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BCI World 2015

Exhibitor Information Pack



www.thebci.org

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Introduction

The following pages will provide you with all the information you need to ensure a successful Exhibition at the BCI World Conference and Exhibition 2015. If you have any queries, please do not hesitate to contact us at:

The Business Continuity Institute
10 – 11 Southview Park
Marsack Street
Caversham
Berkshire
RG4 5AF

Tel: +44(0)118 947 8215

E-mail: The Events Team: events@thebci.org

We would like to take this opportunity to wish you a very successful event.

Exhibitor Checklist

Item	Deadline	Action	Contact	Completed
Conference brochure entry	Immediately	Submit your Conference brochure entry Here	The BCI	
Exhibitor details	15 th September	Register your exhibitors Here	The BCI	
Delegate pack inserts	2nd October	Dependent on your sponsorship package (see your Sponsorship hand book for details) you can provide hard & soft copy inserts for the delegate packs. Additional inserted items can be purchased Here . These are available on a first come, first served basis.	The BCI	
Risk Assessment	Immediately	Complete your risk assessment Here	The BCI	
BCI Gala Dinner and Awards	5 th October	Book places at the BCI Gala Dinner and Awards. Please select the delegate rate of £79.00 +VAT Here or contact events@bci.org for further details	The BCI	
Delegate places	30 th October	Book delegate places online Here any exhibitors wishing to attend the conference will need to pay the full delegate rate (see website for details)	The BCI	
Badge Scanners	15 th October	Order lead retrieval scanners by clicking here Data Capture will provide you with individual scanners for your stands	Show data Systems	
Internet requirements		Wi-Fi is provided within the Monarch Suite. If you require any other connections please email Michell.Palad@Hilton.com directly or Courtney.Roberts@hilton.com	Hilton	
Ardan Exhibitions will help with your requirements for your stand click Here for the full service manual or email them with any questions you have sales@ardan.co.uk				
Name board	23 rd October	Submit the name of your company as you would like it shown on your stand.	Ardan	
Electrical orders	23 rd October	Complete electrical order form and electrical grid plan	Ardan	
Furniture	23 rd October	Order required furniture from Here	Ardan	
Identity will help with any extra AV requirements click Here for the full list of equipment or email them directly at james.piddock@identitygroup.co.uk				

General Information

1. Venue

The West Wing, Monarch Suite, Hilton London Metropole, 225 Edgware Road, London, W2 1JU

2. Online Exhibitor Section

The forms contained within this document can be downloaded via the BCI World 2015 website [Here](#)

3. Exhibitor badges

These will be available for collection at the registration area from 14:00 on Monday 9th November. Please register your exhibitors [Here](#)

4. Exhibition build – up

Access to the Monarch Suite, which is where the exhibition takes place, will be available on Monday 9th November from 12.00. **All stand preparation must be completed by 17.00.** Please note that the goods lift will be closed at 17.00.

Exhibition build-up times:

Monday 9th November: 12.00 – 17.00

5. Exhibition deliveries

Deliveries: Exhibitors may have items delivered to the hotel's West Wing loading bay no earlier than Monday the 9th November within the hours of 08:00am and 16:00pm.

Box Delivery Labels:

Monarch Suite, West Wing
 Hilton London Metropole, 225 Edgware Road, London, W2 1JU
 Event name: The BCI World Conference and Exhibition
 Location: Hilton London Metropole
 Stand Number
 Receiver
 Event set-up date: Monday 9th November 2014
 Number of boxes
 Sender contact name and phone number
 Please download pre-completed label [Here](#)

Please note; all boxes must clearly display the box delivery label or they will not be accepted at the loading bay.

6. Welcome and networking evening

The networking evening will be taking place on **Monday 9th November from 19.00 - 22.00** in the Monarch Suite. Two exhibitors per stand are invited to attend with a chance to network with the delegates and other exhibitors. Sponsors may have more invitations, please refer to your individual package.

This is a great chance for exhibitors to engage with the delegates before the exhibition officially opens the next day and to provide a fun, relaxed atmosphere.

7. Exhibition- Monarch Suite- opening times

Exhibitors are welcome to attend the Conference opening keynote addresses. each morning and the closing keynote on Wednesday 11th November. During these times please ensure that you have a member of your team on your stand. This is to ensure security of your belongings and any visitors that might arrive during this time.

Tuesday 10th November

08.00 –17.00 for delegates

09.00 – 16.30 for visitors

Wednesday 11th November

08.00 – 17.00 for delegates

09.00 – 16.00 for visitors

8. Exhibition breakdown

Exhibitors should commence dismantling stands after the Conference closes at 17.00 on Wednesday 11th November when the event is closed to the public. This should be completed as soon as possible to enable the shell schemes to be removed.

