



Contents

Contacts .....	2
Sponsors .....	2
Venue .....	3
Show times .....	3
Build times .....	3
Loading and unloading .....	3
Stands .....	3
Contractor .....	4
Floor plan .....	4
Exhibitor list .....	4
Registration .....	5
Catering .....	5
Social programme .....	6
WiFi .....	6
Conference app .....	6
Travel .....	6
Accommodation .....	7
Exhibitor guide .....	7
Conference inserts .....	7
Delivery and collection procedures .....	8
Displays and structures .....	8
Electrics .....	8
Safety and emergency evacuation procedures .....	8
Fire extinguishers .....	8
First aid .....	8
Smoking .....	8
Payment .....	9
Insurance .....	9
Audio visual services .....	9
Risk assessment .....	9
Site plan .....	10
City map .....	11

## Contacts

This manual contains all the information you need to plan your exhibition stand at JEMS 2016. Please read the document carefully, and if you do have any queries please contact the exhibition management team.

Claire Garland  
Institute of Physics  
Tel: +44 (0)20 7470 4840  
Mobile: +44 (0)7881 923 142  
E-mail: [claire.garland@iop.org](mailto:claire.garland@iop.org)

Edward Jost  
IOP Publishing  
Tel: +44 (0)117 930 1026  
E-mail: [edward.jost@iop.org](mailto:edward.jost@iop.org)

The exhibition management team will be on-site for the duration of the event and will be located in Hall 1 at the conference registration desk. Please refer to registration opening hours on page 5.

*If you encounter any problems during the exhibition, please report them to the registration desk as soon as possible. The exhibition team will make every effort to rectify the issue as soon as possible.*

## Disclaimer

The Institute of Physics and the Scottish Exhibition and Conference Centre (SECC) accept no responsibility for any accident, loss or damage to exhibitors or their property during the exhibition.

## Sponsors

**IOP** Conference Series **IOP** | Institute of Physics **IOP** | Institute of Physics  
**Magnetism Group** **Materials and Characterisation Group**



**EUROPE & SCOTLAND**  
European Regional Development Fund  
Investing in a Smart, Sustainable and Inclusive Future

## Venue

The exhibition will be held at the Scottish Exhibition and Conference Centre (SECC) from 21-23 August 2016, alongside the 8<sup>th</sup> Joint European Magnetism Symposia conference (JEMS 2016). The exhibition will be located in **Halls 1 and 2**.



Scottish Exhibition and Conference Centre (SECC)  
Exhibition Way  
Glasgow  
G3 8YW

Telephone: +44 (0)141 248 3000  
<http://www.secc.co.uk/>

## Show times

Sunday 21 August	16:00-19:00
Monday 22 August	10:30-19:00
Tuesday 23 August	10:30-20:30

## Build times

Sunday 21 August	12:00-14:00
------------------	-------------

## Loading and unloading

Equipment for the exhibition can be delivered directly into Halls 1 and 2 via the loading bay. To access the halls exhibitors should make their way to the West of the site (this is clearly sign posted) following the temporary service road to the Gatehouse. Members of staff will direct you from here to the back of the halls. Once unloaded, vehicles should be moved to **car park 5** where they can stay for the duration of the event. Parking permits will be provided.

During breakdown, exhibitors will be able to move their vehicles to the rear entrance of the halls and should proceed as per the information above.

## Breakdown times

Tuesday 23 August	20:30-21:30
-------------------	-------------

You will not be permitted to break down your stand before 20:30 on Tuesday 23 August. The penalty charge for any exhibitor who attempts to break down their stand before this time will be 25% of the site price. The invoice will be payable within 30 days.

## Stands

- Standard Sodem system utilising aluminium metalwork with white Foamex infill panels with full ceiling grid
- 300mm fascia with a name panel created from vinyl onto board – this is built to the overall height of 2.5m
- One 500w socket and lights
- One table (D 700 H 720 W 700) and two chairs
- Lunch and refreshments for one representative for the duration of the exhibition
- One ticket to the welcome reception on Sunday 21 August

- One ticket to the Civic Reception on Monday 22 August
- One ticket to the exhibitor reception on Tuesday 23 August
- Company profile, logo and link to the company website on the conference website
- Company profile in the handbook and event show guide
- Company profile and logo in the event app
- Access to the technical sessions
- One A4 insert into the delegate packs

