

**Fourth Joint Conference of the
British HIV Association with the British
Association for Sexual Health and HIV**
17 - 20 April 2018
Edinburgh International Conference Centre | UK
www.bhiva.org/ www.bashh.org



Exhibitors' Guidance Pack

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[View Conference Home Page](#)

IMPORTANT DATES		Conference Organisers: Mediscript Ltd 1 Mountview Court 310 Friern Barnet Lane London N20 0LD +44 (0)20 8369 5380 conferences@mediscript.ltd.uk
Exhibition confirmation deadline: including space only (see Appendix A)	19 January 2018	
Propose conference initiatives (e.g. activity from exhibition stand) deadline:	26 January 2018	
Exhibition delivery booking deadline: (see Appendix B)	9 February 2018	
Supplementary exhibition requirements order deadline (e.g. power / furniture):	5 March 2018	



MARKETING
EDINBURGH

CONVENTION
EDINBURGH

BHIVA / BASHH CONFERENCE AT A GLANCE

The exhibition will form an integral part of the Joint BHIVA/BASHH Conference. Companies, affiliated associations, educational organisations and community groups will have the opportunity to showcase products and services focusing on innovative concepts, new research and products related to sexual health and HIV-related illnesses and co-infections. The exhibition will run concurrently with the conference beginning on Tuesday afternoon and continuing for the following three full days. Throughout the conference delegate refreshments and catering facilities will be available in the exhibition area. There will be ample opportunity for delegates and exhibitors to meet regularly during the conference to build strong alliances. The conference is an excellent platform for networking as well as an opportunity to gain further insight into the cutting-edge technology, healthcare solutions and services within the field of HIV and GU medicine. Entrance to the exhibition hall is free for all registered delegates.

Conference Dates:	Tuesday 17 - Friday 20 April 2018
Venue:	Edinburgh International Conference The Exchange Edinburgh 150 Morrison Street EH3 8EE Tel: +44 (0)131 300 3000 Web: http://www.eicc.co.uk

CONFERENCE PARTICIPANTS AND DEMOGRAPHICS

The Joint BHIVA/BASHH Conference was last held in Liverpool in 2014 and attracted in excess of 1000 delegates. We anticipate that the 2018 conference will be even more popular among medical professionals, allied healthcare workers, professional association members, community groups and the pharmaceutical industry.

PROFILES:

Conference delegates and participants list is likely to consist of:

- Medical professionals
- Scientists
- Representatives of local and national research organisations
- Representatives from government departments/bodies
- Public health workers
- Representatives of NGO's
- Charitable organisations
- Patient and community representatives
- Industry and pharmaceutical specialists

STRUCTURE:

The conference will open on Tuesday afternoon with Registration, followed by the Welcome Address and Sessions from 1630 onwards. The conference will run for the following three full days and will contain:

- Plenary sessions and presentations of original research
- Lunchtime workshops
- Satellite symposia
- Poster presentations
- Exhibition
- Prizes and Awards Ceremony

The conference will close at 1630 on Friday 20 April 2018.

SOCIAL EVENTS:

Civic Welcome Reception:

1915-2000 Wednesday 18 April 2018

Exhibition Area, Edinburgh International Conference Centre

Gala Dinner:

1945 onwards Thursday 19 April 2018

The Assembly Rooms



SPONSORSHIP OPPORTUNITIES

	Conference Sponsors £	Benefits
Conference Sponsor	13,000	Acknowledgement on all printed materials. Four free registrations at Conference. One free literature insert into the delegate bag. The opportunity to have an allocation of one satellite symposium at conference. Stand size exhibition stand (3m x 2m)

Logistical support and exhibition	Conference Sponsors £	Non-Conference Sponsors £	Benefits
Exhibition stand	5,000	5,000	(3m x 2m) 2 free registrations
Extra exhibition space	800 per sq. meter	800 per sq. meter	
Delegate bags	2,500	5,500	Company logo printed on bags
Printed material insert	900	1,800	
Other item insert (e.g. pads, pens)	Free of charge	Free of charge	
Badges / Lanyards	2,500	5,500	Company logo on lanyards
Sponsor's meetings and initiatives	Price on application	Price on application	Meeting of key opinion leaders/advisory board meeting/round table conference. Max 90 minute closed meeting outside of conference programme hours, including the day before or the day after conference, of up to 30 persons. Applications will be reviewed on an individual basis

Advertising	Conference Sponsors £	Non-Conference Sponsors £	Benefits
Final Programme*	2,500	2,500	Final Programme sent to all delegates and inserted into the delegate bags
Mini Programme	4,000	4,000	Mini Programme inserted into conference badges
Abstract Book*	2,500	2,500	Abstract Book inserted into delegate bags and sent to all BHIVA members

