



CONFERENCE 20

MANCHESTER CENTRAL

WEDNESDAY 18 TO THURSDAY 19 MARCH 2020



ucisa20
Exhibitor
Booking
Pack



ucisa20 Exhibitor Booking Pack

Back this year!

Following feedback from both Delegates and Exhibitors over the last couple of years we've had to make the decision to put a limit on the number of Exhibitor passes to two per stand and additional passes to three per stand.

Bookings

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.

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](#). Further details on all the suppliers together with orders forms can be found at the end of this Booking Pack.

Terms

- **Your 2020 membership invoice must be paid before we will confirm your booking. Membership for 2020 is £2160 + VAT**
- On receipt of your signed booking form and official PO, stands will be offered to sponsors first (in order of value of sponsorship) and then in order of receipt of booking. **Bookings will not be accepted or space held without a completed Booking Form and copy of your official PO made out to ucisa Services Limited, NOT ucisa.**

The **Exhibition** is open from 1000–1800 on Wednesday 18 March and 0900–1600 on Thursday 19 March. The **Conference** is open from lunchtime on Wednesday 18 March until lunchtime on Friday 20 March.

The Exhibition will be held in the Exchange Hall, where the Conference delegates will take their tea, coffee and lunch breaks. There will also be a late afternoon-early evening drinks reception on the Wednesday within the Exhibition so please ensure your stand attendees are aware of this.

The Exhibition pack includes all daytime refreshments for up to **2 exhibitors** over the 2 days. More than 2 (to a maximum of 5) must register and pay for extra exhibitor passes. **NB** Exhibitor passes may only be used for exhibiting company staff. All other attendees must book and pay as Delegates.

Sponsorship

You will find full details on all sponsorship packages on the next pages.

Pre-Conference meeting rooms

If you would like the opportunity to arrange pre-conference presentations or customer meetings on the Wednesday morning there will be a few rooms available at the venue from 1000-1300. The rooms will include a basic AV package (screen, data projector, sound, wifi connectivity and light refreshments. The cost is £1500 + VAT. **Please note, these pre-sessions must be booked at least a month before the event** and details regarding your session supplied in time for a Pre-Session mailing which will go out at the end of February. Pre-session attendees are not entitled to access the Conference or Exhibition areas if they haven't registered for the Conference. They will be supplied with a pre-session pass badge on arrival at the Conference Registration desk. It is up to you to organise your own marketing of the session beyond the above mentioned group mailing and the taking of registrations, if required. Please contact the ucisa office if you wish to book one of these rooms.

Mailings to delegates

Mailings to the delegates must be scheduled with us well in advance as slots in the run up to the Conference fill up very fast. **Please be aware that we only send one mailing per day.** We would strongly urge you not to send unsolicited emails regarding your attendance at ucisa20. Whilst we appreciate the contribution our exhibitors make to the success of the event and your desire to publicise your attendance, our members have complained about unsolicited mail which doesn't reflect well on the sender.

Flyers

The cost of putting flyers into the delegate packs is £500 (members) and £1,000 (non-members) + VAT. If you wish to take advantage of this opportunity, please include *Flyers* on the Booking Form and add the cost to your PO.

Deadlines

- Friday 29 November** – receipt of PO for 2020 membership renewal (£2160 + VAT)

- Friday 24 January** – booking deadline for stands and sponsorship
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.
 - sponsors (only) logo which must be high res (min 300 dpi) eps, tif
 - submission of Partner Showcase proposals for consideration

- Friday 31 January** – exhibitor/sponsor 50-word company abstract (for the website)
 - exhibitor attendee bookings
Please include any dinners required and pay by credit card.

- Friday 14 February** – booking pre-session rooms
 - mailing to delegates describing pre-session and providing details for registration



ucisa20 Leadership Conference 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 Conference. The ucisa 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 sponsorship package makes your organisation far more visible to those members.

Sponsorship is only available to Corporate members who have booked an exhibition stand.

All sponsorship packages include your company profile and logo on the Conference website, a mention in the Welcome note and your logo in the Conference App.

1 Primary sponsorship package **£15,000 (+ VAT)**

- **keynote plenary presentation* (One free speaker place for the day of the presentation)**
- **panel session involvement***
- **access to a meeting room for a pre-conference session**
- **sponsorship of the Conference Pre dinner drinks reception**
- **5 minute Primary Sponsorship introduction**
- **advert in the Conference App**
- **logo included in ucisa attendee communication pre and during event**
- **logo on rotation on the holding slides during the conference breaks**
- **pre-event email to ucisa members**

5 Platinum packages (parallel business showcase) **£8,500 (+ VAT)**

- **single 30 minute partner case study slot**
- **One free speaker place for the day of the presentation**
- **advert in the Conference App**
- **pre-event email to ucisa members**
- **your choice of sponsorship of one of the platinum options listed below.**

Platinum sponsorship options (*one* option per platinum sponsor):

Dinner entertainment

Opening keynote

Closing keynote

Dinner wine (Conference)

Dinner wine (Wednesday)

* Primary sponsorship will include a keynote presentation and the opportunity to be involved in a panel discussion, as long as a suitable presentation is agreed upon. We will require you

to submit a 200-word proposal by Friday 6 December latest (including details of your presenters and a title) for consideration by the Conference Committee.

Platinum sponsorship includes a single 30-minute Partner Case Study slot and will require you to submit a 200-word proposal by Friday 6 December latest (including details of your presenter and title) for consideration by the Conference Committee. This is a parallel session within the main body of the Programme.