Power will be switched off 30 minutes after the conference closes so please ensure anything that requires power during the breakdown is done within this time.

Please note that all goods must be removed from the venue. Charges will apply for the disposal of discarded goods.

You are invited to attend the closing session of the conference which includes a keynote motivational speaker, panel session and prizes. Please note that it would be advisable that you do not leave your stand unattended during this time, is the responsibility of the exhibitor to ensure all valuables are locked away.

9. Exhibition collections

Collections: Goods must be collected on Wednesday 11th November after the event closes.

Delivery vehicles can pull up in the hotel West Wing loading bay between 16:30pm and 22:00pm on the 11th for breakdown loading.

All boxes must be clearly marked with the following information:

Box Collection Labels:

Event Finish date: Wednesday 11th November 2014

Event name: The BCI World Conference and Exhibition

Location: Hilton London Metropole

Stand Number

Number of boxes

Courier Company

Contact name and phone number

Box destination

Receiver contact name and phone number

For your convenience we have provided label templates [Here](#)

Please note; all boxes left for collection must clearly display the collection box label. The hotel will not take responsibility for boxes incorrectly labelled.

10. Vehicle parking

The Hilton has one car park for 170 vehicles. The car parking charge for non-residents is £35 per day and spaces cannot be reserved. It is advisable that you travel by public transport.

1 Hr	2 Hrs	3 Hrs	4 Hrs	5 Hrs	6 Hrs	7 Hrs	9 Hrs	12 Hrs	24 hrs Weekday	24 hrs Weekend
£5	£8	£11	£14	£17	£20	£23	£26	£29	£35	£25 Applies to vehicles entering after 3PM Friday & departing before 9am Monday

There are 5 additional drop off spaces on Harbet Road which may be pre-booked for a maximum of 30 minutes from Michell Palad, Senior Event Manager, Conference and Events Department, Hilton London Metropole Hotel michell.palad@hilton.com

Please have available you registration number, name and contact number.

Please note; all local parking regulations must be adhered to as clamping and towing is in operation.

11. Stand details (Exhibition Floor Plan [here](#))

The team at Ardan Exhibitions have been chosen to serve as your Official Service Contractor for BCI World Conference & Exhibition 2015. You can reach Ardan by either telephone at 020 8207 4957 or email sales@ardan.co.uk

Shell Scheme: A shell scheme, Coloured Fascia, Ceiling Grid, name board, two spotlights and one single 500w socket outlet are provided per package (based on a 3m x 2m package). Obviously each of your stands are dependent on the package you have opted for and your individual agreements. If you require any further equipment/furniture for your stand you can purchase this directly [Here](#) with our shell scheme providers.

Monarch Suite: The ceiling height in the Monarch is 4.48metres high. We would request that you do not build any custom stands higher than the shell scheme which is 2.5m high walling (3 metres would be the maximum we would suggest).

Space only stands:

(Please inform Ardan if you are taking space only for your stand in the Monarch Suite)

Any space only stands must provide a floor plan to Ardan sales@ardan.co.uk along with a risk assessment and method statement. They will send this on to the venue for approval. For any exhibitor queries please contact [The Events Team](#)

Displays: Exhibitors must provide their own free standing exhibition displays which must fit within the allocated space. The venue is carpeted. Additional carpet cannot be put directly on top of the existing carpet. Ardan can provide you with 18mm floor flats which you will find on page 6 of the Ardan catalogue and then select the flooring you require.

Furniture: This can be ordered as required online by clicking [Here](#)

AV: Identity can provide extra AV such as:

42" Screen

47" Screen

60" Screen

Unicol Parabella Display Stand

Plinth Stand

Laptop computer

PA System

To order any of these, please click [Here](#) or call James at Identity on +44 (0)1323 469111

Scanners: These can be ordered to capture attendee details from their badges. Please click [Here](#) to place your order.

Electricity: Each shell scheme stand is provided with a single 500w socket outlet and two spotlight fittings. Exhibitors are advised to bring adapters if required but only one 4 way adapter can be used per socket. Please ensure any additional electrical requirements are purchased through Ardan please see order form in Exhibitor Service Manual [Here](#)

In support of the Hiltons sustainability objectives, they turn off stand power overnight throughout the event (unless 24hr supplies have been arranged).

Any other AV requirements such as plasma screens or anything that is not on Ardan's list must be booked directly through Identity

Stand Security.

