



# EXHIBITION & SPONSORSHIP PROSPECTUS

University of Leeds  
6<sup>th</sup> - 9<sup>th</sup> April 2020

# CONTENTS

	PAGE
Important Deadlines	3
Introduction	4
Contact Information	4
Exhibition Information	5-7
Sponsorship Options	8-9
Exhibition Floor Plan	10-11
Terms and Conditions	12

## DEADLINES

To avoid disappointment regarding the services you require, please adhere to the deadlines as set out below:

Return of Exhibition/Sponsorship Booking Form	<b>Friday 28 February, 2020</b>
Deadline for receiving information for inclusion in the conference handbook	<b>Friday 28 February, 2020</b>
Deadline for cancellation, refunds and invoice requests	<b>Monday 2 March, 2020</b>
Deadline for receipt of payment	<b>Monday 9 March, 2020</b>
Deadline for receiving inserts for conference bags	<b>Monday 23 March, 2020</b>

# INTRODUCTION

The commercial exhibition is a vital and integral part of the BCA Spring Meeting 2020 and will be located at the heart of the conference. It is designed to be the main gathering area for the delegates throughout the meeting. All tea/coffee breaks, lunch and poster sessions will take place in the exhibition area in the Edge Building as will all the lectures.

In order to encourage delegates to circulate within the exhibition area the organisers are again offering an exhibition passport system. All delegates will be given an exhibition passport listing each of the exhibiting companies on and they will be encouraged to visit each of the exhibition stands in order to get their passport stamped. Only fully completed passports will be entered in a prize draw and the winner will be announced at the meeting.

As well as our traditional exhibition and poster buffet dinner on Tuesday 7 April, 2020 the commercial exhibition will also be open for the Young Crystallographers buffet dinner on Monday 6 April, 2020.

The commercial exhibition will run throughout the duration of the meeting from 19.00 on Monday 6 April, 2020 until 13.30 on Thursday 9 April, 2020.

The exhibition centre can be accessed from 11.00 hours on Monday 6 April, 2020 and from 08.00 hours on each day thereafter. Registration will open at 11.00 hours on Monday and at 08.00 hours from Tuesday onwards, however due to the inclusion of the Young Crystallography Poster Session within the commercial exhibition we would ask all stands to be fully built by 17.00 hours on Monday 6 April, 2020.

## CONTACT INFORMATION

### Event Organisers



**Contact:** Nicola Hardaker  
**Address:** Hg3 Conferences Ltd  
4 Dragon Road  
Harrogate  
HG1 5DF

**Email:** nicola.hardaker@hg3.co.uk  
**Website:** www.hg3.co.uk  
**Tel:** +44 (0) 1423 529333



### UNIVERSITY OF LEEDS

#### Venue Contact

**Contact:** Lisa Wood  
**Address:** The Edge  
University of Leeds  
Willow Terrace Road  
Leeds  
LS2 9JT

**Email:** l.wood@adm.leeds.ac.uk  
**Website:** meetinleeds.co.uk  
**Tel:** 0113 3436100

# EXHIBITION INFORMATION

<p><b>Conference &amp; Exhibition Venue</b></p>	<p>The Edge University of Leeds Campus Willow Terrace Road Leeds LS2 9JT</p> <p>The exhibition will take place in the <b>Edge Building</b>, which is located within the University campus, with the poster displays and refreshment breaks to encourage delegates into this area.</p> <p>The plan of the exhibition will be to encourage delegates to relax, meet colleagues and talk to exhibitors during the event.</p>								
<p><b>Exhibition Stands</b></p>	<p>The stands are sold as space only and are allocated on a first come, first served basis.</p> <p>Exhibition stands are available 2m x 2m stand for 3 days: £400</p> <p>Please refer to the floor plan to view the location of the stands. We are happy to speak to companies on an individual basis if they have specific requirements for the size of their stand.</p>								
<p><b>Exhibition Furniture</b></p>	<p>The exhibition stand includes a trestle table and 2 chairs.</p> <p>Poster boards (2m high x 1m wide) are available at a cost of £45.00 + VAT per board for 3 days.</p> <p>There are electric sockets available in the Exhibition Area, however it is advisable to bring an extension lead. If you require an electric socket, the cost is £25.00.</p> <p>Please indicate your requirements on the online booking form.</p>								
<p><b>Exhibition Access and Opening Hours</b></p>	<p>Exhibitors can set up from 11.00 hours on Monday 6 April, 2020, and from 08.00 hours on each day thereafter.</p> <p><b>Exhibition Opening Hours</b></p> <table data-bbox="592 1518 1123 1641"> <tr> <td>Monday 6 April</td> <td>19.00 – 21.00 hours</td> </tr> <tr> <td>Tuesday 7 April</td> <td>11.00 – 21.00 hours</td> </tr> <tr> <td>Wednesday 8 April</td> <td>09.30 – 17.10 hours</td> </tr> <tr> <td>Thursday 9 April</td> <td>09.00 – 13.30 hours</td> </tr> </table> <p>Please note that you are welcome to stay until the conference closes at 13.30, however, the last refreshment break in the Edge Building on Thursday will take place from 11.45 – 12.00. The delegates will then go into sessions until 13.30.</p> <p>These times are based on the current draft programme and may be subject to change.</p>	Monday 6 April	19.00 – 21.00 hours	Tuesday 7 April	11.00 – 21.00 hours	Wednesday 8 April	09.30 – 17.10 hours	Thursday 9 April	09.00 – 13.30 hours
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<p><b>Loading and Delivery Information</b></p>	<p><b>Loading and Unloading</b></p> <p>Exhibitors and attendees are able to unload and load on campus for a maximum time of 40 minutes. Vehicles will then need to be moved to an alternative car park.</p>								

