



# Exhibitor Manual

8-10 April 2019

TIC, Telford

[www.uksg.org](http://www.uksg.org)

CONNECTING THE  
KNOWLEDGE COMMUNITY



On behalf of UKSG, thank you for supporting the 2019 Conference.

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

### 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.



Karina can be contacted using the information below:

**Email:** [karina@khec.co.uk](mailto:karina@khec.co.uk)

**Mobile:** +44 (0) 7900 165948



UKSG can be contacted as follows:

Witney Business and Innovation Centre, Windrush House, Windrush Industrial Park, Burford Road, Witney, OX29 7DX, UK.

**Tel:** +44 (0)1993 848235

**Email:** [bev@uksg.org](mailto:bev@uksg.org) **Website:** [www.uksug.org](http://www.uksug.org)

# Programme

## Monday 8 April

■ 08.00	<b>Registration</b> (Hall 1 Entrance)
■ 08.30	<b>Refreshments and exhibition viewing</b> (Hall 1)
■ 10.00	<b>Opening of the Conference</b> (Ludlow Suite) Andrew Barker Chair, <i>UKSG</i> <b>Greetings from NASIG</b> Angela Dresselhaus, <i>President, NASIG</i> <b>Presentation of the 2018 John Merriman Joint NASIG/UKSG awards</b> Presentation by Ian Jones, <i>Taylor &amp; Francis</i> (UKSG award sponsored by <i>Taylor &amp; Francis</i> ) <b>Presentation to the sponsored students and early career professionals</b> (Awards sponsored by <i>Cambridge University Press, Gale and Sage</i> )
<b>Plenary Session 1</b> (Ludlow Suite)	<b>Sleepwalking Towards The Future</b> <b>Chair:</b> Helle Lauridsen, <i>Lyngsoe Systems</i> <b>Overview, Strategic Direction and Future for Publishers and Intermediaries</b> Sam Brooks, <i>Ebsco Information Services</i> <b>Sleepwalking into the future: a library perspective</b> Jessica Gardner, <i>University of Cambridge</i> <b>How publishers and librarians can support early career researchers in a changing publishing landscape</b> Charlotte Mathieson, <i>University of Surrey</i>
■ 10.30	
■ 11.00	
■ 11.30	
■ 12.00	<b>Lunch and exhibition viewing</b> (Hall 1)
■ 13.30	<b>Breakout sessions</b> (Group A)
■ 14.30	<b>Breakout sessions</b> (Group B)
■ 15.30	<b>Refreshments and exhibition viewing</b> (Hall 1)
■ 16.00	<b>Breakout sessions</b> (Group C)
<b>Lightning Talks</b> <b>Session 1</b> (Ludlow Suite)	<b>Chair:</b> Laura Wilkinson, <i>CrossRef</i> <b>Perspectives of the Global South</b> Andrew Joseph, <i>Wits University Press</i> <b>Open access memberships: offsetting offsetting, or failing to scale</b> Emma Wilson, <i>Royal Society of Chemistry</i> <b>Get me an extension! The Library in your browser – 1-click access to library subscribed e-resources exactly when it is needed</b> Tim O'Neill, <i>University of Manchester Library</i>
■ 17.00	
■ 17.10	
■ 17.20	
■ 17.30 to 18.30	<b>Exhibition viewing</b> (Hall 1)
■ 19.00	<b>Supper and quiz</b> (additional bookable option) (sponsored by the <i>IET</i> ) or <b>Free evening</b>

# Programme

## Tuesday 9 April

■ 08.30	<b>Registration</b> (Hall 1 Entrance)
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<b>Plenary Session 2</b> (Ludlow Suite)	<b>Sleepwalking Towards The Future</b> <b>Chair:</b> Lorraine Estelle, <i>Counter</i>
■ 09.00	<b>Unconscious bias</b> Femi Otitoju, <i>Challenge Consultancy</i>
■ 09.30	<b>Skills and Organisational Culture: changes needed</b> Nicola Wright, <i>London School of Economics and Political Science</i>
■ 10.00	<b>Panel discussion led by Femi Otitotju</b> Elizabeth Charles, <i>Birkbeck, University of London</i> Saskia Bewley, <i>Hachette</i> Masud Khokar, <i>University of York</i>
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■ 10.30	<b>Refreshments and exhibition viewing</b> (Hall 1)
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■ 11.00	<b>Breakout sessions</b> (Group A)
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<b>Lightning Talks</b> <b>Session 2</b> (Ludlow Suite)	<b>Chair:</b> Joanna Ball, <i>University of Sussex</i>
■ 12.00	<b>A collaborative approach to research support</b> Katrine Sundsbo, <i>University of Essex</i>
■ 12.10	<b>Audiobooks and Universal Design for Learning – breaking down barriers</b> Sarah Pittaway, <i>University of Worcester</i>
■ 12.20	<b>Piloting textbooks into the future: experiments with eTextbooks at the University of Salford</b> Sarah Taylor, <i>University of Salford</i>
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■ 12.30	<b>UKSG Annual General Meeting</b> (Ludlow Suite)
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■ 13.00	<b>Lunch and exhibition viewing</b> (Hall 1)
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■ 14.30	<b>Breakout sessions</b> (Group B)
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■ 15.30	<b>Refreshments and exhibition viewing</b> (Hall 1)
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■ 16.00	<b>Breakout Sessions</b> (Group D)
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<b>Lightning Talks</b> <b>Session 3</b> (Ludlow Suite)	<b>Chair:</b> Katherine Rose, <i>Imperial College London</i>
■ 17:00	<b>Supporting Fair Open Access at KU Leuven</b> Demmy Verbeke, <i>KU Leuven</i>
■ 17:10	<b>EThOS</b> Sam Tillett, <i>British Library</i>
■ 17.20	<b>Free Slot</b>
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■ 17.30 to 18.00	<b>Exhibition viewing</b> (Hall 1)
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Evening sponsored by ACS Publications, Ironbridge Suite	
■ 19.00	<b>Reception</b>
■ 20.00	<b>Conference dinner</b>
■ 22.00-01.00	<b>Disco and bar</b>

# Programme

## Wednesday 10 April

- 09.00 **Registration** (Hall 1 Entrance)
- 09.30 **Breakout sessions** (Group C)
- 10.30 **Refreshments and exhibition viewing** (Hall 1)
- 11.00 **Breakout sessions** (Group D)

### Plenary Session 3

(Ludlow Suite)

- 12.15 **Plan S Panel Discussion**  
**Chair:** Incoming Chair, UKSG
- 13.15 **Close of Conference**  
(packed lunch sponsored by *Content Online*)

## Build-Up Timetable

### Sunday 7 April 2019

Hall 1 will be open from 0800 to 1900 for stand build. Please pay special attention to Section 4, Build-Up and Breakdown. Please note: all stands must be built by 1900 on Sunday 7 April 2019.

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 10 April 2019

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 Hall 1 by 1800.