You will find a Brief for both packages on the next page.

Other sponsorship items. Those sponsoring over £3,000 + VAT will be listed as Silver sponsors and those sponsoring over £6,000 + VAT will be listed as Gold sponsors.

Specific items which you may put your name against are:

Wifi	£7,000.00
Drinks reception in Exhibition (Wednesday)	£7,000.00
AV	£6,000.00
Conference bags	£6,000.00
Delegate bingo card	£4,500.00
Conference lanyards	£3,500.00
Notepads	£3,000.00
Lunchtime video advertisement (x 5-8)	£2,500.00
Speaker sponsorship (x 4)	£3,000.00
	All + VAT

Branded sponsorship items will be available once the other items have been taken.



ucisa20 Primary and Platinum sponsorship brief

Building on the success of ucisa 2019, we are pleased to announce that the theme for ucisa 2020 will be “Inside Out, Outside In” – focusing on inspiring and enabling outstanding leadership in IT.

The HE and FE Sectors continue to operate in what is undoubtedly one of the most challenging periods of sustained change in their histories. As a result, the need to seek out best practice from both within and outside the sector, as well as the best products/services has never been greater if we are to ensure we have the agility and creativity needed to meet the challenges our institutions face.

ucisa20 will attract around 300 senior IT staff from across 100 HE and FE institutions. As in previous years delegates will primarily be CIOs, Directors and Deputy/Assistant Directors for IT, and other senior managers with responsibility for either the whole or large parts of the Information Service delivery in their institutions.

You will appreciate that the services they oversee are extensive and will include network and telephony, business systems, virtual learning environments, all aspects of student computing, teaching & learning technologies, eLearning, communication & collaboration suites, portals, service desks and statutory and legislative requirements to name but a few! They will play a major role in their institution’s strategy and will have procurement and purchasing responsibilities.

The Programme will include a range of high quality, stimulating speakers on a wide variety of topics, as well as University and Partner Case Studies.

Rather than theming our focus for this year’s sponsored sessions, we are taking on board your feedback, and that of our delegates by inviting companies to demonstrate their approach to any hot topic currently circulating the sector. These could include, but are not limited to;

- Learning analytics
- Using AI solutions in any part of the student journey
- Improving digital literacy
- Transforming the student learning experience
- Leveraging the cloud to reduce risks and improve agility
- Using AR and VR in teaching
- Managing the risks of GDPR
- Diversity and Inclusion
- Developing the workforce of the future

We would like to suggest that your presentation focuses on what your services, software or solutions may offer in support of these challenges, or any others you might identify.

Our members (your potential customers!) have indicated that the most effective and best received presentations are those given in conjunction with an institution that has implemented or is implementing one of your solutions. So, to ensure you achieve

maximum benefit from your case study, please ensure that your presentation is customer led and benefits focused. To this end we would ask that you inform us, when you submit your proposal, which institution you are partnering with for your keynote/case study.

Please be aware that past feedback has clearly indicated that a direct sales pitch is likely to turn off your audience and leave you languishing behind your peers!

The deadline for proposals is Friday 6 December.



ucisa20 Leadership Conference Exhibition
18-19 March 2020, Manchester Central
EXHIBITION/SPONSORSHIP BOOKING FORM

The booking deadline is Friday 24 January 2020

Price

The Exhibition stand price is £2,750 + VAT. Stands should be booked in multiples of 6 metres (3m wide x 2m deep).

a) The **Shell Scheme** package includes:

the shell scheme; carpet; a basic electrical package (2 x spots and 1 x 8 amp socket); exhibitor refreshments during the day for up to 2 people); entrance to the conference sessions.

b) The **Space Only** package includes:

carpet; exhibitor refreshments during the day (for up to 2 people); entrance to the conference sessions.

Neither package includes the dinners 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 with Meridian.

Wifi internet access for email and browsing only is **complimentary**. If you require a hard wired internet connection instead, please contact Manchester Central via the instructions in the back of this pack.

We wish to book an exhibition stand of _____ m². 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 _____ Email _____

Contact name (this person must already be registered, [via the website](#), to enable us to process the booking)

Invoicee details (person in Finance Dept to whom invoices should be sent) _____

Town/City _____ Postcode _____

Tel No _____ Email _____

Signed _____ Dated _____

Please email Bríd Field with your official Purchase Order made out to **ucisa Services Limited**
NB Payment for your booking must be made before the event.

UCISA LEADERSHIP CONFERENCE
18th & 19th MARCH 2020
MANCHESTER CENTRAL
EXCHANGE HALL, MANCHESTER

Index Use	2767/567
E.C.	
BOMPAC	
PAYMENT	

ADDITIONAL STANDFITTING ORDER FORM

For Shell Scheme stands only

Stand No.

