKSG conference web page to the Glasgow City Marketing Bureau online booking service. Details of other hotels within Glasgow can be found at www.peoplemakeglasgow.com and www.glasgowguide.co.uk/hotels.html

2. Animals
No animals other than guide dogs are permitted on site.

3. Badges
The SECC requires exhibitors and contractors to wear badges during build-up on Sunday 29 March. Badges will be available for collection from the registration desk in Hall 1. Any exhibitors arriving on Monday 30 March should collect their badges when general registration opens at 0800.

NB: Please remember that all exhibitors must book to attend the event as delegates, via the UKSG Conference web page.

4. Build-Up & Breakdown
Please refer to the information on page 6 for times. Stands must be designed so they can be completed within the time available.

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

Please refer to Section 15 for delivery/collection of items.

5. Car Parking
Exhibitors will be able to pick up a car parking pass on Sunday 29 March at the registration desk, which will be valid for build-up, the open period and breakdown. Passes must be displayed in the windscreen of all authorised vehicles. The parking area for exhibitors will be allocated on site.

Please refer to Section 29 - Loading Bay and Vehicle Access.

For more information on parking at the SECC please refer to http://www.secc.co.uk/attend/how-to-get-here/car/parking-at-the-secc.aspx

6. Catering
As the official caterers at the SECC, Levy Restaurants has the sole right to provide food and drink, alcohol or otherwise, for consumption on stands and in any meeting rooms. No company or individual may bring any food or drink into exhibitions for distribution, except with written permission from Levy Restaurants.

To order any catering for your stand please use the SECC’s online ordering form at http://secc.standdelivery.co.uk/

You will need to register with a password as a new user.

Clydebuilt Bar & Kitchen in the main concourse will be open on Sunday 29 March from 09.00 to 18.00.

NB: Exhibitors are requested to refrain from placing promotional flyers on the refreshment tables and seats in Halls 1 and 2.

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/Waste Removal
Each exhibitor is responsible for keeping their stand area clean and tidy. At the end of each conference day a full hall clean and basic stand clean will be carried out.

A skip for exhibitor use will be positioned outside one of the vehicle entry doors of Hall 2. Removal of any abandoned stand fitting materials, carpet or excessive rubbish will be subject to an additional charge.

9. Cloakroom
There are cloakroom facilities on the concourse.

10. Code of Practice
Please ensure that all exhibits remain displayed during the hours the conference is open. Removing products before 1330 on Wednesday 1 April is strictly forbidden – your neighbouring exhibitors could still be trading. Please be considerate!

11. Completion of Stands and Exhibits
All stands must be dressed and completed by 2100 on Sunday 29 March 2015 - strictly no access to Hall 2 after this time.

12. Conference Plenary/Breakout Sessions
All exhibitors are required to register as delegates and can attend plenary and breakout sessions of their choice.

Plenary sessions will take place in the Lomond Auditorium. Breakout session rooms will be advised.

13. Damage/Dilapidation
The SECC will carry out a dilapidation inspection at both the beginning and the end of tenancy. Please ensure that you take care to avoid damage to any part of the SECC. Any damage which has been caused by your company and any resulting necessary repairs will be charged to your company.

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

15. Delivery and Collection of Items
Owing to the lack of pre-event storage at the SECC, deliveries cannot be accepted before Saturday 28 March.

GES are offering a transport, lifting and storage service. Please refer to Appendix A which should be submitted by 10 March.

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

**Exhibitor Name:**

**Stand No:**

UKSG Exhibition 30 March - 1 April 2015
Scottish Exhibition + Conference Centre, Hall 2
Exhibition Way
Glasgow G3 8YW
UK

Deliveries will only be accepted from Saturday 28 March between 0800-1800 and between the same times on Sunday 29 March.

Exhibitors should ensure that arrangements are made for the collection of all items from the SECC at the end of the event. Collections on Wednesday 1 April should be made between 1330 and 1800. *Continued next page...*
15. Delivery and Collection of Items, cont’d
All items MUST be collected by 1800 on Wednesday 1 April. Items not collected by this time will be put into temporary storage but there is no guarantee that they will not be disposed of after the stated collection time cut-off.

UKSG 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
Information on disabled access and facilities is available on the SECC website at http://www.secc.co.uk/attend/disabled-access.aspx
Exhibitors should be familiar with the content and implications of the Disability Discrimination Act 1996 (DDA) and design their stands accordingly.

17. Disputes
Should any questions arise that are not covered by rules and regulations, the exhibitor agrees to accept the decision of the Organiser as final.

18. Emergency Procedures & Fire Precautions
A fire evacuation protocol will be issued to all stands prior to the opening of the event and a CD outlining emergency procedures will be played. If an emergency occurs which makes it necessary to evacuate, the instructions of the stewards must be followed. Stewards will direct everyone to appropriate fire assembly points.

19. Exhibition Guide
Your logo and up to 100 words about your company will be profiled within the guide if you have supplied these to Karina at KHEC. Karina will be requesting this information directly from you following your registration.

20. Fascia Name Boards
Included in the shell scheme package is a nameboard for each stand, detailing the exhibiting company name and stand number. The style and colour are decided by the Organiser. Please complete Appendix B and return to GES by 10 March 2015.

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

The Medical Centre is located on the concourse just inside the East Entrance to the building. The contact number is 0141 275 6333.

22. Furniture
No furniture is included in the stand fee. Furniture can be ordered via the GES website: https://ordering.ges.com/000014823 or by using the form in Appendix C, which must be returned by 10 March 2015.

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
You should be aware of your responsibilities under the Health and Safety at Work Act 1974, and all of the ensuing regulations and codes of practice. An exhibition site is also a place of work and you must carry out risk assessments as part of your normal health and safety duties. Please refer to Section 34 – Risk Assessment.

25. Hire of Plasmas and Additional AV Equipment
Audio-visual equipment can be ordered from MCLCreate. Orders will be accepted up to 27 March 2015. Please use the following link to place orders: https://orders.mclcreate.com/Catalog/0bd82a1eb131dca196af

26. Insurance
The SECC insures its premises and own property against all risks. The company has in place insurance for £40m public and product liability insurance.