*30% charge for Outside Back Cover (OBC)

*15% charge for Inside Front Cover (OBC)

BOOKING AN EXHIBITION STAND:

The initial deadline for booking exhibition space is **19 January 2018**. Please see **Appendix A for an exhibition booking form**. Exhibition space will be reserved on a first come, first served basis and is limited, so early reservation is recommended. The allocation of exhibition stand space will be conducted by BHIVA/BASHH shortly after the 19 January deadline and will endeavor to intermingle voluntary sector stands amongst commercial exhibitors. Please note that BHIVA/BASHH conference sponsors' stand allocations will be made first. The maximum allowable height in the exhibition area is **4 metres** and it is essential that you do not exceed your space allocation when building as this may lead to your stand needing to be dismantled and re-erected to the correct dimensions and the burden of these costs will have to be borne by the exhibiting company. The exhibition area is carpeted.

- **Standard exhibition shell:**

The exhibition will be based on a shell scheme laid out upon a nominal 3 x 2 metre grid. A basic stand is supplied with walls, a table, two chairs and a standard power socket. Corner stands will have two sides open. Each wall is made up of two panels, supported within an aluminum frame. If the company contracts for two stands, no dividing wall will be erected, unless specifically requested. Shell scheme stands receive a 500W (3 Amp) power socket and 2 spotlights.

- **Space only:**

Exhibitors who wish to design and build their own stand may elect to book 'space only'. Please notify the Conference Organisers at your very earliest opportunity, and preferably no later than **19 January 2018**, to inform them of your wish to do this, as usually some areas of the exhibition are more suitable for such allocations. Space only stands receive a 1000W (5 Amp) socket (irrespective of stand size).

EXHIBITORS' REGISTRATION

Each standard 3m x 2m exhibition stand purchased comes with two registration places (e.g. 6m x 2m exhibition stand would enable four free registrations). The conference will not differentiate between exhibitor registration and full delegate registration, enabling all registered delegates to access the lecture theatre if required. All delegates representing commercial exhibitors and sponsors are required to register at industry rates whether they are BHIVA/BASHH members or not. All registrations can be administered online at www.bhiva.org. If you have an initiative being run from your stand that requires technical support such as a barista or AV technician then a discounted registration fee might be applicable. Everybody will need to be registered for the conference. Please contact the Conference Organiser for further details.

EXHIBITION INITIATIVES

If you have any initiatives that you would like to organise from your stand, such as dispensing catering supplies, or displaying some sort of scientific presentation, then it would be necessary for you to submit a short brief of your intentions to the Conference Organisers. The deadline to receive such proposals is **26 January 2018**. Such proposals, depending on their nature, may need to be reviewed and approved by the BHIVA/BASHH Conferences Subcommittee, or by the conference venue management team.

Catering:

Please note that if you wish to organise for any catering to be available at your exhibition stand then **you must obtain the consent of Edinburgh International Conference Centre** who are the official catering company for this conference. A facility fee may be payable for any catering not supplied by EICC. Please contact Karen D'Ulisse on (0)131 519 4003 or at karend@eicc.co.uk if you wish to discuss this further. It is essential that you also inform the Conference Organisers of any catering including teas and coffee's that are to be provided from your stand.

FURNITURE AND DESIGN

For your exhibition requirements we would be happy for you to liaise directly with our preferred supplier **Exhibition Power Ltd** (0333 355 4171) info@exhibitionpower.co.uk who can assist you with logistical requirements from supplying additional furniture to implementing a full design and build a bespoke exhibition stand. This would particularly be important if you require additional power to your stand over and above a standard supply. Please note that all orders need to be confirmed with **Exhibition Power Ltd** by **5 March 2018**.

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Orders placed after this date may be possible to fulfill but could attract a late order surcharge.

Exhibition Power specialises in the following services:

- **Exhibition solutions:** Design and build of exhibition stand, Electrics and lighting, Audio visual equipment
- **Display and graphic solutions:** Large format digital prints, Shell scheme graphics, Banner stands, Pop-up display stands
- **Furniture Hire Solutions:** Informal and formal seating, Tables, cabinets, bar units and counters, Exhibition accessories

DELIVERIES AND COLLECTION

Deliveries are only permitted from Friday 13 April 2018. No deliveries will be accepted prior to this. If you require access to the loading bay on Tuesday 17 April to deliver your exhibition stand equipment, you will need to book a time slot. The deadline for booking a delivery slot is **9 February 2018**. Please see **Appendix B** for a delivery booking form.

Directions to the EICC loading bay:

Heading: - East straight on to Lothian Road. Turn left. Keep in inside lane passing Sheraton Hotel. Turn left. Onto Western Approach Road. Second set of lights turn left.