	<p><b>Parking</b> A public car park is available on Woodhouse Lane, a 15-minute walk from the conference venue. Limited parking spaces can be pre-booked on the campus at a charge of £7 per car per day.</p> <p><b>Delivery</b> Items can be sent to the venue prior to your event. All deliveries should be no earlier than Monday 30<sup>th</sup> March and arrive by Friday 3<sup>rd</sup> April 2020.</p> <p>Please send your material to the following address, clearly marked for the BCA Spring Meeting 2020, c/o Hg3 Conferences Ltd:</p> <p><b>Delivery Address:</b> <b>Conference Name 117645</b> The Edge University of Leeds Campus Willow Terrace Road Leeds LS2 9JT</p> <p>Contents labels should: Specify Name and Date of Conference Specify Contents required for Exhibition Number of boxes/parcels (e.g. 1 of 10) Specify company/Stand name)</p> <p><b>Collections:</b> All collections are from the same address and can be made no later than 17:00 Friday 10<sup>th</sup> April.</p>
<p style="text-align: center;"><b>Catering</b></p>	<p><b>Lunch</b> A buffet lunch will be available on Tuesday, Wednesday and a packed lunch is available on Thursday. Exhibitors will need to pre-order for this by selecting this option on the online exhibition booking form. Alternatively, there will be catering outlets available on campus.</p> <p><b>Evening meals</b> On Monday and Tuesday evening there will be a buffet served in the exhibition and poster area. If you wish to attend the Monday evening buffet then please indicate on the booking form. The Tuesday evening buffet is included in the exhibition package, but for the purpose of catering numbers we do ask if you can indicate whether you will be attending the buffet.</p> <p><b>Conference Dinner with entertainment</b> A 3 course conference dinner will be served on Wednesday 8 April in the Refectory on the University of Leeds Campus. Tickets for the dinner cost £50 each and should be purchased via the booking form.</p> <p><b>Day time refreshments</b> Tea, Coffee and Biscuits will be available in the exhibition area at the allocated breaks within the programme.</p>
<p style="text-align: center;"><b>Accommodation</b></p>	<p><b>Accommodation</b> We have secured rooms at a number of local hotels around Leeds City Centre. These can be booked through the online booking form.</p>

# SPONSORSHIP OPTIONS

We would like to encourage participating companies to contact the organisers to discuss what they would like to achieve through sponsorship at the conference and sponsorship options will be on a “first come, first served” basis. All exhibitors and sponsors will be acknowledged on the Conference Website.

The following sponsorship options are available, however if you have additional suggestions please speak to Nicola Hardaker from Hg3 Conferences (call +44 (0)1423 529333 or email [Nicola.Hardaker@hg3.co.uk](mailto:Nicola.Hardaker@hg3.co.uk)).

**Please note the deadline date for receiving information to be included in the conference handbook is Friday 28<sup>th</sup> February 2020.**

## ***Programme Advertisement***

***Cost: £750***

The published programme book will contain the conference programme, abstracts and venue information. Sponsors are invited to place an advert into this programme at the above rate and must provide artwork. Adverts requiring more than two colours will incur an extra charge. The size of the advert is A4.