## Exhibition Hours

Monday 8 April: .....0830 – 1830

Tuesday 9 April: .....0830 – 1800

Wednesday 10 April: .....0900 – 1315

## Your Quick Contact Guide

### Pre-Event Contact

Karina Hunt, KHEC

Tel: +44 (0)7900 165948

[karina@khec.co.uk](mailto:karina@khec.co.uk)

### Accommodation

Reservation Highway Ltd

Tel: +44 (0)1423 525577

[admin@reservation-highway.co.uk](mailto:admin@reservation-highway.co.uk)

### Advertising

To place an advertisement in *UKSG eNews*, please contact

Richard Abels: [rich@aurisassociates.com](mailto:rich@aurisassociates.com)

### Venue

Gareth Hope, Event Manager

Telford International Centre

St Quentin Gate, Telford, TF3 4JH, UK

Tel: +44 (0)1952 561788

[gareth.hope@southwatereventgroup.com](mailto:gareth.hope@southwatereventgroup.com)

### UKSG

Bev Acreman, Interim Executive Director

Witney Business and Innovation Centre, Windrush House,

Windrush Industrial Park, Burford Road, Witney, OX29 7DX, UK

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## 1. Accommodation

Telford offers a wide range of accommodation within easy reach of the Telford International Centre. The Reservation Highway online accommodation booking service is now available at [www.reservation-highway.co.uk/uksg19](http://www.reservation-highway.co.uk/uksg19)

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## 2. Animals

No animals other than assistance dogs are permitted on site.

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## 3. Badges

Registration opens at 0800 on Monday 8 April, 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.

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## 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.

Please report to gate security on arrival who will direct you to the nearest available car park for set up/breakdown. Car Park 4 will be used for exhibitor parking, which allows direct access to Hall 1 via the roller shutter.

Please ensure that all contractors are aware of these arrangements.

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

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## 5. Car Parking

There is ample free car parking available at the TIC. Please refer to <https://www.theinternationalcentretelford.com/contact-us/> for a map and travel instructions.

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## 6. Catering

The sole rights to catering are held in-house at the Telford International Centre. All daytime catering for delegates will be in Hall 1. If exhibitors wish to organise catering from their stand they should use the order form in [Appendix H](#) and return this by Wednesday 27 March at the very latest. There are vending machines in the foyer nearest Hall 1 where hot drinks and snacks can be purchased during set-up and throughout the period.

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

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## 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.

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## 8. Cleaning

Each exhibitor is responsible for keeping their stand area clean and tidy. The stand areas of Hall 1 are carpeted. At the end of each conference day, any items left outside an exhibitor's stand area will be disposed of.

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## 9. Cloakroom

There are cloakroom facilities in the Main Foyer of the TIC.



## 10. Code of Practice

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

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## 11. Completion of Stands and Exhibits

All stands must be dressed and completed by 1900 on Sunday 7 April 2019 – strictly no access to Hall 1 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.

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## 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 Main Auditorium. Location of breakout session rooms will be advised.

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## 13. Damage

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

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## 14. Delegate List

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

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## 15. Delivery and Collection of Items

All deliveries to the TIC should be clearly marked with the following details and delivery and collection labels can be found at [Appendix I](#):

Exhibitor Name:

Exhibitor Contact Name and No:

Stand No:

Hall 1 – UKSG Exhibition 8-10 April 2019  
Telford International Centre  
St Quentin Gate  
Telford  
Shropshire  
TF3 4JH.

Couriers delivering and collecting should report to Gate Security for direction. Deliveries will only be accepted from Saturday 6 April from 0800. Deliveries can 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 TIC at the end of the event. All items for collection should be clearly labelled with full contact details. Collections on Wednesday 10 April should be made between 1330 and 1800. All items MUST be collected by Thursday 11 April (between 0800 and 1200). 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 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.

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## 16. Disability Access and Parking

In the venue car park there is marked Blue Badge Holder Parking near the main entrance. A lift is available within the venue providing access to the first floor. The venue's accessibility policy is available at <https://www.theinternationalcentretelford.com/wp-content/uploads/2018/09/Accessibility.pdf> Should you require any further information please contact the venue direct.

## 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.

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## 18. Electrics and Lighting

UKSG has appointed Stagecraftuk 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 Stagecraftuk, 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.
  - 3000w Socket Outlet: Not permitted for lighting purposes: Standard kettle, Commercial coffee machine, Water boiler, Clothes steamer.
  - 500w 24 hour Socket Outlet: Fridge, Computer requiring 24-hour power.

## Early Booking Prices

- The deadline for ordering furniture is Friday 22 March 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.

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## 19. Emergency Procedures

If the alarm is activated, the building will be evacuated. Stewards will direct everyone to the nearest emergency exits and towards the congregation points. If asked to evacuate, please move well away from the building to the marked assembly points 'A', 'B' and 'D' in the car parks as directed.

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## 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.

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## 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 Stagecraftuk website. The deadline for ordering furniture is Friday 22 March 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.

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## 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.

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## 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.

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## 25. Hire of Plasmas and Additional AV Equipment

Additional audio-visual equipment can be ordered through Stagecraftuk. Please use the form in [Appendix F](#). The deadline for ordering equipment is Friday 22 March 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.

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## 26. Insurance

The TIC 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.

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## 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 Stagecraftuk form at [Appendix G](#) to order internet connections. Forms should be returned by Friday 22 March but please place orders as soon as possible. Any order received after this time will be subject to a 20% surcharge.

Please note: Stagecraftuk do allow external supplied wireless routers to be used on site, however you MUST inform Stagecraftuk prior to your arrival as you will need to configure your router and order a fixed IP address. 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 TIC 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 7 April.

For photocopying and other office services please visit the TIC main reception where a member of their staff will assist you.

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## 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.

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## 30. Painting or Spraying

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

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## 31. Photography

Stewart Writtle will be on site for the duration of the event.

Tel.: 07971 257 434. [www.stewartwrittle.co.uk](http://www.stewartwrittle.co.uk)

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## 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 Interim Executive Director ([bev@uksg.org](mailto:bev@uksg.org)) by no later than Friday 1 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 TIC 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.

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## 33. Security

The venue has on-site security and all doors to Hall 1 will be locked at the end of each conference day. We do however recommend that you remove all personal valuables, including laptops, from your stand when unmanned. Please ensure all electrics are switched off when you leave your stand at the end of each day. We advise you to read the Insurance section in this manual to ensure you have adequate cover.

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## 34. Sharers

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

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## 35. Smoking

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

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## 36. Stand Construction Details

### Stand Layout

The exhibition hall (Hall 1) layout is a predetermined layout as approved by the TIC. All shell stands and floor stands are 2.5m x 1.5m. Please refer to the [Exhibition Floorplan](#).

### Height Restrictions

The height restriction in Hall 1 is **5 metres**.

### 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 A](#) 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 Friday 15 March 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 Stagecraftuk at [sales@stagecraftuk.com](mailto:sales@stagecraftuk.com) or by phone: 01952 281600.

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

### Carpet

The gangways and catering areas in Hall 1 will be carpeted in Royal Blue and all stand areas (floor space and shell) will be carpeted in Light Grey.

Exhibitors wishing to change or remove the carpeting on their stands should advise Karina Hunt at KHEC [karina@khec.co.uk](mailto:karina@khec.co.uk) of changes as well as using the carpet order form – see [Appendix E](#).

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 Stagecraftuk. Prices on application by contacting Stagecraftuk at [sales@stagecraftuk.com](mailto:sales@stagecraftuk.com) or by phone: 01952 281600.

### 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.

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## 37. Storage

A limited space for storage of items during the event will be available near Hall 1. Valuable items should not be left in this area.

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## 38. Toilets

Toilets are located throughout the Telford International Centre.

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## 39. Travel Information

Information on how to get to Telford and the TIC can be found at <https://www.theinternationalcentretelford.com/contact-us/>

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## 40. Trolleys

Trolleys are not available at the TIC.