Heading: - West straight down Morrison Street. Turn left onto Western Approach Link. Turn left onto Western Approach Road. First set of lights turn right.

All deliveries should be clearly marked as follows:

Event Manager: Amy Lonsdale
Name of Event: BHIVA/BASHH Conference 2018
Date of Event: 17-20 April 2018
Name of Contact on site: Mitul Patel
(Your company name)
 Edinburgh International Conference Centre
 Loading Bay
 Off West Approach Road
 Edinburgh EH3 8EE

Prior to the conclusion of the conference exhibitors must affix a courier form to any items being collected by couriers and EICC will detail clear instructions as to where to leave items for collection. All items must be picked up by 1800 on Saturday 21 April. **Any items left after this time or not clearly labelled will be destroyed.**

EXHIBITION SCHEDULE

Access to the exhibition area for Exhibitors (space only):	0800-2000 Tuesday 17 April 2018
Access to the exhibition area for Exhibitors (shell space):	1300-2000 Tuesday 17 April 2018
Exhibition sign off:	From 2000 Tuesday 17 April 2018
(All exhibitors are requested to be set up for sign-off of their stands by 2000 on Tuesday 17 April 2018)	
Exhibition days:	Wednesday 18 April 2018 (0800-1830)
	Thursday 19 April 2018 (0815-1830)
	Friday 20 April 2018 (0830-1430)
Exhibition break down:	1500-2100 Friday 20 April 2018

FOURTH JOINT CONFERENCE OF THE BRITISH HIV ASSOCIATION WITH THE BRITISH ASSOCIATION FOR SEXUAL HEALTH AND HIV

17–20 APRIL 2018, EDINBURGH INTERNATIONAL CONFERENCE CENTRE, UK

Appendix A: EXHIBITION BOOKING FORM

Company Name: _____ Applicants Name: _____

1. Please tell us how much exhibition space you require

Stand Size

Standard exhibition size is 3m x 2m and can be purchased, subject to availability, at £5,000 (inclusive of 2 free registrations). Extra space can be purchased, subject to availability, at £800 per sq. meter.

I would like to book a single exhibition stand (3m x 2m) at the BHIVA/BASHH Conference (£5,000)*	<input type="checkbox"/>
I would like to book a double exhibition stand (6m x 2m) at the BHIVA/BASHH Conference (£10,000)*	<input type="checkbox"/>
I would like to book a triple exhibition stand (6m x 3m) at the BHIVA/BASHH Conference (£15,000)*	<input type="checkbox"/>
I would like to book a quadruple exhibition stand (6m x 4m) at the BHIVA/BASHH Conference (£20,000)*	<input type="checkbox"/>
Other size: please specify _____ Rate*: _____	

*Please note that if you are a Conference Sponsor then your package includes a standard exhibition stand at conference. As such, please deduct £5,000 from the rates shown above to determine the rate applicable to you.

2. Please tell us whether you require a shell scheme stand provided or space only (if you plan to build your stand)

Shell Scheme

We will require a shell scheme to be built for our use, to include the standard 500W (3Amp) power supply and 2 x spot lights ☐

OR

Space only

We require space only and will not require a shell scheme to be built for our use. ☐

We would like a standard 1000W (5Amp) power supply to be made available for our use (space only) ☐

Please complete this form and return to the Conference Secretariat by 19 January 2018

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1 Mountview Court
310 Friern Barnet Lane
London | N20 0LD
+44 (0)20 8369 5380
conferences@mediscript.ltd.uk

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Appendix B: Exhibitors Delivery Timetable

BOOKING FORM

Company Name: _____ Applicants Name: _____

Please indicate below your preferred time for delivery of your exhibition materials for the forthcoming BHIVA/BASHH Conference. You will have a short window of 30 minutes to unload following which you will be able to move your materials through to the exhibition area.

DELIVERY TIMETABLE: Tuesday 17 April 2018

Time	Preference (1-3)	Comments	Time	Preference (1-3)	Comments
0800	<input type="checkbox"/>		0830	<input type="checkbox"/>	
0900	<input type="checkbox"/>		0930	<input type="checkbox"/>	
1000	<input type="checkbox"/>		1030	<input type="checkbox"/>	
1100	<input type="checkbox"/>		1130	<input type="checkbox"/>	
1200	<input type="checkbox"/>		1230	<input type="checkbox"/>	
1300	<input type="checkbox"/>		1330	<input type="checkbox"/>	
1400	<input type="checkbox"/>		1430	<input type="checkbox"/>	
1500	<input type="checkbox"/>		1530	<input type="checkbox"/>	
1600	<input type="checkbox"/>		1630	<input type="checkbox"/>	

Please complete this form and return to the Conference Secretariat by 9 February 2018

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