



## UCISA2010, Harrogate International Centre

The booking procedure will be the same as in previous years in that you will only be booking the exhibition space (which includes the shell scheme, carpet and a basic electrical package), with UCISA. Please note that if you book *space only* the electrical package and name boards are **not** included. The stand charge includes all daytime refreshments and dinner on Wednesday for up to 3 exhibitors over the 2 days. More than 3 must register as delegates. The Exhibition fee does not include the Conference Dinner on Thursday or accommodation.

For any extra shell scheme, stand fitting please deal direct with our exhibition stand builders, Hirex. For any extra electrical requirements, please deal direct with our electricians, Meridian. For furniture requirements, please deal direct with Europa International. You will find the Europa furniture catalogue at [www.europainternational.com](http://www.europainternational.com). From their home page the site is split into sections for tables, chairs, cupboards etc. Once you find a product you're interested in, click on it for prices, sizes, colour options and a bigger photo.

On receipt of your booking form, a stand will be allocated on a *first come, first served* basis with Corporate members and sponsors having priority of location. The Exhibition is open from 1100 – 1930 on 3 March and 0900 – 1700 on 4 March. (The Conference runs from lunchtime on Wednesday 3 March until lunchtime on Friday 5 March). The Exhibition will be held in Hall B where the Conference delegates will take their tea, coffee and lunch breaks. Please complete the exhibitor/delegate booking form that you will find on the Conference website at ([www.ucisa.ac.uk/events/2010/conference2010.aspx](http://www.ucisa.ac.uk/events/2010/conference2010.aspx)) giving details of your exhibitors (for security and catering purposes) by the booking deadline. To reiterate, the exhibitor pack includes all daytime refreshments and dinner on Wednesday for up to 3 exhibitors over the 2 days. More than 3 must register and pay as delegates. The Exhibition fee does not include the Conference Dinner on Thursday or accommodation.

As in previous years, we are offering you the opportunity to become overall sponsors of the event with a choice of 4 different levels – Primary, Platinum, Gold and Silver. The cost of Primary sponsorship is £10,000, Platinum £7,500-£9,999, Gold £5–7,499 and Silver £2,500–£4,999. Full details are listed on the next pages.

If you would like the opportunity to arrange pre-conference presentations or customer meetings on Wednesday morning there will be rooms available at The Majestic Hotel from 1000-1300. The room will include a basic AV package (screen and data projector) and light refreshments. The cost is £1500 + VAT. ***Please note, these pre-sessions do not include access to the Conference.*** Please contact the UCISA office if you wish to take up this offer.

The cost of putting flyers into the delegate packs is £500 (members) and £1,000 (non-members) both + VAT.

The booking deadline for stands and/or sponsorship is **Friday 15 January 2010**. On receipt of your booking form, you will be sent an invoice **which must be paid in full before the event**. ***Please note, cancellations will not be accepted after the booking deadline.***

Details of each exhibitor will be included on the website. I should be grateful if you could provide me with a brief summary (max 50 words) about your company, preferably when you submit your booking form but, at the latest, by **Friday 22 January**.

We look forward to hearing from you.

A handwritten signature in black ink that reads "Sue Fells". The signature is written in a cursive, flowing style.

Sue Fells



# UCISA 2010 Management Conference Exhibition

3-4 March 2010, HIC

## EXHIBITION STAND BOOKING FORM

The booking deadline is **Friday 15 January 2010**

### Price

a) The **Shell Scheme** package price of £295 member (£395 non-member) per m<sup>2</sup> + 17.5% VAT includes: the shell scheme; carpet; a basic electrical package (2 x spots and 1 x 8 amp socket); all meals and refreshments (from lunch on 3 until lunch on 4 March for up to 3 people); entrance to the conference sessions.

b) The **Space Only** package price of £295.00 member (£395 non-member) per m<sup>2</sup> + 17.5% VAT includes: carpet; exhibitor refreshments during the day; entrance to the conference sessions.

***Neither package includes the Conference Dinner (on Thursday) or accommodation.***

Do you require the a) shell scheme or b) space only package? \_\_\_\_\_.

***NB If booking Space Only, you will need to order your electrical package separately.***

Wifi internet access is **complimentary**. Do you require a hard wired internet connection to your stand instead? \_\_\_\_\_

Do you have any special requirements? \_\_\_\_\_

***All stands are a standard 3 x 2 metres and can be booked in multiples of this size.***

We wish to book an exhibition stand of \_\_\_\_\_ m<sup>2</sup>. Size \_\_\_\_\_ m x \_\_\_\_\_ m.

