

British Crystallographic Association
Charity Registration No. 284718

BCA Spring Meeting – University of Warwick
16th – 19th April 2012

INFORMATION FOR EXHIBITORS

Exhibition

The Commercial Exhibition is a vital part of the BCA Spring Meeting and will be located at the heart of the conference. It is designed to be the main gathering area for delegates throughout the meeting. All tea/coffee breaks, lunch and Poster Sessions will take place in the Exhibition area and all lecture theatres are located close to the Commercial Exhibition.

In conjunction with our traditional exhibition and poster buffet dinner on Tuesday 17th April 2012, the commercial exhibition will also be open for the Young Crystallographers buffet dinner on Monday 16th April 2012.

The Commercial Exhibition will run throughout the duration of the meeting. It will run from 19.00 on Monday 16th April 2012 until 13.30 on Thursday 19th April 2012.

The Exhibition Centre can be accessed from 08.00 hrs on Monday 16th April and each day thereafter. Registration opens at 09.00 hrs on Tuesday 17th April 2012, however due to the inclusion of the Young Crystallography session within the commercial exhibition we would ask all stands to be fully built by 17.00 hrs on Monday 16th April 2012.

Exhibition Space

Exhibition spaces are located along the Physics and Science Concourses, close to the main lecture theatres.

Several types of exhibition space are available as follows; please see the floor plan for further details.

Note: larger spaces have access to electric power included in the price.

Exhibition Spaces 10 to 13 and 17 to 21

Exhibition spaces are 2m x 2m (Space Only) in size.

These spaces are priced at £350.00 for 3 days.

An electric socket may be available at a cost of £50.00 per socket for the duration of the meeting.

Exhibition Space 1, 2, 4 to 7 and 14

Exhibition spaces are 3m x 2m (Space Only) in size.

This space is priced at £650.00 for 3 days.

An electric socket may be available at a cost of £50.00 per socket for the duration of the meeting.

Exhibition Spaces 3, 8, 9, 15 and 16

Exhibition spaces are 6m x 2m (Space Only) in size.

These spaces are priced at £1,900.00 for 3 days.

An electric socket is included in the exhibition fee for the duration of the meeting.

Exhibition Furniture

Tables (approx 2m x 1m) and chairs can be ordered free of charge for the duration of the meeting. Please indicate your requirements on the booking form. **Please note that the tables are not heavy duty and cannot therefore support heavy or large scientific instruments.**

Poster boards (2m high by 1m wide) are available at a cost of £45.00 per board, for the duration of the meeting. Please indicate your requirements on the booking form.

Exhibitors Forum

The exhibitor's forum will take place from on Tuesday 17th April 2011. Exhibitors who would like to give a presentation, will be split into two groups and allocated a 5 minute time slot to present their products. This session will be advertised in the run up and on the conference notice board. Two television screens will be placed at either end of the exhibition area, accompanied by a chair person.

Exhibitors are invited to accompany their presentation with PowerPoint slides. Please note: a maximum of 15 slides will be permitted per exhibitor. **Additional slides will not be included.** After the presentations have finished, the slides will continue in a loop until the end of the exhibition and poster session.

Delegates will then gather round the screen of interest. The buffet and wine will be served at the same time in the same area.

If you would like to give a presentation, you must inform the BCA Administrative Office by **27th February 2012**. Any submissions after this time will not be advertised in the Programme & Abstract book.

Conference Registration

Exhibition space does **NOT** include the meeting registration fee. **The registration fee for exhibitors is £100.00** and all exhibitor personnel must fill out an individual registration form for the meeting. Exhibitors paying the exhibitors registration fee **will not** be permitted to attend the scientific sessions.

A PDF copy of the form will be available for download from the BCA web site (<http://crystallography.org.uk>).

Note: 2012 BCA Corporate Members qualify for **two free** meeting registrations; simply indicate this on the form. Your corporate membership dues for 2012 **must** be paid by the 16th April 2012 to qualify for this rate. Any company who had not paid their membership dues by the start of the Spring Meeting 2012 will be invoiced for the full exhibitor's registration fee.

