

BABICM Annual Conference 2022 – Information for confirmed exhibitors

If a code is needed to enter the car park it is 1122

1. The venue:

East Midlands Conference Centre (EMCC)
University Park Campus
Nottingham University
Beeston Lane
Nottingham
NG7 2RJ Main Reception – 0115 876 0900

2. Deliveries prior to the event

Deliveries for the Exhibition can be sent to the EMCC one working day before the event.

Items will be stored in the Loading Bay Area.

Please label up all packages with the following:-

YOUR COMPANY NAME / CONTACT NAME.

BABICM Annual Conference 15th 16th June 2022

East Midlands Conference Centre.

University Park Campus.

Nottingham University.

Beeston Lane.

Nottingham.

NG7 2RJ.

If items are not labelled up correctly it may result in the delivery being turned away.

The venue do not have any equipment on-site to unload (pallet trucks, fork lift trucks etc.). It will be the responsibility of your courier to unload items.

3. Arrival at the venue

We have access to the venue from 7.00am on 15th and 16th June. We will be available from that time to assist you and show you to the exhibition area.

Unloading at the Venue

Please unload via the Loading Bay Entrance. This is located at the back of the building and can be accessed via a separate slip road marked **“No Entry, Deliveries Only”**.

The Loading Bay is on ground floor level.

Please bring your own moving equipment (trolleys etc.) as the EMCC does not have the equipment onsite.

Once you have finished unloading, please move your vehicle to the main car park at the front of the building.

The Car Park is free and on a first come first served basis.

4. Directions to the venue

Please see <https://tinyurl.com/2p83tjs9> for directions and map to the venue. There is plenty of free car parking available.

5. Your exhibition space

Your exhibition space consists of a 3m x 3m space with 1.8m x 0.6m trestle table. Please note that you will need to be able to fit **ALL** of your display material into your allotted space so that delegates can circulate around the exhibition are unrestricted, but also out of courtesy to other exhibitors.

6. During the conference

Delegates will have the opportunity to visit your stand before the conference begins, during the morning break and at lunch time. On day 1 we will be holding our AGM shortly after the days presentations have finished. Delegates will also have the opportunity to visit your stand at this time too. Timings for both days are as follows:

Day 1 – 15th June

Registration, coffee and networking	8.00 – 9.15
Morning break	11.00 – 11.30
Lunch break	12.35 – 13.35
Afternoon break / Day 1 Ends	15.20 – 15.50
AGM – all welcome	15.50 – 16.20

Day 2 – 16th June

Registration, coffee and networking	8.00 – 9.00
Morning break	10.20 – 10.50
Lunch break	12.15 – 13.30

There is no afternoon break on day 2 and exhibition stands can be dismantled after the lunch break if you are not attending the presentations.

7. Lunch

In order for you to maximise networking time, we have arranged for all exhibitor lunches to be available half an hour before the conference breaks for lunch. If you have any **special dietary requirements**, please email us on secretary@babicm.org on receipt of this email and we will make sure that these are catered for.

8. End of the day

We are required to vacate the venue by 5pm. Please ask if you require help with packing away your stand. Please can you ensure your courier is ordered for as soon as possible.

Collections

EMCC Storage is limited so where possible please take all items away with you the day the event finishes.

If you do need to arrange collection via courier, please make sure that you adhere to the following: -

- All Items are packed away properly.
- COMPANY NAME AND CONTACT.
- FULL RETURN ADDRESS.
- COLLECTION DATE – MUST BE NO LATER THAN 2 DAYS AFTER THE EVENT
- COURIER COMPANY NAME WHO ARE COLLECTING ITEMS

9. **Contact Details**

Please ensure that the only mobile numbers you have on file for BABICM (and for couriers) are Michelle 07821 635519 and Janette 07935 217441

10. Please also note that they require a copy of your **liability insurance** and as if have requested electricity a copy of your **PAT testing certificate** if you are bringing high voltage equipment or equipment older than 5 years. If you can send these to secretary@babibcm.org ASAP.