



2010 Symposium Technical Manual

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1.1 TRAVEL TO AND FROM IMPERIAL COLLEGE

Symposium Venue

Imperial College of Science, Technology and Medicine
South Kensington Campus
Imperial College Road
London SW7 2AZ
Tel +44 (0) 20 7594 9509

From Heathrow airport

Take the Underground train (Piccadilly Line) to South Kensington station (50 minutes travelling time). Alternatively take the Heathrow Express to Paddington (15 minutes travelling time) and from Paddington take the Underground train (Circle/District Line) to South Kensington station (12 minutes travelling time).

From Gatwick airport

Take a British Rail train to Victoria station (journey time 40 minutes) and then by Underground train (Circle or District Line; westbound) to South Kensington.

Both airports are some distance from central London and a taxi is not recommended for the whole journey. However, if you have to do so, establish the cost before you get in.

By Sea

Take a British Rail train from the port of entry to London (Harwich to London journey time 1hr 30 mins; Dover to London journey time 2hrs) and then travel by Underground train to South Kensington station.

On Foot

From South Kensington station, the campus is only five minutes' walk. Either follow the subway signposted to the museums or walk north up Exhibition Road. The College is next to the Science Museum.

By Bus

Bus Number	Alighting Point
9,10 or 52	Royal Albert Hall
74 or 14	Victoria and Albert Museum
49	Gloucester Road
45A or C1	South Kensington
70	Queen's Gate
9A	Prince Consort Road

By Car

Car parking at the South Kensington campus is severely restricted and you are advised NOT to bring a car unless permission has been given. After 6pm, at weekends and during vacations the car park is open to the paying public. Parking in the streets surrounding the College is at pay and display or parking meters for limited periods.

1.2 REGISTRATION DESK

Location

The Registration desk is located in the Senior Common Room, on the first floor (Concourse Level 2) of the Sherfield Building.

Opening times

Friday 9 th April 2010	14.00 - 18.00
Saturday 10 th April 2010	07.00 - 18.00
Sunday 11 th April 2010	07.00 - 18.00
Monday 12 th April 2010	07.00 - 18.00
Tuesday 13 th April 2010	07.00 - 18.00

The following services are available from the registration desk

- **Badge Collection (pre-registered)**

- **Exhibitor Badges**

Exhibiting Company personnel badges must be collected by the company representative him/herself and will only be provided on presentation of a business card. Badges may not be collected except by the person named on the badge.

- **Full Symposium Registration**

Exhibitor personnel who are registered to attend the full symposium in the Great Hall must collect their badge in person from the registration desk. Similarly, any physicians, sponsored by an exhibitor, must collect their own badges from the registration desk.

- **New Stand Personnel Registration**

Should you need to register more stand personnel, you can do so at the conference or before the cut off date by faxing form 3.10, for the cost of GBP £350.00/Euro €430.00 per person.

Please note that admittance into the meeting or any of the exhibition areas will not be permitted without the appropriate symposium badge.

- **Book Collection**

Those registered to attend the full symposium and who have paid the appropriate fee should collect their copy of the symposium book from the registration desk at the same time as they collect their badge. Additional copies of the book may be purchased at any time during the symposium opening hours.

- **Information**

We will be happy to answer any general enquiries you may have about the symposium and hotel accommodation.

NB: The registration area will be very congested each morning, therefore, if you simply wish to purchase a book or make a non-urgent enquiry, then please wait until after the busy period.

1.3 SEMINAR AND LEARNING CENTRES (SaLC)

The Seminar and Learning Centres on level 5 of the Sherfield Building are available to hire for companies wishing to hold meetings or hospitality throughout the Charing Cross Symposium. Catering can be arranged to suit your requirements through Imperial College. Bookings must be confirmed with the Charing Cross Conference Office by 26th March 2010, and all bookings will be subject to availability.

Schedule:

Seminar and Learning Centre Room List

Room	Size
1	Hollow square for up to 24 delegates
2	Hollow square for up to 24 delegates
3	Boardroom for up to 10 delegates
4	Boardroom for up to 10 delegates
5	Reserved as the 'Speaker ready' Room
6	Classroom for up to 36 delegates
7	Classroom for up to 36 delegates
8	Boardroom for up to 16 delegates
9	Classroom for up to 18 delegates

Photos of the Seminar and Learning Centre are available from the following link:

www.ic.ac.uk/conferences/rooms_directory/sk_campus/sherfield/slc1.htm

1.4 CX LEARNING CENTRES

The CX Learning Centres can be found adjacent to the exhibition hall and are available for companies to hire by the hour for product launches, hands on demonstrations and company seminars. They are fully equipped with seating, audio visual and amplification. For further details please contact Sanna Eronen.

1.5 INTERNET FACILITES

Free Internet access will be available at the cyber café, located in the Exhibition area.

1.6 REFRESHMENTS

The café in the Senior Common Room will be open on each day of the meeting.

1.7 CLOAKROOMS

There is a complimentary cloakroom facility available throughout the conference. This is located on Concourse Level 2 outside the SCR and the Great Hall. It will be open from 07.30-18.00 from 10-13 April inclusive.

1.8 TOILETS

There are toilets on the Ground Floor of the Sherfield Building, located to the right of the security desk. There are additional toilets located in the Registration Area of the Senior Common Room.

2.1 EXHIBITION SCHEDULE

The conference venue address:

**Sherfield Building
Imperial College School of Science Technology and Medicine
South Kensington Campus
Imperial College Road
London SW7 2AZ
UK**

The trade exhibition consists of three parts; the Tower Rooms within the Sherfield building (previously known as the Main Dining Hall), the CX Boulevard and an adjacent purpose built exhibition hall on the Queen's Lawn.

