



Exhibitor Information
23 - 24 November 2016
St James Park
Newcastle



Welcome and thank you for your support of the **13th Annual bioProcessUK Conference – Processing priorities for the future.**

The conference will see approximately 300 industry professionals, academics and students come together to focus on the future of the biological medicines sector. This year will showcase a variety of presentations, keynote speakers, workshops, young researcher's poster presentations and exhibitors from the industry and offer plenty of time for networking and one-to-one partnering.

We have put together this information pack to make your time before, during and after the conference as enjoyable as possible. Please ensure you read through the documentation and become familiar with the details of the event and maximise your time during the conference.

If you have any queries on any of the information here, please contact [Annette England](#) or [Cathrine Smyth](#).

IF NOT ALREADY ADVISED, PLEASE EMAIL YOUR DELEGATE NAMES AS FOLLOWS TO [CATHRINE SMYTH](#) TO ENSURE THEY ARE LISTED ON THE DELEGATE LIST AND INLCUDED IN THE 1-1 PARTNERING.

Please send as follows

Prefix
First name
Surname
Job title
Email
Dietary Requirements

The Conference

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| <p>Conference Dates and Times</p> | <p>The Conference will run during the following times:</p> <ul style="list-style-type: none"> • Wednesday 23 November from 09.00 – 17.45 • Conference Dinner 23 November at 19.00 at the Discovery Museum, Newcastle • Thursday 24 November 08.45 – 14.30 <p>Please note: If you/your colleagues are arriving on 22 November to set-up we have a pre-event networking evening taking place at the Sky Lounge, Vermont hotel from 19.00. We are limited on numbers and delegates will be required to advise they are attending on the survey which will be sent out to all attendees nearer the time.</p> |
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Exhibition

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| <p>Exhibition Area</p> | <p>The Exhibition Area is in the Bamburgh Suite – level 4 of the football club.</p> <p>Refreshment and networking breaks will be taking place over the two days in the exhibition area along with one-to-one partnering. Posters will also be displayed in the same area.</p> <p>PLEASE REFER TO APPENDIX THREE FOR DELIVERY INFORMATION</p> |
| <p>Set Up Times</p> | <p>Exhibitors will be able to set up from 16.00 to 20.00 Tuesday 22 November.</p> <p>All stands must be complete and ready for delegate arrival by 08.45 on 23 November.</p> |
| <p>Breakdown Times</p> | <p>Breakdown will begin following the final lunch and networking session on 24 November at 14.30 and we request that exhibitors refrain from dismantling stands until after this time.</p> <p>All stands must be packed up by 16.00 on 24 November. Please ensure you make arrangements with your courier company to have materials shipped from the exhibition and that you include appropriate return address labels.</p> <p>Collections At the end of the event please ensure your materials are packed up, labelled and made ready for collection. Courier collections should be arranged for where possible for either Thursday 24 November, from 16.00-17.00 or Friday 25 November between the hours of 09.30 – 12.30</p> <p>All materials must be collected no later than 12.30 on Friday 25 November. The BIA or the venue cannot accept responsibility of anything not collected.</p> <p>Please read the collection details carefully in appendix three</p> |

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| <p>Exhibition Times</p> | <p>The exhibition will run for the duration of the conference at the following times:</p> <ul style="list-style-type: none"> • Wednesday 25 November from 09.00 – 17.45 • Thursday 26 November from 08.45 – 14.30 <p>Maximum exposure times for your stand are during the following times:</p> <ul style="list-style-type: none"> • 23 November <ul style="list-style-type: none"> ○ Registration 09.00 – 09.30 ○ Refreshments, poster display, networking and partnering 11.30 – 12.00 ○ Lunch, poster display, networking and partnering 13.15 – 14.30 ○ Refreshments, poster display, networking and partnering 16.00 – 16.30 • 24 November <ul style="list-style-type: none"> ○ Refreshments, poster display, networking and partnering 08.45 – 09.15 ○ Refreshments, poster display, networking and partnering 10.45 – 11.15 ○ Lunch, poster display, networking and partnering 13.30 – 14.30 |
| <p>Your Stand</p> | <ul style="list-style-type: none"> • For pop-up display units (Event supporters and above) you may display one piece of equipment, literature and your stand (maximum exhibitor space 3m x 2m). <i>Due to space restrictions at the venue, we cannot allow exhibitors to exceed this allocation</i> • Exhibitors with a 2m x 1.5 m space may display one piece of equipment, literature and 2 small pull-up banners. <i>Due to space restrictions at the venue, we cannot allow exhibitors to exceed this allocation.</i> • Electricity points are not automatically provided at all exhibition spaces. If exhibitors require electricity, please complete the attached request form (APPENDIX 2). We suggest all Exhibitors requiring electricity should bring extension leads with them. <i>PLEASE NOTE THAT ALL ELECTRICAL EQUIPMENT MUST BE PAT TESTED.</i> • A table and two chairs are provided as part of your exhibition area. Please advise on the attached request form (APPENDIX 2) if you require a table cloth as we need to hire these from the venue. |
| <p>Floor Plan</p> | <p>The floor plan is included in this pack showing your stand number and can also be found on the conference website.</p> |