We wish to sponsor \_\_\_\_\_ for £ \_\_\_\_\_.

Please send an invoice against our Purchase Order No \_\_\_\_\_

***NB Cancellations will not be accepted after the booking deadline.***

Company name \_\_\_\_\_

Address \_\_\_\_\_

Town/City \_\_\_\_\_ Postcode \_\_\_\_\_

Tel No \_\_\_\_\_ Fax No \_\_\_\_\_

Email \_\_\_\_\_

Contact name \_\_\_\_\_

Invoice address (if different from above) \_\_\_\_\_

Town/City \_\_\_\_\_ Postcode \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_

***Please fax/email with your official Purchase Order to Sue Fells on 01865 283426***



## UCISA Corporate Sponsorship

UCISA values the contributions of its Corporate members and, in turn, Corporate members benefit from exposure to the higher education community through attending the UCISA Annual Management Conference. This year, UCISA is making it even easier for corporate members to demonstrate their support for UCISA and its mission of promoting excellence in the application of information systems.

The UCISA Corporate sponsorship packages are an excellent way to increase visibility with all our higher education members, who represent the majority of decision makers and budget holders within the community.

Whilst UCISA has always sought ways to acknowledge your generosity, the Corporate sponsorship package makes your organisation far more visible to those members.

We are offering the following levels of sponsorship:

- Primary sponsorship £10,000
- Platinum sponsorship of £7,500 – £9,999
- Gold sponsorship of £5,000 – £7,499
- Silver sponsorship of £2,500 – £4,999

### Sponsorship benefits



#### PLATINUM PARTNER

- Highest priority for space assignment at the Conference
- Opportunity to promote your *Business Showcase* session in the handbook
- Opportunity to put your name against one of the favoured sponsorship opportunities
- A full-page mono ad in the handbook
- Recognition in the handbook
- Four free exhibitor passes to the Conference



#### GOLD PARTNER

- Very high priority for space assignment at the Conference
- Opportunity to put your name against a sponsorship opportunity
- Recognition in the handbook
- Three free exhibitor passes to the Conference
- A half-page mono ad in the handbook
- A listing on the UCISA website sponsors page



#### SILVER PARTNER

- High priority for space assignment at the Conference
- Recognition in the handbook
- Two free exhibitor passes to the Conference
- A listing on the UCISA website sponsors page
- Use of the UCISA silver partner logo in ads and communications

- A listing on the UCISA website sponsors page
- Use of the UCISA platinum partner logo in ads and communications

- Use of the UCISA gold partner logo in ads and communications

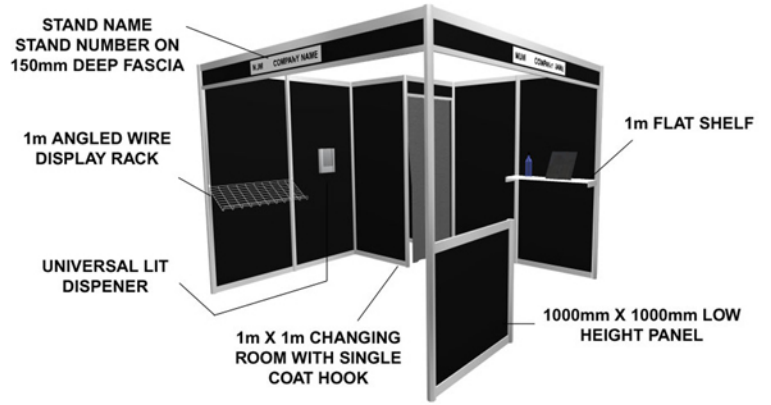
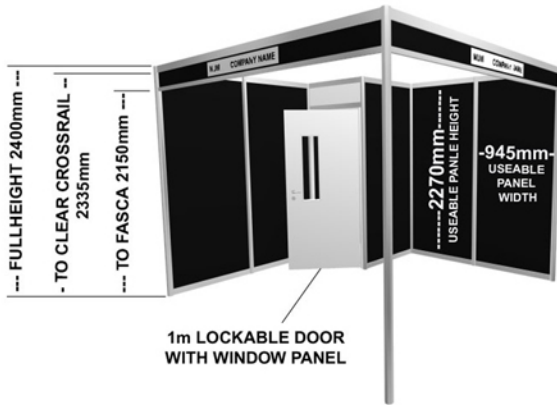
Specific items which you may put your name against are:

Conference bags	Gold	£5,000.00
Conference badge holders and lanyards	Silver	£2,500.00
Writing pads and pens		£2,000.00
Lunch (Wednesday)		£1,500.00
Pre dinner drinks reception in the Exhibition (Wednesday)		£2,000.00
Dinner wine (Wednesday)	Silver	£2,500.00
Dinner (Wednesday)	Silver	£2,500.00
Entertainment (Murder Mystery on Wednesday)	Silver	£2,500.00
Lunch (Thursday)		£1,500.00
Pre Conference dinner reception (Thursday)	Silver	£3,000.00
Entertainment (during dinner)	Silver	£2,500.00
Conference dinner wine	Gold	£5,000.00
<b>Conference dinner</b>	<b>Primary</b>	<b>£10,000.00</b>
After dinner speaker ( <a href="#">Ben Fogle</a> )	Gold	£6,000.00
Wifi access	Platinum	£7,500.00
AV (your logo on all the holding slides)	Silver	£3,500.00
Conference guides	Silver	£2,500.00
Canapes (on your stand during the Weds drinks reception)		£ 250.00
Delegate <i>passports</i> (delegate cards requiring exhibitor signatures)		£1,000.00
Speaker sponsor (Opening keynote)		£5,000.00
Speaker sponsor (Closing keynote)		£2,000.00
Speaker sponsor (Plenary)		£1,500.00
Speaker sponsor (Motivational – <a href="#">James Cracknell</a> )		£5,000.00

**Please note, it is necessary to pay the full value of the item if you wish to be the sole sponsor.**



# Shell Scheme Info and Extras



Please use the 1 Square = 1m grid below, in conjunction with your exhibitor order form to indicate the extras you require. Please give the position and heights of shelves and wire racks etc. Please note wire racks **CANNOT** be positioned into corners of stands

## Panels

Panels are covered in fire retardent black material which accepts Velcro fixings. Under no circumstances must anything be nailed, screwed or glued to the shell scheme panels or metalwork of the stand. All damage will be charged to the exhibitor at full replacement cost. Panels are attached to each other by aluminium uprights which stand 20mm proud. Graphics can be attached to stands direct with Velcro (maximum width between uprights is 945mm). Exhibitors with larger graphics should contact **Hirex** for advice.

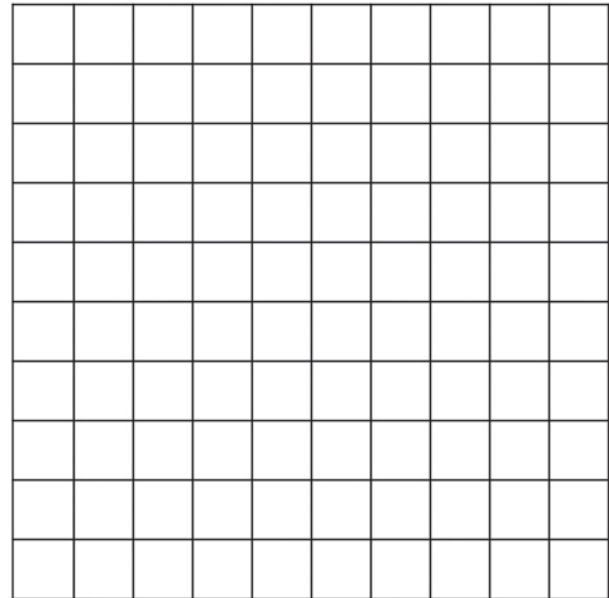
## Space Only Sites

Space only sites are not permitted to attach anything to the adjoining shell scheme. Exhibitors taking space only sites backing onto, surrounded by or adjoining shell scheme sites; should not assume that panels facing their stand will be finished. **Hirex** are not contracted to supply finished panels (i.e. covered with material) to these sites. Space only exhibitors booking stands between shell scheme sites must deduct 55mm from overall measurements to fit within the allotted space (eg. a 3m x 2m space only site would in fact have a floor dimension of 2945mm x 1945mm).