Payment Terms

A non-refundable deposit of £200.00 is payable at the time of booking. The non-refundable balance must be paid in full at least FOUR weeks prior to the start of the meeting; an invoice will be sent SIX weeks before the meeting.

Please make cheques payable to “British Crystallographic Association” and send them with your completed booking form to: BCA Administrative Office, Northern Networking Events Ltd, Glenfinnan Suite, Braeview House, 9/11 Braeview Place, East Kilbride, Glasgow, G74 3XH.

Insurance & Fire Safety

We would recommend that all exhibitors take out relevant insurance cover.

In the event of the fire within the exhibition venue or the fire alarms sounding:

- Switch of all electrical appliances
- Raise the alarm by activating fire alarms
- Exit the building

In case of emergency please contact a member of staff who will alert the relevant service. If no member of staff is immediately available please dial *22222 on an **internal phone** and the emergency services will be automatically contacted by the University operator.

Delivery of equipment and access to Warwick University

Deliveries can be made from 08.00 on Monday 9th April onwards; prior arrangement must be made through the BCA Administrative Office. Boxes containing Delegate Bag inserts should be numbered to identify the total in the delivery e.g. “Box 2 of 3” etc.

Please note that the deadline for removal of exhibition equipment is 17.00 on Thursday 19th April 2012. Exhibitors failing to comply will be responsible for any financial penalties incurred. Couriers can collect before 12.00 on Friday 20th April; however, all packages must be moved from the exhibition area to the Left Luggage store cupboard in the Roots Building.

Please remember to clearly identify the number of each box within the delivery.

When sending materials, please label all packages for delivery after 9th April with the following:

**British Crystallographic Association
Name of the stand/company exhibiting)
16th-19th April 2012
Physics/Science Concourse**

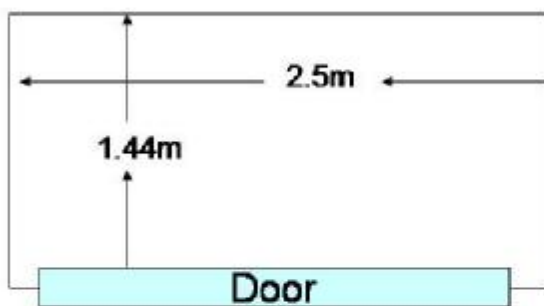
**Left Luggage
Rootes Building
University of Warwick
Gibbet Hill Road**

**Coventry
CV4 7AL**

Warwick University will endeavour to provide conference assistants to move equipment to your stand, if your packages are labelled correctly. If you are bringing equipment for your stand on the day you arrive for the conference, please unload using car park 10/10a – as this is where the service lift to get equipment into physics and sciences is located. Please see below for lift dimensions. Once you have unloaded, please move your vehicle to one of the designated conference car parks (7, 8a or 15).

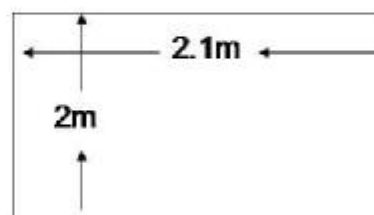
Please note Warwick University can only provide a limited number of trolleys to help unload equipment, these will be allocated on a first come first serve basis. Warwick University will not supply a pallet truck to move heavy equipment.

Physics – service lift dimensions



Floor measurements

Lift Door



**Lift height internally = 1.9m
Door height = 2m**

Please note that exhibition space is available on a “first come, first served” basis.

Sponsorship

We are delighted to offer a number of sponsorship opportunities. Please see below for details.

All sponsorship will be acknowledged in the Abstract/Programme Book and on the BCA Website, together with an advertising logo where appropriate.

Delegate Bag Inserts

Please ensure that a sample of your delegate bag insert is sent to Jennifer Kirkcaldy at the BCA Administrative Office by email: bca@northernnetworking.co.uk no later than 19th March 2012.

* Please note that each **Named Student Bursary** will cover the cost of student accommodation and meals (including the Conference Dinner) at the Spring Meeting. Each recipient will be told which company provided their bursary.

WiFi

WiFi is available on campus for delegates, excluding accommodation. Internet access in the bedrooms is only through a hardwired connection – delegates will need to bring an Ethernet cable with them as this is not provided by Warwick University.