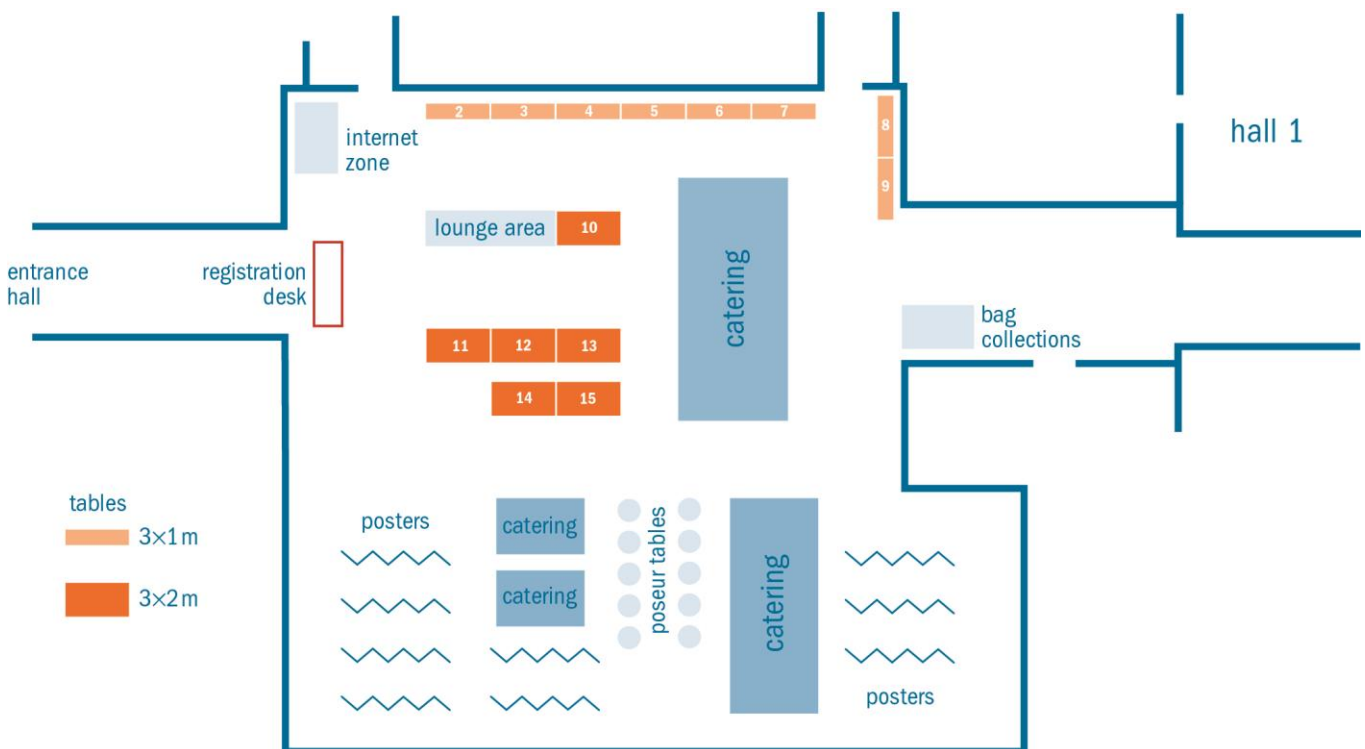
### Contractor

The exhibition contractor appointed for the event is GES Services Ltd. GES will be responsible for providing the shell panels, fascia name boards, electrics, table and chairs, and floor coverings as required. Additional furniture and material can be provided at an extra cost. The full brochure can be found online at <http://brochures.ges.com/exhibitorservices2016/>

Email: [congress2@ges.com](mailto:congress2@ges.com)

Telephone: +44 (0) 2476 380 180.

### Floor plan



### Exhibitor list

- Cryogenic Ltd (stand 9)
- Cryomech, Inc. (stand 10)
- ICE Oxford (stand 4)
- Institute of Physics (stand 12)
- IOP Publishing (stand 13)
- Lake Shore Cryotronics (stand 2)

- LOT-QuantumDesign Ltd (stand 15)
- Mantis Deposition Ltd (stand 5)
- Metrolab Technology SA (stand 3)
- NanoMagnetics Instruments Ltd (stand 14)
- Oxford Instruments Nanoscience (stand 7)
- Rohde & Schwarz UK Ltd (stand 6)
- The UK Magnetics Society (stand 11)

## Registration

If you haven't already confirmed the name of the representative(s) manning your stand, please email [claire.garland@iop.org](mailto:claire.garland@iop.org) as soon as possible.