Four pavilion sponsors will occupy the Tower Rooms, and The New Hall has been extended to accommodate for the other pavilion sponsors, major sponsors and other exhibitors. There will be further major sponsor stands in the CX Boulevard.

Entry to the Exhibition will only be permitted to personnel/delegates with their own Symposium Pass.

EXHIBITING HOURS AND INSTALLATION / DISMANTLE SCHEDULE

Exhibition Opening Times 2010

Pavilions and stands must be completed and ready for opening by 08.00 hours on Saturday, 10th April 2010.

The opening hours for the exhibition will be:

Saturday, 10 th April 2010	09.00 - 17.30
Sunday, 11 th April 2010	09.00 - 17.30
Monday, 12 th April 2010	09.00 - 17.30
Tuesday, 13 th April 2010	09.00 - 15.00

Stand Set-up Times – Thursday 8th & Friday 9th April 2010

THURSDAY 8TH APRIL 2010

Pavilion sponsors in the Tower Rooms to set up from	07.00
Pavilion sponsors in the Exhibition hall to set up from	07.00
Major sponsors in the CX Boulevard to set up from	12.00
Major sponsors in the Exhibition hall to set up from	12.00

FRIDAY 9TH APRIL 2010

Exhibitors in the Exhibition hall to set up from	07.00
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Breakdown

Breakdown of stands may not commence before 15.00 on Tuesday, 13th April 2010. The exhibition area must be clear of all exhibits by 20.00. Please notify us if it is not possible for you to clear your area by this time. Storage may incur some charges.

2.2 EXHIBITOR BADGES

Exhibitor Badges under individual name and company name

Exhibitors are entitled to a certain number of these badges for free, the number of these free badges for each Exhibitor is determined by stand space in m², as outlined in the Table below.

Stand Type	Size	Personnel Allocation (included in booth price)
Standard:	6m ²	2 Personnel
Superior	8/9m ²	3 Personnel
Superior Plus	12m ²	4 Personnel
Supporter	18m ²	8 Personnel
Major Sponsor	24m ²	30 Personnel plus 5 full registrations
Pavilion Sponsor		45 Personnel plus 10 full registrations

- lost badge fee = €35/ £23

- Any additional personnel attending your stand will be required to register at a specially reduced rate of £350/€430. **Please note that the company registration does not include a copy of the book or access to the Great Hall lecture theatre which is all part of the full delegate registration.** TV monitors placed throughout the exhibition area will transmit the academic meeting.
- Exhibitors are obliged to wear their official Charing Cross Symposium badges, and they must be clearly visible at all times when in the exhibition area or any other part of the building. The wearing of any other badge, including company ID badges is not sufficient.
- Individuals without badges will not be allowed into the exhibition halls. It is the responsibility of the exhibitor contact person to ensure that all staff, visitors, stand personnel, etc. are aware of this restriction. Exceptions will not be made.
- **Please note:** The names of those requiring company badges must be submitted to Clare Timmins at the Conference Office no later than 10th March 2010.

Extra Exhibitor Badges under individual name

- If the number of free Exhibitor badges is insufficient, extra badges for your stand personnel may be purchased for GBP £350.00/Euro €525.00 each. All Exhibitor badges must be ordered by means of the 'Application Form for Exhibitor's Badges', which is available in section 3.12 of this manual. These badges are NOT transferable.
- **NEW!** Exhibiting companies may also buy badges for staff who will attend for only one day. The cost is £100 per person per day. When ordering, please specify the day.
- Upgrades to Full Registration may be made in advance or at the Registration Desk.
- Exhibiting Company personnel badges must be collected by the company representative him/herself and will only be provided on presentation of a business card. Badges may not be collected except by the person named on the badge.

Full Registrations

- For entry into the symposium in the Great Hall, all company delegates must be fully registered. The price of this is GBP 735 or Euros 900. If you would like to register delegates at the full rate, please complete section 3.10 of this manual.
- Replacement of a lost badge (under individual's name only) will cost € 35 / £23. The replacement badge must be paid for at the time of replacement.
- Exhibitor badges ordered on-site must be paid for immediately.
- If a person listed under Company individual name decides not to attend the exhibition, the badge can only be exchanged for another named badge. Unused badges will not be credited.

3.1 STAND CONSTRUCTION

Stand Dimensions

No shell scheme will be in place in the exhibition. There is a general height restriction for all stands of 3m. Companies wishing to build over 3m in height should contact the organisers.

The floor in the Queens Tower Rooms is wooden. Please note that nothing should be fixed to the floor or the walls in the Queens Tower Rooms. The CX Boulevard and Exhibition Hall will have an interlinked wooden floor covered with blue carpet.

Stand Recommendations

We strongly recommend that stands are built with an open façade and sides to allow free flow of traffic through exhibition stands. Island and half-island stands should not have walls on the open sides.

Shell Scheme

Please note that no shell scheme, furniture, electrical sockets or plants are included as standard in your stand space. Exhibitors wishing to have shell scheme should contact the organisers.

