



Wellcome Trust Genome Campus, Hinxton, CB10 1SA  
Lab Excellence: Best Practice Design, Operation and Management  
12 December 2017

## **FAQs for Sponsors and Exhibitors**

### **Exhibition**

This is a one-day Conference. All exhibition stands are in designated exhibition space areas and a short distance to catering tables/meeting rooms. Note that we have deliberately set the delegate packages at very attractive rates in order to ensure that the Conference is accessible to as many interested participants as possible.

### **OPENING TIMES OF THE EXHIBITION ARE:**

Tuesday 12 December 09:00-16:00 hours

For any updates to timings for exhibition, refreshment breaks, lunch and sessions, please refer to the latest version of the Conference Programme available via the home page

[www.effective-lab.org.uk](http://www.effective-lab.org.uk) or on our Dropbox folder

<https://www.dropbox.com/s/suas53h5qzq61di/Cambridge%20Programme%20Oct%2016.pdf?dl=0>

### **The full address of the venue is:**

The Wellcome Genome Campus Conference Centre  
Hinxton  
Cambridge  
CB10 1RQ  
Tel. 01223 495123

A Map can be found here:

<https://conferencecentre.wellcomegenomecampus.org/contact/getting-here/>

### **Exhibition Space**

The Exhibition Floor Plan outlines the position of the exhibition spaces. Very occasionally we may need to change stand plans, stand locations or move exhibitors. We reserve the right to do so and will always try to ensure that exhibitors are no worse off in terms of customer reach.

### **Exhibitors and Sponsors receive:**

1. A minimum exhibition space of 2m wide x 1.4m deep and 2.24m high (this refers to the ceiling height restrictions for stands 1-25 – refer to exhibition plan).
2. A table, 1 black tablecloth and 2 chairs. Tables are 182cms x 76cms x 74cms (high).
3. Electricity - you will have access to one 240V plug socket. (It is recommended that exhibitors bring an extension lead which must be PAT tested).
4. If you require a different set-up to this, you must inform Helen Exton at [conference@istonline.org.uk](mailto:conference@istonline.org.uk) by 30 November 2017.

### **Setting-up and Dismantling**

The access time for the set-up of stands is on the day of the event only (12 December) from 07:00 hours. If you require an earlier access, please contact us directly. All stands must be dismantled by 18:00 hours on the day. There is a limited amount of on-site storage available pre- and post-exhibition day.

Upon arrival, staff will direct you to your exhibition space and assist you with any queries you may have. Please be aware that registration starts from 09:00 on Tuesday 12 December and delegates will be arriving from this time, with some arriving earlier.

Exhibitors can dismantle stands after the last refreshment break on Tuesday 12 December from 16:00 hours. Please note that all exhibitors' equipment needs to be removed from the venue by 18:00 hours latest on Tuesday 12 December. If you require postal courier collections or a later

pick-up time for your equipment, you must notify us as soon as possible so alternative arrangements can be made by the venue to store your package/equipment. The venue may have another event running in the same exhibition space the following day so all items need to be cleared from the room. If the venue have not been informed of any late pick-ups/collections, they are entitled to remove your equipment and are not responsible for safe storage.

The venue is on one level (ground floor) with access via the main doors to the Conference Centre. There are no steps, the measurements for the Conference Reception doors are 171cm wide and 213cm high and for the doors leading to the exhibition space the doors are 231cm wide and 222cm high. It is your responsibility to ensure your exhibition materials/equipment are brought in/out of the venue as safely as possible and avoiding any damage to the floors. (See below for postal/courier delivery details and vehicle access information)

### **Postal/Courier Delivery and Collection**

Please send packages to the address listed below:

**Clearly label with: "Your company name" and "S-Lab Conference"**

The Wellcome Genome Campus Conference Centre  
Hinxton  
Cambridge  
CB10 1RQ  
Tel. 01223 495123

Please do not send packages any earlier than 11<sup>th</sup> December. If there are any large packages due to be delivered, please let us know beforehand as storage can be limited. There is no access to a forklift truck or venue staff to unload packages, therefore, all deliveries must be unloaded by the delivery/courier company. Please label your deliveries with "your company name" as well as "S-Lab Conference". Please note that the venue, nor the organisers, take no responsibility for any loss or damage of delivered goods and it is your responsibility to ensure they are covered with adequate insurance.