Although the stand can be left set-up overnight, you are advised to remove all valuable material overnight. For safety reasons, the suite may not be locked overnight. Security is available for pre-order from Michell Palad, Senior Event Manager, Conference and Events Department, Hilton London Metropole Hotel michell.palad@hilton.com

12. Dilapidations

Exhibitors are not permitted to fix any graphics, notices or material to any part of the venue or its walls. Exhibitors are responsible for any damage caused by their staff or contractors to the fabric of the building. Any damage caused will be charged to the exhibitor concerned.

Exhibitors must ensure they clear and remove all the rubbish, refuse and other materials not belonging to the venue from the premises so that they are completely clean and tidy during and at the end of the event. Any excess waste removal will be charged following the event.

13. Exhibitor responsibilities

All exhibiting organizations are responsible for their staff, their contractors and visitors on and around their stand from the first day of build up through to the last day of breakdown. They must ensure that due thought and consideration is given to their own and other health, safety and welfare throughout the Exhibition, and that their actions, or inactions, do not give rise to accidents, injuries or an unsafe working environment so far as is reasonably practicable.

All exhibitors must appoint a safety representative, with specific responsibility for health and safety, from their company, to oversee all the activities that their organization is undertaking in the venue. A copy of the Emergency Procedures can be seen [Here](#)

14. Health and Safety/Risk Assessment

It is a requirement of exhibitors to comply with the regulations of the venue at all times. Anyone who seriously breaches these rules may be banned from the premises. All Exhibitors MUST complete a Health and Safety declaration and complete the [Here](#).

15. Security/Insurance

Whilst adequate security is provided at the venue, it is the Exhibitor's responsibility to ensure the safety of their belongings and are advised not to leave any valuable equipment or articles unattended at any time. It is also the Exhibitor's responsibility to ensure that their insurance extends to transport between the venue and the space occupied during the event.

The organizers and venue landlords will not accept responsibility for the safety of Exhibitors goods at any time.

16. Refreshments

Please refer to each of your individual sponsorship packages for the number of exhibitors who are entitled to refreshments in the Monarch suite. This includes tea, coffee and lunch. Exhibitor catering passes per stand Platinum sponsors 6 people, Gold 4, Silver 2 and Bronze 1.

Enjoy an array of innovative dining selections at the range of tempting bars and restaurants within the hotel which can be purchased by the individual. This is also where visitors can buy refreshments. Water coolers will be provided within the Monarch suite.

Please ensure your team who are attending are aware of these arrangements.

17. Stand catering

The Hilton London Metropole can provide you with individual stand catering. Please contact Michell Palad, Senior Event Manager, Conference and Events Department, Hilton London Metropole Hotel michell.palad@hilton.com

Please complete the form [Here](#) with your requirements

18. Internet

Public WIFI is available on the exhibition floor.

If you require a wired connection, internet orders can be made directly with the Hilton. Please email Michell.Palad@Hilton.com directly or Courtney.Roberts@hilton.com

Business Centre facilities

The hotel has a business centre with access to two computers, printer, fax and telephone. This is located in the Tower Wing on the 3rd Floor. Printing charges are as follows and may be paid for with cash or credit card;

- £0.60 for black and white printing
- £1.00 for colour printing
- £0.20 for black and white photocopying
- £1.00 for colour photocopying

19. Accommodation

Accommodation is pre-bookable within the Hilton London Metropole. [Here](#)

This link takes you directly to the Hilton website. Any accommodation booked is directly with the Hilton. Any no shows or extras are the responsibility of the individual directly with the hotel. This is not the responsibility of the BCI

20. Publicity material

Exhibitors are reminded that publicity materials may only be distributed from their stands.

21. Marketing

In order to make the BCI World Conference and Exhibition a great success we have asked all exhibitors to promote the event as much as they can. We can offer a 10% discount to any of your customers/clients if they wish to attend. Please email [The Events Team](#) for a booking discount code.

22. Conference Brochure Entry

Option 1 – Exhibitors are entitled to a free 50 words synopsis in the conference brochure.

Option 2 - Increase your word limit to 100 words and include your logo in the brochure for £200+VAT.

Option 3: We have various sizes of advert space available in the conference brochure.

Submit your Conference brochure entry [Here](#).

23. Delegate Pack Inserts

Gain instant access to the delegates at the BCI World Conference & Exhibition 2015 by including your information in their delegate packs for a fee of £500+VAT (please refer to your individual sponsorship package for details). Reserve space in the delegate pack [Here](#).

All inserts must be delivered to the BCI Head Office no later than 10th October. Please note that space is available on a first come, first served basis.

24. Vendor Showcasing

Vendor showcasing slots have been allocated on a first come first serve basis to those who have selected to present at one of the half hour sessions. All presentations need to be with the Events team by 10th October. Please direct any queries to [The Events Team](#). Please note the allocation of the vendor showcasing room will be in one of the Hilton meeting rooms. Room allocations are being planned at present you will be informed which room has been allocated shortly.