Contractors who may be able to assist you with stand fitting, furniture, electrical sockets or plants are listed here:

Stand Contractors

Ardan Exhibitions (www.ardan.co.uk)
+44 (0)208 207 4957
sales@ardan.co.uk

Audio Visual & IT Equipment hire

The Stock Answer (www.stockanswer.net)
Tel 01803 550614
ian@stockanswer.net

Furniture Hire:

Indisplay Ltd (www.indisplay.co.uk)
+44 (0) 870 224 1640
sales@indisplay.co.uk

Exhibition Florist:

Poppies (www.exhibitionflorists.co.uk)
+44 (0) 1342 323834
mrpoppi@btinternet.com

Electricity:

- ALL ELECTRICS MUST BE ORDERED IN ADVANCE DIRECT FROM THE ELECTRICAL CONTRACTOR (No orders may be placed on-site) see [page 13](#)

Supreme Exhibitions Ltd
10 Grange Road
South Norwood
London SE25 6DL

Tel: +44 (0) 20 8653 2215
Fax: +44 (0) 20 8653 7013
Email: brian@bsyers.wanadoo.co.uk

Imperial College

Imperial College can arrange items such as telephone sockets and any additional catering you may require. Please see section 3.4 for details.

3.2 DELIVERY INFORMATION

On site contact details for Friday 9th April:

Event Co-ordinators (BIBA Medical): +44 (0) 20 7736 8788	Chris Timmins Sofia Gammell Clare Timmins Cathy Mowat Sue Couch
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The following is useful step-by-step information for sending deliveries to Imperial College London for the Charing Cross.

Deliveries can only be received at Imperial College between the 8th and 13th April 2010.

Companies wishing to deliver goods before 8th April should contact Europa Showfreight, who has been appointed by the organisers, BIBA Medical, to look after the forwarding and shipping of goods for the Symposium. There will be a charge for this service.

Europa Showfreight will operate a direct help line for pre-event enquiries on +44 (0) 121 766 8000 x 3253. Alternatively they may be contacted by email at jbroom@europa-worldwide.co.uk. The contact is Jeff Broom.

All deliveries to Imperial College (8-13 April 2010 only) should be addressed as follows (same details to be provided for pick-up after the event):

Conference Operations (+44 (0) 20 7594 9509)
Imperial College London
C/o Kim Vieira-Martins
101 Sherfield Building
Imperial College Road (off Exhibition Road)
South Kensington
London SW7 2AZ

- **All deliveries must be labelled "Charing Cross International Symposium" and carry your company details and exhibition stand number.**
- All boxes must be labelled: Box 1 of 10, 2 of 10 etc., so that after the delivery the Co-ordinator, handling the event can ascertain if all the boxes have been received.
- Please note that Imperial College London does not accept any responsibility for loss or damage of these goods.

Please note that NO fork lift truck is available on campus, and therefore packages sent should be broken down into the smallest possible arrangement with none of the individual items weighing more than 30kg. Specific arrangements will need to be made for any individual item weighing more than 30kg as we may not be able to accept/move items weighing more than 30kg. If required, use of a forklift truck may be available at a charge from Europa Showfreight. Please contact Jeff Broom on +44 (0) 121 766 8000 x 3253

VERY IMPORTANT - Imperial College London cannot be responsible for any VAT / duty owed on shipments. The Conference Office will not sign for any delivery where the College is liable for taxes. Please ensure that the correct box is filled in on the Air Way Bill so that the courier company bills any taxes due back to the sender.

Please send all deliveries to Exhibition Road Entrance and **not** Prince Consort Road. We would advise Exhibitors that a drop off/collection time of 4-hours will be allowed free of charge. After this time daily rates will be charged. Drivers should remain with their vehicles at all times. There is no long stay or overnight parking allowed.

Parking Facilities for Deliveries

Please be advised that for the foreseeable future, Imperial College is not able to provide car parking facilities on campus, however, access for deliveries and collections will continue to be available.

The contact details for the closest Car Parks are as follows:

- 1) **London and Country Car Parks** (T) +44 (0) 20 7581 3371
396 Kingston House North, Princes Gate, SW7 1LS

24 hours. Height restriction 7 ft 2 in (2 metres 20 approx).
- 2) **NJA Limited** (T) +44 (0) 20 7589 9815
244 Brompton Road, Knightsbridge
- 3) **NCP - Young Street W8 (T)** +44 (0) 20 7938 1101
Height Restriction 1.9 metres. Prices vary – up to 2 hours – GBP 5.00
NCP operates an open vehicle park for commercial vehicles, coaches, trucks, etc.
It is located in the Bayswater Road, (on the north side of Hyde Park) which is not too far from the College. Their phone number is +44 (0) **20 7229 9381**. They have information on their website www.ncp.co.uk.

There are also several metered-parking-spaces around the college, but these are subject to time restrictions.

3.3 CLEANING AND REFUSE

Stand Cleaning

Imperial College is responsible for the general cleaning of the aisles, public areas and stands. However, exhibitors are responsible for the cleaning and maintenance of their own exhibits.

3.4 STAND CATERING AND EQUIPMENT HIRE FROM IMPERIAL COLLEGE

BOOKING FACILITIES FOR SPONSORS AND EXHIBITORS OF CHARING CROSS SYMPOSIUM AT IMPERIAL COLLEGE LONDON

The following is a useful step-by-step guide for booking facilities for your company at Imperial College London whilst exhibiting at the Charing Cross Symposium.

Email Misha Levi in the Conference Office at m.levi@imperial.ac.uk, to advise her of your request. You can also call her on +44 (0) 20 7594 9509 if you would like to discuss your order but she will need an email confirming the order as well.

When emailing Misha Levi at Imperial College London please also remember to include the following information: Your company name, address for correspondence, a contact name, a contact telephone number and your fax number.