Deadline Date - Tuesday 18th February

** to qualify for 20% early order discount please see information below.*

Item	Price	Quantity	Total
1. Extra Panels - 1000mm (graphic image optional extra - see 11) (Full height)	£56.00		
2. Extra Panels - 500mm (Full height)	£35.70		
3. 1m Wire Display Rack (not into corners of stands)	£31.60		
4. Shelves - 1000mm x 240mm	£25.30		
5. Garment Rail (1m section)	£25.30		
6. A4 Zed-Up Lite (free standing literature rack)	£60.00		
7. A4 Wallmount Leaflet Dispenser	£14.00		
8. Store Room with Lockable Door (into corner-1m x 1m)	£163.90		
9. Fold up Counter 960mm(l) x 610mm(d) x 915mm(h)	£48.00		
10. Click Integral Counter with Lockable Sliding Doors	£100.00		
11. Full Colour Graphic Options Available (please call for details)	POA		
12. Lockable Computer Plinth with Internal Shelves & Perspex Graphic	£170.50		
13. Colour Change (stock) to existing panel (Per 1m x 2.4m face—colour on app.)	£50.00		
14. Small LCD Fixed or Pivoting Mount (Screens up to 24" only)	£30.40		
15. Large LCD Mounting Kit (Screens over 24" only)	£137.50		
16. *Slat Walling (Per 1m x 2.4m face)	£100.00		
*Muslin/Casement/Twill Ceiling-Black or White (Size: __m x __m , price per m.sq.)	POA		
*MDF clad panel (unfinished or painted options available) (Per lin.m)	POA		

*** Please note the early order discount does not apply to these items**

Deadline Date for Cladding: Tuesday 18th February 2020

NB: Any MDF Clad panels ordered after 18th February 2020 will be subject to a 50% surcharge and finished in white paint only.

No goods will be supplied unless full payment is received

Please return this form to the address below with full payment by the above deadline date to receive 20% discount.
 Any items requested on site will be supplied subject to availability and will incur a 25% surcharge.

20% discount (if applicable)	
Sub Total	
3.55% surcharge for credit card payments	
1.9% surcharge for AMEX card payment	
Total	
Vat 20%	
Total	

HIREX

Specialists in Exhibition Construction

1 Lomax St, Radcliffe,
 Manchester, M26 1PX.
 Telephone: 0161 723 6100
 Facsimile: 0161 723 4744
 Email: admin@hirex.co.uk

UCISA LEADERSHIP CONFERENCE 18th & 19th MARCH 2020 MANCHESTER CENTRAL EXCHANGE HALL, MANCHESTER

Index Use	2767/567
E.C.	
BOMPAC	
PAYMENT	

EXAMPLE OF A TYPICAL STAND WITH OPTIONAL EXTRAS

Corner Site Stands

All Corner sites will be open to the gangways with fascia to the perimeters overhead.

Should you require additional walls please complete the additional stand fitting order form and return with payment.



Dimensions

Overall Panel Size: 2400mm high x 1000 wide

Useable Panel Size: 2270mm high x 945mm wide

Upright: 55mm wide

Hirex

Specialists in Exhibition Construction

1 Lomax St, Radcliffe,
Manchester, M26 1PX.
Telephone: 0161 723 6100
Facsimile: 0161 723 4744
Email: admin@hirex.co.uk

Payment & Credit Card Charge Authorisation

Exhibition Name: _____

Stand Number: _____

Company Name: _____

Address: _____

Postcode: _____

Telephone: _____

Facsimile: _____

Contact Name: _____

EU VAT Number (if applicable): _____

Email: _____

PO Number: _____

Payment for services— Hirex Ltd requires payment in full at the time services are ordered.
Method of payment— Hirex Ltd accepts all major credit / debit cards, cheques and bank transfers. Purchase orders are not considered payment.

We require your payment authorisation to be completed and returned even if you are paying by cheque or bank transfer. You do not need to complete your card details unless you wish to pay by this method. Please tick the box below to indicate your preferred method of payment.

Cheque
Bank Transfer
Credit/debit card

Orders can not be processed until payment has been received.

Cancellations/Refunds— Please note that refunds will not be made on cancellation of any non stock items. Any item ordered prior to and transported to the event is not eligible for a refund.

Bank Transfer & Cheque Payment Information:

Beneficiary: Hirex Ltd

The Royal Bank of Scotland
131 Blackburn Street, Radcliffe, Manchester, M26 9WQ

Account Number: 10048894

Sort Code: 16-29-20

Swift Code: RBOSGB2L

IBAN Code: GB80 RBOS 162920 10048894

Please make all cheques payable to—Hirex Ltd

I agree in placing this order that I have accepted the Terms & Conditions of Hirex Ltd:

Signed: _____

Print Name: _____

Date: ___/___/___

All information must be provided. Your order will not be processed if any information is missing.

Please note that there is a surcharge for credit card transactions.

Please ensure this form is returned with all orders.

Debit Card
Credit Card
American Express

Card Number: _____

Expiry Date: ___/___

Security Code (Last 3 digits on signature strip) _____

Start Date (if shown): ___/___

Issue Number (if shown): _____

Cardholders Name: _____

Cardholders billing address (If different to above):

Post Code: _____

Cardholders Signature: _____

Date: ___/___/___

Please note this form will be destroyed once payment has been processed/received.

If you have any questions relating to any of the information on this form please contact us on:
01617236100

HIREX

Specialists in Exhibition Construction

1 Lomax St, Radcliffe,
Manchester, M26 1PX.
Telephone: 0161 723 6100
Facsimile: 0161 723 4744
Email: admin@hirex.co.uk

Transform your shell scheme stand

Let Hirex produce your graphic panels saving **you time** and **money!**

The displays featured include production from supplied print ready files, delivery to site, installation* & removal.



from **£225** per linear metre

TENSION FABRICS GRAPHICS

Tension fabric graphic with machine stitched silicon strip & aluminium frame.

