



Information for Exhibitors – SCTS Annual Meeting 2019

The SCTS Annual Meeting 2019 will take place at the QEII Centre London. Sunday 10th March to Tuesday 12th March 2019

<https://qeiicentre.london/>

Address: QEII Centre, Broad Sanctuary, Westminster, London SW1P 3EE

The exhibition will take place on the 3rd floor over three rooms.

Annual Dinner

The SCTS Annual Dinner will take place on Monday 11th March at the Underglobe Southbank. Price includes welcome drink reception, 3 course dinner, wine and entertainment. Tickets are for sale at £65.00 each. For tickets please contact Tilly tilly@scts.org

Large stands will have 4 annual dinner tickets included in the stand price. Please visit the registration desk to pick up your tickets and confirm your attendance.

Dress code: Black Tie and cocktail dresses

Please note you will need a ticket to access the dinner so please bring this with you.

There will be no transport organised for the dinner.

App

Please download the SCTS App by searching 'SCTS 2019'

This year we have downsized our printed programme so we strongly suggest you download the app.

App Inserts

Included in your stand price is a 200 word insert into the meeting app. This will be a brief paragraph about your company which will include your company contact details.

Bags

This year Edwards are kindly sponsoring the delegate bags and lanyards. Included in the large stand package is one delegate bag insert. We need a quantity of x1200. These need to be delivered to our bag stuffer by 18th February.



Build Day

Build Day is Saturday 9th March (custom build space only large stands) 8am to 8pm

Sunday 10th March for shell scheme small stands 8am to 12 noon for construction.

You will have access to the exhibition hall on Sunday from 12 noon to 4pm for dressing shell stands.

Construction site rules will be lifted at 12 noon on Sunday 10th, unless select stands are still deemed a construction site.

Stands need to be ready for the Welcome Reception 5pm on Sunday 10th March. There will be an inspection prior to opening at 4pm of all stands.

Yellow hi Vis vests and suitable footwear must be worn during stand construction.

Breakdown Day

Breakdown day is on Tuesday 20th March after the afternoon tea break. 3.30pm

During breakdown, smaller stands will be allowed priority access to lifts etc.

Yellow hi Vis vests and suitable footwear must be worn during stand breakdown.

Carpet

The exhibition hall is fully carpeted.

Catering

Please note that lunch is not included in your stand package and will need to be purchased. There will be cash catering points in the exhibition hall.

Tea and coffee are included in your package. These will be provided during the official breaks and will be served in and around the exhibition hall. Delegates will flow through the exhibition on their breaks. These will be your busiest times.

Additional catering for your stand can be ordered directly from the venue.

Rebecca Bentham rebecca.bentham@qeiicentre.london



CPD Points

The conference can earn delegates to 18CPD points.

Delegate Bag Inserts

If you have a delegate bag insert included in your exhibitor package please send x1200 quantity of inserts to the address below. Inserts must be received by 18th February

Tilly Mitchell
Delegate Bag Inserts
The Royal College of Surgeons
35-43 Lincoln's Inn Fields
London
WC2A 3PE

Deliveries

Directly to Venue

You are welcome to send items directly to the venue. The venue is not accepting items before Saturday 9th March so a Saturday delivery will need to be arranged. Please use the address below:

SCTS Annual Meeting 2019
3rd Floor
<Company Stand Number>
QE II Centre
Broad Sanctuary
Westminster
London
SW1P 3EE

Freight (For larger items)

We are using a Freight company called Europa Worldwide Logistics Ltd.

How it works: Exhibitors send their items to the address below in Birmingham. The freight company will store items in their Warehouse, load onto their own vehicle for London for arrival in London for Saturday 9th March. Deadline for items to reach Europa Birmingham is 28th February.



Freight Address:

Europa Worldwide Logistics Ltd

Show freight, Midpoint Way

Minworth. Birmingham

B76 9EH for: SCTS 2019 – Exhibitor Name – Stand Number

Europa Freight Cost

Rate is £ 195.00 per Cubic metre each way (Approx. 1 x Pallet space) – Minimum £ 195.00 each way

Returning items:

Darren Harris from Europa will be on site to visit all exhibitors who will require return shipping. He will provide you with the return labels. Once packed up you can leave freight on the stand & he will collect when ready. Reload back onto Europa Vehicle & Return to your selected address.

Darren Harris 0121 352 2032 dharris@europa-worldwide.com

Electrics

Your stand will come with 500W electric sockets and spot lights.

Extra electricity can be ordered from our shell scheme provider Intershell

Claire Lawton cplintershell@gmail.com

Exhibitor's Meeting

There is no exhibitor meeting this year. If you have any questions or new sponsorship ideas for the next conference please contact Tilly Mitchell tilly@scts.org

Football

The Annual SCTS Cup 2019 will take place on Saturday 9th March. Kick off 4pm.