On arrival each exhibitor will be given a conference pack and name badge, which must be worn at all times during the event. Lunch information will be included on the reverse of your badge and you should therefore make sure you bring it with you each day. Note exhibitors must not register for the conference unless they are planning to attend as a delegate.

## Registration opening times

Sunday 21 August	16:00-19:00
Monday 22 August	07:30-19:00
Tuesday 23 August	08:00-20:00

## Catering

We recommend that exhibitors are present at their stands during all breaks as indicated below.

Date	Event	Time	Location
Sunday 21 August	Reception	16:00-19:00	Halls 1 and 2
Monday 22 August	Refreshment break	10:50-11:20	Halls 1 and 2
	Lunch	13:20-14:45	Halls 1 and 2
	Reception	16:45-19:00	Halls 1 and 2
	Civic reception	19:15 -	Glasgow Science Centre
Tuesday 23 August	Refreshment break	10:50-11:20	Halls 1 and 2
	Lunch	13:20-14:45	Halls 1 and 2
	Whisky Reception	19:00-20:30	Halls 1 and 2

Your stand rental includes one catering pass; your lunch tickets will be included on the reverse of your badge. Additional passes are available at £60 + VAT per person; this does not entitle entry to the technical sessions.

Exhibitors with dietary requirements are asked to notify the conference office by email prior to their arrival. Those with special dietary requirements other than vegetarian are asked to make themselves known to the catering team. It will not be possible to provide an alternative menu unless prior notification has been received. Please email [claire.garland@iop.org](mailto:claire.garland@iop.org) if you have any queries.

## Social programme

### Sunday 21 August

A welcome reception will be held in Halls 1 and 2 from 16:00-19:00; all exhibitors are invited to attend.

### Monday 22 August

An informal drinks reception will be held in Halls 1 and 2 from 16:45. This reception is for exhibitors and poster presenters in Session A. All participants are encouraged to attend. A civic reception will follow at the Glasgow Science Centre located a 5 minutes' walk from the SECC. The reception will start at 19:15-21:00.

Glasgow Science Centre  
50 Pacific Quay  
Glasgow G51 1EA

### Tuesday 23 August

A Whisky reception will take place alongside the exhibition and posters in Halls 1 and 2. During the reception there will be an opportunity to sample three world-class malts. Souvenir Whisky glasses will be available for all participants which can be collected from each stand. One of Scotland's top folk bands 'North Sea Gas' will perform Celtic music. The reception will take place from 16:45-20:30.

## WiFi

Free WiFi is available via the SECC network. Instructions on how to access the network will be included on the reverse of your badge.

## Conference app

A JEMS app will be available to download prior to the conference. The app will include the programme, abstracts for all presentations, information on sponsor's and exhibitor details. The app will be available to download from Apple Store and Google Play.

Your profile and logo will feature in the app (this will be taken from the information submitted when booking your stand). If you want any changes, please notify us as soon as possible. Exhibitors' as an added benefit are invited to include a link to a brochure in the app. If you would like to take advantage of this offer, email [claire.garland@iop.org](mailto:claire.garland@iop.org).

## Travel

### By air

Glasgow Airport is Scotland's long-haul gateway, with some 30 airlines serving around 90 destinations worldwide. The Airport is located just 8 miles from the heart of the city and serves as the principal gateway to the West of Scotland. Glasgow Airport connects the city to key locations around the UK, including over 30 flights per day linking London to Glasgow. Airlinks with major scheduled carriers such as Lufthansa and KLM plus United Airlines' daily service from New York to Glasgow opens up the European and transatlantic gateways. The twice daily service by Emirates links over 100 destinations in Asia, Africa and Australasia to Glasgow.