Whilst the venue takes every precaution to protect property during the event, it is not responsible for any loss or damage. Please ensure that you have adequate insurance cover. Make sure that you have considered all eventualities, including cancellation. You must have public liability insurance to exhibit.

27. Internet/Telephone/Fax
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 e-mails, 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.

NB: Exhibitors must not purchase a wired connection with a view to deploying their own wireless network as this can cause interference.

Please use the SECC form in Appendix D to order internet connections. Forms should be returned by Friday 10 March.

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

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

Exhibitors are permitted to use mobile phones (but please consider your stand neighbours). Public pay phones are located in the SECC concourse.

Fax, photocopying and other office services can be obtained from the Business Centre in the SECC concourse.

28. Lighting & Electrics
The SECC is required by law to ensure that all electrics and mains supplies are installed safely within the building. This includes contractors’ installations and the subsequent connections made by exhibitors. The electrical work for the exhibition is being carried out by GES.

Basic power will be supplied to all stands. Additional electrical services and lighting requirements can be ordered via the GES website: https://ordering.ges.com/000014823 or by using the form in Appendix E, which must be returned by 10 March 2015.

Inclusive within the shell scheme package is an allocation of spotlights. This allocation is detailed in Section 38.
29. Loading Bay & Vehicle Access

Exhibitors and contractors should report to the Gate House. Please refer to Section 5 – Car Parking. They will then be directed to the Hall 2 vehicle doors to unload. Space in the loading bay area is limited and traffic will be staggered according to availability of parking. Once they have completed their business, they will be directed back to the Gate House or, if remaining on site, to the designated car park.

Exhibitors and contractors must wait until the Halls are officially closed before commencing breakdown. The Guards on the vehicle doors will not allow exhibitors to utilise these exits prior to the official close of the exhibition.

30. Noise Levels

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

31. Notice Board

There will be an exhibitor notice board in Hall 1 where announcements about stand-based events, prize draws, etc. can be displayed.

NB: Two literature tables will be located in the registration area but their use is intended for organisations which do not have an exhibition stand.

32. Painting or Spraying

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

33. Photography

Simon Williams Photography will be on site for the duration of the event. Tel: +44 (0) 131 510 1212  
www.simonwilliamsphotography.co.uk

34. Risk Assessment

All parties, including exhibitors and contractors, have responsibilities as laid out in accordance with the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and any mandatory Acts/Regulations relevant to their activities. It is 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 should submit risk assessments to Alison Whitehorn, Business Manager, UKSG alison@uksg.org, by no later than Friday 6 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 the SECC 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.

Further information, including sample risk assessment and method statement templates, can be found on the SECC website at http://www.secc.co.uk/organise/downloads/event-risk-assesment-template.aspx
35. Security

The venue has on-site security and all doors to Hall 2 will be locked at the end of each conference day. We do, however, recommend that you remove all personal valuables, including laptops, from your stand when unmanned. Please ensure all electrics are switched off when you leave your stand at the end of each day. Please refer to Section 26 - Insurance.

During the open period the SECC will staff emergency exits. Stewards will be on duty for each area in use.

36. Sharers

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

37. Smoking

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

38. Stand Construction Details

Stand Layout
The exhibition hall (Hall 2) layout is a pre-determined layout as approved by the SECC Halls Manager. All shell stands and floor space stands are 2.5m x 1.5m. Please refer to the Exhibition Floorplan.

Height Restrictions
The height restriction in Hall 2 is 5m.

Floor Space Only Stands
The stand must be designed so that it can be erected and dismantled within the time available. Please refer to Section 34 - Risk Assessment. Each Floor Space Only stand will be allocated 1 X 500 Watt single socket outlet.

Shell Scheme
Shell stands will be the Octanorm modular shell scheme built to a height of 2.5m, using aluminium components with white 3mm Foamex infill panels to rear and dividing walls, 300mm deep fascia to all open sides with white infill panels. One standard nameboard per open side detailing stand number and company name will be supplied. Please confirm these details by using Appendix B. The nameboard colour will be selected by UKSG. Each stand will be allocated 2 X 120 Watt spot light fittings and 1 X 500 Watt single socket outlet. Optional extras for shell stands can be ordered by using Appendix F.

See Appendix G for more details of the shell stand specification.

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

Carpet
Hall 2 will be carpeted in Royal blue, except for the shell stands which will be carpeted in light grey. Under no circumstances can the carpet be removed. Exhibitors wishing to change or remove the carpeting on floor space only stands should contact Karina Hunt: karina@khec.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.

39. Storage

The SECC does not have any storage facilities, therefore no deliveries will be accepted at the SECC prior to Saturday 28 March. Please refer to Section 15 - Delivery and Collection of Items. There will be on-site storage in Hall 2 for small items for the duration of the event.

40. Toilets

Public toilets are located throughout the SECC.
41. Travel Information
Information on how to get to Glasgow and the SECC can be found at http://www.secc.co.uk/attend/how-to-get-here.aspx

42. Trolleys
Trolleys are not available at the SECC.

43. Venue
Please refer to the map in Appendix I for the venue location.

The full address of the venue is:
Scottish Exhibition + Conference Centre,
Exhibition Way, Glasgow G3 8YW, UK.
Tel: 0141 248 3000
www.secc.co.uk
Exhibition Floor Plan
SECC, Hall 2