Teams need to register by 31st January.

Furniture

We will supply a 6' trestle table with table cloth and two chairs to each shell scheme standard stand. These will be delivered to your stand on Sunday 10th March.

Hotels

Our lead hotel is the Double Tree Hilton Westminster. This hotel is a 13min walk to the conference venue.



Double Tree by Hilton Hotel Westminster, 30 John Islip Street, Westminster London SW1P 4DD.

The Hub Premier Inn Westminster is close by with rooms from £65 a night.

For discounted rates on other hotels please use the link below:

<https://www.miceconcierge.com/events/scts2019>

Insurance & Security

Whilst every precaution is taken to protect your property during the exhibition, the organisers are not responsible for any loss, damage or theft during the entire meeting. It is recommended that you secure your own insurance. Any damage that does occur will be charged to the exhibitor concerned. We will not be responsible for contractors hired by exhibitors.

All structures, goods and conference materials brought into the venue left at the venue after the event will be regarded as refuse and disposed of accordingly.

All delegates and all exhibitors will be required to wear name badges throughout the meeting. Access to the exhibition hall and the auditorium will be refused if the appropriate badge is not shown. Security of the stand is the responsibility of the exhibitor.

Parking

There are several car parks within walking distance of the conference centre but parking spaces are limited. Van and car parking is available at the [Q Park Westminster](#), which is 7mins walk from the venue.

Payments & Invoices

Invoices must be paid at least 4 weeks before the Conference date.

No stand to be built at event if full payment has not been received.

Cancellation of sponsorship or exhibiting: Full refund up to 3 months before the meeting. There will be a charge of £500 for any exhibitor pulling out of the conference less than 2 months before the event.



Programme

An interactive programme can be viewed on our website in January 2019.

A short printed programme can be collected at the registration desk.

Programme timings

Sunday 10th March 2019

SCTS University 9am-5pm

Lunchbox Sessions 12.30-1.30pm (Lunch provided)

Welcome reception in the exhibition hall 5pm-7.30pm

Monday 11th March 2019

Sessions start 8.30am – 5pm

Morning coffee in exhibition hall 10am -10.30am

Lunch available in the exhibition hall 12.30pm-1.30pm

Afternoon coffee in exhibition hall 3pm-3.30pm

Annual Dinner UnderGlobe 7pm- 1am

Tuesday 12th March 2019

Sessions start 8.30 am to 5pm

Morning coffee & pastry break 10.00am-10.30am

Lunch available in the exhibition hall 12.00-1pm

Afternoon coffee in exhibition hall 3pm-3.30pm

Breakdown after coffee break 4pm

Registration

Registration is open:

Saturday 9 th March	5pm -6pm
Sunday 10 th March	8am -6pm
Monday 11 th March	8am -5pm
Tuesday 12 th March	9am -12pm

Exhibitor passes need to be pre registration. Instructions to follow.

Badges will need to be collected from the Exhibitor desk in the registration area.

Your exhibitor badge will give you access to all sessions.

Additional exhibitor's badges can be bought for £50 a day.

Exhibitor staff will need to pre-registered by 14th February.



Rigging

We have decided for this meeting, that rigging from the ceiling is not permitted.

Risk Assessment

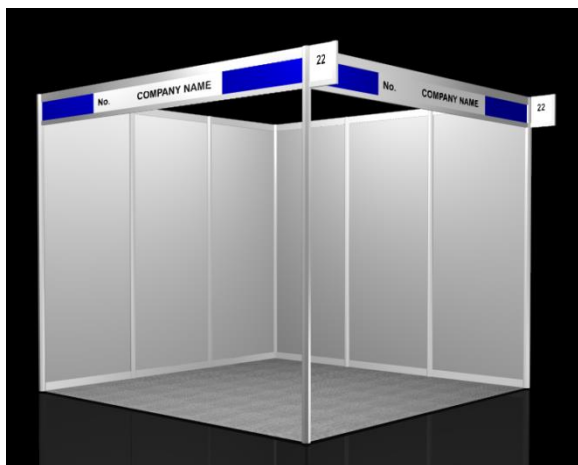
Risk Assessments, method statements and Insurance cover for contractors.

Unloading allocation will not be given until paperwork has been received. All exhibitors should produce a risk assessment, even if the risk is low, stating that they have carried out an analysis, and find it low risk. Such things as use of a table and roller banners would be low risk. If using a PC, please ensure cables are not a trip hazard.

For large free build stands please submit your stand drawings and documents as soon as possible by 12th February to Matthew Voisey Matthew.voisey@amv-services.co.uk

Stand options

There are two types of stands you can choose. Shell Scheme or Space Only.