If you do not have access to email, then you can contact Misha at the following address:

Imperial College London
101 Sherfield Building
Imperial College Road (off Exhibition Road)
South Kensington
London SW7 2AZ
Tel: +44 (0) 20 7594 9509 Fax: +44 (0) 20 7594 1690

Imperial College London offer a variety of catering options to suit your timetable, taste and budget from breakfasts and lunches to cocktail receptions and gala dinners. If you would like to view their menu selection and wine list please visit their website at <http://www.imperial.ac.uk/conferences/>

When requesting catering services please remember to provide Kim with the following information about the order:

The date and time of catering for e.g. Monday 12th April 2010 at 14:00
The area/room where catering should be served/delivered for e.g. Main Dining Hall
The actual request for e.g. Tea/Coffee/Biscuits or menu choice
Any special dietary requirements
The number of guests for whom the catering is required

Please note that certain restrictions apply at certain times at Imperial College London e.g. they apply minimum charges in the evenings and on weekends. These will be advised to you when you place your request.

Imperial College London also provide a wide range of other services for e.g. audio visual equipment, telephone lines for internet use and prices for these ad-hoc services are available on request.

If your order is simple then you will only receive an email back confirming your order but if it is more detailed then you receive a programme and quotation.

Paying for your order:

Payment for all services provided to Exhibitors is by credit card. Imperial College accept personal or company credit cards. Please note Imperial College do not accept Amex or Diners but most other cards are accepted (Visa, MasterCard, Switch, Solo etc.)

Once your credit card details are received, a 25% deposit will be taken against the card to guarantee your order. Please note this deposit is non-refundable. A confirmed booking contract will then be issued and sent out to you with a receipt of payment. Balance of the final invoice will be charged to your credit card immediately after the Symposium finishes. This allows for consumption of beverages and any additional items ordered during the conference to be added to your bill where applicable. A final invoice indicating full receipt of payment will be issued to you at this time.

Sponsors may set up an account with Imperial College, prepayments may be required. Please ask Kim Hawley for more details.

3.5 SECURITY AND INSURANCE

Security

There is a 24-hour security guard in the Sherfield Building and the doors are locked at night. However, there is no regular patrol of the building, and all exhibitors are advised to be extremely careful with any valuable items of equipment.

Insurance

Whilst every reasonable precaution will be taken to protect the exhibitors' property whilst on display at the exhibition, it must be clearly understood that the conference organisers BIBA Medical Limited cannot be held responsible for the security of exhibits before or during the Symposium and therefore we strongly recommend that insurance is obtained on all your equipment.

3.6 STAND RULES AND REGULATIONS

The main activity of any exhibition stand should be the presentation of the exhibiting company and/or its products or services.

The use of photographers, portrait artists or other performers is not allowed without the written permission of the Meeting Organisers.

Non-approved stand activities will result in the exhibitor being obliged at their own expense to discontinue any such activity on-site and may risk penalties.

The projection of films and slides, any amplification with the aid of loudspeakers, the production of music and / or sound, as well as the use of television sets, is allowed within the stand space as long as no disturbance is caused. If the Meeting Organisers judge that a disturbance is being caused, the Exhibitor is to halt the activity immediately. If this is not done, the Meeting Organisers reserve the right to make the necessary arrangements at the expense of the Exhibitor.

Photographs & audio-visual activities

The Meeting Organisers are entitled to photograph, draw or film the installations and stands, as well as the exhibits thereon and to use these reproductions in its publications and in the press.

The Exhibitor is entitled to photograph or film his own exhibition stand during exhibition hours.

Exhibitors shall refrain from:

- holding lotteries
- organising games of chance
- using "market stall techniques".

Only quizzes with a scientific content can be held at the stand. The Conference Organisers must approve any such activity. Participation can be "rewarded" with a prize. However, the prize should be the same for everybody. "Drawing winners" is not allowed. Maximum retail value of prizes is not to exceed € 5.

If the prize is a "medical information carrier" such as a medical textbook, a CD Rom, a tape, a slide set, etc., the maximum retail value is not to exceed € 50. The sponsoring of the registration fee, travel expenses or housing costs for the next Charing Cross International Symposium may also be awarded as a prize. This stand activity should be "low profile" and no blatant publicity should be made.

Promotion

Distribution or display of material printed by industry or its agents is limited to:

- the company's exhibition space only
- or the "Information Desk" which will be specially set up for that purpose and marked as such for organisations such as ISES, VSS etc.
- these restrictions begin Saturday, 10th April at 08.00 hours and continue until Tuesday, 13th April at 15.00 hours.

It is prohibited to advertise goods and services that are not associated with the Charing Cross meeting, or to make publicity for firms or institutions that do not occupy stand space at the Charing Cross Symposium 2010. Exhibitors should be aware that they are held responsible for any material on which their logo and / or name appears. This applies especially to Congress and Seminar brochures produced and distributed by a third party.

Exhibitors are not allowed:

- To display or use names or trade marks which may be misleading or cause hindrance to the Exhibitors at the other stands or to visitors to the Charing Cross Symposium.
- Barring exemption applied for and granted, to sell goods against surrender of the purchased items or to receive money in any way for goods sold or offered for sale or for services rendered.
- Dismantle or removed the stand prior to the end of the event.