**Failure to note this will mean that your stand may not fit in the allotted site.**

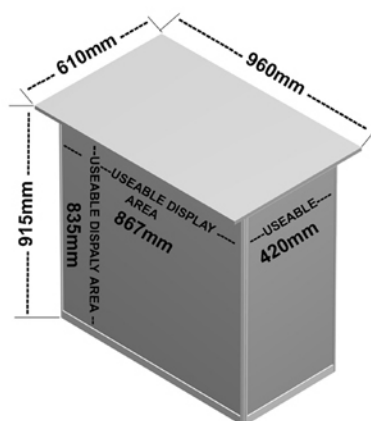
Show \_\_\_\_\_

Stand N° \_\_\_\_\_



FRONT OF STAND

For further information on our shell scheme and examples of our Shell Scheme Extras in use, please visit our website [www.hirex.co.uk/exhibitors/shell-schemes/shell-schemes](http://www.hirex.co.uk/exhibitors/shell-schemes/shell-schemes). Where you can also order on-line.



LARGE LCD MOUNTING

SCREENS UPTO 24" ONLY

MOVEABLE BOARD

SHELF 1000mm X 325mm

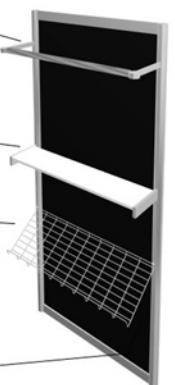


GARMENT RAIL 1000MM

SHELVING 1000mm X 240mm

ANGLED WIRE DISPLAY RACK 1000mm X 350mm

ANGLE OF RACK =55 DEGREES



# Hirex

Specialists  
in  
Exhibition  
Construction

1 Lomax St, Radcliffe,  
Manchester M26 1PX  
Telephone: 0161 723 6100  
Facsimile: 0161 723 4744

Hirex reserve the right to amend specifications without notice.  
[www.hirex.co.uk](http://www.hirex.co.uk)



# CONDITIONS OF HIRE

1. **Europa International** herein after **the company** let furnishings on hire only on the following terms and conditions and will not accept or be bound by other conditions so far as they conflict with the following.
2. The period of hire commences from the time of delivery to the person destination or site indicated on the order form from the hirer or where ordered on the telephone by the instructions of the person placing the order. This shall continue until the furnishings (comprising of furniture, carpet and modular) are accepted back by the company. RISK OF LOSS OR DAMAGE will be on the part of the hirer throughout the period of the hire until collected or delivered back to our premises.
3. The hirer shall rent the furnishings at the rates quoted by the company or any subsequently increased rate in force at the commencement of the hire period. The company reserves the right at any time without notice to increase charges (particularly where there is a change in the value of the pound sterling). The hirer undertakes to fully insure all furnishings for the hire period plus at least 3 days prior and 1 day after the conclusion of the event for a sum of not less than five times the hire price.
4. The hirer shall provide at the specified destination a duly authorised representative to accept the furnishings and to give a written receipt. If the hirer fails to provide for this the company shall issue a delivery note to the hirer as conclusive proof of time and delivery by the company.
5. The company rents furnishings in good order and condition. The receipt signed by the representative of the hirer or in the absence of such a receipt the company's delivery note shall be conclusive evidence of such good order and condition unless at the time of delivery or within 24 hours the hirer shall notify any defect to the company by telephone or fax whereupon all responsible efforts will be made to rectify the problem. The hirer undertakes to take care to avoid damage or theft of hired items and to take all reasonable steps to keep and return the furnishings to the company in first class condition. If items of furniture are broken, damaged or lost then the hirer is liable to repair or replacement costs as agreed between Europa International and the hirer. NOTE: - We reserve the right to upgrade or change any item that is out of stock.
6. The company will endeavour to effect delivery of hired furnishings at the time indicated by the hirer but will not under any circumstances be liable for any delay in delivery caused by circumstances beyond the company's control. Liability for any delay in any case will be limited to the refund of any hire charges already paid by the hirer relating to periods of non-delivery or late delivery.
7. Instructions of the hirer (different from those on the requisition) cannot be carried out unless given in writing to the company 7 days prior to action required and accepted by the company in writing. At the discretion of the company a charge of not less than 25% may be made on all orders cancelled prior to delivery. For on-site cancellations where delivered correctly NO refund will be issued.
8. If the hirer fails to make available for collection the furnishings at the end of the hire period the hirer shall be liable to pay loss of hire charge at a pro-rata rate until such time as the furnishings are returned to the company or notifies the company by recorded delivery of the loss of furnishings.
9. The hirer will be expected to empty all lockable items of their property at the close of show. The company can not be held responsible for goods left in said items and removed to effect collection.
10. The furnishings shall remain the property of the company and the hirer shall at all times keep the furnishings in their possession and free from any lien charge or other encumbrance whatsoever. The period of hire shall cease forthwith in the event that any winding up procedures (compulsory or voluntary) are commenced in respect of the hirers business or if any receiver trustee or liquidator is appointed of the hirers business or of any substantial part of its assets.
11. CARPETS & TILES. - All skirting to platforms must be removed to allow carpet to be fitted over the edge. Extra cutting due to machines, stand building etc. plus any damage to carpets or tiles: - i.e. oil, ink, ripping etc. we reserve the right to charge. Fitting to design or walls will be charged as extra. All carpets (not tiles) are laid on an outright sale basis unless arranged otherwise.  
No liability shall be attached to Europa International for:
  - (1) Skirting which has to be removed for the purpose of laying carpets.
  - (2) Loss or damage however caused to customer's own goods.
  - (3) Any dilapidation for fixing to hall floors (we use low tack tape, as specified).