All delegates who require WiFi must register at the Roots Building Reception for a log on code and password, signing to accept the IT usage policy. WiFi is free of charge. If any exhibitors would prefer to have a wired connection on their stands, a charge of £80.00 + VAT will apply.

Warwick University and Northern Networking Events will not be held responsible for the strength of the wifi on campus.

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Charity Registration No. 284718

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Commercial Exhibition: Booking Form

Company Name: _____

Contact Person: _____

Address: _____

Tel No: _____ Fax No: _____

Email: _____

Please note that exhibition space is available on a “first come, first served” basis.

Please mark your choice of stand clearly by its number from the floor plan.

Exhibition Space	Cost	1st Choice	2 nd Choice	Total Cost
Stands 10 to 13 and 17 to 21	£350.00			
Stands 1, 2, 4 to 7 and 14	£650.00			
Stands 3, 8, 9, 15 and 16	£1,900.00			

Sundries	Cost (each)	Quantity	Total Cost
Electric Socket	£50.00		
Table	FREE		
Chair	FREE		
Wireless Login	FREE		
Poster Board (2m wide x 1m high)	£45.00		
Grand Total			

BALANCE DUE: _____

A £200 deposit must be enclosed with the booking.

For bookings after 19th March 2012 please return with the full balance.

Please make cheques payable to: “British Crystallographic Association” and send them to:

**BCA Administrative Office
Northern Networking Events Ltd
Glenfinnan Suite, Braeview House, 9/11 Braeview Place, East Kilbride, Glasgow, G74 3XH**

Tel: +44 (0) 1355 244966 Fax: +44 (0) 1355 249959 E-mail: bca@northernnetworking.co.uk

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BCA Spring Meeting – University of Warwick 16th – 19th April 2012 Sponsorship: Booking Form

Company Name: _____

Contact Person: _____

Address: _____

Tel No: _____ Fax No: _____

Email: _____

Please note that Sponsorship is available on a “first come, first served” basis. Please contact the BCA Administrative Office to check availability.

Please mark your choice(s) clearly:

(Please tick as appropriate)

Sponsorship Item	1st Choice	2nd Choice
Delegate Bags (At cost and supplied by you)	<input type="checkbox"/>	<input type="checkbox"/>
Pens (At cost and supplied by you)	<input type="checkbox"/>	<input type="checkbox"/>
Pads (At cost and supplied by you)	<input type="checkbox"/>	<input type="checkbox"/>
Plenary Lecture – registration and travel (At cost)	<input type="checkbox"/>	<input type="checkbox"/>
Named Student Bursaries - each (£250.00) No. offered _____	<input type="checkbox"/>	<input type="checkbox"/>
Programme/Abstract Book Advert (£750.00)	<input type="checkbox"/>	<input type="checkbox"/>
Young Crystallographers Wine (£500.00)	<input type="checkbox"/>	<input type="checkbox"/>
Young Crystallographers Session (£500.00)	<input type="checkbox"/>	<input type="checkbox"/>
Conference Dinner Wine (£500.00)	<input type="checkbox"/>	<input type="checkbox"/>
Conference Dinner Entertainment: Ceilidh Band (£500.00)	<input type="checkbox"/>	<input type="checkbox"/>
Poster/Exhibitors Reception Wine (£500.00)	<input type="checkbox"/>	<input type="checkbox"/>
Tea/Coffee Breaks - per session (£350.00) Session _____	<input type="checkbox"/>	<input type="checkbox"/>
Delegate Bag Insert (£100.00)	<input type="checkbox"/>	<input type="checkbox"/>
General Sponsorship (at discretion, Min £100.00) Amount Offered _____	<input type="checkbox"/>	

£100 deposit enclosed: £ _____ (You will be invoiced for the balance)

**Please make cheque (in GB Pounds) payable to: “British Crystallographic Association”
Please complete and return to the BCA at the address below**

**BCA Administrative Office
Northern Networking Events Ltd
Glenfinnan Suite, Braeview House, 9/11 Braeview Place, East Kilbride, Glasgow, G74 3XH**

Tel: +44 (0) 1355 244966 Fax: +44 (0) 1355 249959 E-mail: bca@northernnetworking.co.uk