3.7 SHELL SCHEME OR STAND FITTING ORDER SHEET

Please note that there is no shell scheme included with any stand unless ordered from the organisers

Name of Company: _____

Address: _____

Contact Person: _____

Phone no: _____

email: _____

Stand Number: _____

Stand Type: _____

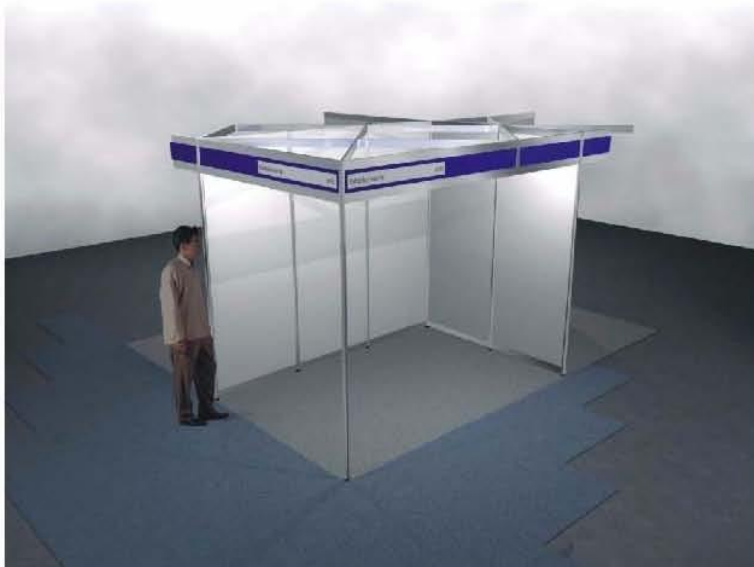
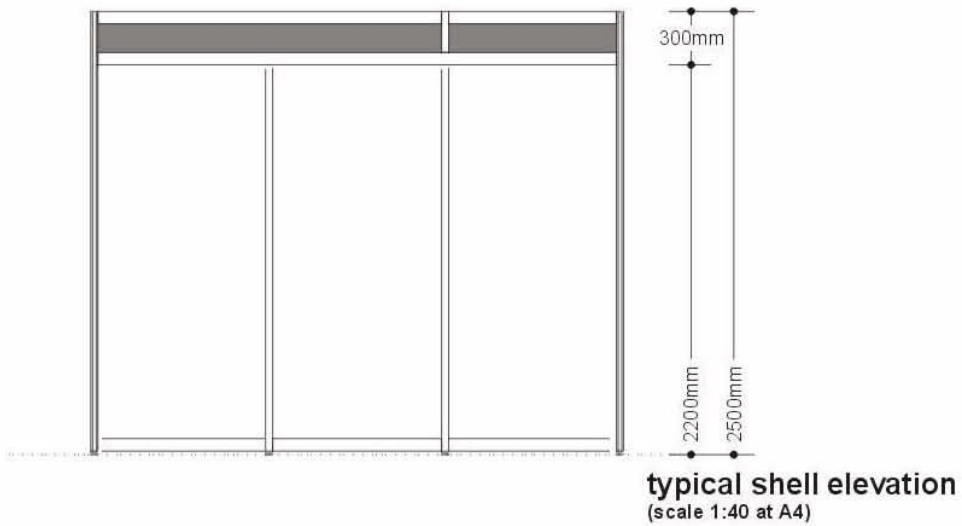
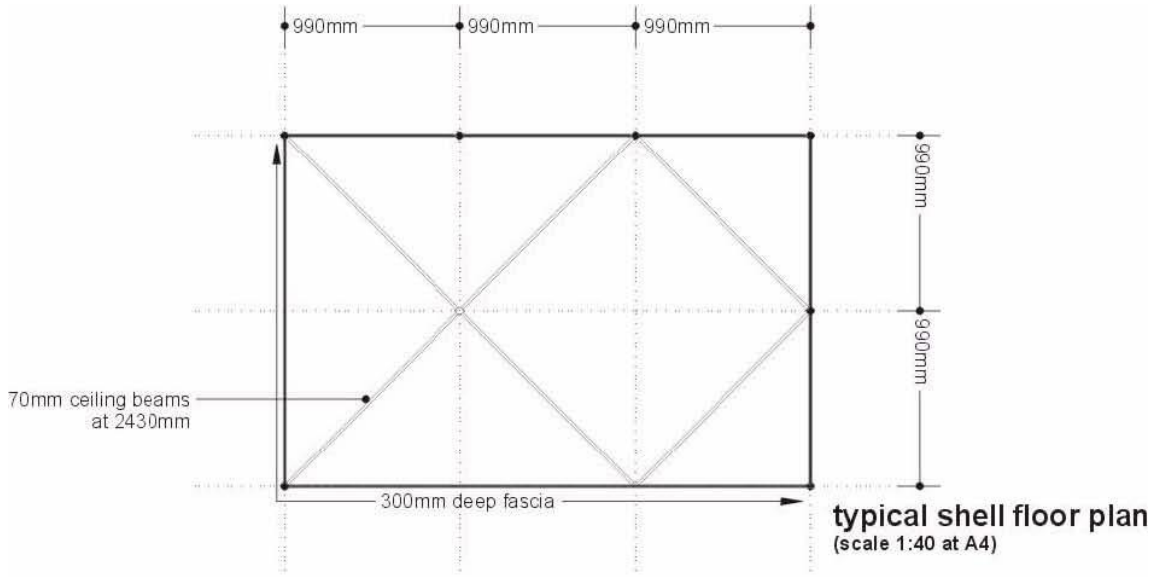
Important Note: Stand fitting or shell scheme can only be provided if ordered at least 2 weeks in advance of the Symposium before 26th March 2010.

Shell scheme should be ordered from the organisers. For other stand fitting, please contact Ardan Exhibitions.