CONTINUOUS FLUSH FITTING PANELS

Stunningly impressive use of graphics produced in sections and buffed together to give the illusion of a continuous wall



from **£310** per panel

based on panel size 1000mm (w) x 2400mm (h)



INTEGRAL GRAPHICS

Graphic panels produced to fit within the shell scheme framework based on panel size 962mm (w) x 2285mm (h)

from **£195** per panel



Customising your stand with the clever use of graphics is the easiest way to maximise your presence at this prestigious event.

By using the services of Hirex you can take the hassle free option to enhance your stand, as we can produce your graphics, deliver to site and install* them ready for your arrival.

To qualify for the discount the graphics must be ordered and artwork received by the specified date. The correct artwork specification will be supplied on application or confirmation of order. All prices shown are subject to VAT. E&OE. Storage prices available on application.

* Installation is not included in the Economy & Budget graphics options, these are offered on a self installation basis.

from **£99*** per panel

ECONOMY GRAPHICS

produced on 440gsm vinyl banner material

Self Installation version of our Integral Graphics shown opposite based on panel size 962mm (w) x 2270mm (h)



BUDGET GRAPHICS

produced on 170gsm Semi gloss paper

from **£70*** per panel

COUNTER GRAPHICS



from **£85** per panel

Don't forget to take advantage of our fantastic **20% discount** for early completed graphic orders.

Contact **Katie Armstrong**, Exhibition Co-ordinator on **0161 723 6100** e: k.armstrong@hirex.co.uk www.hirex.co.uk



member of **ESSA** | Event Supplier and Services Association

1 Lomax Street
Radcliffe
Manchester
M26 1PX

0161 723 6100
sales@hirex.co.uk

To order a hardwired connection for your stand, you will need to order this via Manchester Central as follows:

1. Register for an account with Manchester Central
<https://www.manchestercentral.co.uk/user/register>
2. Then follow the online ordering link <https://www.manchestercentral.co.uk/online-ordering>
3. Select the ucisa event
4. Enter your stand number
5. From the menu on the left, select IT services

If you require support or have any queries, please email eventsit@manchestercentral.co.uk or call the department on 0161 827 7632

Exhibitor Audio Visual Rental Order Form - 2 Day Event



Event Name	Event Dates	Days
ucisa20 Leadership Conference	18 & 19 March 2020	2

All exhibitors must complete this form to order AV equipment for the above named event
 Orders should be received no later than **5 working days** prior to the show - Late orders will incur a 20% surcharge

Exhibition Video					
Item Description	Cost	Quantity	Total (£)	Sound?	Wall Mounted?
32" LED Screen	£140				
40" LED Screen	£200				
43" LED Screen	£210				
49" LED Screen (4K)	£240				
55" LED Screen	£240				
65" LED Screen	£400				27kg
75" LED Screen	£550				50kg
80" LCD Screen	£750				80kg
Titan Stand for 80" or larger	£160				80kg
32" Touch Screen	£280				
42" Touch Screen	£400				25kg
46" Touch Screen	£460				29kg
55" Touch Screen	£520				41kg
65" Touch Screen	£720				69kg

IMPORTANT NOTES:

- All screens up to 75" come with a floor stand included unless wall mounted.
- Wall mounting requires reinforcement. Please contact your shell scheme/stand provider to arrange this in advance.

Additional Exhibition Equipment Options			
High Spec Laptop - Windows Based	£140.00		
Cyclone Media Player	£50.00		
Apple iPad (wifi)	POA		
Apple iPad desk/floor stand	POA		

Exhibition Sound			
2 Speaker PA System	£170.00		
4 Speaker PA System	£220.00		
Radio Microphone	£120.00		
Lectern/Table Top Microphone	£26.00		

IMPORTANT NOTES:

- You will need to order mains power for your requirements separately from the appropriate provider.
- This list of equipment is not exhaustive - please contact us for a bespoke quotation.
- Blitz request that Exhibitors bringing their own Apple devices provide relevant adapters.
- Please be advised, VAT is chargeable to all companies in the UK.
- If you are outside the UK but within the EU, please provide a VAT number. If you are outside the EU then VAT is not applicable.

Sub total	-	<input type="text"/>
(not applicable if outside EU) VAT @ 20%	-	<input type="text"/>
FINAL TOTAL	-	<input type="text"/>

BLITZ CONTACT DETAILS:

Trish Bailey | AV Sales Manager | Direct: +44 (0)161 827 8759 | Mobile: +44 (0)7780 664 648 | tbailey@blitzges.com
 Andrew McGee | Project Co-ordinator | Direct: +44 (0)161 827 8756 | Mobile: +44 (0)7780 383 409 | AMcGee@blitzges.com
Blitz | Venue: Manchester Central Convention Complex, Petersfield, M2 3GX
Blitz | Head Office: 100 Centennial Avenue, Elstree, Hertfordshire, WD6 3SA
 Additional notes or requirements

Event Details

Stand Name:	Stand Number:
Onsite Name:	Onsite Contact No:
Onsite Contact Email:	

Invoice Contact Details

Title:	First Name:	Last Name:
Company Name:		
Invoice Address:		
Country:	Post Code/Zip Code:	
Telephone:	VAT no (EU outside UK only):	
Email:		

<input type="checkbox"/>	BACS Transfer (Please use the Blitz quote reference with your remittance) Please allow 3-4 working days	Bank Account Details Blitz Communications Ltd National Westminster Bank PO Box No 4 RY 250 Regent Street London W1A 4RY Sort Code: 56 - 00 - 27 Account No: 58301011
<input type="checkbox"/>	CHAPS Transfer (Please use the Blitz quote reference with your remittance) Please allow 1-2 working days	
<input type="checkbox"/>	Credit / Debit Card Please call +44 (0) 20 7598 5577 to make payment once you have received a Pro-Forma Invoice	

NB: Client is responsible for international transfer charges. Any unpaid balance will be debited from your account.