Shipping

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| <p>Shipping your items</p> | <p>If you are planning on shipping your exhibition materials, please arrange to have them delivered to St James Park by 16.00 on Tuesday 22 November.</p> <p>The venue cannot accept deliveries can accept deliveries for our event before this time as other conferences are in progress.</p> <p>SHIPPING LABEL Please mark your goods clearly with your company name – a shipping label template is attached at APPENDIX 3. These details must be used when shipping your items to the conference venue,</p> <p>We will endeavour to have these items on your stand for your arrival.</p> <p>Please note:</p> <ul style="list-style-type: none"> ➤ Service lifts – inside 7ft 6” high, 6ft wide, 4.5ft in depth. Doors – 6ft 10” high 16 pax (1250kg) ➤ Bamburgh Shutters which is accessed from level 3 multi storey – 2.2mtrs high, 2.8 mtrs wide ➤ Multi storey car park – 6ft 6” ceiling height, 2m 15 entrance height. The multi storey is suitable for a low wheeled transit or vito van <p>Please do not forget to include return labels for your items.</p> |
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| <p>Key Contacts</p> | <p>Cathy Smyth Head of Events BioIndustry Association Office: 0207 630 2193 Mobile: 07825 942932 csmyth@bioindustry.org</p> <p>Annette England Consultant BioIndustry Association Mobile: 07777 640048 aengland@bioindustry.org</p> |
| <p>Internet</p> | <p>Complimentary wi-fi will be available at the venue and you will be advised on the login details on arrival.</p> |
| <p>Hotel Accommodation</p> | <p>Details of hotel where we have allocations of rooms can be found on the conference website: www.bioprocessuk.org</p> <p>The main conference hotel is the Crowne Plaza which is full</p> <p>Please book your accommodation as soon as possible, if you have any problem reserving rooms please email Cathrine Smyth: csmyth@bioindustry.org</p> |
| <p>Directions</p> | <p>Car Parking</p> <p>St James Park offer free, on site car parking for any guests using the conference and banqueting facilities.</p> |

The car parking areas are accessed from Barrack Road. At the traffic lights, turn into the ground and drive straightforward, past a multi-deck car park on your left. You will then see a sign for **“Conference and Banqueting Car Parking”**.

Follow the arrow down the road, as it curves to the left and it will then lead you into a multi-storey car park. Guests are free to park on level **ONE**.

Note: Levels two and above are not owned by St James Park so parking there is not permitted.

Should the unlikely event occur, of level one of the multi-storey being full, guests are asked to use the pay and display multi-deck car park as previously mentioned.

There is a cost of **70p** per hour.

Please note all other parking spaces in the ground, other than those mentioned above on level one of the multi-storey, are owned by the City Council and you do require either a permit or a ticket to park there.

By train

Newcastle Central station is served by trains from across the North-East and beyond, with frequent services both before and after the game to get you here easily.

Newcastle Central station is located around 15-minute walk from St. James' Park, and is well signposted. Cross the road from the station, and walk up Pink Lane, passing the Forth Hotel. Turn right onto Clayton Street, then left onto Westgate Street. Outside Tilleys Bar, bear right onto Bath Lane, passing Fujiyama Restaurant. After 200 metres, turn right and then left onto Gallowgate, and the ground will be obvious from here.

Alternatively, take the Metro from Central Station to Haymarket. Cross the road, and turn left. At Mordon Street (next to the Goose), turn right and then left, walking around the back of Eldon Gardens. The ground is at the end of this road (Strawberry Place), just beyond the Strawberry Pub.

Timetables available from [National Rail](#)

