



EXHIBITOR MANUAL

ANNUAL SCIENTIFIC MEETING 2016

6th- 8th July 2016

VENUE: Belfast Waterfront, Belfast

Dear Exhibitor

We look forward to welcoming you and your team to ASM 2016 in Belfast. Thank you for your continued support for the conference. We are expecting over 500 delegates over the 3 days so please plan accordingly. Please read this booklet carefully and send us the information required by due dates so we can ensure the value of your participation is maximised.

Kathryn Dolphin, Events Officer

Exhibition information

Conference Office	Conference Venue
Kathryn Dolphin ASME 12 Queen Street Edinburgh EH2 1JE Tel: +44(0)31 225 9111	Belfast Waterfront, 2 Lanyon Place, Belfast, BT1 3WH Tel: +44 (0)28 9033 4400 Email: enquiries@waterfront.co.uk http://www.waterfront.co.uk

Exhibition Space

The exhibition is held in Hall 1 of the Belfast Waterfront. Lunches and breaks will be served in Hall 1 throughout the conference. There is no shell scheme and stand areas are 3m x 2m but can be flexible.

The main exhibition opens on **Wednesday 6th July 2016 at 12pm** and will continue into the **EVENING EXHIBITOR RECEPTION from 5.30pm until 7.15pm**. As in previous years we are offering canapés and refreshments for the reception, sponsored by Wileys.

Exhibition Times

Exhibition Times:

Tuesday 5th July

1100 - 1600 Exhibition set up from

Wednesday 6th July

1200 - 1915 Exhibition open (including Welcome Reception)

Thursday 7th July

0830 - 1700 Exhibition open

Friday 8th July

0830-1300 Exhibition open

1300 Exhibition dismantling

Set Up and Dismantling

Set-up available on Wednesday 6th July from 8.30am to 11am.

Dismantling can take place from 1.00pm on Friday 8th July

Loading and Directions

Our location

We are located just ten minutes' walk from Belfast city centre at 2 Lanyon Place.

By car

We are located in Lanyon Place, just off Oxford Street in the city centre.

If you are travelling on a major road into the city, follow signs for the city centre and Belfast Waterfront via East Bridge Street or Oxford Street.

By bus

The nearest bus station is the Laganside Bus Centre, which is around two minutes' walk from Belfast Waterfront. There is a bus stop on Oxford Street, directly outside the building. The main bus provider in Belfast is Translink, which runs both Ulsterbus and Citybus Metro services.

By train

The nearest train station is Central Station, which is in East Bridge Street, around five minutes' walk from the venue. There is a regular train service to Dublin and the average journey time is around two hours. For train timetables, visit www.translink.co.uk

By taxi

There is a direct phone link to Fon-A-Cab (028 9023 3333) just inside our main entrance.

By plane

Belfast is served by two airports and is within easy reach of national and international destinations. The George Best Belfast City Airport is located three miles from Belfast Waterfront.

A regular bus service runs to and from the city centre and the journey time by car is around five minutes.

The Belfast International Airport is around 20 miles north of the city centre and the average journey time by car is around 45 minutes.

There is a regular bus service to and from the city centre.

By boat

Belfast is well served by ferries and we are located near the main port.

Stena Line and P&O Irish Sea Ferries operate daily services from the UK to Northern Ireland.

On foot

Belfast Waterfront is located in Lanyon Place beside the River Lagan.

We are around five minutes' walk from the city centre – just follow the directions from Belfast City Hall towards Chichester Street.

Cross the traffic lights at Victoria Street and pass through the law courts.

Then cross the traffic lights on Oxford Street – we are located next to the Belfast Hilton Hotel.