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## 41. Venue

**The full address of the venue is:** TIC, St Quentin Gate, Telford, TF3 4JH, UK

**Main switchboard:** +44(0) 1952 281500 <https://www.theinternationalcentretelford.com/contact-us/>

Venue floor plans can be found at [Appendix J](#).

# UKSG 2019 Exhibition Floor Plan

Telford International Centre, Hall 1



**Conference 2019  
and Exhibition**

8-10 April 2019  
Telford International Centre  
[www.uksg.org](http://www.uksg.org)

## Key



**F** Floor Space  
£1595 + VAT



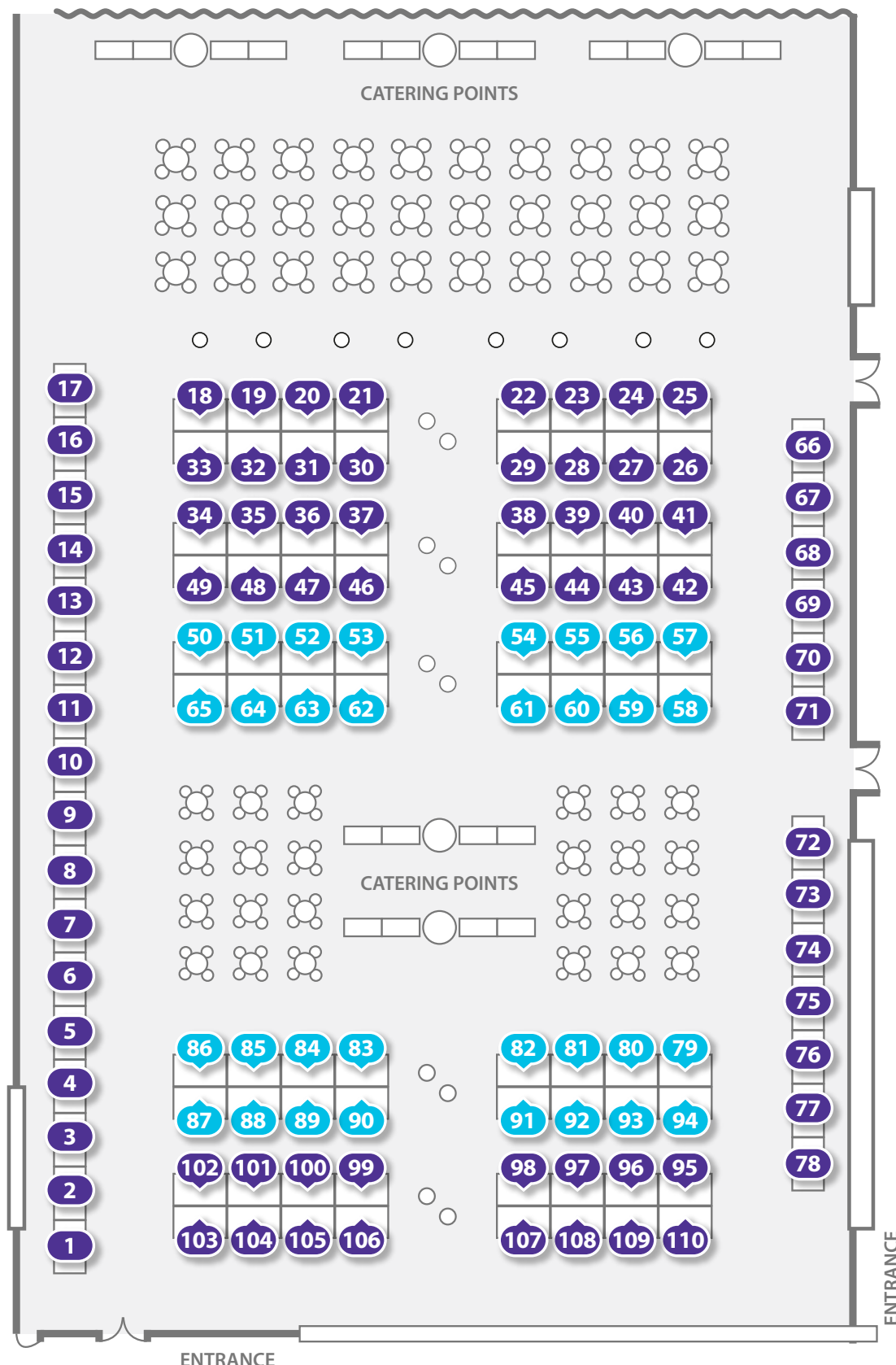
**S** Shell Space  
£1795 + VAT

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

Height restriction: 5m.



Seating





# Exhibitor List 2018

## Company

## Stand No.

AAAS/Science	106	Content Online	95 & 110
ACCUCOMS	22	Dawson Books	105
ACS Publications	60 & 61	De Gruyter	30
Adam Matthew Digital	5 & 6	Duke University Press	33
AIP Publishing	71	EBSCO	62 & 63
American Association for Cancer Research	98	EDINA	101
Annual Reviews	66	Edward Elgar Publishing Limited	69
Askews and Holts Library Services	9	Elsevier	10 & 11
Association for Computing Machinery	4	Emerald Publishing	37
Bibliotech	28	F1000	108
BioOne	99	Frontiers Media	54
Bloomsbury Digital Resources	3	Gale, a Cengage Company	58 & 59
BMC	85	GeoScienceWorld	32
BMJ	31	HARRASSOWITZ	79 & 80
Bristol University Press	47	ICE Publishing	76
British Online Archives	15	IEEE Xplore® Digital Library	103 & 104
Browns Books for Students	78	IGI Global	100
Burgundy Information Services	24 & 25	Innovative Interfaces	2
Cambridge University Press	81 & 82	Institution of Engineering and Technology (IET)	72 & 73
Chest (a Jisc Enterprise)	41	IOP Publishing	89 & 90
CNKI (China National Knowledge Infrastructure)	42	ISSN	55



# Exhibitor List 2018

## Company Stand No.

JAMA Network	29	Statista	46
JISC	52 & 53	Taylor & Francis Group	64 & 65
John Wiley & Sons Ltd	67	The British Library	45
JoVE	1	The MIT Press	77
Kanopy	38	The New York Times Company	34
Karger Publishers	68	The Stationery Office	109
Kortext	70	Thieme Publishing	102
LM Information Delivery	87 & 88	Third Iron	44
Manchester University Press	14	VitalSource	18 & 19
Mary Ann Liebert	23	Web of Science Group (a part of Clarivate Analytics)	91
McGraw Hill Education	16	Wolters Kluwer	17
Nature Research	86		
NEJM Group	107		
OCLC	26		
Overleaf	97		
Oxford University Press	74 & 75		
ProQuest	50 & 51		
RCNi	13		
Ringgold Inc	12		
Royal Society of Chemistry	7 & 8		
SAGE Publishing	20 & 21		
Springer Nature	83 & 84		



# Appendices

CONNECTING THE  
KNOWLEDGE COMMUNITY



## Shell Scheme - Do's and Don'ts

Please observe the do's and don'ts to avoid damage to this system.