If you have any requests for your stand please list these below:

Please return to
Ardan Exhibitions
7 North Medburn Farm
Watling Street
Elstree
Herts
WD6 3AA

Tel +44 (0)208 207 4957
Fax +44 (0)208 207 3040
sales@ardan.co.uk
www.ardan.co.uk





3.8 ELECTRICAL REQUIREMENTS ORDER SHEET

CHARING CROSS SYMPOSIUM 10th-13th APRIL 2010

QTY	FITTINGS		TOTAL	TOTAL COST
	50w Adjustable Spotlight		£22.00	
	240v Socket 1000w(4amp)		£48.00	
	240v Socket 2000w(8amp)		£55.00	
	240v Socket 3000w(13amp) ##		£67.00	
	240v Socket 24Hour (2amp)		£60.00	

	16amp TPN 415V Supply		£300.00	
	32amp TPN 415V Supply		£425.00	
## PLEASE NOTE : KETTLES & COFFEE CONAS REQUIRE 3000W			SUB TOTAL	£
			VAT @ 17.50%	£
			TOTAL	£

For items not listed, please contact us for a quotation. All work must comply with EVA Regulations. All prefabricated work must be covered by the Exhibitors Public Liability Insurance. Only the official electrical contractor is permitted to carry out work on site.

ORDERS NOT RECEIVED BY MARCH 20th 2010 WILL BE SUBJECT TO A LATE SURCHARGE.

Full Payment must be sent when placing an order together with a drawing showing the position of the electrics ordered.

We accept Access/Visa/Mastercard & American Express. A 2.5-3.50% Charge is Applicable with card payments.

Cheques should be made payable to: **Supreme Exhibitions Ltd.**

Contact					Date		
Company						Stand No.	
Address							
Postcode			County (UK)			Country	
Telephone					Fax		
Email							
Card type	Visa		Mastercard		Amex	Expiry Date	
Card No						Security code (last 3 digits on back)	
Name on card					Signature		

Brian Syers, Mobile: 07976686291. Email Address: brian@bsyers.wanadoo.co.uk

Postal Address: Supreme Exhibitions LTD, 10 Grange Gardens, South Norwood, London SE256DL

Tel: 0208 653 2215 Fax: 0208 653 7013

Reg.No: England 5182020 VAT No: 843 3592 18

3.9 FURNITURE REQUIREMENTS ORDER SHEET

Please note that there is no furniture included with any stand

Name of Company: _____

Address: _____

Contact Person: _____

Phone no: _____

Email: _____

Stand Number: _____

Stand Type: _____

Please note: There is no furniture included with any stand

Important Note: Please place your order for furniture by 2nd April 2010 to avoid disappointment.

Please view a full catalogue of available furniture and place your order online at www.indisplay.co.uk

If you have any requests for your stand please list these below:

Please return to
Indisplay Ltd
Unit A, Ventura Park
Old Parkbury Lane, Colney Street
St Albans, Herts AL2 2DB
UK

Tel: +44 (0) 1923 851580
Fax: +44 (0) 1923 854681

www.indisplay.co.uk

3.10 Audio-Visual & IT Equipment

Product	Day rate £ ex VAT	4 day rate £ ex VAT
32" LCD screen – high resolution	60	180
37" LCD screen – high resolution	75	215
42" Plasma screen –see * below for audio	100	300
50" Plasma screen - see * below for audio	160	480
Stand for above	15	45
2500 lumen Projector	90	270
3500 lumen projector	130	390
4500 lumen projector	160	480
5 ft projection screen	20	60
6ft projection screen	25	75
Laptop with DVD	80	200
* Audio for plasmas	15	45

Other requirements not listed – 25000 products in stock

We stock 25000 product lines so please enquire if what you need is not listed above

Power Adaptors – European / United States / Other

A range of power adaptors are available free of charge to all hire customers. Please notify us in advance of any requirements you may have. (Minimum hire charge for conference equipment is £50+VAT)

Technical support

An engineer can be made available to support you with technical issues you may be experiencing with your AV or IT equipment. This service is charged out at £60 per hour (£50 min charge) + VAT

**All bookings and enquiries to be made by email to ian@stockanswer.co.uk
 Or contact by phone on +44 1803 550614 and ask for Ian Souster (mobile +44 771 500 2232)**

VAT will be charged.

3.11 CATERING ORDER FORM

Name of Company: _____

Address: _____

Contact Person: _____

Phone no: _____

Email: _____

Details of Order

Date and Time of Catering: _____

Area / Room for delivery: _____

Food / Drink Selection: _____

Special Requirements: _____

Number of Guests: _____

Please return to Kim Vieira-Martins
Conference Operations
Imperial College London
Sherfield Building
Imperial College Road (off Exhibition Road)
South Kensington
London SW7 2AZ

Tel: +44 (0) 20 7594 9509

Fax: +44 (0) 20 7594 1690

E-Mail: k.vieira-martins@imperial.ac.uk

3.12 EXTRA EXHIBITOR BADGE ORDER FORM

Name of Company: _____

Address: _____

Contact Person: _____

Phone no: _____

Email: _____

Stand Personnel Badge	Individual's name to be printed on badge	£350 / €430

Payment Options:

- Cheque - Please make payable to BIBA Medical Ltd.
- Invoice/Bank Transfer – Please note your company name on the transfer
- Credit Card

Credit card: I authorise BIBA Medical Ltd to debit my credit card

Card type: VISA / MASTERCARD / DELTA / SWITCH / AMEX Please specify type

Card number: ____ | ____ | ____ | ____

Expiry date: __|__ Issue no (Switch only): __ Security Code ____ (AMEX 4 digits, all other cards 3 digits)

Cardholder's name:

Cardholder's signature:

Please return to:
Clare Timmins
 Conference Office
 BIBA Medical Ltd.,
 44 Burlington Road,
 London SW6 4NX
 Tel: +44 (0) 20 7736 8788; Fax: +44 (0) 20 7736 8283
 email: clare@bibamedical.com

3.13 FULL REGISTRATION BADGE ORDER FORM

Book before 5th February 2010 to benefit from our early booking rate of only £595 / €895

