


Exhibitors' Guidance Pack

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IMPORTANT DATES	
Exhibition confirmation deadline: including space only (see Appendix A)	18 January 2019
Propose conference initiatives (e.g. activity from exhibition stand) deadline:	25 January 2019
Exhibition delivery booking deadline: (see Appendix B)	8 February 2019
Supplementary exhibition requirements order deadline (e.g. power / furniture):	1 March 2019

Mediscript Ltd
Tel: +44 (0)20 8369 5380
E-mail: conferences@bhiva.org

Please note: the BHIVA Conference Organisers will be changing from Mediscript Ltd to Medivents Ltd from 4th January 2019

Medivents Ltd
Tel: +44 (0) 1462 476319
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BHIVA CONFERENCE AT A GLANCE

The exhibition will form an integral part of the BHIVA Annual 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 evening 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 2 - Friday 5 April 2019
Venue:	Bournemouth International Centre Exeter Road Bournemouth BH2 5BH Tel: + 44 (0)1202 456 400 Web: www.bic.co.uk

CONFERENCE PARTICIPANTS AND DEMOGRAPHICS

The BHIVA Annual Conference has been held in different locations across the UK and Ireland in order to make it as accessible to BHIVA's membership as possible. In 2018 the conference was held in collaboration with the British Association for Sexual Health and HIV and attracted in almost 1000 registered delegates.

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 evening with Registration and a dedicated two hour BHIVA session. The programme for this is still to be confirmed.

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 1555 on Friday 5 April 2019.

SOCIAL EVENTS:

Civic Welcome Reception:

1830-1930 Wednesday 3 April 2019

Exhibition Area, Bournemouth International Centre

Gala Dinner:

1945 onwards Thursday 4 April 2019

Venue to be confirmed



SPONSORSHIP OPPORTUNITIES

Logistical support and exhibition	Major Sponsors £	Non-Major Sponsors £	Benefits
Exhibition stand	4,000	4,000	(3m x 2m) 2 free registrations
Extra exhibition space	650 per sq metre	650 per sq metre	
Badges / lanyards	2,500	2,500	Company logo on lanyards SOLD

Conference Programme and Parallel Sessions	Major Sponsors £	Non Major Sponsors £	
Satellite Symposia	11,000	24,000 18,000	60-minute slot to be organised by the sponsoring company Now inclusive of 3 participant registrations for the session only or for the full day of the symposium. Two slots available
Interactive Conference App	1,500	1,500	Companies wishing to use voting for their symposia are required to use the Conferences App. Up to 10 multiple choice questions for audience voting. A maximum of 5 answers per question. Text the chair facility also included.
Invited Lecture Travel Bursary	4,000	6,000	30-minute slot to be organised in collaboration with sponsor company and support will be acknowledged. Bursary will go towards honorarium, travel and accommodation of the speaker. Slots will qualify for CPD accreditation.
Large Workshop	8,000	16,000 12,000	60-minute closed lunchtime meeting for a maximum of 80 persons in a theatre-style layout. The registration process for these meetings must be transparent and preferably operated on a first come, first served basis Now inclusive of 3 participant registrations for the session only or for the full day of the symposium. One slot available
Breakfast Workshop	4,000	8,000 6,000	As above, maximum 80 persons, prior to morning sessions
E-blast	500	500	Email symposium/workshop invitation distribution to registered conference delegates (content subject to approval)
Filming and MP4 recording of SS	2,000	2,000	MP4 recording of satellite symposium. Package includes publishing of video of satellite symposium slides on the website (subject to approval of non-controversial content)
Post-conference webcasts	6,000	12,000	Support of the webcasting of BHIVA/conference sessions displayed on the BHIVA/conference website See Example Acknowledgement will be provided to the sponsor on the appropriate pages of the BHIVA website