Shell Space
£1575 + VAT

Floor Space
£1375 + VAT

All stands (Shell and Floor Space) 2.5m x 1.5m

Seating
# Exhibitor List 2015

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<th>Exhibitor</th>
<th>Stand</th>
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<td>AAAS</td>
<td>96</td>
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<tr>
<td>Accucoms international BV</td>
<td>99</td>
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<tr>
<td>ACS</td>
<td>17, 18 &amp; 20</td>
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<tr>
<td>Adam Matthew</td>
<td>79 &amp; 80</td>
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<td>AIP Publishing</td>
<td>11</td>
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<td>Alexander Street Press</td>
<td>66</td>
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<td>Annual Reviews</td>
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<td>Aries Systems</td>
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<td>Askews and Holts Library Services Ltd</td>
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<td>Backstage Library Works</td>
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<td>Cambridge University Press</td>
<td>55 &amp; 57</td>
</tr>
<tr>
<td>Cengage Learning EMEA</td>
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</tr>
<tr>
<td>Citavi</td>
<td>92</td>
</tr>
<tr>
<td>Content Online Ltd</td>
<td>10</td>
</tr>
<tr>
<td>Copyright Clearance Centre</td>
<td>43</td>
</tr>
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<td>Copyright Licensing Agency</td>
<td>39</td>
</tr>
<tr>
<td>De Gruyter</td>
<td>19</td>
</tr>
<tr>
<td>Digital Science</td>
<td>95</td>
</tr>
<tr>
<td>Dove Medical Press Ltd</td>
<td>100</td>
</tr>
<tr>
<td>Duke University Press</td>
<td>60</td>
</tr>
<tr>
<td>EBSCO</td>
<td>71</td>
</tr>
<tr>
<td>EDP Sciences</td>
<td>65</td>
</tr>
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<td>Eduserv</td>
<td>58</td>
</tr>
<tr>
<td>Edward Elgar Publishing Ltd</td>
<td>87</td>
</tr>
<tr>
<td>Elsevier</td>
<td>81 &amp; 82</td>
</tr>
<tr>
<td>Emerald Group Publishing</td>
<td>25</td>
</tr>
<tr>
<td>Future Science Group</td>
<td>108</td>
</tr>
<tr>
<td>Georg Thieme Verlag KG</td>
<td>88</td>
</tr>
<tr>
<td>GSE Research Ltd</td>
<td>4</td>
</tr>
<tr>
<td>IEEE Xplore® Digital Library</td>
<td>7 &amp; 9</td>
</tr>
<tr>
<td>Ingram Content Group</td>
<td>83 &amp; 84</td>
</tr>
<tr>
<td>Innovative Interfaces</td>
<td>102</td>
</tr>
<tr>
<td>IOP Publishing</td>
<td>8</td>
</tr>
<tr>
<td>ISSN</td>
<td>33</td>
</tr>
<tr>
<td>Jisc</td>
<td>35 &amp; 37</td>
</tr>
<tr>
<td>John Wiley &amp; Sons Ltd</td>
<td>31 &amp; 32</td>
</tr>
<tr>
<td>JoVE</td>
<td>41</td>
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## Exhibitor List 2015, continued

<table>
<thead>
<tr>
<th>Exhibitor Name</th>
<th>Page Numbers</th>
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</thead>
<tbody>
<tr>
<td>Kudos</td>
<td>109</td>
</tr>
<tr>
<td>LM information</td>
<td>68 &amp; 70</td>
</tr>
<tr>
<td>Mark Allen Group</td>
<td>63</td>
</tr>
<tr>
<td>McGraw-Hill Education</td>
<td>104</td>
</tr>
<tr>
<td>Nature Publishing Group</td>
<td>74 &amp; 76</td>
</tr>
<tr>
<td>NEJM Group</td>
<td>26</td>
</tr>
<tr>
<td>OCLC</td>
<td>34 &amp; 36</td>
</tr>
<tr>
<td>OECD</td>
<td>16</td>
</tr>
<tr>
<td>Otto Harrassowitz GmbH &amp; Co. KG</td>
<td>51</td>
</tr>
<tr>
<td>Oxford University Press</td>
<td>2 &amp; 3</td>
</tr>
<tr>
<td>PLoS</td>
<td>94</td>
</tr>
<tr>
<td>PressReader</td>
<td>50</td>
</tr>
<tr>
<td>Primal Pictures Ltd</td>
<td>1</td>
</tr>
<tr>
<td>ProQuest</td>
<td>21 &amp; 22</td>
</tr>
<tr>
<td>ProQuest Workflow Solutions</td>
<td>23 &amp; 24</td>
</tr>
<tr>
<td>Publisher Solutions International</td>
<td>106</td>
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<tr>
<td>Publishers Communication Group</td>
<td>86</td>
</tr>
<tr>
<td>Publishing Technology</td>
<td>40 &amp; 42</td>
</tr>
<tr>
<td>Publishing Technology</td>
<td>89</td>
</tr>
<tr>
<td>RCN Publishing</td>
<td>61</td>
</tr>
<tr>
<td>Ringgold</td>
<td>93</td>
</tr>
<tr>
<td>RMIT Publishing</td>
<td>98</td>
</tr>
<tr>
<td>Royal Society of Chemistry</td>
<td>5 &amp; 6</td>
</tr>
<tr>
<td>SAGE</td>
<td>75 &amp; 77</td>
</tr>
<tr>
<td>SPIE DL</td>
<td>62</td>
</tr>
<tr>
<td>Springer-Verlag GmbH</td>
<td>27 &amp; 29</td>
</tr>
<tr>
<td>Statista</td>
<td>52</td>
</tr>
<tr>
<td>Taylor &amp; Francis</td>
<td>90 &amp; 91</td>
</tr>
<tr>
<td>The British Library</td>
<td>72</td>
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<tr>
<td>The Charlesworth Group</td>
<td>49</td>
</tr>
<tr>
<td>The JAMA Network</td>
<td>56</td>
</tr>
<tr>
<td>The IET/IET.tv</td>
<td>45, 46, 47 &amp; 48</td>
</tr>
<tr>
<td>The Stationery Office</td>
<td>44</td>
</tr>
<tr>
<td>Third Iron</td>
<td>67</td>
</tr>
<tr>
<td>Thomson Reuters</td>
<td>105</td>
</tr>
<tr>
<td>Turpin</td>
<td>14</td>
</tr>
<tr>
<td>Wolters Kluwer</td>
<td>13 &amp; 15</td>
</tr>
<tr>
<td>YBP Library Services</td>
<td>101</td>
</tr>
</tbody>
</table>
## Logistics Order Form

<table>
<thead>
<tr>
<th>Show</th>
<th>UKSG</th>
<th>Show Dates</th>
<th>30th March – 1st April 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return By</td>
<td>10th March</td>
<td>Venue</td>
<td>SECC, Glasgow</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stand No</th>
<th>Company</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Invoice address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Fax</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>VAT No.</th>
<th>Signature</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email</th>
</tr>
</thead>
</table>

We will require the following services from GES:

1. Transport
2. Forklift Unload / Reload
3. Forklift Erection / Dismantle work
4. Empty case storage
5. Courier receiving (£20.00 per box)
6. Customs clearance
7. Overseas forwarding (Road / Air / Sea)

*** Transport from advance warehouse to venue – Price upon request ***

<table>
<thead>
<tr>
<th>Unloading</th>
<th>£19.00 per cubic metre or 500 kgs, whichever greater plus VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storage (Empties)</td>
<td>£34.00 per cubic metre, minimum 3 cubic metres plus VAT</td>
</tr>
<tr>
<td>Reloading</td>
<td>£19.00 per cubic metre or 500 kgs, whichever greater plus VAT</td>
</tr>
<tr>
<td>Handling via local warehouse</td>
<td>£55.00 per cubic metre (Minimum charge: 2 cbm) each way plus VAT</td>
</tr>
</tbody>
</table>

### QUANTITY

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>L X W X H (CMS)</th>
<th>WEIGHT (KGS)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Preferred Delivery Date at Hall, if any:

---

*The rate(s) quoted are based on normal working time: Mon-Fri 08:00-18:00. Work performed outside these hours are subject to 50% surcharge.*

*All business is undertaken in accordance with our Conditions of Trade - a copy is available on request. GES are not responsible for any goods left unattended on stands. Minimum invoice charge: £50.00 + VAT*
Shell Scheme Nameboard Order Form

<table>
<thead>
<tr>
<th>Show:</th>
<th>UKSG 2015</th>
<th>Show Dates:</th>
<th>30th March – 1st April 2015</th>
<th>Return By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue:</td>
<td>SECC, Halls 1 &amp; 2</td>
<td>Return By:</td>
<td>10th March 2015</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hall / Stand No</th>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name</td>
<td>Invoice address</td>
</tr>
<tr>
<td>Post Code</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>Fax</td>
</tr>
<tr>
<td>VAT No.</td>
<td>Signature</td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

If you have booked a shell scheme stand through the Organiser, we will build your stand. Your company name and stand number will be supplied on a standard panel fixed to the front of your stand. Please fill in this form and return before the deadline date to ensure your name panel is correct.

NAME THAT YOU WISH TO APPEAR ON YOUR SHELL SCHEME

Please write clearly if handwritten as mistakes resulting from illegible handwriting will be charged for, maximum of 34 characters including spaces.

1. Please fill the space provided with the name and stand number you require to be displayed on the Name Board of your stand. Please make sure you type carefully or write clearly if you have printed off, as changes that have to be made due to illegible writing or incorrect typing will be charged for.
2. Use upper and lowercase when completing this form and include any characters you wish to appear case sensitive. However the organisers do have the right to convert all names to capitals, or break up names into capitalized each word if typed in all caps, if they feel it is appropriate for the show.
3. We restrict the Name Boards to 34 Characters including spaces.
4. We normally provide one name board per open fascia. On stands that have an open fascia of 10 metres or more this can often be increased to two but this is dependent on the style of the shell scheme.
5. If a return form is not received we will take the name provided by the organisers from the exhibitor list. If it is necessary to change this after the deadline there will be a charge of £30 + Vat applied per board changed.
6. If you have a specific enquiry regarding your name you can email awaterspeach@ges.com remembering to state which show you are exhibiting at and your stand number in the Subject Heading.
7. Deadline for receipt of name board return form should be no later than 21 days before show opening.
8. Return Forms can be posted or faxed or emailed direct.
9. If you have booked a shell scheme after the deadline date please return this form immediately.

PLEASE SEND ONLY ONE COPY, EITHER BY FAX OR POST – THANK YOU.

PLEASE REMEMBER TO KEEP A COPY FOR YOUR RECORDS!
# Furniture & Floorcovering Order Form

<table>
<thead>
<tr>
<th>CODE</th>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>COLOUR</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUB TOTAL £</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Accidental Damage, Loss or Destruction option is provided to cover 10 times the hire value of the items. If you wish us to provide this option please add 6% of the total, excluding VAT in the space provided.

<table>
<thead>
<tr>
<th>FLOOR COVERING (if applicable) £</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCIDENTAL DAMAGE (6% of total) £</td>
</tr>
<tr>
<td>VAT £</td>
</tr>
<tr>
<td>GRAND TOTAL £</td>
</tr>
</tbody>
</table>

A cancellation charge will be invoked in respect of cancelled orders

Whilst every effort is made to ensure an exact colour match we cannot be responsible for varied colour supplied due to the batch production

To order via our Dashboard please go to [www.gesdashboard.co.uk](http://www.gesdashboard.co.uk)
# SECC Exhibitor Order Form

**SEC Ltd., Glasgow, G3 8YW**

Tel 0141 275 6216

All enquiries to technical.services@secc.co.uk

## Appendix D

### Telephony Services

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Early Bird Rate</th>
<th>Standard Rate</th>
<th>Total Cost Excl. VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone Line - Line Only</td>
<td></td>
<td>£87.18</td>
<td>£116.24</td>
<td></td>
</tr>
<tr>
<td>N.B. This is a direct dial analogue line suitable for fax machine/PDQ's/ and dial up modems. Handsets available on request.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax Machine Package</td>
<td></td>
<td>£224.35</td>
<td>£299.13</td>
<td></td>
</tr>
<tr>
<td>Incorporates a telephone line and a desktop copier c/w handset</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax/Copier for Plain Paper</td>
<td></td>
<td>£260.83</td>
<td>£347.77</td>
<td></td>
</tr>
<tr>
<td>Incorporates a telephone line.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISDN2 Line</td>
<td></td>
<td>£211.54</td>
<td>£282.06</td>
<td></td>
</tr>
<tr>
<td>Terminates in an NT-1 box with 2 x 64kbaud/RJ45 outlets. Suitable for internet access but must be used in conjunction with clients own ISDN modem and ISP.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Internet Access