Name of Company: _____

Address: _____

Contact Person: _____

Phone no: _____

Email: _____

Full Registration	Individual's Name to be printed on badge	£735 / €900

Payment Options:

- Cheque - Please make payable to BIBA Medical Ltd.
- Invoice/Bank Transfer – Please note your company name on the transfer
- Credit Card

Credit card: I authorise BIBA Medical Ltd to debit my credit card

Card type: VISA / MASTERCARD / DELTA / SWITCH / AMEX Please specify type

Card number: ____ | ____ | ____ | ____

Expiry date: __|__ Issue no (Switch only): __ Security Code ____ (AMEX 4 digits, all other cards 3 digits)

Cardholder's name:

Cardholder's signature:

Please return to:
Clare Timmins
 Conference Office
 BIBA Medical Ltd.,
 44 Burlington Road,
 London SW6 4NX
 Tel: +44 (0) 20 7736 8788; Fax: +44 (0) 20 7736 8283
 email: clare@bibamedical.com

3.14 SHIPPING AND LIFTING CHARGES

CHARING CROSS SYMPOSIUM 2010

10-13 April

Imperial College, London

Handling tariff and Order Form

- | | | |
|---|--------------------------|---------|
| 1. Unloading from vehicle direct to stand area
£ 10.00 per 300 kgs / 1.00 cbm – Min 4.00 cbm | <input type="checkbox"/> | £ _____ |
| 2. Collection, storage and return of empty packaging materials
£ 23.00 per Cubic Metre (Minimum 3 Cbm) | <input type="checkbox"/> | £ _____ |
| 3. Loading from stand area to vehicle direct
£ 10.00 per 300 kgs / 1.00 cbm – Min 4.00 cbm | <input type="checkbox"/> | £ _____ |
| 4. Collection / delivery from your premises to the show (price on application) | <input type="checkbox"/> | £ _____ |
| 5. Pre & Post show storage and transit between our Birmingham warehouse and Imperial College , London
£ 65 per 300 Kgs / 1.00 cbm – Min 1.00 cbm | <input type="checkbox"/> | £ _____ |
| 6. Communication & File fees per exhibitor.
£30 per exhibitor | <input type="checkbox"/> | £ _____ |

<u>Description of Goods:</u>	<u>Dimensions: (mm)</u>	<u>Weight: (kgs)</u>

*Please note EUROPA Showfreight are not responsible for any goods left unattended on stands.

Exhibitor Hall Stand no

Address.....

.....Post Code.....

Prepared by Signed

Tel Fax Mob VAT

Please complete and return to:
Darren Harris – Exhibition Operations Manager
Europa Showfreight
Europa House
Tilton Road, Bordesley Green, B'ham. B9 4PP
Telephone: + 44 (0) 121 766 8000
Fax: + 44 (0) 121 773 4920
Email: dharris@europa-worldwide.co.uk

RETURN DATE
01.04.2010

Please note all work carried out during weekends and before 0800 and after 1800 on weekdays is subject to a 50% surcharge.

Minimum invoice amount per exhibitor £ 70.00 plus VAT



Payment of Charges

Unless freight is routed via one of our appointed agents we will require payment of all charges, as advised by us, prior to the last day of the show.

Personal or foreign cheques are not acceptable.

Settlement can be made in advance by bank transfer or alternatively by credit card or cash.

Our account details are as follows:

Account Name: Europa European Express Ltd
Sort Code: 40-52-62
Account: 42992803
SWIFT No. GEBAGB22
IBAN No. GB19 GEBA 4052 6242 9928 03
Bank: HSBC Bank Plc

All business is transacted in accordance with BIFA (British International Freight Association) Trading Terms and Conditions (2005). A copy is available upon request.

It is the responsibility of the exhibitor to make sure that goods are fully insured, as Europa Showfreight cannot be held responsible for loss or damage of goods while in transit or at the show.

All payments by credit card are subject to a 3% surcharge.

Card Type
Card Holder Name
Card Number
Expiry Date
Security Number.



4.1 SALES PROMOTION AND SPONSORSHIP APPLICATION FORM

Name of Company: _____

Address: _____

Contact Person: _____

Phone no: _____

Email: _____

Reception
 Drinks and canapés tailored to your needs (500 attendees)
 Cost: Price on Application based on requirements

Delegate Bag inserts
 Cost: £1,700/€2,550

Workshop facility
 Session based
 Cost: Based on requirements

TV monitor sponsorship Logo and advertising
 Cost: £700 / €950 per day

SOLD

Delegate Badge Lanyards
 Cost: £5,000/€7,400

SOLD

Symposium Bag
 Cost: Price on Application

Cyber Café
 Logo to appear on screens and link up to company website
 Cost: £10000/€11500

Staff sweat-shirts
 Your logo displayed prominently on registration staff and at information point
 Cost: £2000/€2840

Hotel Room Drop
 Your promotional material delivered to approx 1000 delegate hotel rooms.
 Cost: POA

Free Standing Graphic
 1m squared sign/board in strategic position throughout the symposium.
 Cost: £700/€990

E-mail Blast
 Your message to all pre-registered delegates
 Cost: £1700/€2500

To discuss these and other opportunities to promote your presence at Charing Cross contact:

Sanna Eronen

BIBA Medical Ltd.,
 44 Burlington Road,
 London, SW6 4NX

Tel: +44 (0) 20 7736 8788, Fax: +44 (0) 20 7736 8283

email: sanna@bibamedical.com

web: www.cxsymposium.com

vascularNEWS

CHARING CROSS EDITION
2010

Name of Company: _____

Address: _____

Contact Person: _____

Phone no: _____

Email: _____

Advertising Prices

	<u>Number of pages</u>	<u>Price</u>
Double page spread - £4,260		
Single page - £3,045		
Half page - £1,820		
Island Advert - £2,310		
Product News	N/A	Price available on request
Total:		

Please note – the deadline for advertising is Monday 1st March 2010.