**Don't use** the following fixings they are strictly forbidden on this system:

- ▼ nails
- ▼ screws
- ▼ pins
- ▼ staples
- ▼ paint

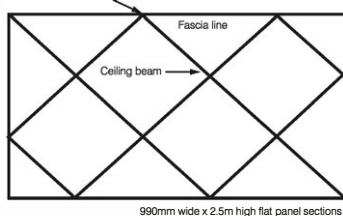
**Do use;**

- ▼ double sided tabs
- ▼ velcro hooks and loop
- ▼ panel brackets
- ▼ hanging chains for heavy exhibits

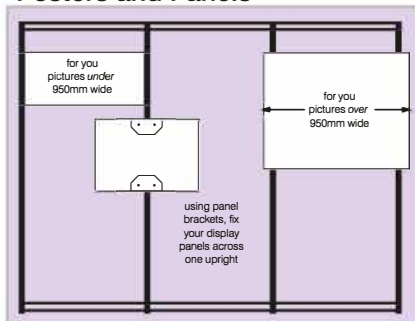
### Ceiling Grid Layout

Ceiling beams start 2 metres out from the corner post (or left hand post if open on one side) and run every 2 metres, diagonally.

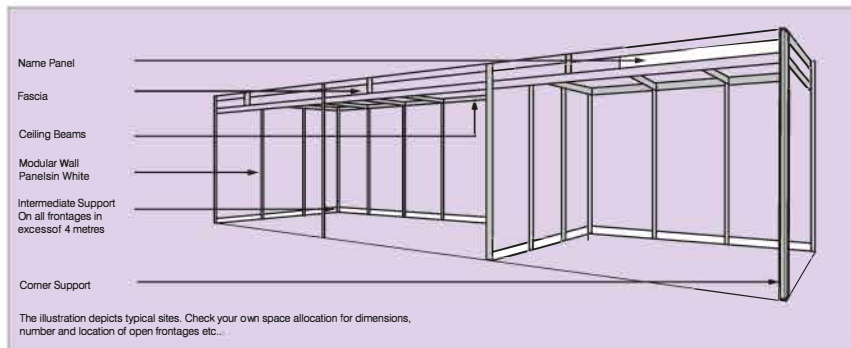
A post is added for stability on stands over 4 metres in length



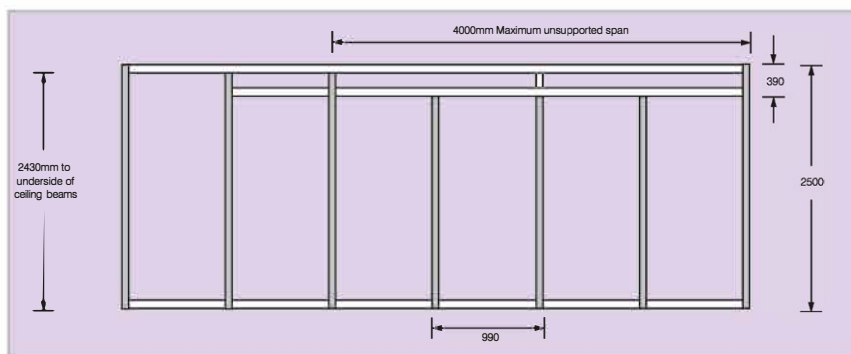
### Posters and Panels



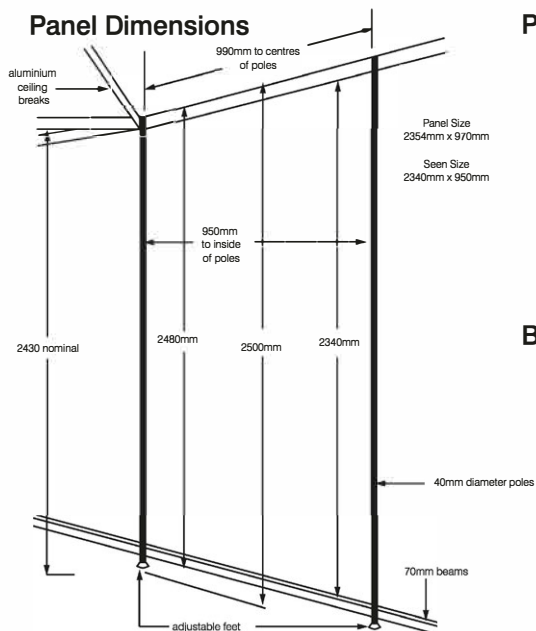
### Basic Shell Scheme



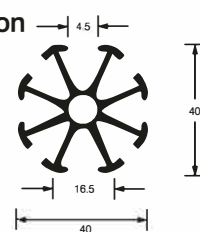
### Shell Dimensions



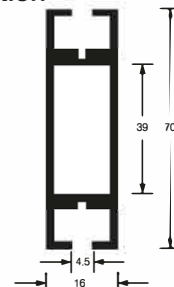
### Panel Dimensions



### Post Section



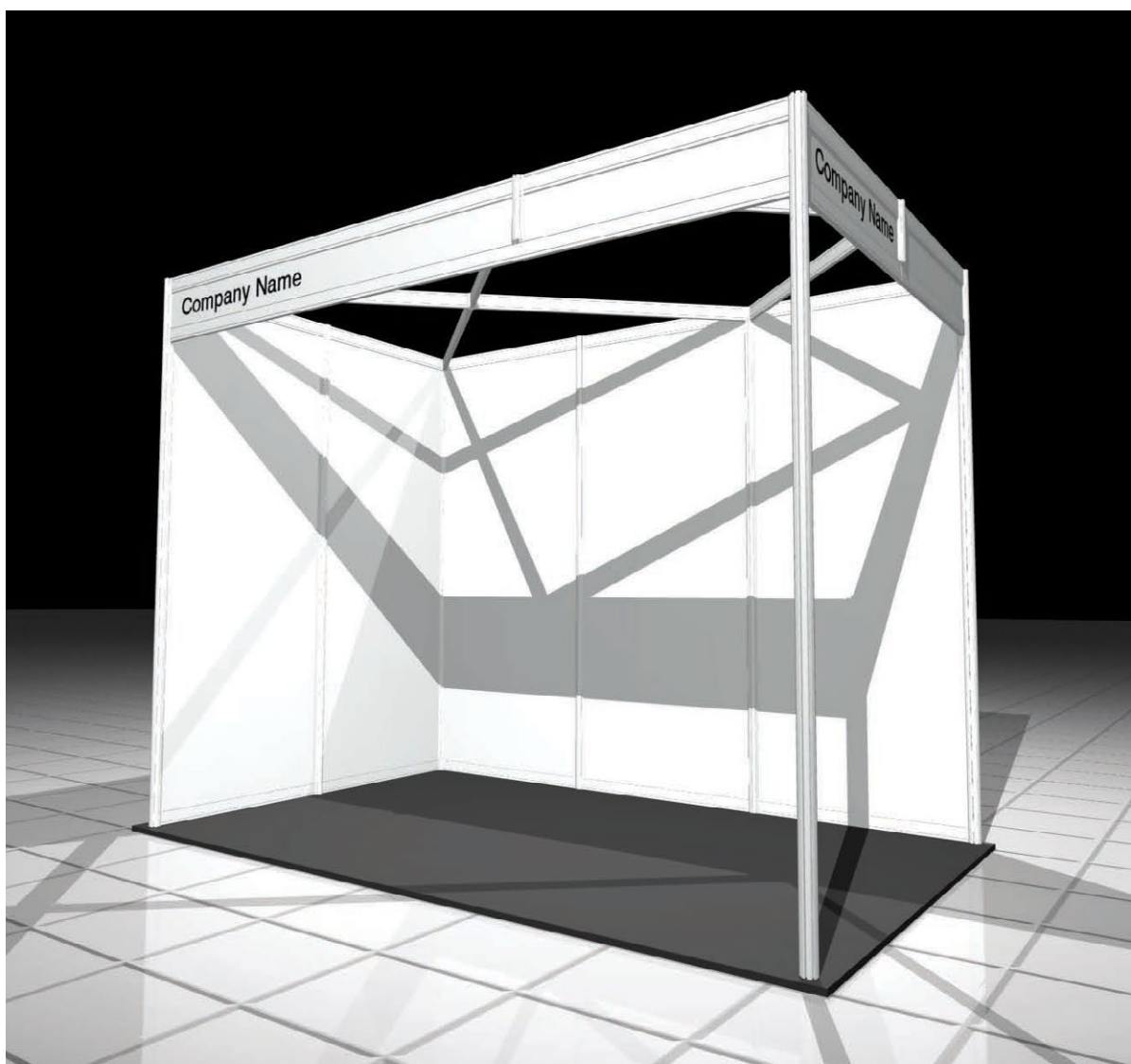
### Beam Section



If you have any questions or queries regarding your shell scheme stand then please do not hesitate to contact us. We will be happy to help.