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Early Bird Rate</th>
<th>Standard Rate</th>
<th>Total Cost Excl. VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Bandwidth Internet Connection (Hard Wire)</td>
<td></td>
<td>£306.41</td>
<td>£468.54</td>
<td></td>
</tr>
<tr>
<td>RJ45 internet connection provided via a local DHCP server. First connection</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional High Bandwidth Internet Connections (Hard Wire)</td>
<td></td>
<td>£72.95</td>
<td>£72.95</td>
<td></td>
</tr>
<tr>
<td>Each additional internet connection IP address</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC Package</td>
<td></td>
<td>£449.81</td>
<td>£599.75</td>
<td></td>
</tr>
<tr>
<td>PC using the latest operating system c/w 15&quot; flat screen with high speed internet access</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional PC Package</td>
<td></td>
<td>£411.61</td>
<td>£548.82</td>
<td></td>
</tr>
<tr>
<td>Laptop Hire</td>
<td></td>
<td>£121.59</td>
<td>£121.59</td>
<td></td>
</tr>
<tr>
<td>Wireless enabled laptop for hire</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>per day</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laptop Package</td>
<td></td>
<td>£449.81</td>
<td>£599.75</td>
<td></td>
</tr>
<tr>
<td>Laptop and wireless internet access</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laser Printer</td>
<td></td>
<td>£227.97</td>
<td>£303.96</td>
<td></td>
</tr>
<tr>
<td>HP compatible, colour printer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhibitor Wireless Access</td>
<td></td>
<td>£229.81</td>
<td>£229.81</td>
<td></td>
</tr>
<tr>
<td>Additional Exhibitor Wireless Access</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High speed internet. Fully supported.</td>
<td></td>
<td>£72.95</td>
<td>£72.95</td>
<td></td>
</tr>
<tr>
<td>Bespoke IT and LAN service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>We will endeavour to fulfill your custom IT requirements. N.B. Advance notice required.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Prices Valid: 1st April 2014 - 31st March 2015

N.B. Early Bird prices are offered until 7 days prior to the first day of build up. Standard Rates apply thereafter.

All items shown are hired for the duration of the show unless otherwise stated.
SUMMARY SPECIFICATION OF SUPPLY

1. Telephone Services
   (a) A supply includes the installation, maintenance and removal of a telephone line which normally terminates in a standard line jack unit or RJ45 as requested, in a position on the stand as indicated on the customer’s dimensional drawing.
   (b) The service is metered and the cost includes the first £10 of call charges. Call charges over £10 will be invoiced separately as per Table 1 below.

2. Internet Access
   (a) A supply includes the installation, maintenance and removal of items as requested, in a position on the stand as indicated on the customer’s dimensional drawing. For leased line internet connections a CAT5 UTP cable will be presented at the customer’s stand.
   (b) Responsibility for configuration of leased line internet connection rests with the customer, unless PC configuration has been ordered separately.
   (c) SEC reserve the right to disconnect any unauthorised wireless networks.

CONDITIONS OF CONTRACT

1. In this document “SEC” means Scottish Exhibition Centre Limited.
2. By reason of force majeure, labour difficulties or shortages of materials or any other cause outside the control of the SEC, SEC is unable to provide all or any of the services ordered by the customer during the whole or any part of the duration of the exhibition, the customer’s rights shall be limited to the return of a corresponding proportion of the charges paid by him for such services.
3. SEC will not be liable for damage to property or death or injury caused to any persons by or in any way connected with the services agreed to be provided, except only where such damage or death or injury is occasioned by the negligence of SEC, its employees or agents.
4. On no account will SEC be liable for consequential loss suffered by the customer howsoever caused.
5. Orders placed less than 7 days before the first day of build up will not be carried out until after completion of orders already received. Late orders will be carried out in the order in which they are received, will only be accepted on this basis.
6. SEC reserve the right to refuse to process orders until payment for the supply has been received.
7. SEC is sole agent for the installation of telephone lines.
8. The customer agrees to a credit check being carried out, the details of which will be kept strictly confidential.

CANCELLATION

Cancellation of orders will only be accepted when made in writing, where written cancellation is received by SEC later than one week prior to start of build up, the service will be charged at the standard rate.

PLEASE NOTE:-
1. Have you enclosed all relevant drawings with dimensions?
2. If you require non-standard services please ask for quotations.
3. return one copy of this form to the SEC at the above address together with your remittance. Please note your order will not be processed without your remittance.
4. The SEC will forward you a V.A.T. invoice in due course.
5. Any orders outwith the above price on application.
6. We note the standard conditions of contract overleaf and agree that these will apply.
# Electrical Order & Grid Plan Form

**Show:** UKSG 2015  
**Show Dates:** 30th March – 1st April 2015  
**Return By:** 10th March 2015

<table>
<thead>
<tr>
<th>Hall / Stand No</th>
<th>Company</th>
<th>Contact Name</th>
<th>Invoice address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Code</td>
<td>Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>Fax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VAT No.</td>
<td>Signature</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Grid Plan Form

**Return form to:**  
ServiCentre  
Global Experience Specialists (GES) Ltd  
Silverstone Drive  
Gallagher Business Park  
Coventry, West Midlands  
CV6 6PA  
T: +44 (0) 2476 380 180  
F: +44 (0) 2476 380 221  
E: customerservice@ges.com

<table>
<thead>
<tr>
<th>CODE</th>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>EARLYBIRD</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spotlights</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPG150</td>
<td></td>
<td>General Purpose Adjustable Spotlight</td>
<td>£52.00</td>
<td>£62.50</td>
<td></td>
</tr>
<tr>
<td>LV50</td>
<td></td>
<td>50W Low Voltage Spotlight</td>
<td>£57.00</td>
<td>£68.50</td>
<td></td>
</tr>
<tr>
<td>TRK1</td>
<td></td>
<td>4ft Track + 3 x Adjustable Spotlights</td>
<td>£136.00</td>
<td>£163.00</td>
<td></td>
</tr>
<tr>
<td>FL300</td>
<td></td>
<td>300W Sunfloods</td>
<td>£91.00</td>
<td>£109.00</td>
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<tr>
<td>SF300</td>
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<td>300W Sunfloods on Extended Arm</td>
<td>£101.00</td>
<td>£121.00</td>
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<tr>
<td><strong>Fluorescent Fittings</strong></td>
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<td>FLS</td>
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<td>5ft Fluorescent Fitting</td>
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<td>£63.50</td>
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<td><strong>Sockets</strong></td>
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<td>SO500</td>
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<td>Socket Outlet 500W (2 amp maximum)</td>
<td>£92.00</td>
<td>£110.50</td>
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<td>SO1000</td>
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<td>Socket Outlet 1000w (4 amp maximum)</td>
<td>£151.50</td>
<td>£181.50</td>
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<td>Socket Outlet 2000w (8amp maximum)</td>
<td>£233.00</td>
<td>£279.50</td>
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<td>SO3000</td>
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<td>Socket outlet 3000w (13amp maximum)</td>
<td>£297.00</td>
<td>£356.50</td>
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</table>