Shell Scheme Example



Space only Example

Shell scheme option your stand will be built for you already by our shell scheme supplier. The shell scheme is constructed from 2.4m white panels. A name board is erected on the perimeter of the open sides. Your company name is printed on this. Shell Scheme option includes 2 spot lights and a 500w electrical socket. Standard shell scheme stands are 6m² 3m x 2m.



With the space only option you will need to arrange the build of your own stand. This space comes with NO Electrics or lights. These will need to be ordered separately. You also will need to submit stand plans for approval.

Stand Design

No stand shall exceed 4m in Height for space only. Stands of 3mx 2m which are self-build within a shell scheme block shall not exceed 2.4m in height without organiser approval. No double deck stands permitted. Rigging is not permitted. Please ensure sharp corners to edging are removed.

Storage

There is a small dedicated storage space for exhibitors to the side of the hall. Please store any empty crates and boxes away from your stand or in your vehicle.

University

The SCTS Ionescu University day takes place on Sunday 10th March. 9am -5pm. There will be four educational streams taking place in four rooms. There is an opportunity to sponsor on of these sessions.

If you have sponsored a session you can brand you session as you please. With roller banners, merchandise, leaflets etc.

This year we will be holding sponsored lunchbox sessions.

Welcome Reception

The Welcome Reception will take place on Sunday 10th March in the exhibition hall. The exhibition will open with an extended welcome reception. We will be providing wine, beer and entertainment.

This will be a great opportunity to offer delegates drinks and food from your stand these can only be purchased directly from the QE II Venue.

No food or drink from outside can be taking into the exhibition hall.

The welcome reception will take place from 5pm – 7.30pm.

Wi-Fi

There will be free Wi-Fi throughout the whole of the meeting.



Contact Details

SCTS Organisers Team

Clinton Lloyd Clinton.lloyd@nhs.net SCTS Meeting Secretary
Cha Rajakaruna cha.rajakaruna@googlemail.com
Helen Munday hmunday@nhs.net SCTS Nurse Rep.
Daisy Sandeman Deputy SCTS Nurse Rep.
Isabelle Ferner sctsadmin@scts.org SCTS Administrator 07949 211 636
Maninder Kalkat maninder.kalkat@heartofengland.nhs.uk SCTS Deputy Secretary
Tilly Mitchell tilly@scts.org SCTS Exhibition & Finance (Sponsorship) 07903 737 376

Shell Scheme & Electrics

Intershell Siobhan Burton sbintershell@gmail.com

Venue Event Manager

Stuart Drummond
Tel: 0207 798 4016
Email: stuart.drummond@qeiicentre.london

Venue Catering

QE II Catering
Rebecca Bentham
rebecca.bentham@qeiicentre.london

Registration & App Software

Shocklogic
Priscilla Amponsah
priscilla@shocklogic.com

Freight & Deliveries

Europa Worldwide Logistics Ltd
Darren Harris 0121 352 2032
dharris@europa-worldwide.com

Next year the SCTS Annual Meeting will be held at **ICC WALES 15th - 17th March 2020**. Thank you for supporting this year's meeting and we hope to see you again soon. ☺

Please follow us on Twitter [@SCTSUK](https://twitter.com/SCTSUK) & [@SCTS_CTFORUM](https://twitter.com/SCTS_CTFORUM) #SCTS2019
Facebook: <https://www.facebook.com/SCTSGBI>
<https://www.facebook.com/SCTSforum>



SCTS Exhibition & Sponsorship Terms & Conditions

- You have agreed to sponsor or buy the selected items in the booking form.
- Stand space is sold on a first come first served basis.
- Slight changes may be made to the floor plan. We will contact you prior to the event if your stand location is affected.
- All costs do not include 20% VAT.
- Invoices must be paid at least 4 weeks before the Conference date.
- No stand to be built at event if full payment has not been received.
- Cancellation of sponsorship or exhibiting: Full refund up to 3 months before the meeting. There will be a charge of £500 for any exhibitor pulling out of the conference less than 2 months before the event.
- Stands must be built in time for the welcome reception on Sunday 10th March and manned for the duration of the meeting. Stands must not be broken down before the break down time.
- The SCTS Programme timing and content of sessions may change in the lead up to the meeting
- Please make sure you have sufficient insurance to cover the event.
- We will use information you provide about your company to contact you about the SCTS annual meeting you have booked for. We would also like to use this information to contact you about future SCTS Annual Meetings. We will not pass on your contact details to third parties. If you do not wish for us to contact you regarding further events then you can opt out by contacting tilly@scts.org. Further information will be given in the SCTS Exhibition Handbook.