All carpets are charged by using full widths of carpet (normally 4 metres wide) in the most economical method.
12. Hire period is up to 7 days thereafter a supplementary hire charge on a daily pro-rata basis. Prices include delivery and collection where we are the appointed contractor. In other events there may be a delivery charge, subject to value, we will inform you of this before processing the order.
13. Unless otherwise agreed all charges as per invoices shall be paid 21 days prior to delivery.



# Meridian

International Exhibition Contractors

Meridian Services Ltd.  
94 Ash Road, Aldershot  
Hampshire, GU12 4EY, UK.  
Tel: +44 (0) 1252 318 893  
Fax: +44 (0) 1252 336 969  
Email: [info@meridianservices.co.uk](mailto:info@meridianservices.co.uk)

PLEASE NOTE THAT IF YOU HAVE NOT ALREADY MADE ARRANGEMENTS WITH OUR OFFICE - WE RESPECTFULLY ASK FOR FULL PAYMENT OF THIS INVOICE PRIOR TO WORK COMMENCING, OTHERWISE WE CANNOT GUARANTEE SUPPLY ON OPENING OF SHOW.

**Methods of Payment Cheques to be made payable to MERIDIAN SERVICES LTD.**

**UK Sterling**

**EUROS only**

<p><b>Paying in Sterling</b> By Cheque direct to the office</p> <p><b>Direct debit</b> BACS or CHAPS <b>To: Bank of Scotland</b> 600 Gorgie Road, Edinburgh EH113XP <b>Sort Code: 12-20-26</b> <b>Account No: 06092631</b> <b>Account Name: Meridian Services Ltd.</b> <b>Swift Code: BOFSGB21282</b> Ref: IBAN <b>GB19 BOFS 1220 2606 0926 31</b></p>	<p><b>Paying by EURO</b> By EURO Cheque direct to office</p> <p><b>Direct Debit</b> BACS or CHAPS <b>To: Bank of Scotland</b> 600 Gorgie Road, Edinburgh EH113XP <b>Sort Code: 12-20-10</b> <b>EURO Account No: 21736001</b> <b>Account Name: Meridian Services Ltd.</b> <b>Swift Code: BOFSGB21EUL</b> Ref: IBAN <b>GB81 BOFS 1220 1021 7360 01</b></p>
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Payment can also be made by Credit Card, please contact the office for a Credit Card form or simply complete the following. Once payment has been collected we will forward you a Credit Card Receipt.

<b>Card No:</b>		<b>Three digit security number on reverse side of card.</b> (Data is destroyed once payment has been received)
<b>Name as on Card:</b>		
<b>Expiry Date:</b>		
<b>Address as on Statement:</b>		
		<b>Post Code:</b>
<b>Phone No:</b>		<b>Fax No:</b>
<b>Net Amount £:</b>	<b>VAT £:</b>	<b>Total Due £:</b>

<b>Invoice No:</b>
<b>Authorisation:</b>
<b>Office use only:</b>
<b>Authorisation:</b>
<b>Office use only:</b>

# Hall B

