

6th Research Congress of the EAPC
SECC, Glasgow
10th - 12th June 2010

Please print out this manual.
Complete the order forms where necessary,
and fax to + 44 1477 544666

If you have any queries regarding orders please contact

Alison Palmer
The Exhibition Showroom Ltd
Tel: 01477 544555
alison@exhibition-showroom.co.uk

The 6th Research Congress of the EAPC
10-12 June 2010
The SECC, Glasgow, UK

Exhibition set-up/take down

Self Build Stands (A-F)

Exhibition set-up is available between
0830-2200 – Wednesday 9 June

Shell Scheme Stands (1-19)

Exhibition set-up is available between
1000-2200 – Wednesday 9 June

All stands must be complete by 2200 on Wednesday 9 June

Furniture

If you require any furniture for your stand, then please take a look at our brochure, on www.exhibition-showroom.co.uk. The order form is included at the end of this manual.

Electrics on your stand

There are **NO** electrics supplied in the cost of your stand. If you require any electrics please complete the order form at the end of this manual.

Nameboard

There are 3 options for you to choose from.

Option 1 - Size 806mm/33 ¾" (long) x 200mm/8" (high) blue text with company name only on white background (no additional charge for this option)

Option 2 - Size 806mm/33 ¾" (long) x 200mm/8" (high) with your name and/or logo in full colour.

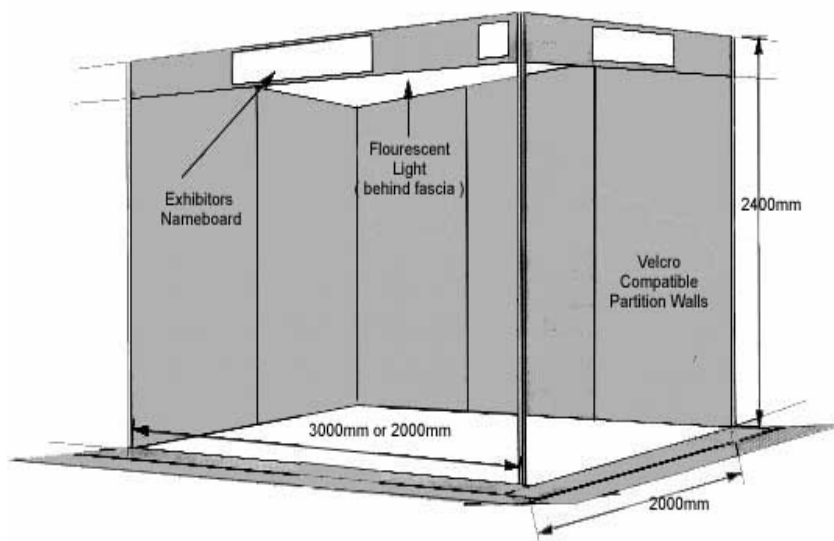
Option 3 - Size 3000mm/9ft 10" (long) x 300mm/1ft (high) Full size colour logo



Please note: that there are additional costs for either option 2 or 3.

Front Fascia Shell Scheme

Exhibitor Information Sheet



Your stand will be built up from panels measuring 2400mm x 1000mm, all covered in Grey Velcro fabric with Blue fascia panels. This means you can attach pictures to the walls using Velcro tabs.

Each stand is supplied with a nameboard identifying the exhibitor – provided the nameboard form has been returned to us. Failure to return this form will mean we are unable to produce your nameboard.

You have 3 nameboard options—please see the order form at the end of this exhibitor's manual.

Please Note: If you have a corner site, we will automatically leave both walls out UNLESS you contact us to specify otherwise.

Order Forms & Payment

ALL forms together with the relevant payment **MUST** be returned to me at The Exhibition Showroom Ltd, Unit 5, Manor Lane Business Park, Manor Lane, Holmes Chapel Cheshire CW4 8AG by the 27th May 2010. Provision will then be made to supply your requirements "on the day".

Courier Deliveries

Courier deliveries **must not arrive before 0700 on Wednesday 9 June** and should be addressed as follows:

SECC
Exhibition Way
Glasgow
G3 8YW

Please make sure all items are labelled with the following additional information:

Contact in case of query (name and number)
Company name

The 6th Research Congress of the EAPC
Hall 2/Your stand number
10-12 June 2010
Item number e.g. Box 1 of 5

Registration of staff

All exhibitors attending must book on-line.

Please register your staff via the on-line booking system using the link below:

www.eapcnet.org/research2010/index.html

Click on Registration
Click here to book your place at Congress
Enter name & email as requested
Click on Sponsors and Exhibitors
Your validation key is HALL2010

As an exhibitor you are entitled to up to two members of staff attending each day.