**OCTANORM** 

## Shell Scheme



- ▼ Brand new white Octanorm system
- ▼ White panels, each 950mm wide x 2500mm high



## Stand Electrics Order Form

Contact Name:	Event Date:
Event:	Hall Name/No.:
Company Name:	Stand Number:
Company Address:	
Tel Number:	Date:
Email Address:	Signed:

ELECTRICS	Cost	Quantity	Total
Single Socket Outlet (2amp-500w)	£65.00		
Single Socket Outlet (5amp-1000w)	£95.00		
Single Socket Outlet (10amp-2000w)	£150.00		
Single Socket Outlet (13amp-3000w)	£185.00		
Large Mains connections	POA		
LIGHTING (Shell scheme stands only)			
1m Track with 3 Spotlights	£70.00		
Long Arm Spotlight	£20.00		
5ft Fluorescent Light Fitting	£45.00		
PACKAGES (Shell scheme stands only)			
500w Socket and 1m Track 3 Spots	£115.00		
500w Socket and 5ft Fluorescent	£100.00		
500w Socket and 2 x 1m Track 3 Spots	£170.00		
*All stand requirements include installation and testing*	VAT		
	Total		

All orders should be accompanied by a scaled drawing showing where you wish connections to be positioned on your stand, as well as details of raised floors and preferred location of mains feed. 500w sockets are suitable for use with a single 4-way adaptor to run computers, TV's, Pop-up stand lights etc. All sockets over this size are to be used with a single item.

All orders received less than 10 working days before the event build will be subject to a 20% surcharge.

Stagecraftuk reserve the right to substitute specified equipment with a suitable alternative if necessary. All orders are subject to Stagecraftuk's terms and conditions. Goods/Services will not be supplied unless fully paid for in advance. Please tick the box below indicating how you would like to pay:

Please state if invoicing name/address is different from the above.

Invoice  
(For BACS payment) ☐

Cheque  
(Payable to Stagecraftuk) ☐

Credit/Debit Card ☐

Please return your forms to:

Email: Sales@stagecraftuk.com Post: Stagecraftuk, St Quentin Gate, Telford, Shropshire, TF3 4JH

Fax: 01952 281553 Tel: 01952 281600

## Stand Electrics Order Form

Please indicate using the grid below the location of the services required. Please also fill in the surrounding stand numbers so that the stand orientation can be attained.

Stand Number




Stand Number



Stand Number



Front of Stand

### Additional Electrical Instructions

Regulations now govern the electrical installations at most UK venues. A full list is available from the venue., however the most pertinent are listed below:

1. All labour working on electrical installations must have proof of their competence, i.e. BECA registered or JIB approved.
2. Adaptors are not permitted
3. Only one four way trailing outlet (maximum 500w) per socket outlet may be used
4. Flexible cord (Round Cable) may not be longer than 2 metres
5. ELCB protection is required for each socket less than 2 metres (measured horizontally) from any sink unit / water outlet.
6. Any complaints regarding electrical installations must be reported in writing before the close of the exhibition
7. Unless supplied with drawing the installation will be fitted at the electrician's discretion

### For Information: Examples of Power Requirements

500w Socket—Computers, TV's, Videos, Spotlights up to 500w, Fridges

1000w Socket—Domestic filter coffee machines, Lighting up to 1000w

2000w Socket—Kettles, Machinery up to 2000w

3000w Socket—Hired coffee machines, machinery up to 3000w

NB. Lighting circuits must not exceed 1000w



## Shell Scheme Order Form

Contact Name:	Event Date:
Event:	Hall Name/No.:
Company Name:	Stand Number:
Company Address:	
Tel Number:	Date:
Email Address:	Signed:

Your company name and stand number will be supplied on a standard fascia panel fixed to the front of your stand. Please fill in this section of the form to ensure your name panels are correct.

### NAME THAT YOU WISH TO APPEAR ON YOUR SHELL SCHEME STAND


Please print in CAPITALS as mistakes resulting from illegible handwriting will be charged for.

Please note that the deadline for name boards is 3 weeks prior to the event date.

No more than 32 characters can be used. Alterations after the deadline will be charged at £25+vat per board.

Please return your forms to:

**Email:** Sales@stagecraftuk.com **Post:** Stagecraftuk, St Quentin Gate, Telford, Shropshire, TF3 4JH

**Fax:** 01952 281553 **Tel:** 01952 281600

## Furniture Order Form

Contact Name:	Event Date:
Event:	Hall Name/No.:
Company Name:	Stand Number:
Company Address:	
Tel Number:	Date:
Email Address:	Signed:

TABLES	Cost	Quantity	Total
Ammon Poseur Table (Glass Top) (13234)	£65.00		
Coffee Table (Black) (15074)	£34.00		
Jem Table (Black (13021), White (13025), Beech (13026), Aluminium (13022))	£48.00		
Rectangular Table (Beech) (15001)	£42.00		
6ft Trestle Table	£12.75		
CHAIRS & STOOLS			
Z-Stool (Black) (13003)	£29.00		
Rebus Stool (Red) (15323)	£27.00		
Roma Stool (Black) (15256)	£27.00		
Upholstered Padded Chair (Blue (11030), Grey (11031))	£18.00		
Red Conference Chair	£5.50		
FURNITURE SETS			
Aluminium Poseur Table & Two Stools (Limited availability)	£50.00		
Low Aluminium Table & Two Chairs	£40.00		
OTHER ITEMS			
Leather Settee (Black (15268) or White (15267))	£200.00		
Black Table Cloth	£10.00		
Lockable Cupboard (Black (15026), White (15030), Beech (15022))	£71.00		
Low Showcase Cabinet (15218)	£170.00		
Tallboy Showcase (15223)	£155.00		



## Furniture Order Form



OTHER ITEMS Cont'd	Cost	Quantity	Total
Tall Centre Showcase (15225)	£175.00		
Curved LED Counter (13035)	£200.00		
Straight LED Counter (13037)	£200.00		
Straight Zip Counter (13085)	£200.00		
Curved Zip Counter (13086)	£200.00		
A4 Zig-Zag Literature Rack (15008)	£75.00		
Carrier Bag Stand	£28.00		
Two Chrome Posts (14010) and Rope (1.5m) (Black, (14016) Red (14014) or Blue (14015))	£35.00		
*Other Furniture Available on Request*	VAT		
	Total		

Please note, all furniture items are for hire only and any items missing on collection will be charged.

All orders received less than 10 working days before the event build will be subject to a 20% surcharge.