STANDARD TERMS & CONDITIONS:

- All items subject to availability. Where items are not available Blitz may offer/supply an alternative with client agreement.
- All orders are subject to confirmation.
- Full and cleared payment is due no later than 7 days prior to event.
- No orders will be delivered without payment.
- If you wish to pay via credit/debit card please contact us on the number above.
- On receipt of all hire equipment the customer accepts full liability for loss or damage.
- This document forms an agreement with Blitz, a GES company, Ltd for services and equipment.

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. The company shall not be liable for any failure to perform its obligations under this Agreement due to circumstances beyond the parties' reasonable control including, but not limited to, acts of God, war, government regulations, disaster, disease, epidemics, quarantine restrictions, terrorist actions, strikes, civil disorders, curtailment of transportation facilities or other emergencies that make it illegal or impossible for a party to perform its obligations under this Agreement. 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 and thereafter a supplementary hire charge may be applied on a daily pro-rata basis. Prices include delivery and collection within the UK where we are the appointed contractor. On international and other events there may be a delivery charge, subject to value, which we will inform you of before processing the order.
13. Unless otherwise agreed all charges as per invoices shall be paid 21 days prior to delivery.



2020 Europa Furniture Hire Price List



Item Code	Hire Cost
BS-Barstools	
BS01	£ 41.00
BS02	£ 51.00
BS03	£ 34.00
BS04	£ 34.00
BS05	£ 34.00
BS07	£ 45.00
BS09	£ 38.00
BS10	£ 42.00
BS11	£ 41.00
BS12	£ 51.00
BS13/BLACK	£ 48.00
BS13/WHITE	£ 54.00
BS15	£ 50.00
BS22	£ 59.00
BS30	£ 39.00
BS31	£ 41.00
BS33	£ 39.00
BS34	£ 40.00
BS36	£ 44.00
BS38	£ 44.00
BS39	£ 44.00
BS40	£ 44.00
BS41	£ 44.00
BS42	£ 47.00
BS43	£ 47.00
BS44	£ 51.00
BS45	£ 50.00
BS46	£ 50.00
CB-Cupboards	
CB01	£ 200.00
CB02	£ 200.00
CB03	£ 300.00
CB04	£ 300.00
CB05	£ 300.00
CB06	£ 99.00
CB07	£ 75.00
CB08	£ 75.00
CB09	£ 230.00
CB12	£ 79.00
CB15	£ 185.00
CB18	£ 55.00
CB19	£ 45.00
CB20	£ 55.00
CB20/GRAPHIC	£ 145.00
CB21	£ 65.00
CB24	£ 69.00
CB25	£ 79.00
CB26	£ 245.00
CB28	£ 48.00
CB29	£ 135.00
CB30	£ 74.00
CB31	£ 95.00
CB32	£ 110.00
CB33	£ 110.00
CB34	£ 118.00
CB35	£ 69.00
CB36	£ 100.00
CB37	£ 145.00
CB38	£ 150.00
CB39	£ 140.00
CB40	£ 115.00
CB41	£ 124.00
CB42	£ 140.00
CB43	£ 150.00
CB44	£ 124.00
CB45	£ 150.00
CB46	£ 400.00
CB47	£ 325.00
CB50	£ 420.00
CB51	£ 210.00
CB51/GRAPHIC	£ 115.00
CB52	£ 210.00
CB52/GRAPHIC	£ 145.00
CT-Coffee Tables	
CT02	£ 45.00
CT03	£ 42.00
CT12	£ 45.00
CT17	£ 47.00
CT18	£ 65.00
CT20	£ 41.00
CT21	£ 45.00
CT22	£ 38.00
CT25	£ 47.00
CT27	£ 40.00
CT30	£ 45.00
CT31	£ 40.00
CT32	£ 58.00
CT33	£ 41.00
CT35	£ 41.00
CT36	£ 47.00
CT37	£ 45.00

Item Code	Hire Cost
CT-Coffee Tables (cont'd)	
CT38	£ 47.00
CT39	£ 43.00
CT40	£ 46.00
CT41	£ 47.00
CT42	£ 46.00
CT43	£ 65.00
CT51	£ 65.00
CT52	£ 82.00
CT55	£ 82.00
CT56	£ 82.00
CT58	£ 92.00
CT71	£ 82.00
DS-Display	
DS04	£ 185.00
DS05	£ 208.00
DS06	£ 208.00
DS07	£ 165.00
DS08	£ 132.00
DS10	£ 134.00
DS11	£ 140.00
DS19	£ 77.00
DS19-AS + FS	£ 16.00
DS22	£ 96.00
DS23	£ 70.00
DS24	£ 127.00
DS25	£ 53.00
DS26	£ 63.00
DS27	£ 75.00
DS29	£ 45.00
DS30	£ 58.00
DS31	£ 69.00
DS32	£ 62.00
DS33	£ 55.00
DS34	£ 18.00
DS35	£ 70.00
DS37	£ 78.00
DS38	£ 78.00
DS39	£ 148.00
DS44	£ 215.00
DS49	£ 145.00
DS49/GRAPHIC	£ 135.00
DS50	£ 157.00
DS50/GRAPHIC	£ 135.00
DS51	£ 173.00
DS52	£ 208.00
DS53	£ 208.00
DS54	£ 208.00
DS55	£ 365.00
DS62	£ 315.00
DVD01	£ 135.00
IPS01	£ 70.00
IPS02	£ 92.00
TV032	£ 235.00
TV033	£ 335.00
TV034	£ 545.00
DT-Desks	
DT01	£ 70.00
DT02	£ 80.00
DT03	£ 95.00
DT04	£ 105.00
DT20	£ 80.00
DT21	£ 105.00
DT22	£ 70.00
DT23	£ 95.00
DT25	£ 80.00
DT25/GRAPHIC	£ 145.00
ESD-Panels	
ESD01	£ 60.00
ESD02	£ 50.00
ESD03	£ 65.00
ESD04	£ 75.00
ESD05	£ 115.00
ESD06	£ 115.00
ESD07	£ 230.00
ESD08	£ 42.00
ESD09	£ 44.00
ESD10	£ 75.00
ESD11	£ 420.00
ESD12	£ 190.00
ESD13	£ 235.00
ESD14	£ 45.00
ESD15	£ 150.00
ESD15/WHITE	£ 200.00
ESD17	£ 100.00
ESD18	£ 105.00
ESD19	£ 142.00
ESD19-2M	£ 278.00
ESD19-BU	£ 164.00
ESD22	£ 45.00
ESD25	£ 172.00