For information on Glasgow Prestwick and Edinburgh Airports, visit the website at <http://jems2016.iopconfs.org/travel>

### By train

Glasgow has the largest rail network in the UK outside London. Glasgow's Central station is connected with every city in the UK, while Queen Street station serves central and northern Scotland. For the best route to the SECC download this [map](#)

The SECC has its own dedicated railway station 'Exhibition Centre station' allowing easy access from the city centre and the suburbs. There are six trains an hour, operating around every 10 minutes from Central station (Platform 17) with a journey time of just three minutes. Click [here](#) to download the latest timetable, a train app and book tickets. For more information contact [National Rail Enquiries](#) (tel: +44 (0)8457 484950).

#### By car

Scotland has an extensive motorway road network. Glasgow is linked to Edinburgh with the M8, England on the M74, Stirling with the M80 and the West Coast of Scotland with the M77.

You can plan your route online using one of the free route planners - examples are [The AA](#) or [The RAC](#). Click [here](#) to download a printable road map.

#### Parking

Complimentary parking is available for exhibitors in car park 5. Please see the site plan located at the back of this document to see the location. You will need to display a permit in your vehicle, which can be collected from the registration desk located in halls 1 and 2 on arrival.

#### Accommodation

A number of hotels are located within the vicinity of the SECC. For further information visit <http://jems2016.iopconfs.org/accommodation> or contact the Tourist board via <https://peoplemakeglasgow.com>.

#### Conference brochure

A conference brochure will be included in the delegate packs. The guide will feature:

- A full programme of talks
- A list of exhibiting companies and the floor plan
- Advertisements
- Logo and company profile

If you want to enhance your list, please contact us as soon as possible.

#### Conference inserts

Please send 750 copies of your inserts (A4 in size, single page) to Claire Garland at the address below. The inserts must arrive before 12 August 2016 and labelled as follows.

JEMS 2016 Inserts  
Claire Garland  
Institute of Physics  
76 Portland Place  
London W1B 1NT, UK

Please ensure that you indicate on the box the weight and the contents' centre of gravity. All shipping costs including VAT and Duty must be met by the supplier. Please send material as Delivered Duty Paid.



### Delivery and collection procedure

Material for the exhibition can be sent to the SECC in advance of the exhibition but it must not arrive before Friday 19 August. Please make sure the material is labelled with your stand number and as follows:

Company name  
JEMS  
Halls 1 & 2  
SECC  
Exhibition Way  
Glasgow, G3 8YW

After the end of the exhibition, items must be collected by 18:00 on Wednesday 24 August. If items are being collected by a courier, please inform the registration desk the following information on departure:

- Number of boxes being collected
- The name of the courier company, address and telephone number
- Collection date and time

### Displays and structures

The organisers must be informed of displays that may be a fire risk prior to the exhibition. In addition, exhibitors must ensure that all display aids and additional stand structures are made of inherently flame-resistant material.

### Electrics

All stands will be allocated a single 13 amp electrical socket. Exhibitors are asked to bring their own extension cables. British electrical standards are 50Hz 230 volts, so some North American and European electrical devices may require converters; all will require plug adapters.

Exhibitors intending to use electrical equipment must ensure that they comply with the Local Authorities Rules and Regulations. All electrical equipment must be PAT tested.

### Safety and emergency evacuation procedures

In the unlikely event of a fire, an alarm will sound. Please evacuate the building immediately and assemble outside. Emergency exits are well sign posted. Do not re-enter the building until instructed to do so by a member of staff or the fire brigade.

### Fire extinguishers

Exhibitors using, exhibiting or storing hazardous substances, objects or processes should provide the appropriate extinguishers for their stand.

### First aid

If you fall ill or injure yourself during the conference, please report the incident to a staff member who will call a trained first-aider. In case of serious injury, paramedics will be called. All three emergency services, fire, ambulance and police, can be contacted by dialling 999 from any telephone.

### Smoking

In accordance with government legislation smoking is not permitted in any building, temporary enclosed structure or substantially enclosed space outside of buildings.

### Payment

The organiser reserves the right to refuse admission to any exhibitor who has failed to pay their stand rental prior to the event. If you request additional chargeable items, an invoice will be sent to you and our payment terms are 30 days.

### Insurance

While we take every precaution to protect your property during the event, the Institute of Physics and the East Midlands Conference Centre are not responsible for any loss or damage and we recommend that you affect adequate insurance.

You are also responsible for insuring against any legal liability incurred in respect of injury or damage to third parties and to property belonging to third parties. In addition to this you should protect your expenditure against abandonment and cancellation or curtailment of the event due to reasons beyond our control.