Stagecraftuk reserve the right to substitute specified equipment with a suitable alternative if necessary. All orders are subject to Stagecraftuk's terms and conditions. Goods/Services will not be supplied unless fully paid for in advance. Please tick the box below indicating how you would like to pay:

Please state if invoicing name/address is different from the above.

Invoice  
(For BACS payment) ☐

Cheque  
(Payable to Stagecraftuk) ☐

Credit/Debit Card ☐

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Fax: 01952 281553 Tel: 01952 281600



## Carpet Order Form

Contact Name:	Event Date:
Event:	Hall Name/No.:
Company Name:	Stand Number:
Company Address:	
Tel Number:	Date:
Email Address:	Signed:

FLOOR COVERINGS	Cost	Quantity	Total
Standard Exhibition Cord Carpet	£3.95/sqm		
<i>For above please specify Black, Blue or Grey</i>			
Other colours available	POA		
Protective plastic floor covering	£1.25/sqm		
Vinyl Flooring	POA		
Raised Floor	POA		
Raised Stand Floors	POA		
	VAT		
	Total		
Please specify dimensions of stand or floor area to be covered (in metres):			
Please specify floor surface details (i.e venue floor, raised floor etc):			

**Please note all carpet orders must be placed and confirmed at least three weeks prior to the build date.**

**Any orders received after this date are not guaranteed.**

Colour Swatches are available on request, unless specified the best colour match will be supplied based on your above specifications. Please note that all colours are subject to availability. Non standard colours are available however they require a longer lead time. The price includes removal of the carpet after the event and disposal for recycling

All orders received less than 10 working days before the event build will be subject to a 20% surcharge.

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Please tick the box below indicating how you would like to pay:

Please state if invoicing name/address is different from the above.

Invoice  
(For BACS payment) ☐

Cheque  
(Payable to Stagecraftuk) ☐

Credit/Debit Card ☐

Please return your forms to:

Email: Sales@stagecraftuk.com Post: Stagecraftuk, St Quentin Gate, Telford, Shropshire, TF3 4JH

Fax: 01952 281553 Tel: 01952 281600

# Expo Cord



Electric Blue



Sky Blue



Bright Pink



Pale Blue



Marine Blue



Bright Yellow



Dk Red



Violet



Tomato Red



Prune



Bright Orange



Fushia



Petunia



Ocean Blue



Brick Red



Black



Cocos



Biege



Grass Green



Pisstachio Green



White



Slat Grey



Spring Green



Mid Grey



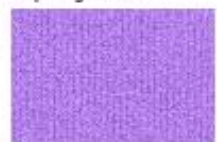
Graphite Grey



Atol Blue



Mandarine Orange



Lavender



Dark Green



Citron Yellow



## Audio Visual Equipment — Two Day



Contact Name:	Event Date
Event:	Hall Name/No.:
Company Name:	Stand Number:
Company Address:	
Tel Number:	Date:
Email Address:	Signed:

AV EQUIPMENT	Cost	Quantity	Total
50" Plasma Display c/w Speakers & Stand	£495.00		
40" Plasma Display c/w Speakers & Stand	£285.00		
32" Plasma Display c/w Speakers & Stand	£225.00		
19" Plasma Display c/w Speakers & Stand	£150.00		
<i>Please specify what you are connecting to the TV e.g laptop:</i>			
DVD Player	£65.00		
2 Speaker PA System c/w 1 handheld radio mic, and floor standing speakers.	£290.00		
Laptop Computer (Windows XP & Microsoft Office)	£240.00		
*Other AV Equipment Available on Request*	VAT		
	Total		

All orders received less than 10 working days before the event build will be subject to a 20% surcharge.

Stagecraftuk reserve the right to substitute specified equipment with a suitable alternative if necessary. All orders are subject to Stagecraftuk's terms and conditions. Goods/Services will not be supplied unless fully paid for in advance. Please tick the box below indicating how you would like to pay:

Please state if invoicing name/address is different from the above.

Invoice  
(For BACS payment) ☐

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(Payable to Stagecraftuk) ☐

Credit/Debit Card ☐

Please return your forms to:

Email: Sales@stagecraftuk.com Post: Stagecraftuk, St Quentin Gate, Telford, Shropshire, TF3 4JH

Fax: 01952 281553 Tel: 01952 281600



## Communications Order Form

Contact Name:	Event Date:
Event:	Hall Name/No.:
Company Name:	Stand Number:
Company Address:	
Tel Number:	Date:
Email Address:	Signed:

INTERNET	Cost	Quantity	Total
Wired Broadband Connection min. 10mb up/down (RJ45 Connection)	£180.00		
Additional Broadband Connection	£65.00		
<i>Are you bringing your own router?</i>		YES	NO
Fixed IP Address <i>A fixed IP address must be purchased if you are bringing your own router</i>	£25.00		
Larger Band Width	POA		
Broadband Connection including Access Point with up to 5 users. <small>The access point acts as a router. The bandwidth on the access point is 5ghz, please ensure all devices are compatible.</small>	£245.00		
Additional Users (per five units)	£20.00		
Personalised Wifi Address	£25.00		
	VAT		
	Total		

Please note we do allow external supplied wireless routers to be used on site however you MUST inform us prior to your arrival as you will need to configure your router and order a fixed IP address. Alternatively you can order an Access Point which can be pre-installed on your stand, and will provide the same benefits as a router.

All orders received less than 10 working days before the event build will be subject to a 20% surcharge.

Stagecraftuk reserve the right to substitute specified equipment with a suitable alternative if necessary. All orders are subject to Stagecraftuk's terms and conditions. Goods/Services will not be supplied unless fully paid for in advance. Please tick the box below indicating how you would like to pay:

Please state if invoicing name/address is different from the above.

Invoice  
(For BACS payment) ☐

Cheque  
(Payable to Stagecraftuk) ☐

Credit/Debit Card ☐

Please return your forms to:

Email: Sales@stagecraftuk.com Post: Stagecraftuk, St Quentin Gate, Telford, Shropshire, TF3 4JH

Fax: 01952 281553 Tel: 01952 281600

# Communications Order Form



Please indicate using the grid below the location of the services required. Please also fill in the surrounding stand numbers so that the stand orientation can be attained.

Stand Number



Stand Number



Stand Number




Front of Stand



### IMPORTANT INFORMATION

**Delivery time slots** 08:30-09:30 / 09:30-10:30 / 10:30-11:30 / 11:30-12:30 / 12:30-13:30 from 13:30 hourly delivery slots continue until 30 minutes before the exhibition closes

**Minimum order value of £25.00**

Subsequent orders can be placed on site for next day delivery if placed before **12:00pm**.

If you have any special requirements please let us know and we will endeavour to meet your needs

No return of stock can be credited at the end of the exhibition.

**Prices include VAT**

All initial orders must be returned a minimum of 7 working days prior to your event

\*Electric supplies for all equipment will need to be ordered with Stagecraft UK\* **01952 281600**

<b>Contact name:</b>		<b>Event:</b>	
<b>Location / Hall number or name:</b>		<b>Stand number &amp; name:</b>	
<b>Company Name:</b>		<b>Contact Number (s):</b>	
<b>Address:</b>			
<b>Postcode:</b>		<b>Contact email:</b>	
<b>On-site contact name:</b>		<b>On-site contact number:</b>	
<b>Signature:</b>		<b>Print name:</b>	
<b>Date of order / signature:</b>			

### Corkage fee option

Payment required 2 days prior to the event, failure to do so may incur an additional admin fee on the day.