Item Code	Hire Cost
ESD-Panels (cont'd)	
ESM02	£ 32.00
HT-High Tables	
HT01	£ 69.00
HT03	£ 69.00
HT04	£ 69.00
HT05	£ 75.00
HT06	£ 69.00
HT07	£ 95.00
HT08	£ 75.00
HT13	£ 69.00
HT16	£ 74.00
HT17	£ 76.00
HT18	£ 76.00
HT19	£ 185.00
HT20	£ 202.00
HT20/GRAPHIC	£ 155.00
HT22	£ 210.00
HT23	£ 178.00
HT24	£ 185.00
HT26	£ 78.00
HT28	£ 69.00
HT32	£ 76.00
HT33	£ 76.00
HT38	£ 76.00
HT39	£ 87.00
HT40	£ 69.00
HT41	£ 100.00
HT42	£ 116.00
HT43	£ 74.00
HT44	£ 90.00
HT47	£ 84.00
HT51	£ 86.00
LC-Lounge seats	
LC01 - BK	£ 153.00
LC02 - BK	£ 238.00
LC01 - WH	£ 184.00
LC02 - WH	£ 279.00
LC03	£ 128.00
LC04	£ 130.00
LC05	£ 77.00
LC06	£ 142.00
LC11/BLACK	£ 153.00
LC12/BLACK	£ 238.00
LC11/WHITE	£ 174.00
LC12/WHITE	£ 279.00
LC20	£ 44.00
LC21	£ 44.00
LC27	£ 44.00
LC29	£ 68.00
LC31	£ 44.00
LC32	£ 84.00
LC34	£ 148.00
LC35	£ 230.00
LC36	£ 295.00
LC40	£ 57.00
LC43	£ 84.00
LC50	£ 104.00
LC51	£ 73.00
LC52	£ 124.00
LC55	£ 100.00
LC56	£ 160.00
LC61	£ 90.00
LC62	£ 146.00
LC72	£ 212.00
LS-LOW STOOLS	
LS01	£ 34.00
LS02	£ 34.00
LS03	£ 65.00
LS04	£ 149.00
LS07	£ 34.00
LS08	£ 42.00
LS16	£ 31.00
LS32	£ 76.00
LS33	£ 76.00
LS36	£ 34.00
LS42	£ 65.00
LS44	£ 47.00
LS45	£ 116.00
LS46	£ 47.00
LS47	£ 61.00
LS48	£ 178.00
LS49	£ 80.00
LS50	£ 88.00
LS51	£ 88.00
LS54	£ 52.00
MS-Accessories	
MS01	£ 86.00
MS02	£ 82.00
MS02/F	£ 82.00

Item Code	Hire Cost
MS-Accessories (cont'd)	
MF01	£ 128.00
MF03	£ 86.00
MF04	£ 40.00
MS01	£ 90.00
MS02	£ 90.00
MS02-F	£ 90.00
MS03	£ 86.00
MS04	£ 34.00
MS05	£ 135.00
MS07	£ 51.00
MS08	£ 35.00
MS09	£ 11.00
MS10	£ 195.00
MS11	£ 11.00
MS12	£ 15.50
MS13	£ 45.00
MS14	£ 22.00
MS15	£ 40.00
MS15-A4	£ 68.00
MS16	£ 50.00
MS17	£ 62.00
MS18	£ 74.00
MS19	£ 54.00
MS20	£ 38.00
MS21	£ 4.50
MS22	£ 44.00
MS23	£ 29.00
MS24	£ 21.00
MS25	£ 33.00
MS26	£ 33.00
MS27	£ 11.00
MS28	£ 11.00
MS35	£ 28.00
MS37	£ 42.00
MS38	£ 140.00
MS39	£ 133.00
MS41	£ 42.00
MS42	£ 70.00
MS43	£ 89.00
MS44	£ 65.00
MS45	£ 92.00
MS49	£ 72.00
MS66	£ 430.00
MS67	£ 430.00
RT-Round Tables	
RT01	£ 47.00
RT02	£ 55.00
RT03	£ 61.00
RT04	£ 56.00
RT05	£ 53.00
RT06	£ 68.00
RT07	£ 55.00
RT08	£ 53.00
RT09	£ 56.00
RT10	£ 61.00
RT11	£ 57.00
RT12	£ 54.00
RT14	£ 49.00
RT15	£ 56.00
RT16	£ 85.00
RT17	£ 88.00
RT18	£ 54.00
RT20	£ 51.00
RT21	£ 72.00
RT23	£ 71.00
RT25	£ 46.00
RT30	£ 46.00
RT31	£ 51.00
RT32	£ 46.00
RT34	£ 46.00
RT35	£ 88.00
RT36	£ 53.00
RT40	£ 51.00
RT41	£ 49.00
RT42	£ 55.00
RT45	£ 41.00
RT46	£ 45.00
RT47	£ 50.00
RT48	£ 49.00
RT49	£ 51.00
RT50	£ 69.00
RT51	£ 69.00
TB-Oblong Tables	
TB01	£ 50.00
TB07	£ 45.00
TB08	£ 47.00
TB10	£ 45.00
TB11	£ 47.00
TB12	£ 32.00
TB13	£ 32.00
TB14	£ 160.00