## ***Conference Bags***

***At cost and supplied by your company***

To make sure your company name is ‘up front’ throughout the conference the conference bag displays the name of the conference along with the sponsoring company logo. The organisers would need to see the sample of the proposed delegate bag for approval.

## ***Inserts into Delegate Bags***

***Cost: £100 per insert***

To ensure every delegate receives your product literature, an A4 double-sided insert may be placed into the conference bag.

## ***Conference Note Pads for Conference Bag***

***At cost and supplied by your company***

Note pads can be provided with company name/logo (on exclusivity basis).

## ***Conference Pens for Conference Bag***

***At cost and supplied by your company***

Pens with your company name/logo of company (on exclusivity basis)

## ***Plenary Lecture – Registration and Travel***

***Registration & travel costs of speaker***

This is the opportunity to sponsor a plenary lecture for either the BSG, CCG, IG, PCG or YCG Group Plenary Sessions which all delegates will be attending. The YCG Satellite Session as a whole is also a sponsorship opportunity

## ***Named Student Bursaries***

***Cost: £250 per bursary***

This is an opportunity to sponsor a student attending the Spring Meeting. Each Named Student Bursary will cover the cost of campus accommodation and meals including the Conference Dinner at the Spring Meeting. Each recipient will be advised as to which company has sponsored their bursary. We are delighted to confirm that each company who contributes to the Student Bursary Programme will receive an official BCA Certificate.

## ***Poster Prizes***

***Cost: £200 per poster prize***

This is an opportunity to sponsor a poster prize at the conference. Your company will be acknowledged within the conference programme and will present the prize at the Conference Dinner.

## Social Events

The organisers wish to provide a relaxed atmosphere to encourage networking between delegates and companies. Much of the scientific and networking benefit is gained from the social events during a conference. The organisers have arranged for drinks receptions and conference dinners and support of such events by companies will create much goodwill. Sponsorship opportunities are available to cover the wine during the evening poster session and conference dinner which will be acknowledged clearly on the dinner menus and in the conference programme.

### ***Young Crystallographers Drinks Reception Monday*** ***Cost: £500***

This will be an opportunity to sponsor the wine served at the Young Crystallographers evening poster session. All sponsors will be acknowledged within the conference handbook.

### ***Young Crystallographers Session*** ***Cost: £500***

This is the opportunity to sponsor the Young Crystallographers session. A slide will be displayed at the beginning of the session advertising your company's logo and your company will be acknowledged within the conference programme.

### ***Conference Dinner Table Wine*** ***Cost: £500***

This will be an opportunity to sponsor the wine served at the Conference Dinner. All sponsors will be acknowledged within the conference handbook and also on the menu cards which will be displayed on each table.

### ***Posters/Exhibitors Reception Wine Tuesday*** ***Cost: £500***

This will be an opportunity to sponsor the wine served at the Posters and Exhibitors drink reception on Tuesday evening. All sponsors will be acknowledged within the conference handbook.

### ***Tea/Coffee Breaks throughout the programme*** ***Cost: £350 per break***

This will be an opportunity to sponsor the tea/coffee served at one of the many tea/coffee breaks scheduled throughout the programme. All sponsors will be acknowledged within the conference handbook.

**Please note – All costs are subject to confirmation. Prices may fluctuate depending on quantities and charges made by suppliers.**

# TERMS & CONDITIONS

Upon receipt of the completed booking form a confirmation of the booking and an invoice will be sent.

By completing the online application form for sponsorship and exhibition space you are abiding by the terms and conditions.

Exhibition stands must not exceed the space allocated and must not encroach into or in any way impede access to or reasonable use of those of other Exhibitors.

The Exhibitor shall ensure that their exhibition stand is open and staffed during the event exhibition opening times and will not dismantle until after the final exhibition viewing time on Thursday 9 April, 2020.

The organisers of the BCA reserve the right to alter stand allocations and the floor plan if required at its absolute discretion. This will only be done if absolutely necessary and all exhibitors will be consulted and notified.

Payments must be received in full and prior to the conference and no later than Monday 9 March, 2020

Notification of cancellations or amendments to stand space must be submitted in writing. Cancellations can be accepted up to Monday 2 March, 2020 with a refund of the total fee less 30% administrative fee. No refunds will be made to cancellations made Monday 2 March, 2020.

The British Crystallographic Association are not liable for any damage to the exhibitor's property or personnel and it is the responsibility of the exhibiting company to take out adequate insurance to cover this.