**Stand alone (island) sites - additional mains charge for orders under £150**  
£150.00  
£150.00

| TC | | Testing charge per circuit | £15.00 | £15.00 |

*The new Electrical Testing charge is now required to meet the revised minimum testing requirements in line with BS7671 (2008).*

*The obligatory order form testing charge of £15 per stand.*

*All direct mains ordered will need to provide relevant information at the time of quotation, full details can be given upon request. If a direct main Test & Inspect is required then this will be by quotation also.*

<table>
<thead>
<tr>
<th>Sub total</th>
<th>VAT 20%</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Orders will not be processed without full payment (cheque payable to: Global Experience Specialists (GES) Ltd) - please find attached the credit card authorisation form. Customers wishing to pay by Visa and MasterCard credit cards as well as both American Express charge and credit cards please be advised that a surcharge of 2.5% will be applied to the total invoice amount.

**Standard rate applies to all orders received after 10th of March**

*Please use the grid plan overleaf to indicate the positions*
<table>
<thead>
<tr>
<th>Show:</th>
<th>UKSG 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Dates:</td>
<td>30th March – 1st April 2015</td>
</tr>
<tr>
<td>Venue:</td>
<td>SECC, Halls 1 &amp; 2</td>
</tr>
<tr>
<td>Return By:</td>
<td>10th March 2015</td>
</tr>
</tbody>
</table>

Company Name: ___________________  
Stand Number: ___________________  

Dimensions of stand: ________m x ________m  

Please utilise symbols below to indicate the positions of your fittings:  

○ = Spotlight  
□ = Socket  
= Fluorescent
## Shell Scheme Extras Order Form & Grid Plan Form

<table>
<thead>
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<th>Show:</th>
<th>UKSG 2015</th>
<th>Show Dates:</th>
<th>30th March – 1st April 2015</th>
<th>Return By:</th>
<th>10th March 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall / Stand No</td>
<td>Company</td>
<td>Invoice address</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post Code</td>
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<tr>
<td>Telephone</td>
<td>Fax</td>
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<td></td>
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</tr>
<tr>
<td>VAT No.</td>
<td>Signature</td>
<td></td>
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</tbody>
</table>

### CODE QTY DESCRIPTION PRICE TOTAL

- **CLAD3**: Painted MDF cladding to the interior of stand – order will not be placed without dulux paint reference number (Colour ____________) price per m £100.00
- **CLAD1**: Unfinished MDF cladding to interior of stand £75.00
- **CLAD2**: White melamine cladding fitted to interior of stand – can’t be painted price per m £75.00
- **LNW**: Cover existing shell scheme panel (2.5mH x 1mW) in Loop nylon (colour choices available) You will need Hook & Hook Fastening to affix posters £48.00
- **XFW**: Cover existing shell scheme panel (2.5mH x 1mW) in Vinyl Covering (X-Film) (colour choices available) You will need Hook & Hook Fastening to affix posters £48.00
- **WP**: Additional WALL PANEL 2.5mH x 1mW (Match shell scheme) £60.00
- **HWP**: HALF HEIGHT PANEL – 495mmH x 1mW £30.00
- **EWC**: ENTRANCE WAY CURTAIN 2.5mH x 1mW (colour: ____________) £72.00
- **EWD**: LOCKABLE DOOR with 2 keys £108.50
- **FS**: White melamine FLAT SHELF 1mW x 300mmD £29.50
- **SS**: White melamine SLOPING SHELF 1mW x 300mmD £30.50
- **DP1**: 1m x 1m chipboard PANEL covered in loop nylon (colour – blue/red/grey) £48.00
- **NS**: NIGHT SHEET including padlocks (price per metre run) £18.00
- **HC**: Hanging Chain Packs (2 hooks and 1m of chain) £7.50
- **VR**: Velcro – 1m of hook and 1m of loop £2.50
- **CH**: Coat hooks – set of 5 on a 990mm batten £25.50
- **GHR**: Hanging rail 25mm diameter (1m long with rail set 280mm from wall) £30.00
- **SU**: SINK UNIT (excluding water and waste) 1m x 1m x 500mm deep £150.00
- **WB**: Wooden Battening fixed between uprights for stapling/nailing to, £/m £9.50
- **WMC**: White MUSLIN CEILING (price per square metre) stand size: ___m x ___m £12.50
- **FF**: 18mm FLOORING PLY direct to carpeted venue (price per m²) £14.50
- **AE**: Aluminium Edging for use on platforms and floor flats to open sides to finish off once carpet is laid. Price per M. £5.50
- **AN**: Aluminium Nosing to open sides of floor flat to finish off after carpet is laid £5.50
- **SW2**: Slat walling – 1m wide x 2.4m high panel £90.00
- **SRP**: 100mm high PLATFORM laid to floor, black painted skirting, £/m² PRICE DOES NOT INCLUDE CARPET £25.00

Please use the grid plan to indicate the positions of fixable items. Orders will not be processed without full payment (cheque payable to: Global Experience Specialists (GES) Ltd). A surcharge of 2.5% will be applied when paying by credit cards. **ON SITE ORDERS WILL HAVE A 20% SURCHARGE ADDED.**

**Sub total**

**VAT 20%**

**TOTAL**

---

**Return form to:**

ServiCentre
Global Experience Specialists (GES) Ltd
Silverstone Drive
Gallagher Business Park
Coventry, West Midlands
CV6 6PA

T: +44 (0) 2476 380 180
F: +44 (0) 2476 380 221
E: customerservice@ges.com
Instructions

1. Each square on the grid can denote 1sq.m. or ¼ sqm for example.
2. Draw the outline of your stand showing the back and/or sidewalls.
3. Always indicate the positioning of built in items such as storage areas and partition walling.
4. Indicate the heights of adjustable items (shelves, rails, display panels, etc in the box below).
5. Complete all details on this form and return with your Optional Extras Order Form.