Item Code	Hire Cost
TB-Oblong Tables (cont'd)	
TB15	£ 32.00
TB16	£ 33.00
TB17	£ 107.00
TB18	£ 97.00
TB22	£ 49.00
TB23	£ 140.00
TB24	£ 49.00
TB25	£ 47.00
TB26	£ 50.00
TB27	£ 50.00
TB28	£ 75.00
TB34	£ 128.00
TB36	£ 82.00
TB38	£ 115.00
TB41	£ 50.00
TB42	£ 86.00
TB43	£ 172.00
TB44	£ 172.00
TB45	£ 61.00
TB46	£ 61.00
TC-Chairs	
TC0000	£ 37.00
TC01	£ 23.00
TC01-B	£ 23.00
TC02	£ 26.00
TC03	£ 32.00
TC04	£ 32.00
TC05	£ 55.00
TC06	£ 37.00
TC07	£ 37.00
TC08	£ 39.00
TC09	£ 45.00
TC10	£ 42.00
TC11	£ 42.00
TC12	£ 36.00
TC13	£ 42.00
TC14	£ 42.00
TC15	£ 42.00
TC16	£ 18.00
TC19	£ 24.00
TC19-TAB	£ 20.00
TC21	£ 45.00
TC22	£ 57.00
TC23	£ 42.00
TC24	£ 42.00
TC25	£ 41.00
TC26	£ 33.00
TC28	£ 42.00
TC30	£ 65.00
TC31	£ 32.00
TC32	£ 30.00
TC34	£ 32.00
TC35	£ 44.00
TC38	£ 44.00
TC39	£ 32.00
TC41	£ 34.00
TC42	£ 34.00
TC45	£ 45.00
TC47	£ 30.00
Floorcovering	
Minimum Order £60.00	
i-cord ribbed	£ 11.00 Per m2
4m Wide	
i-style flat	£ 11.00 Per m2
3m Wide poly covered	
e-vinyl vinyl	£ 18.00 Per m2
2m wide - On Sale	
i-velvet tufted	£ 26.00 Per m2
4m Wide - On Sale	
Sub Flooring	
PL018=18mm Platform	£ 23.00 Per m2
PL040=40mm Platform	£ 28.00 Per m2
Aluminium 18mm Edging	£ 13.50 Per lin mtr
Aluminium 40mm Edging	£ 15.00 Per lin mtr
4m Wide - On Sale	
tufted	£ Per m2

Conditions of Hire 2020

Item Code	Hire Cost	Item Code	Hire Cost	Item Code	Hire Cost	Item Code	Hire Cost
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BS-Barstools		CT-Coffee Tables (cont'd)		ESD-Panels (cont'd)		MS-Accessories (cont'd)	
BS01	£ 41.00	CT38	£ 47.00	ESM02	£ 32.00	MF01	£ 128.00
BS02	£ 51.00	CT39	£ 43.00			MF03	£ 86.00
BS03	£ 34.00	CT40	£ 46.00	HT-High Tables		MF04	£ 40.00
BS04	£ 34.00	CT41	£ 47.00	HT01	£ 69.00	MS01	£ 90.00
BS05	£ 34.00	CT42	£ 46.00	HT03	£ 69.00	MS02	£ 90.00
BS07	£ 45.00	CT43	£ 65.00	HT04	£ 69.00	MS02-F	£ 90.00
BS09	£ 38.00	CT51	£ 65.00	HT05	£ 75.00	MS03	£ 86.00
BS10	£ 42.00	CT52	£ 82.00	HT06	£ 69.00	MS04	£ 34.00
BS11	£ 41.00	CT55	£ 82.00	HT07	£ 95.00	MS05	£ 135.00
BS12	£ 51.00	CT56	£ 82.00	HT08	£ 75.00	MS07	£ 51.00
BS13/BLACK	£ 48.00	CT58	£ 92.00	HT13	£ 69.00	MS08	£ 35.00
BS13/WHITE	£ 54.00	CT71	£ 82.00	HT16	£ 74.00	MS09	£ 11.00
BS15	£ 50.00			HT17	£ 76.00	MS10	£ 195.00
BS22	£ 59.00	DS-Display		HT18	£ 76.00	MS11	£ 11.00
BS30	£ 39.00	DS04	£ 185.00	HT19	£ 185.00	MS12	£ 15.50



ELECTRICS EXTRA ORDER FORM (PAGE 1 OF 2)