### Audio visual services

If using compact discs, tapes, records, etc (sound recordings) during the exhibition you will need to complete a GLD O8a form to obtain PPL licence – see [www.ppluk.com](http://www.ppluk.com).

### Risk assessment

We take our responsibilities as laid out in accordance with the Health and Safety at Work Act 1974 very seriously and it is vital that exhibitors and their contractors do likewise. By issuing this statement in advance, the organisers deem that all exhibiting companies are aware of the health and safety policies and will comply with their obligations. The Management of Health and Safety Regulations 1992 recommends that a competent person is nominated to oversee all health and safety issues and that all employees co-operate with other personnel while sharing a work site. The nominated person will be responsible for providing the proper information and instruction, training, guarding and supervision of all parties concerned throughout the show.

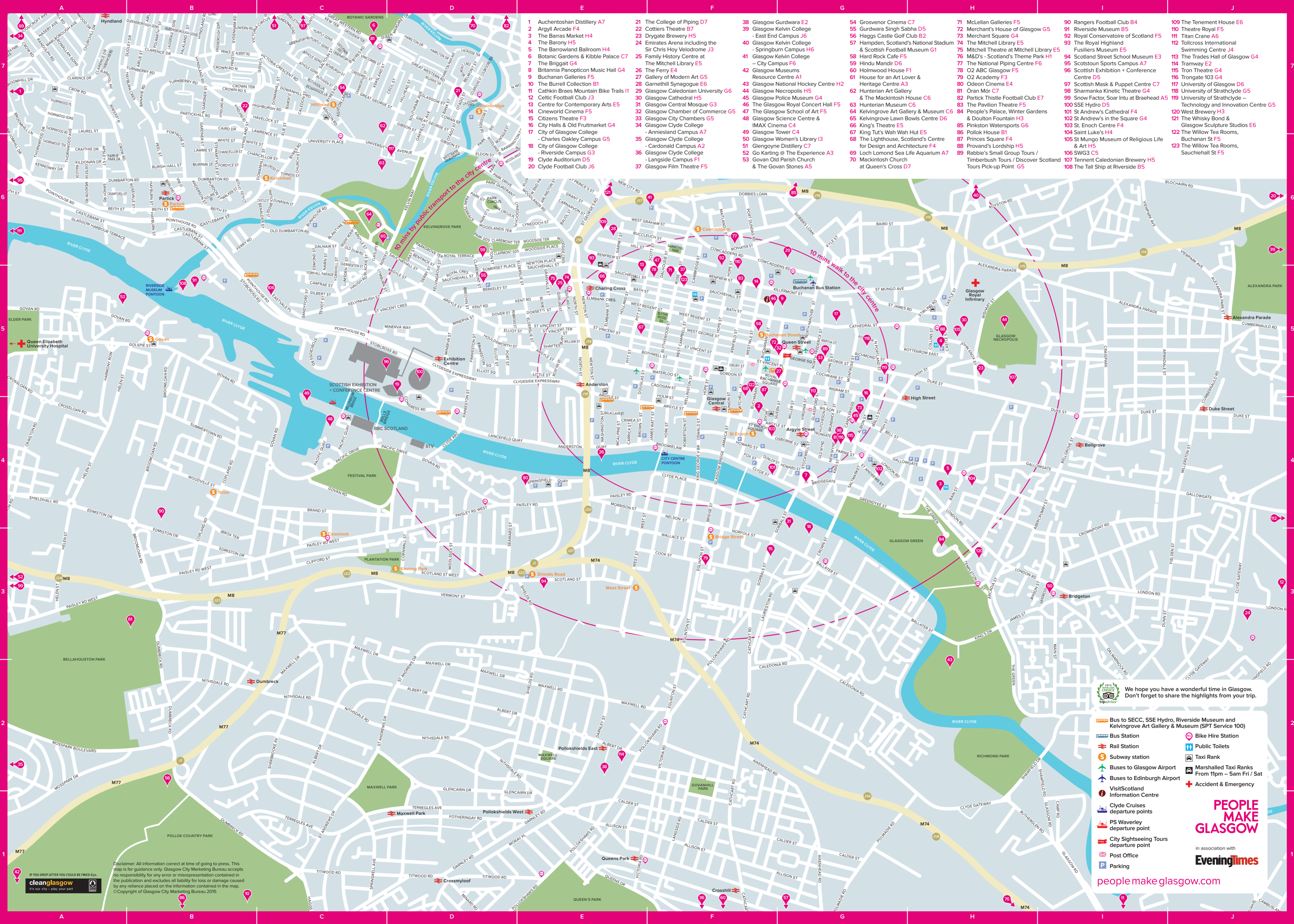
Failure to comply with all of the health and safety legislation can cause injury/fatality, and prosecution of an employee/employer/contractor by the Health & Safety Executive.