Sponsors' meetings and initiatives	Major Sponsors £	Non Major Sponsors £	Benefits
Sponsor-led educational activities pre, during and after conference	Price on application	Price on application	An event to be held in collaboration with BHIVA the day prior to, during or the day after the BHIVA Annual Conference. Please submit your proposal and applications will be reviewed on an individual basis. BHIVA respectfully requests that sponsors do not organise events that are not in collaboration with the Association.
BHIVA/Company-supported delegate registration scholarships	Price on application	Price on application	Acknowledgement to named sponsor in association with BHIVA. Scholarships to include a contribution towards a

			delegate's registration and travel/accommodation (if required) BHIVA to develop a customised process in collaboration with sponsors to meet compliance regulations and set eligibility criteria.
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Advertising	£	Benefits
Provisional Programme	2,000	Digital copy Duration on website: January to March 2019
Final Programme*	Internal page 2,000 Inside front cover 2,500 Outside back cover 3,000	Digital copy Duration on website and App: April 2019 onwards
Mini Programme	Inside front cover 3,000 Outside back cover: 4,000 Sold	Mini Programme inserted into conference badges
Abstract Book*	2,500	Digital copy Duration on website and App: April 2019 onwards

BOOKING AN EXHIBITION STAND:

The initial deadline for booking exhibition space is **18 January 2019**. **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 shortly after the 18 January deadline and will endeavor to intermingle voluntary sector stands amongst commercial exhibitors. Please note that BHIVA major 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 **18 January 2019**, 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 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 **25 January 2019**. Such proposals, depending on their nature, may need to be reviewed and approved by the BHIVA 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 Bournemouth International Centre (BIC)**. A facility fee may be payable for any catering not supplied by BIC. Please contact Cheryl Garner on 01202 055 576 or at Cheryl.garner@bhlive.org.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](http://www.exhibitionpower.co.uk) (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 **1 March 2019**. 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 **Monday 1 April 2019**. No deliveries will be accepted prior to this. If you require access to the loading bay on **Tuesday 2 April** to deliver your exhibition stand equipment, you will need to book a time slot. The deadline for booking a delivery slot is **8 February 2019**. Please see [Appendix B](#) for a delivery booking form.

Purbeck Hall has its own dedicated loading bay which can be accessed via Beacon Road. Exhibitors are welcome to park in the Bournemouth International Centre car park and carry items if they wish. Please note that exhibitors must ensure they can transport their items from the loading bay to Purbeck Hall.

All deliveries should be clearly marked as follows:

Event Manager: Mia Hargreaves
25th Annual BHIVA Conference
 Purbeck Hall
(Your company name)
 Loading Bay
 Bournemouth International Centre
 Exeter Road
 Bournemouth BH2 2BH

Prior to the conclusion of the conference exhibitors must affix a delivery note to any items being collected by couriers and the BIC will detail clear instructions as to where to leave items for collection. All items must be picked up by the final day of the exhibition.

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 2 April 2019
Access to the exhibition area for Exhibitors (shell space):	1300-2000 Tuesday 2 April 2019
Exhibition sign off:	From 2000 Tuesday 2 April 2019
(All exhibitors are requested to be set up for sign-off of their stands by 2000 on Tuesday 2 April 2019 at the very latest)	
Exhibition days:	Wednesday 3 April 2019 (0800-1830)
	Thursday 4 April 2019 (0815-1830)
	Friday 5 April 2019 (0830-1430)
Exhibition break down:	1500-2100 Friday 5 April 2019

25TH ANNUAL CONFERENCE OF THE BRITISH HIV ASSOCIATION (BHIVA)
2-5 APRIL 2019, BOURNEMOUTH INTERNATIONAL CENTRE, UK

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 £4,000 (inclusive of 2 free registrations). Extra space can be purchased, subject to availability, at £650 per sq metre.

I would like to book a single exhibition stand (3m x 2m) at the BHIVA Conference (£4,000)*

I would like to book a double exhibition stand (6m x 2m) at the BHIVA Conference (£8,000)*

I would like to book a triple exhibition stand (6m x 3m) at the BHIVA Conference (£12,000)*

Other size: please specify _____ Rate*: _____

*Please note that if you are a Major Sponsor then your package includes a standard exhibition stand at conference. As such, please deduct £4,000 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 18 January 2019

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 2-5 APRIL 2019, BOURNEMOUTH INTERNATIONAL CENTRE, UK

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 Annual 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 2 April 2019

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 8 February 2019

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