Outline Schedule

WEDNESDAY 6 TH JULY	8.30am – 12.00PM	SETTING UP OF EXHIBITS
WEDNESDAY 6 TH JULY	12.00PM – 12.45PM 2.50PM – 3.10PM	BREAKS AND EXHIBITION VIEWINGS
WEDNESDAY 6 TH JULY	5.30PM – 7.15PM	WELCOME RECEPTION IN EXHIBITION HALL
THURSDAY 7 TH JULY	8.30AM	CONFERENCE OPENS
THURSDAY 7 TH JULY	11.10AM – 11.30AM 1.15PM – 2.15PM 3.25PM – 3.45PM	BREAKS AND EXHIBITION VIEWING
THURSDAY 7 TH JULY	8PM TO LATE	ANNUAL CONFERENCE DINNER
FRIDAY 8 TH JULY	8.30AM	CONFERENCE OPENS
FRIDAY 8 TH JULY	11.00AM – 11.15AM	EXHIBITION CLOSES and BREAKDOWN
FRIDAY 8 TH JULY	1PM	CONFERENCE ENDS

Exhibition Staff

Each company may have a maximum of two people to exhibit per stand. One included in the registration, a second can be added at a charge, for details please email kathryn@asme.org.uk the Details of exhibition staff working at the conference must be provided prior to the event.

Exhibitors' Insurance

Exhibitors' should secure their own insurance for equipment and goods to cover all liabilities and risks. The organisers and ASME will not be held responsible for any loss or damage to any items at the event.

Security

We advise that your stand should be manned at all times as the responsibility of all equipment lies with the exhibitor. There will be no public access to the exhibition area overnight but we advise that exhibition staff should remove any easily moveable equipment.

Car Parking

Local car parking facilities

There are two 24-hour car parks located near Belfast Waterfront, offering more than 800 parking spaces. The multi-storey Lanyon Place car park is located 100 metres from the venue. The car park at the Belfast Hilton Hotel is also multi-storey and is next door to the building.

Car parking rates

The current hourly rate for the car parks in Lanyon Place and the Belfast Hilton Hotel is £2. Our customers can benefit from a special evening rate of £5 (available in both car parks from 5.30pm – 12am). It's best to pre-pay on arrival to avoid queues when you are leaving the car park.

Accommodation

There are a number of hotels in the vicinity of the Waterfront. You can find them by using this link- http://www.booking.com/landmark/gb/the-waterfront-hall.en-gb.html?aid=318615;label=New_English_EN_GBIE_5226315025-CjikBCfb7dsqI*w4ETKCPqS73336468945:pl:ta:p1:p2:ac:ap1t1:neg;ws=&qclid=CjwKEAiAk7O0BRD9_Ka2w_PhwSkSJAAmKswx0B0fKF8Lj9Yt4CdSj_I0ecmXEyv0DD8PIXQ4wuzn7xoCWiLw_wcB#map_opened

Internet Access

Internet access WiFi is available free of charge throughout the venue.

Exhibitor Registration

On arrival at the venue, please report to the registration desk where you will be greeted by one of our staff who will register your attendance, provide you with your welcome pack, including your exhibitor badges and show you to your stand.

Refreshments

Tea and coffee will be served at breaks and lunchtime. As part of your package, lunch and refreshments are included. Lunch will be available to exhibitors 15 minutes prior to delegate lunch breaks.

Smoking

The conference and exhibition areas are completely non-smoking. As with all public buildings, a fine will be administered if you are found smoking inside the building.

Advert for the Pocket Programme

Included in your exhibitor package you have the option to include an advert in the conference pocket programme. A single advert is included as standard, this should be sent 75 x 50mm wide, for any double ads agreed, these should be 75 x 104mm wide.

Please send this as a PDF to kathryn@asme.org.uk by Friday 11th June 2016.

Stand Equipment Deliveries

If you are arranging for your stand equipment to be delivered to the conference before arrival please ensure you label it clearly with the following information:

Belfast Waterfront
2 Lanyon Place,
Belfast,
BT1 3WH

ATTENTION: Will Trimble
NAME OF EVENT: ASM 2016
DATE OF EVENT: 6th – 8th July 2016

Deliveries must arrive on Tuesday 5th July/Wednesday 6th July, the venue will not accept deliveries prior to this.

Please label clearly on your delivery your COMPANY NAME AND STAND
Boxes that are not labelled correctly, items may be misplaced.

Post Event Collections

If items are to be returned by a courier or removed via the loading bay, collection must be arranged for between 1pm – 4pm on Friday 8th July. The venue has no storage facilities and items cannot be left to be collected on a later date. If you plan to use a courier service for collection of items or require use of the loading bay, please ensure this is pre-booked and the following details provided by email to Kathryn.dolphin@asme.org.uk no later than Friday 1st July 2016