<table>
<thead>
<tr>
<th>Show:</th>
<th>UKSG 2015</th>
<th>Show Dates:</th>
<th>30th March – 1st April 2015</th>
<th>Return By:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Venue:</td>
<td></td>
<td></td>
<td>SECC, Halls 1 &amp; 2</td>
<td></td>
</tr>
</tbody>
</table>

Stand Details

Company Name:

Stand Number:

Dimensions: m x m

Please leave fixable items on the stand ready for my arrival. I understand that fixing these items will be on a first come first served basis.

Height from floor of shelving, rails, etc

mm___________________________

mm___________________________

mm___________________________

PLEASE REMEMBER TO KEEP A COPY FOR YOUR RECORDS!

A cancellation charge will be invoked in respect of cancelled orders.
Octanorm Shell Scheme for exhibitions and events
Your shell scheme stand can be enhanced with a range of optional features to create the perfect environment for displaying your products or services.

### Display Panels
Available in two sizes:
- **DP1**: 1000mm x 1000mm
- **DP2**: 2000mm x 1000mm

With a variety of colours available, display panels can be used for graphics and small exhibits. Items can be fixed with hooks, Velcro or pins.

### Raised Platform (RP)
Platform with 100mm black skirting covered with 18mm ply. This is a convenient way to conceal pipe work, cabling or plumbing.

### Storage Area (SA); Enclosure Partitioning (WP)
These panels are required to create separate storage, cloakrooms or office areas. 2500mm x 992mm

### Floor Flats
18mm plywood used for carpeted venues if a change of carpet colour is required. Aluminium edging is needed for open sided stands.

To order visit [www.gesdashboard.co.uk](http://www.gesdashboard.co.uk) or call our ServiCentre on 0844 879 3226 or +44 (0)2476 380 180

Please note: Product codes in brackets are to be used when ordering from our ServiCentre
**SLAT WALL PANEL (SWP)**
2360mm x 992mm
Hooks not included.

**FLAT SHELVES (FS)**
992mm x 300mm ideal for exhibits or literature.

**SLOPING SHELVES (SS)**
992mm x 300mm ideal for exhibits or literature.

**MUSLIN CEILING (MC)**
Create that intimate atmosphere on your stand. Available in white or other colours, including black, on request.

**DOOR (EWD) OR CURTAINED ENTRANCE (EWC)**
Can be used to create an enclosed area along with a Wall Panel (WP) 2500mm x 992mm

**GARMENT HANGING RAIL (GHR)**
A simple rail 992mm

**SINK UNIT**
Basic sink units can be installed where needed. Please contact your venue about water and waste facilities.

**PLASMA SCREEN**
Please contact our ServiCentre for advice on plasma screens

**NIGHTSHEETS (NS)**
Although not a security device, night sheets act as a deterrent and are supplied with a padlock.
Colour and Graphic Options

Your shell scheme stand can be enhanced with a range of optional features, available in a comprehensive range of colours and materials to suit your needs and branding.

Vinyl Covering (X Film)

Display Loop Nylon

To order visit www.gesdashboard.co.uk or call our ServiCentre on 0844 879 3226 or +44 (0)2476 380 180

Please note: Colours are subject to change and availability
Graphics

Our Graphics department has many years of experience in delivering bespoke fully printed graphics to the exhibition and events industry. We have a team of dedicated graphic specialists who can offer full advice and support leading up to the show. We specialise in the project management and production of large format images onto almost any material, from wall mounted graphics to fully printed floor graphics. So take away the hassle of having to transport your graphics to the show floor. Arrive on-site with your graphics fully printed and installed by us to your specifications.

We have recently invested in the latest large format print technology, which enables us to print directly onto a wide range of standard materials and panels, but more importantly we can now offer a new range of sustainable substrates. We can offer exhibitors a graphics package that can be 100% recycled after use.

Why not ask us about uplifting the look of your shell scheme? We can offer 100% sustainable, fully printed graphic options for your next show.

Stand out from the crowd

Why not go one step further and totally revitalise the look of your stand with fully integrated printed panels, printed direct from your own creative artwork.

How it works

Not sure about what you can do with your stand?

Simply send a drawing of what your ideal stand would look like to our Exhibitor Services Coordinators, who can discuss the options available to help you achieve the most from your shell scheme.
Specifications

Basic Shell Scheme

Name Panel
Fascia
Ceiling Beams
Modular Wall Panels in white
Intermediate support on all frontages in excess of 4m
Corner support

The illustration depicts typical sites. Check your own space allocation for dimensions, number and location of open frontages etc.

Shell Dimensions

Panel Dimensions

Post Sections

Posters & Panels

To order visit www.gesdashboard.co.uk or call our ServiCentre on 0844 879 3226 or +44 (0)2476 380 180
We hope you find your shell scheme in order. Please observe the do’s and don’ts associated with this system.

The use of the fixings below is strictly forbidden on this system:

- Melamine/Vinyl Panels
  - Double sided tabs
  - Velcro hook and loop
  - Panel brackets
  - Hanging chains for heavy exhibits

- Loop Nylon Panels
  - Velcro hook
  - Panel brackets
  - Hanging chains for heavy exhibits

**Fixing is permitted by:**

- Melamine/Vinyl Panels
  - Double sided tabs
- Velcro hook and loop
- Panel brackets
- Hanging chains for heavy exhibits

---

**FAQ**

Q. I missed the deadline date on the order forms; will there be a charge?
A. Deadlines are shown to encourage exhibitors to reply early. Surcharges will be applied to Electrical Orders only after this date (except late exhibitors). Furniture orders should be made as early as possible due to stock levels. Place any other orders (name panels, shell scheme extras, etc) as soon as possible.

Q. Do I have to have the Fascia and Grid Ceiling?
A. No. Please contact our ServiCentre if you would like them to be removed, however if a wall is over 4000mm in length and doesn’t back onto another shell scheme, bracing may be needed for stability.

