

## **EXHIBITORS' MANUAL**

Thank you for choosing to exhibit at BIBA Scotland 2016. Your support enables BIBA to host this event for the benefit of brokers in Scotland and is most appreciated.

This manual is designed to help you prepare for the day and includes all the information you will need to get the most out of your participation.

We hope that you will have a successful and enjoyable day. If you require any further information please don't hesitate to contact us.

### **Organisers:**

Claire Chapman/Nick Chapman  
The Campaign Partnership  
Tel: 01372 844401  
Email: [claire@campaignpartners.co.uk](mailto:claire@campaignpartners.co.uk)  
Event website: [www.bibascotland2016.co.uk](http://www.bibascotland2016.co.uk)

### **BIBA**

Lindsay Campbell/Katie Reay  
BIBA  
Tel: 0207 397 0221/020 397 0248  
Email: [campbell@biba.org.uk](mailto:campbell@biba.org.uk)/[reayk@biba.org.uk](mailto:reayk@biba.org.uk)

### **Venue**

The event is being held at:  
Macdonald Inchyra Hotel & Spa  
Grange Rd  
Near Stirling  
Falkirk  
FK2 0YB Tel: 0844 879 9044

For travel and further hotel information please visit:  
[www.macdonaldhotels.co.uk/our-hotels/macdonald-inchyra-hotel-spa](http://www.macdonaldhotels.co.uk/our-hotels/macdonald-inchyra-hotel-spa)

**PLEASE GO TO [www.bibascotland2016.co.uk/exinfo.htm](http://www.bibascotland2016.co.uk/exinfo.htm) to access online forms and labels etc for download**

## **Schedule**

### Wednesday 2 November

16:00 – 20:00 Exhibitors access for set up

### Thursday 3 November – (conference timings are provisional)

07:30 – 08:45 Exhibitors access for set up

08:45 – 09:30 Registration and exhibition open

09:30 Conference commences

10:45 – 11:35 Refreshments and networking in exhibition

13:00 – 14:15 Lunch and networking session in exhibition

14:15 Afternoon conference sessions commence

14:30 Exhibitors may commence breakdown

15:20 Conference closes, delegates depart

*The exhibition will close (and breakdown will commence) when all delegates have left the exhibition area for the final afternoon conference session.*

**Please note that all timings are provisional.** A full programme for the day with detailed timings and conference session information will be published at [www.bibascotland2016.co.uk](http://www.bibascotland2016.co.uk)

## **Access and set up**

Exhibitors may have access to the Inchyra Suite at the Inchyra Hotel & Spa to set up displays from 16:00 on Wednesday 2 November and from 07:30 on Thursday 3 November. The conference suite has its own entrance further on from the main hotel entrance. No special passes are required for build-up. Please ensure you are ready for the exhibition opening at 08:45 on 3 November.

Advance/unaccompanied courier deliveries to the hotel should be addressed as below and carry the official delivery note. **The venue will take delivery of items on your behalf but please do not arrange delivery before 2 November. This is a service to assist exhibitors but unfortunately neither the venue nor the organisers can take responsibility for unaccompanied items.**

Erica Brown  
Inchyra Hotel & Spa – Inchyra Suite  
Grange Road  
Near Stirling  
Falkirk  
FK2 0YB

**Please ensure packages are clearly marked with:**

BIBA Scotland 2016  
Your Company Name  
Stand Number  
Contact Name and Mobile Number for staff at event  
Box (number) of (total number)

**You will find an address label to supply all these details and affix to each parcel at [www.bibascotland2016.co.uk/exinfo.htm](http://www.bibascotland2016.co.uk/exinfo.htm) Please use this label to help to locate your consignment when you arrive.**

The floorplan at [www.bibascotland2016.co.uk/floorplan.htm](http://www.bibascotland2016.co.uk/floorplan.htm) shows the approximate location of your display area. When planning your display please remember that there is no shell scheme structure supplied at the event and your space of 3m wide x 1.5m deep will be marked out on the floor. Please ensure that you remain within the area indicated. A single curved pop-up stand will work best, particularly for those exhibitors located in the centre of the room whose stands will back onto the exhibitor behind.

### **Accommodation**

Bedrooms are available at the Inchyra Hotel & Spa at a special rate of £110 inc VAT for bed and breakfast. To book your accommodation please contact the reservations department at the hotel on 01324 711911 and quote the reference BIBA031115 to receive the BIBA room rate. This rate is available until 18 October 2016, after which normal rates will apply.

### **Breakdown**

Breakdown will commence when delegates join the final afternoon conference session at approximately 14:15 and exhibitors will not be permitted to remove displays before this time. Please ensure you take all your belongings with you. If you wish to leave items for later courier collection you must notify the organisers on the day and all **must be collected before 17:00 on Friday 4 November**. Neither the organisers nor the venue can take responsibility for items left for collection.

**If you are leaving items at the hotel for later collection you MUST affix a copy of the returns label downloadable from [www.bibascotland2016.co.uk/exinfo.htm](http://www.bibascotland2016.co.uk/exinfo.htm) to EVERY BOX you leave so please ensure you have enough forms on the day.**

Please ensure that your courier is aware of your company name and what they are collecting, including the number of parcels, as there could be many items awaiting collection.