All exhibitors are requested to produce a risk assessment for their stand which must be sent to [Edward.jost@iop.org](mailto:Edward.jost@iop.org). If you haven't already submitted your risk assessment, please do so as soon as possible providing the following information:

- Who will be delivering the material for the stand, will it be sent in advance of the conference or delivered on Sunday 21 August. Please include names of all contractors who will be on-site on Sunday.
- Include an inventory list of all material/equipment which will be displayed on your stand including approximate measurements and the weight?
- Confirm that any equipment is PAT tested.
- Indicate if you will need a fork lift truck – the cost is £90 per hour
- Identify any hazards and how you will mitigate against accident / injury

## Site plan





- 1 Auchentoshan Distillery A7
- 2 Argyll Arcade F4
- 3 The Barras Market H4
- 4 The Barony H5
- 5 The Barrowland Ballroom H4
- 6 Botanic Gardens & Kibble Palace C7
- 7 The Brigait G4
- 8 Britannia Panopticon Music Hall G4
- 9 Buchanan Galleries F5
- 10 The Burrell Collection B1
- 11 Cathkin Braes Mountain Bike Trails I1
- 12 Celtic Football Club J3
- 13 Centre for Contemporary Arts E5
- 14 Cineworld Cinema F5
- 15 Citizens Theatre F3
- 16 City Halls & Old Fruitmarket G4
- 17 City of Glasgow College - Charles Oakley Campus G5
- 18 City of Glasgow College - Riverside Campus G3
- 19 Clyde Auditorium D5
- 20 Clyde Football Club J6
- 21 The College of Piping D7
- 22 Cottiers Theatre B7
- 23 Drygate Brewery H5
- 24 Emirates Arena including the Sir Chris Hoy Velodrome J3
- 25 Family History Centre at The Mitchell Library E5
- 26 The Ferry E4
- 27 Gallery of Modern Art G5
- 28 Garnethill Synagogue E6
- 29 Glasgow Caledonian University G6
- 30 Glasgow Cathedral H5
- 31 Glasgow Central Mosque G3
- 32 Glasgow Chamber of Commerce G5
- 33 Glasgow City Chambers G5
- 34 Glasgow Clyde College - Aniesland Campus A7
- 35 Glasgow Clyde College - Cardonald Campus A2
- 36 Glasgow Clyde College - Langside Campus F1
- 37 Glasgow Film Theatre F5
- 38 Glasgow Gurdwara E2
- 39 Glasgow Kelvin College - East End Campus J6
- 40 Glasgow Kelvin College - Springburn Campus H6
- 41 Glasgow Kelvin College - City Campus F6
- 42 Glasgow Museums Resource Centre A1
- 43 Glasgow National Hockey Centre H2
- 44 Glasgow Necropolis H5
- 45 Glasgow Police Museum G4
- 46 The Glasgow Royal Concert Hall F5
- 47 The Glasgow School of Art F5
- 48 Glasgow Science Centre & IMAX Cinema C4
- 49 Glasgow Tower C4
- 50 Glasgow Women's Library I3
- 51 Glengoyne Distillery C7
- 52 Go Karting @ The Experience A3
- 53 Govan Old Parish Church & The Govan Stones A5
- 54 Grosvenor Cinema C7
- 55 Gurdwara Singh Sabha D5
- 56 Hags Castle Golf Club B2
- 57 Hampden, Scotland's National Stadium & Scottish Football Museum G1
- 58 Hard Rock Cafe F5
- 59 Hindu Mandir D1
- 60 Holmwood House F6
- 61 House for an Art Lover & Heritage Centre E5
- 62 Hunterian Art Gallery & The Mackintosh House C6
- 63 Hunterian Museum C6
- 64 Kelvingrove Art Gallery & Museum C6
- 65 Kelvingrove Lawn Bowls Centre D6
- 66 King's Theatre E5
- 67 King Tut's Wah Wah Hut E5
- 68 The Lighthouse, Scotland's Centre for Design and Architecture F4
- 69 Loch Lomond Sea Life Aquarium A7
- 70 Mackintosh Church at Queen's Cross D7
- 71 McLellan Galleries F5
- 72 Merchant's House of Glasgow G5
- 73 Merchant Square G4
- 74 The Mitchell Library E5
- 75 Mitchell Theatre at Mitchell Library E5
- 76 M&D's - Scotland's Theme Park H1
- 77 The National Piping Centre F6
- 78 O2 ABC Glasgow F5
- 79 O2 Academy F3
- 80 Odeon Cinema E4
- 81 Oran Mór C7
- 82 Partick Thistle Football Club E7
- 83 The Pavilion Theatre F5
- 84 People's Palace, Winter Gardens & Doulton Fountain H3
- 85 Pinkston Watersports G6
- 86 Pollok House B1
- 87 Princes Square F4
- 88 Provand's Lordship H5
- 89 Robbie's Small Group Tours / Timberbush Tours / Discover Scotland Tours Pick-up Point G5
- 90 Rangers Football Club B4
- 91 Riverside Museum B5
- 92 Royal Conservatoire of Scotland F5
- 93 The Royal Highland Fusiliers Museum E5
- 94 Scotland Street School Museum E3
- 95 Scotstoun Sports Campus A7
- 96 Scottish Exhibition + Conference Centre D5
- 97 Scottish Mask & Puppet Centre C7
- 98 Sharmanka Kinetic Theatre G4
- 99 Snow Factor, Soap Intu at Braehed A5
- 100 SSE Hydro D5
- 101 St Andrew's Cathedral F4
- 102 St Andrew's in the Square G4
- 103 St. Enoch Centre F4
- 104 Saint Luke's H4
- 105 St Mungo Museum of Religious Life & Art H5
- 106 SWG3 C5
- 107 Tennent Caledonian Brewery H5
- 108 The Tall Ship at Riverside B5
- 109 The Tenement House E6
- 110 Theatre Royal F5
- 111 Titan Crane A6
- 112 Tollcross International Swimming Centre J4
- 113 The Trades Hall of Glasgow G4
- 114 Tramway E2
- 115 Tron Theatre G4
- 116 Trongate 103 G4
- 117 University of Glasgow D6
- 118 University of Strathclyde G5
- 119 University of Strathclyde - Technology and Innovation Centre G5
- 120 West Brewery H3
- 121 The Whisky Bond & Glasgow Sculpture Studios E6
- 122 The Willow Tea Rooms, Buchanan St F5
- 123 The Willow Tea Rooms, Sauchiehall St F5