Q. What do I need to order to create a storage area in the corner of my stand?
A. To create a 1000mm wide x 1000mm deep store you will need to select at least 1 x wall panel (WP) and 1 x Lockable Door Section (EWD) or Entrance Way Curtain (EWC) on the order form (shell scheme only). This depends on the number of open sides you have.

Q. If I want to change the colour of the wall panels, what are the options?
A. Shell scheme walls are usually White PVC but there is the option of covering the panel with Display Loop Nylon (Velcro Compatible) or X-film (Vinyl Covering) on one side before the panel is set in the framework.

Q. How do I calculate how many panels I have on my stand?
A. Shell scheme walling is made up of 1000mm wide x 2500mm high sections. Therefore, if your stand has a back and sidewall (a corner plot) and the stand size is 4000mm x 4000mm you have 8 panels.

Q. I would like to cover the shell scheme panel with my own graphics, what is the size of the wall panel?
A. The visible panel size is 946mm wide x 2340mm high.

Q. What is the visible size of half a metre wide panel?
A. The visible area is 450mm wide x 2340mm high.

Q. I have lightweight posters or pictures, how do I fix these to the wall panels?
A. Velcro or sticky pads are the best options, (blue-tack doesn’t work) these can be purchased from our Service Desk during the exhibition.

Q. I have heavy panels, how do I fix these to the shell scheme?
A. Under 992mm wide: using brackets fixed into the upright grooves across 1 support pole, or hook and chain. Over 1000mm wide: using brackets fixed into the upright grooves across 2 support poles. Panel brackets are available from our Service Desk during the exhibition.

Q. I would like to drape the interior of the shell scheme with a material such as muslin, how do I attach this?
A. You will need to order muslin batten, we will then fix this onto the top of the framework - this can then be stapled to.

Q. I would like to clad the interior of the shell scheme with foam board/chipboard, how do I calculate the measurements?
A. Please call our ServiCentre if you require assistance. Alternatively, you can order chipboard from us for which the charges include installation.

Q. I would like to change the colour of the carpet, what are the options?
A. You can change the colour of the carpet to another colour in the same range for a small charge (providing we are the contractor) please contact our ServiCentre.

Q. I cannot find exactly what I am looking for, do you hire out any other items?
A. Please contact the ServiCentre with any requests and we will try our best to meet your requirements.
As one of the UK's leading exhibition and events services companies, we can offer you unmatched global capabilities throughout North America, the UK, Germany and the UAE. You can be safe in the knowledge that your event will be delivered on time and right the first time.

Services include:
- Electrical Services
- Stand Fittings
- Furnishings
- Floor Coverings
- Graphics
- Logistics
- Specialist Lighting
- Venue Services
- Data and Registration
- Floor Planning
- Design & Build
**PAYMENT & CREDIT CARD CHARGE AUTHORISATION**

**MANDATORY FORM**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Exhibition</th>
<th>Stand Number</th>
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<table>
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**PAYMENT POLICY**

Payment for Services — Global Experience Specialists (GES) Ltd requires payment in full at the time services are ordered. **Method of Payment** — Global Experience Specialists (GES) Ltd accepts all major credit/debit cards, and bank transfers. Purchase orders are not considered payment. We require your payment authorisation form to be on file even if you are paying by cheque, Cash or bank transfer. However, you do not need to complete card details unless you wish to pay by this method — simply tick the payment method you wish to use. Please ensure you correctly enter your complete card details unless you wish to pay by this method – simply tick the method you wish to use.

We require your payment authorisation form to be on file even if you are considered to pay by this method.

**CREDIT CARD CHARGE AUTHOURISATION**

All information must be provided. Your order will not be processed if any information is missing (i.e. Expiration Date, Account Number, Contact Information, Type of Card and Signature). Please note that there is a 2.5% charge for credit card transactions.

Please complete the information and return payment in full with this form and your orders.

<table>
<thead>
<tr>
<th>Card Number</th>
<th>Corporate Card</th>
<th>Personal Card</th>
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<table>
<thead>
<tr>
<th>Debit Card (any)</th>
<th>Master Card Credit Card</th>
<th>Visa Credit Card</th>
<th>American Express</th>
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<table>
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<tr>
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<th>Expiry Date</th>
<th>Issue Number</th>
<th>CSC Number</th>
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(last 3 digits on the back of the card / signature strip)

**Bank Transfer and Cheque Payment Information:**

<table>
<thead>
<tr>
<th>Beneficiary: Global Experience Specialists (GES) Ltd</th>
</tr>
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<tbody>
<tr>
<td>Natwest Bank</td>
</tr>
<tr>
<td>Account: 27607275</td>
</tr>
<tr>
<td>Regent Street Branch Sort Code: 56-00-27</td>
</tr>
<tr>
<td>PO Box 4RY</td>
</tr>
<tr>
<td>IBAN BIC: NWBKGB2L</td>
</tr>
<tr>
<td>250 Regent Street IBAN No: GBB2NWBGK56002727607275</td>
</tr>
<tr>
<td>London W1A 4RY</td>
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</tbody>
</table>

To ensure your bank transfer is allocated correctly, please supply the following information to the address above or fax to +44 (0)2476 380 220

- exhibiting company name, account number, invoice number, show name, stand number
- Date and amount of bank transfer
- Bank and country where transfer originated

**Adjustments and Cancellations** — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their nonparticipation may be subject to cancellation fees.

- All balances must be paid prior to the event
- If paying by card, for your convenience, we will use this authorisation to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

**Services on 0844 879 3226 (or non UK +44 (0)2476 380 180)**

**I AGREE IN PLACING THIS ORDER THAT I HAVE ACCEPTED GLOBAL EXPERIENCE SPECIALISTS (GES) LTD TERMS AND CONDITIONS OF CONTRACT**

**RETURN TO:** Global Experience Specialists (GES) Ltd, Silverstone Drive, Gallagher Business Park, Coventry, West Midlands, CV6 6PA
T: +44 (0) 2476 380 180 F: +44 (0) 2476 380 221 E: customerservice@ges.com

**CONFIDENTIAL VERSION 3.0**

**This form must be retained only by Credit Control**

**UKSG Exhibitor Manual 2012 | Page 36**
Venue Location Map

Appendix I