### **Catering**

All registered attendees will be served refreshments and lunch during the day. If you wish to serve your own refreshments from your stand please contact Erica Brown at the hotel on 01324 711911 or email [specialevents.inchyra@macdonald-hotels.co.uk](mailto:specialevents.inchyra@macdonald-hotels.co.uk). Please note that any refreshments served from your stand must be purchased from the venue.

## **Conference guide**

Your exhibition package includes a 75 word complimentary entry in the conference guide distributed at the event. This is your opportunity to tell delegates what you'll be showing and why they should visit you. Your entry will also be featured on your own personal company profile page on the event website. So to benefit from this publicity please go to <http://www.bibascotland2016.co.uk/promofile.htm> as soon as possible (and by 7 October at the latest) to ensure inclusion.

You may also include your company logo in these listings and a link from your online entry to your own website for a charge of £75 + VAT.

## **Complimentary delegate invitation**

Each exhibiting company will receive a complimentary delegate registration to invite a non-BIBA member broker to the event as their guest. This will save non-BIBA member delegates the £50 + VAT registration fee and offers you the chance to extend a valuable invitation to a new or potential contact. To register your guest, go to [www.bibascotland2016.co.uk/guestreg.htm](http://www.bibascotland2016.co.uk/guestreg.htm)

## **Conference sessions**

Exhibitors are welcome to attend conference sessions and a full programme for the day will be published at [www.bibascotland2016.co.uk](http://www.bibascotland2016.co.uk)

## **Delegate communication**

Exhibitors have the opportunity to send one email message to delegates before the event. There will be a charge of £95 + VAT for this service. Please contact Katie Reay at [reayk@biba.org.uk](mailto:reayk@biba.org.uk) for more information.

## **Deliveries**

See instructions under Access and Set-up.

## **Distribution of materials**

Please note that distribution or display of any literature or other materials from anywhere other than your stand is strictly prohibited.

## **Exhibitor badges**

All exhibitors must wear the non-transferable identification badges which will be available for collection from the registration desk in the hotel foyer.

## **Exhibitor staff registration**

Admission to the event is by pre-registration and all exhibitor staff must be pre-registered online at [www.bibascotland2016.co.uk/exinfo.htm](http://www.bibascotland2016.co.uk/exinfo.htm)

Your display package includes two complimentary staff places and places for additional staff members are chargeable at £80 + VAT to include all refreshments and lunch. Exhibitor staff are also very welcome to attend the conference sessions during the day. Please register your staff by 24 October at the latest.

## **Furniture**

The venue can supply a clothed 4ft trestle table with white cloth and chairs if required. Please order from the organisers in advance.

## **Health & Safety**

BIBA would like to seek the co-operation of all concerned to ensure that the event is safe for all who attend. We ask you to pay attention to the health and safety aspects of your display and to ensure that suitable measures are taken to limit any risks to your staff and others in attendance.

## **Inserts in delegate pack**

Exhibitors may insert an item into the delegate pack at a charge of £150 + VAT. Please contact the organisers as soon as possible to book.

## **Internet access**

Complimentary wi-fi is provided to exhibitors.

## **Leisure facilities**

The Inchyra Hotel & Spa has full leisure facilities including pool, gym and therapy rooms.

## **Parking and Unloading**

There is plentiful free parking at the venue. The exhibition will take place in the Inchyra Suite which has its own entrance to the left of the main hotel entrance.

## **Power**

All stands will have access to a power but please remember to bring your own extension cable and ensure that these are used safely and do not present a trip hazard.

## **Pre-event promotion**

BIBA will promote the event through PR and direct communications but your assistance will be invaluable to create a real buzz around the event and encourage new brokers to attend. So please publicise your participation as widely as you can to your own broker contacts and remember that you have a complimentary invite to pass onto a non-BIBA member broker. Don't forget you can use the event logo in your newsletters, flyers, broker websites etc.

## **Sponsorship**

There are a small number of sponsorship opportunities giving high profile benefits in the lead-up to and at the event for a very cost-effective investment. More information is available from the organisers.

## **Storage**

Please try and keep your stand and the surrounding area tidy to create a safe, pleasant and professional working atmosphere. There is very limited storage available at the venue so, where possible, please store personal items, packing materials and spare marketing collateral in your vehicle.

## **Travel and venue information**

Directions to the Inchyra Hotel & Spa can be found at <http://www.macdonaldhotels.co.uk/our-hotels/macdonald-inchyra-hotel-spa>

## **Twitter**

BIBA will be tweeting regularly about the event so please do retweet our messages and tweet your own news about the event. If you include the hashtag #bibascotland in your messages we will be able to display them on the BIBA Scotland website.

## **Websites**

The event website is [www.bibascotland2016.co.uk](http://www.bibascotland2016.co.uk). You will find forms to submit your profile entry and register your staff at [www.bibascotland2016.co.uk/exinfo.htm](http://www.bibascotland2016.co.uk/exinfo.htm)

The hotel website is:  
<http://www.macdonaldhotels.co.uk/our-hotels/macdonald-inchyra-hotel-spa>