10 mins by public transport to the city centre

10 mins walk to the city centre

We hope you have a wonderful time in Glasgow. Don't forget to share the highlights from your trip.

- Bus to SECC, SSE Hydro, Riverside Museum and Kelvingrove Art Gallery & Museum (SPT Service 100)
- Bus Station
- Rail Station
- Subway station
- Buses to Glasgow Airport
- Buses to Edinburgh Airport
- VisitScotland Information Centre
- Clyde Cruises departure points
- PS Waverley departure point
- City Sightseeing Tours departure point
- Post Office
- Parking
- Bike Hire Station
- Public Toilets
- Taxi Rank
- Marshalled Taxi Ranks From 11pm - 5am Fri / Sat
- Accident & Emergency

**PEOPLE MAKE GLASGOW**

In association with **Evening Times**

peoplemakeglasgow.com

Disclaimer: All information correct at time of going to press. This map is for guidance only. Glasgow City Marketing Bureau accepts no responsibility for any error or misrepresentation contained in the publication and excludes all liability for loss or damage caused by any reliance placed on the information contained in the map. © Copyright of Glasgow City Marketing Bureau 2015

IF YOU DROP LITTER YOU COULD BE FINED £50

**cleanglasgow**  
It's our city - play your part

**Institute of Physics**

76 Portland Place, London W1B 1NT, UK

Telephone: +44 (0)20 7470 4800

**[www.iop.org/conferences](http://www.iop.org/conferences)**

Registered Charity Number: 293851