Please email [conference@istonline.org.uk](mailto:conference@istonline.org.uk) on dispatch so that progress can be tracked. Whilst all reasonable measures will be taken to track and store sent items, it is your responsibility to ensure that they have arrived and are in good condition for the exhibition.

Where possible and correctly labelled, staff will deliver pre-sent small packages to your stands. On arrival, please check your stand first to see if they have been delivered there.

### **Vehicle Delivery Access and Parking**

The full address of the venue is:

The Wellcome Genome Campus Conference Centre  
Hinxton  
Cambridge  
CB10 1RQ

As the venue is a secure campus, upon arrival at the entrance barriers please drive into the middle lane (lane 2) where there is a small security kiosk and a member of the security team will check your name against the delegates' list or you can download a parking permit (downloadable from the foot of this page link - <http://www.effectivelab.org.uk/cambridge-sponsors-and-exhibitors.html> - and present it at the kiosk. You will be allowed access through the barriers and directed to the Conference Centre Car Park. If you are travelling by taxi you will still need to advise the driver to pull into lane 2 and be directed to the Conference Centre Reception. Taxis can drop off delegates directly outside the Conference Reception doors.

**There is free car parking for exhibitors at the venue.**

You may drop-off your materials at the main Conference Reception and then you are requested to move your car to the designated parking area as soon as possible. There will be many exhibitors arriving at a similar time and we do not wish to have any bottle-necks.

## **Accommodation**

There is no specific hotel accommodation held for Conference and Exhibition delegates. The venue has a small number of rooms available at its own on-site hotel. Delegates can book and pay for their own bedrooms. Please book directly with the Wellcome Genome Campus Conference Reception team - say you are attending the S-Lab Conference. Rates are based on a 24hr cancellation policy.

Single occupancy B&B- £74.50+vat / Double occupancy B&B – £90.83+vat

[Conference.reception@wellcomegenomecampus.org](mailto:Conference.reception@wellcomegenomecampus.org) 01223 495000

Wellcome Genome Campus Conference Centre | Wellcome Genome Campus

Hinxton | Cambridge | CB10 1RQ | UK

You can also check for alternative accommodation options on Trip Advisor.

You are responsible for booking and paying for your own accommodation.

## **Electrical Equipment Health and Safety**

A Risk Assessment Form is not necessary at the venue, but any medium-high voltage electrical or audio-visual equipment must be PAT tested and have a valid label or certificate. (Laptops are low voltage so do not need PAT testing but the power lead, if one is being used, should be tested for your own safety.)

## **Power**

All exhibitors are allocated a single electrical master socket. Those requiring more than one socket will need to provide their own extension lead subject to having notified us of their equipment requirements beforehand. This lead, and any connections from it, must meet health and safety requirements regarding electrical and trip hazards. The extension lead must have an up-to-date PAT certificate/sticker. It is up to each exhibitor to inform us of their individual power needs at the time of booking. If we are not informed otherwise (by 30 November latest), we will allocate the minimum amount to your stand.

## **Internet access**

There is complimentary Wi-Fi at the Wellcome Genome Campus Conference Centre. To access the FREE Wi-Fi simply join the 'ConferenceGuest' network. Follow the on screen instructions to register up to 5 devices for 7 days of FREE Wi-Fi access. To complete registration please ensure you validate your email address from the message you receive from us. If you have any problems connecting, please come to the S-Lab Registration Desk.

## **Responsibility**

The Wellcome Genome Campus Conference Centre or S-Lab/UKSPA will not accept responsibility for lost or damaged items. We strongly advise exhibitors to take out necessary insurance cover for items in transit and on site.

## **Security**

The Wellcome Genome Campus is a secure site, however, it does allow access to the general public, and other staff as well as Conference delegates. We do advise you not to leave valuables unattended. All equipment at the Conference is placed there at your own risk, and you are responsible for insurance.

## **Staff**

Exhibitors are entitled to two Exhibitor tickets, which allow access to the Exhibition area only. For exhibitors wishing to attend Conference sessions a small top-up fee is charged. Refreshments and lunch are included. Additional Exhibitor Pass tickets can be booked online at the reduced exhibitor rate (with or without Conference session access) via [www.effectivelab.org.uk](http://www.effectivelab.org.uk) or email [conference@istonline.org.uk](mailto:conference@istonline.org.uk).

Sponsors have a different ticket allocation – please refer to your specific sponsorship package.

**Last updated: 26 October 2017**