Additional staff are welcome to attend but must book as an exhibitor at a cost of £90.00 per person.

This rate allows access to the exhibition area, refreshments and lunch each day but does not allow access to the scientific sessions. Any exhibitors wishing to attend sessions (excluding their own sponsored symposium, if applicable) must book their place as a delegate.

Access and Car Parking

Exhibitor vehicles must access the site via the Gatehouse at Car Park 5 (the west end of the site) where you will then be directed to the back of Halls 1 and 2.

Once unloaded vehicles must immediately be moved to car park 5. Please email heather@compleatconference.co.uk if you require a car parking pass. Any vehicles (including larger lorries) which do not have a pass will be charged £6.00 per day on exit of the car park. Please see document 'SECC Wayfinding' for SECC layout and car park location at the back of this manual.

Exhibitors with small amounts of literature can access the SECC via the main entrance.

Accommodation

Accommodation can be booked on-line from the EAPC website:

www.eapcnet.org/research2010/index.html

Close of Congress

Close of Congress is scheduled for 1700 hours on Saturday 12 June

Stands may be dismantled from 1600 hours but only once you have been advised that all delegates have vacated the exhibition hall and that it is safe to do so

Under no circumstances may the stands be dismantled earlier - Please ensure stand staff are informed

All exhibitors' equipment and materials must be packed and ready for shipping from the exhibit area no later than 2300 hrs on Saturday 12 March

The Compleat Conference Company must be advised of any items not being collected on Saturday as the SECC does not have storage facilities on site and arrangements will be made with the venue on an individual basis for such items. Please email heather@compleatconference.co.uk if you wish to arrange collection after Saturday. No responsibility can be taken for any items awaiting collection.

If we have not been notified in writing by Friday 4 June it will not be possible to arrange for late collection.

ORDER FORM FOR FURNITURE Page 1 of 2

6th EAPC RESEARCH CONGRESS

Company Name:..... Stand No:.....

Address:

Tel No: Fax No

Signed: Email:

PLEASE ENSURE THAT THIS FORM IS RETURNED BY:

27th May 2010

To: Alison Palmer

Exhibition Showroom Ltd

Unit 5

Manor Lane Business Park

Holmes Chapel

Cheshire CW4 8AG

Tel: 01477 544555

Fax 01477 544666

Ref	Description	No Req	Unit Cost	TOTAL	Ref	Description	No Req	Unit Cost	TOTAL
	TABLE & CHAIR SETS					SUB-TOTAL CARRIED FORWARD			
SET A	2 x CH21 1 x TA010		110.75		TA11	Round Table Black Top		47.25	
SET B	2 x CH20 1 x TA09		110.75		TA12	Multi Level Display Table		47.25	
SET C	2 x CH19 1 x TA11		109.75		TA14	Silver Metallic Table		22.00	
SET D	2 x CH21 1 x TA11		110.75		TA15	Kidney Shaped Table		67.25	
SET E	2 x CH15 1 x TA01		107.50		DS08	Tall Display Cabinet		96.50	
SET F	2 x CH14 1 x TA08		68.00		DS09	Display Cabinet with Storage		117.00	
SET G	2 x CH06 1 x TA02		65.00		DS10	Grey Wooden Lockable Cupboard		39.50	
SET H	2 x CH07 1 x TA02		65.00		DS11	White Wooden Lockable Cupboard		39.50	
SET I	2 x CH11 1 x TA08		62.00		DS12	Glass Cabinet, lockable cupboard		By Quotation	
	SEATING SOLUTIONS				DS13	Tall Display Cabinet – 3 Shelves		By Quotation	
CH01	White Garden Chair		22.50		DS14	Tall Display Cabinet – 3 Shelves		By Quotation	
CH03	Aluminium Chair		25.00		DS16	Mini Round Plinth		17.75	
CH05	Grey Upholstered Chair		16.00		DS17	Small Round Plinth		21.75	
CH06	Red Chair		22.00		DS18	Medium Round Plinth		24.75	
CH07	Blue Chair		22.00		DS19	Large Round Plinth		27.75	
CH09	Blue Directors Chair		20.00		DS20	Mini Square Plinth		17.75	
CH10	White Directors Chair		20.00		DS21	Small Square Plinth		21.75	
CH11	Turquoise Directors Chair		20.00		DS22	Medium Square Plinth		24.75	
CH12	Black Directors Chair		20.00		DS23	Large Square Plinth		27.75	
CH14	Silver Frame Chair		23.00		DS25	Mini Round Mushroom Plinth		17.75	
CH15	High Aluminium Stool		33.50		DS26	Small Round Mushroom Plinth		21.75	
CH16	Black Stool , Blue Cushion		33.50		DS27	Medium Round Mushroom Plinth		24.75	
CH17	Black Stool		18.00		DS28	Large Round Mushroom Plinth		27.75	
CH18	Charcoal Grey Chair		18.50		DS30	Mini Square Mushroom Plinth		17.75	
CH19	Beech Chair		31.75		DS31	Small Square Mushroom Plinth		21.75	
CH20	Turquoise Chair		31.75		DS32	Medium Square Mushroom Plinth		24.75	
CH21	Beech Chair, Black Frame		31.75		DS33	Large Square Mushroom Plinth		27.75	
CH22	Chrome & Beech Stool		31.75		DS34	Black Plinth – Large		29.75	
	TABLE & DISPLAY PLINTHS				DS35	Black Plinth - Small		19.75	
TA01	Aluminium High Table		40.50		COM01	Grey Computer Workstation		96.25	
TA02	Road Oak Table		21.00		COM02	Free Standing Workstation		96.25	
TA03	White Garden Table		16.00		COM03	Beech Effect Plinth		96.25	
TA05	6ft Table		19.00						
TA06	4ft Table		16.50						
TA07	Blue Metallic Table		22.00						
TA08	White Metallic Table		22.00						
TA09	Square Table,Chrome Legs		47.25						
TA10	Square Table Grey Top		47.25						
	SUB TOTAL								