To book or to discuss any of these opportunities further please fax or contact:

Marianne Boulakas,
BIBA Publishing,
44 Burlington Road
London SW6 4NX, UK
Tel: +44 (0) 20 7736 8788, Fax: +44 (0) 20 7736 8283.
email: marianne@bibamedical.com

IMPORTANT DATES

February

Friday 5th

- Deadline for reduced registration rate.
- Deadline for the next issue of Charing Cross programme. All logos and satellite symposium information to be with the Conference Office.

March

Monday 1st

- Deadline for all advertising material for Charing Cross Special Edition of Vascular News.

Wednesday 10th

- Deadline for names of company personnel badges.

Friday 19th

- Deadline for ordering electrics.
- Deadline for material for final Charing Cross programme to be distributed at meeting.

April

Thursday 1st

- All delegate bag inserts to be with the Conference Office
- Deadline for all advertising material for Charing Cross Daily News.

Friday 2nd

- Deadline for ordering furniture

Thursday 8th

- Deadline for all pre-paid registrations. From here onwards registrations can only be made at the meeting.
- Set up day for pavilion sponsors and major sponsors

Friday 9th

- Set up day for exhibitors

Saturday 10th to Tuesday 13th April

- Charing Cross International Symposium

Tuesday 13th

- Stand breakdown from 15.00 to 20.00. Stands must be all cleared by 20.00

6.0 IMPORTANT CONTACT DETAILS

Conference Office/Organisers

Event Director

Chris Timmins
BIBA Medical Conferences Office
44 Burlington Road
London SW6 4NX
Tel: +44 (0) 20 7736 8788
Fax: +44 (0) 20 7736 8283
Email: chris@bibamedical.com

Registration & Exhibitor Liaison

Clare Timmins
Sofia Gammell
Sue Couch
BIBA Medical Ltd.,
44 Burlington Road,
London, SW6 4NX
Tel: +44 (0) 20 7736 8788,
Fax: +44 (0) 20 7736 8283
Email: clare@bibamedical.com
sofia@bibamedical.com
susan@bibamedical.com

Stand Sales & Vascular News Special Edition

Marianne Boulakas
BIBA Medical Ltd.,
44 Burlington Road,
London, SW6 4NX
Tel: +44 (0) 20 7736 8788,
Fax: +44 (0) 20 7736 8283
Email: marianne@bibamedical.com

Faculty Liaison

Cathy Mowat
BIBA Medical Ltd.,
44 Burlington Road,
London, SW6 4NX
Tel: +44 (0) 20 7736 8788,
Fax: +44 (0) 20 7736 8283
Email: cathy@bibamedical.com

Sponsorship, Training Village, Daily News & Learning Centres

Sanna Eronen
BIBA Medical Ltd.,
44 Burlington Road,
London, SW6 4NX
Tel: +44 (0) 20 7736 8788,
Fax: +44 (0) 20 7736 8283
Email: sanna@bibamedical.com

Accounts

Marion Rogers
BIBA Medical Ltd.,
44 Burlington Road,
London, SW6 4NX
Tel: +44 (0) 20 7736 8788,
Fax: +44 (0) 20 7736 8283
Email: marion@bibamedical.com

Contractors

Imperial College London

Kim Vieira-Martins

Imperial College London
Conference Link
101 Sherfield Building
Exhibition Road
South Kensington
London
SW7 2AZ
Tel: +44 (0) 20 7594 9509
Fax: +44 (0) 20 7594 1690
E-Mail: k.vieira-martins@imperial.ac.uk

Furniture

Indisplay Ltd
Unit A, Ventura Park
Old Parkbury Lane, Colney Street
St Albans, Herts AL2 2DB
UK
Tel: +44 (0) 1923 851580
Fax: +44 (0) 1923 854681
sales@indisplay.co.uk
www.indisplay.co.uk

Stand Contractors

Keith Daniels

Ardan Exhibitions
7 North Medburn Farm
Watling Street
Elstree
Herts
WD6 3AA
Tel +44 (0)208 207 4957
Fax +44 (0)208 207 3040
sales@ardan.co.uk
www.ardan.co.uk

Audio-Visual and IT Equipment

Ian Souster

The Stock Answer
17 Osney Crescent,
Paignton,
Devon TQ4 5EY

Tel 01803 550614
ian@stockanswer.net
www.stockanswer.net

Electrics

Brian Syers

Supreme Exhibitions
10 Grange Road
South Norwood
London SE25 6DL
UK
Tel: +44 (0) 20 8653 2215
Fax: +44 (0) 20 8653 7013
Email: brian@bsyers.wanadoo.co.uk

Shipping & Storage

Jeff Broom

Europa Showfreight
Tilton Road
Bordesley Green
Birmingham B9 4PP
UK
Tel: +44 (0) 121 766 8000 x 3253
Fax: +44 (0) 121 773 4920
Mobile: +44 (0) 7710 588914
Contact: Jeff Broom
jbroom@europa-worldwide.co.uk

Exhibition Florists

Poppies Exhibition Florists
Ganwhins Paddle,
Woodcock Hill,
Felbridge,
East Grinstead, RH19 2RB
UK
Tel: +44 (0) 1342 323834
Fax: +44 (0) 1342 325575
mrpoppi@btinternet.com
www.exhibitionflorists.co.uk