Please note that this option allows you to bring a pre agreed quantity of the specific items.

Any electrical items brought on to site require PAT testing certification

Electric supplies for all equipment will need to be ordered with Stagecraft UK

If you are serving food on your stand a member of your team must have a level 1 food hygiene certificate. Please ensure you have this with you for the duration of the event.

You must also conform to the **guide** catering regulations for food & beverage.

⇒ £120.00 per day - Hot beverage equipment, product & snacks

⇒ £150.00 per day – All Beverage including alcohol & snacks






**EVENT  
STAFF**


Don't forget we can assist with hostess & service staff from **£14.50** per hour



<u>Alcoholic beverages</u>		<u>Price</u>	<u>Time Slot</u>	<u>Quantity</u>						
				Sun	Mon	Tue	Wed	Thu	Fri	Sat
House red wine (per 750ml bottle)		<b>£16.00</b>								
House white wine (per 750ml bottle)		<b>£16.00</b>								
House champagne (per 750ml bottle)		<b>£44.00</b>								
House prosecco (per 750ml bottle)		<b>£23.00</b>								
Bottle of beer (per bottle)		<b>£4.00</b>								
2kg bag of ice		<b>£5.00</b>								
<u>Soft Beverages</u>		<u>Price</u>	<u>Time Slot</u>	<u>Quantity</u>						
				Sun	Mon	Tue	Wed	Thu	Fri	Sat
Coke or Diet Coke per 12 (500ml PET bottle)		<b>£24.00</b>								
Heartsease Farm per 12 (500ml PET bottle) A mix of raspberry lemonade, traditional lemonade, apple & rhubarb)		<b>£24.00</b>								
Wenlock mineral water per case of 12 (500ml PET bottle)		<b>£24.00</b>								
Wenlock mineral still or sparkling water (per 750ml bottle)		<b>£2.50</b>								
Fresh fruit juice (per 1 litre jug) orange, cranberry or apple		<b>£5.50</b>								






 <b>Sundries</b>		<u>Time Slot</u>	<u>Quantity</u>						
			Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Bean to cup coffee machine</b> *3 KW, daily capacity of 250 cups* Inclusive package * 50 free of charge hot beverages * Coffee products, sugar, stirrers, milk jiggers * Coffee machine staff operator (4 hours included) * Additional hot drinks (disposable cups) charged at £2.05 per drink thereafter	<b>£250.00 per event</b>								
<b>Thermal flask of tea</b> (10 cups approx.) includes disposable cups, milk, sugar & stirrers	<b>£18.00</b>								
<b>Thermal flask of coffee</b> (10 cups approx.) includes disposable cups, milk, sugar & stirrers	<b>£22.00</b>								
<b>Thermal cups &amp; stirrers</b> (50 of each item)	<b>£12.00</b>								
<b>Water tower</b> *1kw Cold water machine (hire charge per event) includes 1 water butt and cups	<b>£75.00</b>								
<b>Water butt</b> (19 litre butt for water machine including cups)	<b>£33.50</b>								

 <b>Dine with us</b>	<u>Price</u>	<u>Time Slot</u>	<u>Quantity</u>						
			Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Bacon sub rolls / sausage sub rolls</b> (platter of 10 items) *please state if vegetarian / specific dietary options are required*	<b>£35.00</b>								
<b>Danish pastry selection</b> (platter of 10)	<b>£18.00</b>								
<b>Box of assorted sweet biscuits 1 KG</b>	<b>£15.00</b>								
<b>Grab &amp; go grab bag</b> *Individual bag per person includes a sandwich wedge, crisps, chocolate bar, fruit & 500ml water*	<b>£8.50</b>								



<b>Seasonal fruit basket</b> (10 mixed items)	<b>£22.00</b>								
<b>Sandwich platter (for 8)</b> Prawn Marie Rose & rocket, BLT, roast chicken salad, tomato wrap filled with mozzarella, green pesto, tomato & spinach, ham & tomato, chicken & stuffing, tuna mayonnaise & cucumber, cheese & tomato, feta Cheese, sliced olives & tomato wrap *please specify vegetarian & dietary requirements*	<b>£35.00</b>								
<b><u>Delivered hot to your stand</u></b> <b>Gourmet handmade pies deep filled with the finest ingredients:</b> (10 mixed variety options) Sausage roll, steak & ale pie, chicken & mushroom, cheese & onion pasty *Napkins & disposable plates / cutlery included* <b>*Please specify vegetarian % required*</b>	<b>£35.00</b>								
<b><u>Quintessential afternoon tea</u></b> ✓ Classic Victoria sponge ✓ Carrot cake ✓ Coffee & walnut <b>(14 slices pre-cut)</b> 	<b>£25.00</b>								



<u>Tableware</u>	<u>Price</u>	<u>Time Slot</u>	<u>Quantity</u>						
			Sun	Mon	Tue	Wed	Thu	Fri	Sat
Teacup & saucer (per set)	£0.60								
175ml Wine glass (per glass)	£0.30								
½ Pint Slim Jim (per glass)	£0.30								
Pint glass (per glass)	£0.30								
Champagne flute (per glass)	£0.30								
<u>Equipment</u>	<u>Price</u>	<u>Time Slot</u>	<u>Quantity</u>						
			Sun	Mon	Tue	Wed	Thu	Fri	Sat
Trays per tray (non-slip or silver)	£5.00								
Ice Bucket (each)	£5.00								
Display Bowls (each)	£5.00								
<u>Disposables</u>	<u>Price</u>	<u>Time Slot</u>	<u>Quantity</u>						
			Sun	Mon	Tue	Wed	Thu	Fri	Sat
Plates	0.30								
Pint Glass (per glass)	0.30								
½ Pint Glass (per glass)	0.30								
Wine Glass (per glass)	0.30								
<u>Linen</u>	<u>Price</u>	<u>Time Slot</u>	<u>Quantity</u>						
			Sun	Mon	Tue	Wed	Thu	Fri	Sat
Black Table Cloths - Black (hire per item: 90x90 / 70x108)	£15.00								
White Linen Napkin (per item)	£1.50								



TIC FOOD & BEVERAGE DEPARTMENT

The International Centre Telford

EMAIL: [sally.cooke@southwatereventgroup.com](mailto:sally.cooke@southwatereventgroup.com)

TEL: 01952 281601 / FAX: 01952 281686

**Payments can be arranged via invoice. The Invoice payment must be received 48 hours before the event start date.**

Please provide the following details:

Company Name:

Company Address:

Email:

Contact Telephone:

Contact Name:

**TELFORD INTERNATIONAL CENTRE – DELIVERY INSTRUCTION**

COMPANY NAME	CONTACT NAME	CONTACT NO
DELIVERY ADDRESS  Hall 1 – UKSG Exhibition, 8-10 April 2019 Telford International Centre St Quentin Gate Telford Shropshire TF3 4JH	NAME OF THE EVENT	DATE OF THE EVENT
	STAND NO. / LOCATION	NO. ITEMS IN CONSIGNMENT
SPECIAL INSTRUCTIONS		