IMPORTANT

1. During the period of hire, the hirer is responsible for the equipment and must insure against all risk including theft/loss.
2. The hire contract does not terminate until the goods are returned to a representative of the Contractor in person.
3. Furniture must **NOT** be left unattended at the end of an exhibition

CHEQUES DRAWN ON A BRITISH BANK MUST BE ENCLOSED WITH THIS FORM & MADE PAYABLE TO: EXHIBITION SHOWROOM LTD

Direct payments may be made to:Barclays Bank Plc, 59 Grove Street, Wilmslow, Cheshire SK9 1ER Account Name: The Exhibition Showroom Ltd

Account No: 80309982 Sort Code: 20 53 77

TO DOWNLOAD OUR BROCHURE VISIT www.exhibition-showroom.co.uk

ORDER FORM FOR FURNITURE Page 2 of 2

6th EAPC RESEARCH CONGRESS

Company Name:..... Stand No:.....

PLEASE ENSURE THAT THIS FORM IS RETURNED BY:
27th May 2010

Address:
.....
.....

To: Alison Palmer
Exhibition Showroom Ltd
Unit 5
Manor Lane Business Park
Holmes Chapel
Cheshire CW4 8AG
Tel: 01477 544555
Fax 01477 544666

Tel No: Fax No

Signed: Email:

Ref	Description	No Req	Unit Cost	TOTAL	Ref	Description	No Req	Unit Cost	TOTAL
	Carried Over Page					SUB-TOTAL CARRIED FORWARD			
	ACCESSORIES				AC40	Doublesided Dispenser		76.50	
AC04	Exhibition Bag Holder		46.50		AC41	Post Grip Dispenser		66.50	
AC05	'A' Boards		32.00		VELO 1	Velcro Tabs Hook		9.75	
AC06	Easel		28.50		VELO 2	Velcro Tabs Hook 25 metre roll		47.50	
AC07	Ash Can		16.00		VELO 3	Velcro loop 25 metre roll		47.50	
AC08	Bin		6.00			DISPLAY KITS FOR HIRE			
AC09	Coat Stand		20.50		EX01	10ft Display Kit		111.50	
AC10R	Rope		18.50		EX02	10ft Display Kit/Plinth		166.50	
AC10P	Posts		24.00		EX03	10ft Display Kit/Large Plinth		186.50	
AC11	Sign Board		28.50		EX04	10ft Display Kit/Triangular Plinth		176.50	
AC12	Bowl & Plinth		26.00		EX05	10ft Display Kit/Triangular Plinth		151.50	
AC14	Staging		By Quotation		EX06	10ft Display Kit/2 Triangular Plinths		151.50	
AC15	Water Cooler		38.00		EX07	10ft Display Kit/2 Square Plinths		186.50	
AC16	Small Fridge		76.00		EX08	10ft Display Kit/3 Plinths		221.50	
AC18	6ft Tablecloth		9.50		EX09	9ft x 6ft Shell Stand		147.50	
AC19	4ft Tablecloth		7.50		EX10	10ft x 4ft Shell Stand		241.50	
AC20	Hat Stand		27.75		EX11	10ft x 6ft Shell Stand		391.50	
AC21	Large Display Frame		65.75						
AC22	Programmable Info. Board		By Quotation						
AC23	19" Monitor		85.75						
AC24	18" Flat Plasma Screen		116.25						
AC25	Chrome Shelf Stack		75.25						
AC26	Wooden Shelf Stack		57.25						
AC27	Small Bottle Cooler		49.25						
AC28	Narrow Brochure Rack		62.25						
AC29	Medium Brochure Rack		69.25						
AC30	Brochure Display Rack		76.25						
AC31	Free Standing Display Rack		83.25						
AC32	Lectern		56.25						
AC33	Free Standing Alum. Lit Dispenser		91.25						
AC35	Floor Standing Dispenser 6 A4 Pockets		75.00						
AC36	ZigZag Dispenser		69.00					Delivery Charge	£25.00
AC37	Floor Standing Dispenser 4 A4 Pockets		56.00					Sub TOTAL	
AC38	Floor Standing Single Pocket Dispenser		45.00					VAT	
AC39	Rotating Dispenser		76.00					TOTAL	
	SUB TOTAL								