By air

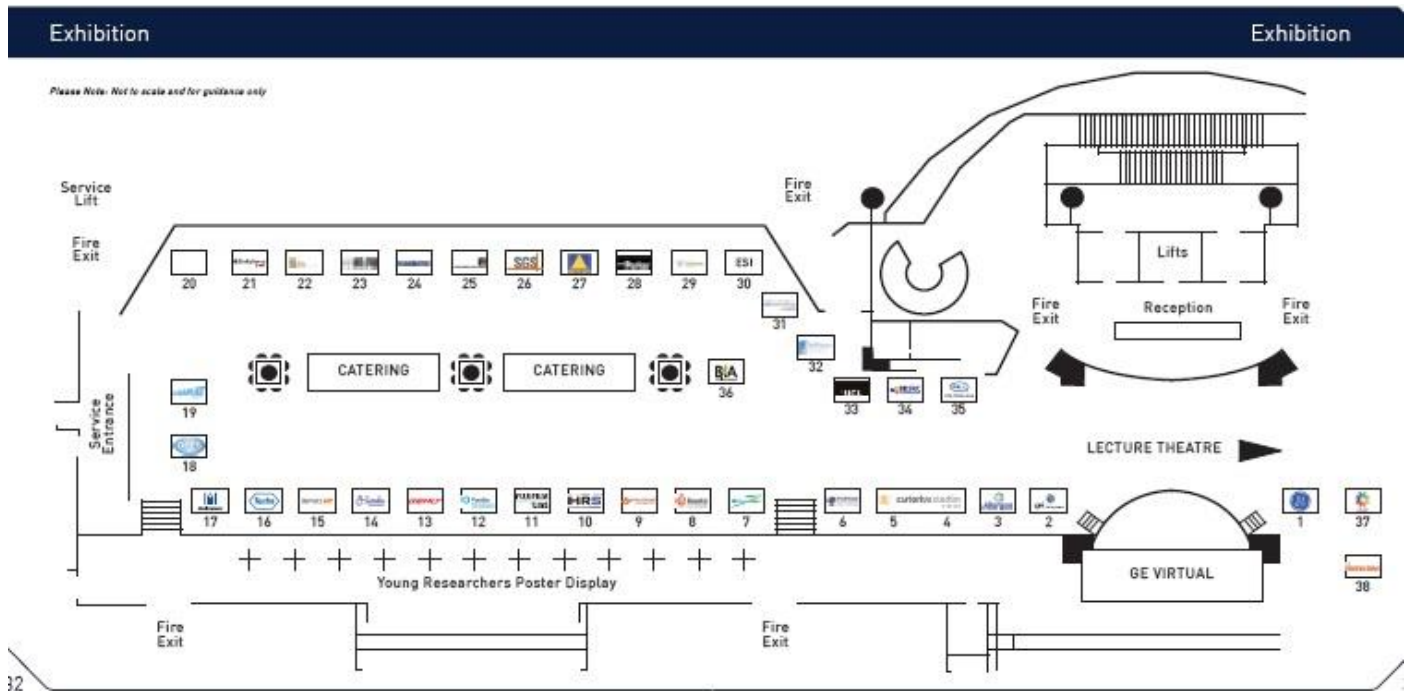
Lots of major airlines fly into Newcastle International Airport (NCL) which is located seven miles north east from the stadium. Newcastle International is the North-East's largest airport, handling over four million passengers a year. The airport receives flights from over 80 destinations worldwide, which includes a long-haul scheduled service to Dubai from Newcastle.

Travelling from the airport to the stadium is also very easy with local Metro service linking the airport and stadium via one change at Monument Metro station or you can walk the short distance from Monument Metro station. There are also taxi and hotel shuttle services available

Taxis

A taxi rank is just outside the station

APPENDIX ONE – Floor plan



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APPENDIX TWO

Exhibitor Request Form 2016

Company name _____

Contact name _____

Contact number _____

Please 'tick' if you require the following:

- Table
- Chairs (please state how many - 2 maximum)
- Electricity point
- Table cloth (we will need to hire in advance)

Signed _____ (Exhibitor) Date _____

Internal use only:

Date received _____

Date Processed _____

APPENDIX 3

Delivery Details – please read carefully

IMPORTANT INFORMATION

Please note for NUFC C&B to take delivery of your items the information on the courier label (appendix four) **MUST** be marked clearly on each package. Unfortunately, if the following information is not adhered to then NUFC have the right to **refuse acceptance**.

Delivery can only be made 24 hours prior to the date of your event and not before without prior consent, so please ensure your items are delivered on 22 November.

Please advise your selected courier to report to the **New Milburn Reception** on arrival. this reception is open from 8am – 6pm Monday to Friday, they will be directed to the correct loading bay.

Collections post event: please ensure your items are labelled ready for collection and that your chosen shipping agent has the correct information to enable NUFC to hand over your items. All couriers must report to the New Milburn Reception on arrival.

NUFC will not take any responsibility by liaising with couriers. All boxes/packages must be correctly packed, sealed and labelled for collection, all items are then to be handed over to the Duty Manager for storage together with the name of your chosen courier (**please take Duty Manager's name for reference**).

APPENDIX FOUR – shipping label

Please Deliver to:

Diane Turner

Event Number: NFC153789 Bamburgh Suite

St James Park (Newcastle United Football Club)

Barrack Road

Newcastle upon Tyne

NE1 4ST

BIA Annual bioProcessUK Conference

23-24 November 2016

Stand Number: _____

From:

Your Company Name and Address and contact number

Item _____ of _____