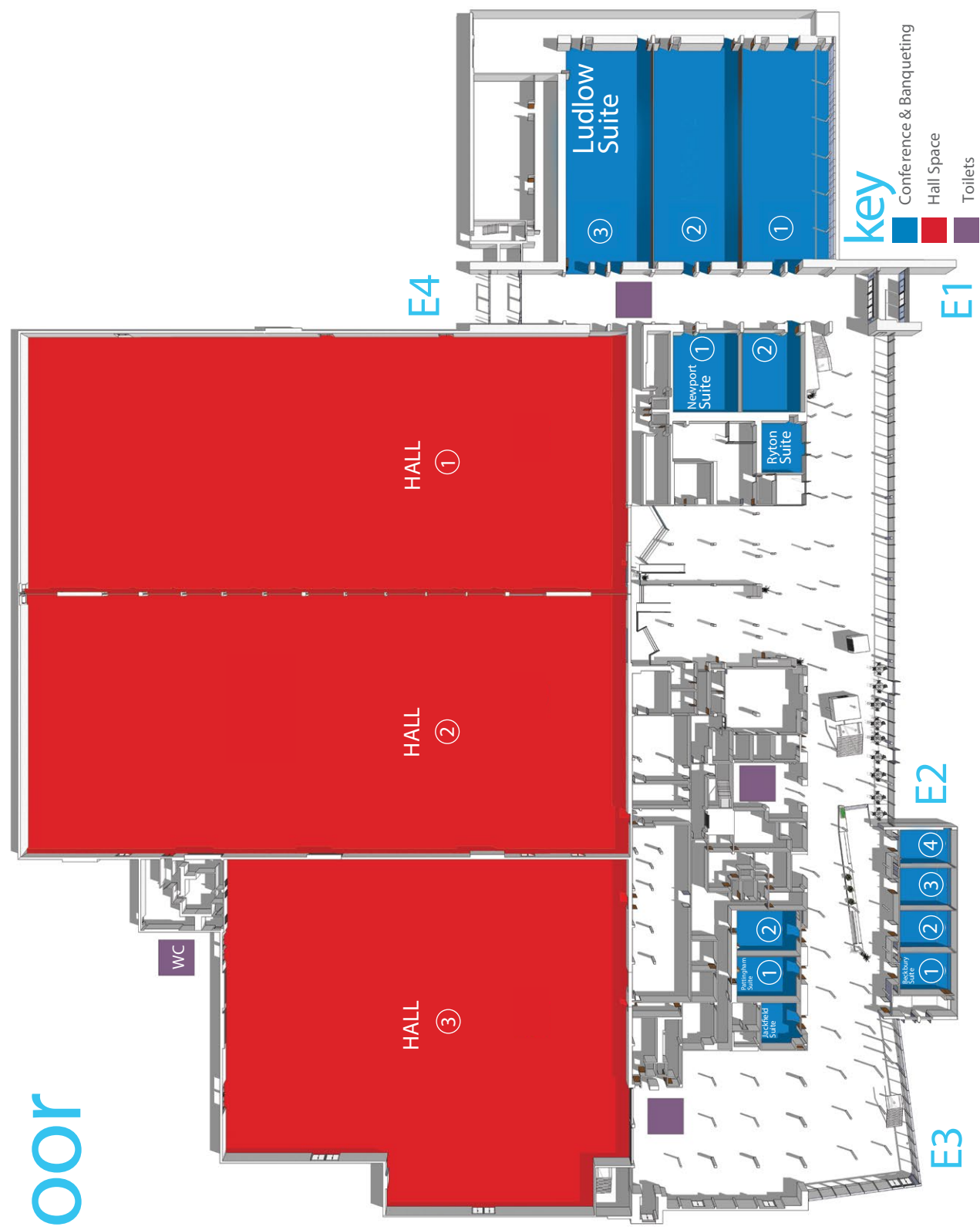
**TELFORD INTERNATIONAL CENTRE – COLLECTION INSTRUCTION**

COMPANY NAME	STAND NO / LOCATION	CONTACT NO
NAME OF THE EVENT ATTENDED	DATE OF COLLECTION	NO. ITEMS IN CONSIGNMENT
COLLECTION ADDRESS  Hall 1 – UKSG Exhibition, 8-10 April 2019 Telford International Centre St Quentin Gate Telford Shropshire TF3 4JH	DELIVERY ADDRESS	
COURIER NAME		

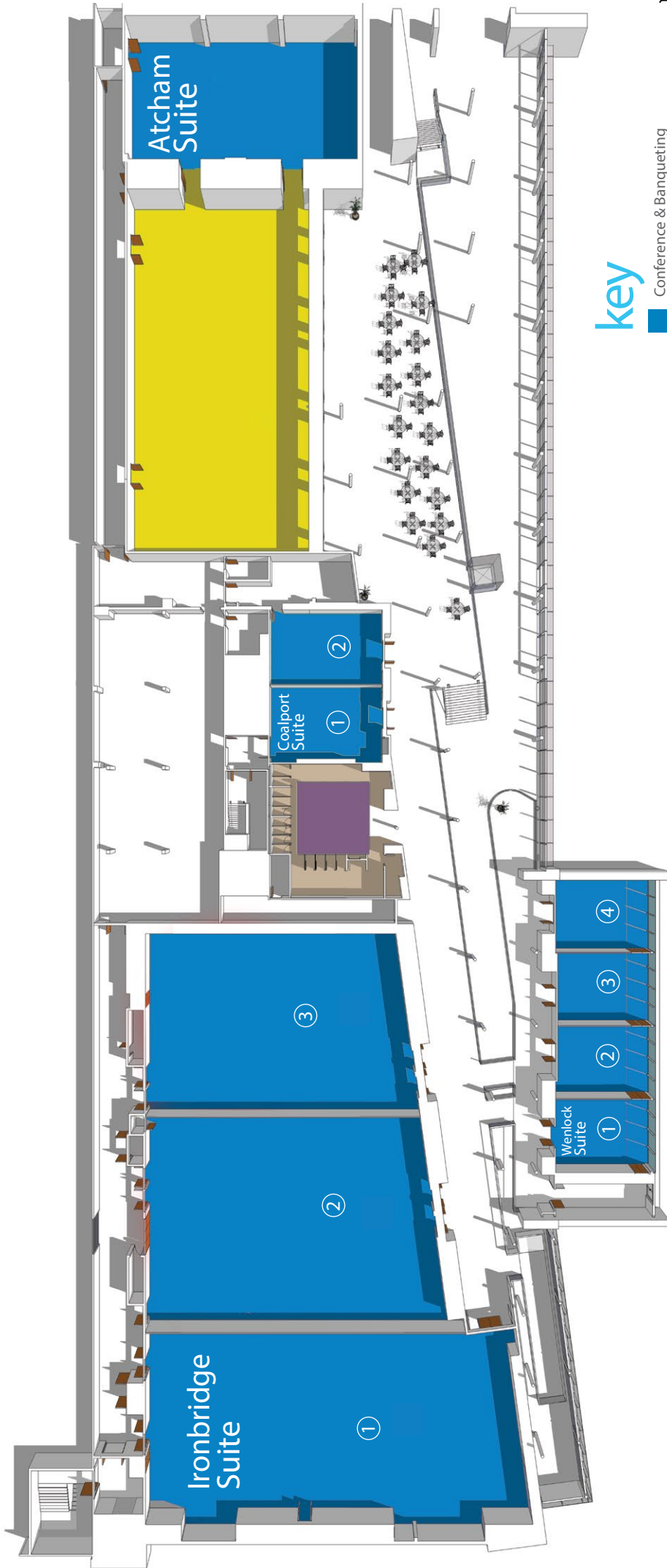
\*Please note all items are left at your own risk the International Centre Telford will not accept responsibility for any losses / damage to these items.\*



# ground floor



# first floor



## key

- Conference & Banqueting
- Hall Space
- Toilets