UCISA 2020
18th - 20th March 2020 / Manchester Central

PLEASE EMAIL ORDERS TO:
accounts@meridianexhibitions.co.uk
GENERAL ENQUIRIES:
info@meridianexhibitions.co.uk

ELECTRICS	PRICE £	QUANTITY	TOTAL £	
POWER				
2 AMP (500W) RATED SOCKET OUTLET	£115.00			
8 AMP (2 KW) RATED SOCKET OUTLET	£198.00			
13 AMP (3 KW) FULLY RATED SOCKET OUTLET	£235.00			
N.B. ONE FOUR WAY EXTENSION LEAD ALLOWED ON A FULLY RATED 13 AMP SOCKET OUTLET ONLY				
16 AMP SINGLE PHASE SUPPLY (TERMINATED IN A CEEFORM)	POA			
30 AMP SINGLE PHASE SUPPLY (TERMINATED IN A CEEFORM)	POA			
30 AMP THREE PHASE SUPPLY (TERMINATED IN A CEEFORM)	POA			
24 HOUR SURCHARGE	POA			
LIGHTING				
1 X LED LONG ARM FLOODLIGHT FOR GRAPHICS (120 WATT EQUIVALENT)	£46.00			
4 X LED LONG ARM FLOODLIGHTS FOR GRAPHICS (120 WATT EQUIVALENT)	£144.00			
1 X 100 WATT SPOTLIGHT (FASCIA MOUNTED)	£52.00			
2 X 100 WATT SPOTLIGHT (FASCIA MOUNTED)	£70.00			
4 X 100 WATT SPOTLIGHT (FASCIA MOUNTED)	£114.00			
6 X 100 WATT SPOTLIGHT (FASCIA MOUNTED)	£149.00			
AUDIO VISUAL				
32" 2K TFT FLAT SCREEN (INCLUDES CHOICE OF VGA, HDMI & SCART CABLES & ACCEPTS USB INPUT)	£220.00			
40" 2K TFT FLAT SCREEN (INCLUDES CHOICE OF VGA, HDMI & SCART CABLES & ACCEPTS USB INPUT)	£270.00			
43" 4K TFT FLAT SCREEN (INCLUDES CHOICE OF VGA, HDMI & SCART CABLES & ACCEPTS USB INPUT)	£300.00			
SCREEN HANGING BRACKET (FITS THE SCREEN DIRECTLY ONTO THE SHELL SCHEME STAND)	£20.00			
MONITOR STAND (INCLUDES SEPARATE SHELF FOR MEDIA PLAYER)	£65.00			
DVD PLAYER	£30.00			
MISC EXTRAS				
1 KW (4 AMP) RATED CONNECTION TO EXHIBITORS OWN FITTING	£115.00			
2 KW (8 AMP) RATED CONNECTION	£188.00			
TRACK MOUNTED FAN UNIT	£18.00			
MAINS CONNECTION (FREEBUILD STANDS & ISLAND SITES ONLY)* DELETED AS REQUIRED			£95.00	
<p>* The obligatory Electrical Testing Charge is now required to meet the revised minimum testing requirements in line with BS7671 (2008) & applies to electrical line items only</p> <div style="border: 1px solid black; width: 300px; height: 100px; margin: 10px auto; text-align: center;"> <p>INDICATE POSITION OF ELECTRICS ON PLAN</p> </div> <p style="text-align: center;">FRONT OF STAND</p>		SUB TOTAL		
		20% LATE SURCHARGE		
		TESTING*		£15.00
		SUB TOTAL		
		TOTAL		
<p>STAND NUMBER <input style="width: 50px; height: 30px;" type="text"/></p> <p>COMPANY NAME <input style="width: 250px; height: 30px;" type="text"/></p>				

ORDERS TO BE RECEIVED WITH PAYMENT 14 DAYS PRIOR TO THE EVENT
FAILURE TO DO SO WILL INCUR A 20% SURCHARGE

ELECTRICS EXTRA ORDER FORM (PAGE 2 OF 2)

PAYMENT AUTHORISATION

YOUR ORDER WILL NOT BE PROCESSED IF ALL FIELDS ARE NOT FILLED IN

COMPANY NAME STAND NO.

BILLING ADDRESS & POSTCODE

TELEPHONE FAX

EMAIL

I AGREE IN PLACING THIS ORDER THAT I HAVE ACCEPTED MERIDIAN EXHIBITIONS LTD TERMS AND CONDITIONS OF CONTRACT

AUTHORISED SIGNATURE PRINT NAME

DATE

PAYMENT POLICY

CHEQUE PAYMENTS

Cheques payable to "Meridian Exhibitions Ltd".

CARD PAYMENTS

We do not accept American Express Cards

CCV numbers are destroyed once payment is made.

PAYMENTS IN FOREIGN EXCHANGE

Payments are subject to an £8.00 surcharge.

BANK TRANSFER PAYMENT INFORMATION

HSBC BANK, 33 THE BOROUGH, FARNHAM, SURREY, GU9 7NJ, UK.

Account: MERIDIAN EXHIBITIONS LTD

Sort Code: 40-21-05

Account No: 91697013

Swift Code / BIC: MIDLGB22

IBAN No: GB38MIDL40210591697013

CARD CHARGE AUTHORISATION

CARD NUMBER *CCV NUMBER

START DATE END DATE

AUTHORISED SIGNATURE PRINT NAME

*ALL CCV NUMBERS ARE DESTROYED ONCE PAYMENT HAS BEEN RECIEVED