25. Gala Dinner and Awards

The BCI Global Awards recognise the outstanding achievements of Business Continuity professionals and organizations worldwide and pay tribute to some of the finest talent in the industry. Book places at the BCI Gala Dinner and Awards. Please select the delegate rate of £79.00 +VAT [Here](#) or contact events@bci.org for further details. Alternatively you can contact the events team events@thebci.org for further details on group table bookings

This is a great chance for exhibitors to engage with the delegates and to join them in a themed "James Bond" evening. Come and join us for a fun evening including a 3 course dinner and entertainment. Full details will be published soon.

26. Exhibitors Lounge

We will offer a dedicated exhibitors' lounge where exhibitors can relax. Free public WIFI will be available throughout the conference and exhibition

27. Speed Networking Meetings

Speed networking meetings, one of the NEW features of the BCI World Conference and Exhibition 2015, aims to put you in contact with, and meet more, prospective customers during the exhibition.

Ahead of the exhibition, we will send you contact details for any visitor or delegate who has expressed an interest in your company or products. You can then follow through on this interest to organise a schedule of meetings over the two days of the exhibition. This service is free of charge to all Exhibitors. The meetings can take place at your exhibition stand. If you decide that you would prefer pre-booked room this is subject to availability and at a cost to your organisation.

How it Works

As each delegate or visitor registers for the Conference or Exhibition, they will be asked to select from a list of products and services they are interested in learning more about and whether they wish to arrange a meeting specifically with any named exhibitor. With their permission, the BCI will pass their contact details across to relevant exhibitors to make contact and schedule a meeting at a time convenient for both parties. If you don't consider that the delegate or visitor is right for your product then you are under no obligation to follow through.

Advantages for Exhibitors:

Participating in the speed networking meetings is a simple and effective way to:

- Meet decision-makers within your field - Heads of Emergency Management, Business Continuity Managers, Specialists and Coordinators, Directors and Senior Executives, Business Continuity and Risk Consultants, Operational Managers and Risk Managers
- Schedule meetings yourself with the targets that interest you
- Promote your products and services directly to interested decision-makers
- Generate footfall on your stand and increase the number of useful contacts you make at the Exhibition
- Enrich your prospective customer database with targeted contacts globally

*Terms and Conditions**

Please note that the BCI cannot be held responsible for delegates or visitors who do not attend the scheduled appointments.

Travel to the Hilton London Metropole

28. Hotel Location, Transport Links and Car Parking

The closest underground station is Edgware Road. Please note that there are two Edgware Road stations (one for Circle, District and Hammersmith & City lines, the other one for Bakerloo line), both directly opposite the hotel.

Paddington and Marylebone main line stations are also within easy reach of the hotel.



UK Delegates

The hotel is ideally situated for UK delegates, being on the intersection of major link roads to key motorways (M40, M1, and M25).

International Delegates

London Heathrow Airport

Just 15 minutes from the Hilton London Metropole via the Heathrow Express rail link at Paddington Station, which is the Central London terminal of the ultra-modern Heathrow Express rail link. The hotel is a five-minute walk from Paddington Station or a short taxi ride.

- Journey to Terminal 1, 2, 3 - 15 minutes by Heathrow Express train
- Journey to Terminal 4 - 20 minutes by Heathrow Express train
- Frequency of Heathrow Express trains - every 15 minutes
- Check-in facilities - Paddington: 27 check-in desks covering all major airlines
- Journey by taxi - 40 minutes from Heathrow to hotel

London Gatwick Airport

Victoria Station, the Central London terminal for the Gatwick Express, is linked to the hotel via the London Underground Circle Line, and the Edgware Road tube station is 30 metres from the hotel entrance.

- Journey time - 30 minutes from Gatwick to Victoria, then 15 to 20 minutes by Underground or taxi
- Frequency of trains - Gatwick Express every 15 to 30 minutes, plus slower stopping service

London Stansted Airport

45 minutes by Stansted Express to Liverpool Street Station. Two hours by car.

London City Airport

30 minutes by car.

29. Visa and Travel Document Requirements

BCI Central Office is unable to facilitate the procurement of passport, visa, or other travel documentation.

Please consult with your local government agency to ensure you have any required documents (including visas) necessary for travel into UK. We recommend you do this as soon as possible as document processing times vary and can take an extended period of time to finalize.

Please contact Karen Beaumont, Conference & Events Manager, at the BCI if you need assistance with a Visa invitation letter on behalf of the BCI she can be reached at events@thebci.org or if you need a hotel confirmation letter.

Appendix 1 – Exhibitor Overview Sponsorship check list

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