IMPORTANT

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- Furniture must **NOT** be left unattended at the end of an exhibition

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Account No: 80309982 Sort Code: 20 53 77

TO DOWNLOAD OUR BROCHURE VISIT www.exhibition-showroom.co.uk

ORDER FORM FOR ELECTRICAL SUPPLY TO SHELL STANDS

Please return this form

To: Alison Palmer, The Exhibition Showroom Ltd, Unit 5 Manor Lane Business Park,
Manor Lane, Holmes Chapel, Cheshire CW4 8AG

Email: alison@exhibition-showroom.co.uk

Tel: +44 (0)1477 544555 Fax: +44 (0)1477 544666

Company Name _____

Stand Number _____

Address _____

Tel / Fax _____

Email: _____

- It is imperative that you list every piece of equipment that you intend to have working on your stand and the current it requires. Equipment not included on the list may not be connected to the power supply.

We intend to have the following equipment in use on our stand:-

Item	Power Required in Watts

ORDER FORM FOR SHELL STANDS

Ref	Items	Unit Cost	Quantity	Total
	Mains Supply & circuit breakers	£73.00	1	£73.00
	Lighting Track with 3 60 watt spotlights	£78.00		
	Additional Spotlights	£32.00		
	13amp 500 watt socket	£81.00		
	13amp 1kw socket	£96.50		
	Connections	£63.50		
	13amp 3kw socket By Quotation			
	20amp supply (single phase) By Quotation			
		Sub Total		
		VAT @ 17.5%		
		TOTAL		

Please note this form must be returned with payment and completed payment form

PLEASE COMPLETE THIS FORM BY 27th May 2010
and Fax to +44 1 477 544666

ORDER FORM FOR ELECTRICAL SUPPLY TO SPACE ONLY STANDS

Please return this form

To: Alison Palmer, The Exhibition Showroom Ltd, Unit 5 Manor Lane Business Park,
Manor Lane, Holmes Chapel, Cheshire CW4 8AG

Email: alison@exhibition-showroom.co.uk

Tel: +44 (0)1477 544555 Fax: +44 (0)1477 544666

Company Name _____ Stand Number _____

Address _____ Tel / Fax _____

Email: _____

- It is imperative that you list every piece of equipment that you intend to have working on your stand and the current it requires. Equipment not included on the list may not be connected to the power supply.

We intend to have the following equipment in use on our stand:-

Item	Power Required in Watts























ORDER FORM FOR SPACE ONLY STANDS

Ref	Items	Unit Cost	Quantity	Total
	Mains Supply & circuit breakers	£155	1	£155
	13amp 500 watt socket	£81.00		
	13amp 1kw socket	£96.50		
	Connections	£63.50		
	13amp 3kw socket By Quotation			
	20amp supply (single phase) By Quotation			
		Sub Total		
		VAT @ 17.5%		
		TOTAL		

Please note this form must be returned with payment and completed payment form

PLEASE COMPLETE THIS FORM BY 27th May 2010
and Fax to +44 1 477 544666



- | | | | |
|---|------------------------------|---|---------------------------|
|  | Existing SECC Buildings |  | Trees & Flora |
|  | Existing SECC Concourse Area |  | National Cycle Routes |
|  | Scotland's National Arena |  | Construction Hoarding |
|  | Existing Buildings |  | Under Construction |
|  | Internal Roads |  | National Cycle Routes |
|  | A814 Clydeside Expressway |  | Bus Stop |
|  | River Clyde |  | Taxi Rank |
|  | Pedestrian Footpath |  | Exhibition Centre Station |
|  | Pedestrian Crossing |  | Tour Bus Stop |
|  | Reception |  | Box Office |
|  | Information |  | Pontoon |