

British Crystallographic Association

Charity Registration No. 284718

BCA Spring Meeting – Loughborough, 12th – 14th April 2005

INFORMATION FOR EXHIBITORS

Exhibition

The Commercial Exhibition is a vital part of the BCA Spring Meeting and will be located at the heart of the conference. It is designed to be the main gathering area for delegates throughout the meeting. All tea/coffee breaks, lunch and Poster Sessions will take place in the Exhibition area and all lecture theatres are located close to the Commercial Exhibition.

The Commercial Exhibition will run throughout the duration of the meeting. It will run from 09.00 hrs on Tuesday 12th April 2005 until 15.30 hrs on Thursday 14th April 2005.

Exhibitors will be given the opportunity to give short presentations to delegates on the first day of the meeting, conveniently timed to encourage delegates to visit your stand during the evening Poster and Exhibition Session. More details will be given in the Scientific programme, but please note that the XRF and crystallography exhibitor sessions run in parallel, so to be involved in both you will need two speakers.

An exhibitor meeting will be held at the venue early in 2005. This gives exhibitors the opportunity to check out the venue, the location of their stand, familiarise themselves with access to the building and raise questions with the organisers. You are strongly advised to attend this meeting especially if you intend to display instrumentation on your stand.

Exhibition Space

Exhibition spaces are located in the James France Centre and are adjacent to the main lecture theatres.

Several types of exhibition space are available as follows (a detailed floor plan is included at the foot of page 4).

Note larger spaces have access to electric power included in the price.

Exhibition Spaces 1&2

Exhibition spaces 1 & 2 are 3m x 1m (Space Only) in size.

These spaces are priced at £400.00 for 3 days.

An electric socket may be available at a cost of £50.00 per socket for the duration of the meeting.

Exhibition Space 3

Exhibition space 3 fills a corner and is 5m² (Space Only) in size.

This space is priced at £600.00 for 3 days.

An electric socket may be available at a cost of £50.00 per socket for the duration of the meeting.

Exhibition Spaces 4&5, 18&19, 20&21

Exhibition spaces 4&5, 18&19, 20&21 are available as double stands totalling 6m x 3m (Space Only) in size. Subject to demand they may be split into 3m x 3m units
These spaces are priced at £1800.00 for 3 days.

Exhibition Space 8

Exhibition space 8 is 4 x 4 (Space Only) in size
This space is priced at £1600.00 for 3 days.

Exhibition Spaces 6, 7, 17, 9 to 11 and 22 to 26

Exhibition Spaces 6, 7, 17, 9 to 11 and 22 to 26 are 3m x 3m (Space Only) in size
These spaces are priced at £900.00 for 3 days.

Exhibition Spaces 12 to 16

Exhibition spaces 12 to 16 are 2m x 1m (Space Only) in size.
These spaces are priced at £300.00 for 3 days
An electric socket may be available at a cost of £50.00 per socket for the duration of the meeting.

Exhibition Furniture

Tables (approx 3ft x2ft) and chairs can be ordered free of charge for the duration of the meeting. Please indicate your requirements on the booking form. **Please note that the tables are not heavy duty and cannot therefore support heavy or large scientific instruments.**

Poster boards (2m high by 1m wide) are available at a cost of £33.00 per board, for the duration of the meeting. Please indicate your requirements on the booking form.

Exhibition space does NOT include the meeting registration fee. The registration fee for exhibitors is £130.00 and **all** exhibitor personnel must fill out an individual registration form for the meeting. A PDF copy of the form will be available for download from the BCA web site.

Note: 2005 BCA Corporate Members qualify for two free meeting registrations, simply write "FREE" in the meeting fee box on the registration forms of the two nominated delegates and write "*your company name* + CORPORATE" across the top of the form.

We would recommend that all exhibitors take out relevant insurance cover.

Fire safety instructions will be supplied before the event.

A non-refundable deposit of £200.00 is payable at the time of booking. The non-refundable balance must be paid in full at least FOUR weeks prior to the start of the meeting; an invoice will be sent 6 weeks before the meeting. Please make cheques payable to "British Crystallographic Association" and send them with your completed booking form to: BCA Administrative Office, Northern Networking, 1 Tennant Avenue, College Milton South, East Kilbride, Glasgow, G74 5NA.

Delivery of equipment and access to Loughborough

The Conference office will store **small** packages (such as delegate bag inserts) prior to the commencement of the Spring Meeting. Please note that small packages should **not** arrive before Tuesday 5th April. **Large items** for the exhibition must **NOT** be delivered before Monday 11th April and prior arrangement must be made through the BCA Administrative Office. Boxes should be numbered to identify the total in the delivery e.g. "Box 2 of 3" etc.

The James France Centre can be accessed between 12.00 hrs and 17.00 hrs on Monday 11th April 2005 for exhibition build. Please note that registration opens at 09.00 hrs on Tuesday 12th April and all exhibition stands must be fully built by this time (the Opening Session commences at 10.45 hrs).

Please note that the deadline for removal of exhibition equipment is 18:00 hrs on Thursday 14th April 2005. Exhibitors failing to comply will be responsible for any financial penalties incurred.

When sending materials, please label all **small packages** for delivery after 5th April with:

The name of your Organisation
British Crystallographic Association, Spring Meeting
c/o Adrian Garratt
Senior Conference and Events Co-ordinator
Imago Sales Office
Village Park
Loughborough
Leicestershire
LE11 3RZ

LARGE Items by **prior arrangement** through BCA admin office for delivery on 11th April marked:

The name of your Organisation
British Crystallographic Association, Spring Meeting
c/o Adrian Garratt
Senior Conference and Events Co-ordinator
James France Exhibition area
Loughborough University
Ashby Rd
Loughborough
Leicestershire
LE11 3TU

Please note that exhibition space is available on a “first come, first served” basis.

Sponsorship Opportunities

In addition to exhibition space there is the opportunity for you to offer sponsorship to the conference. All sponsorship opportunities are listed below. These are available on a “first come, first served” basis. Please indicate your choice on the sponsorship form.

Sponsorship Item	Cost
Delegate Bags	At cost
Pens	At cost
Pads	At cost
Plenary Lecture (Registration & Travel)	At cost
*Named Student Bursaries	£155.00 each
**Crystallography Reviews (before 20 th January)	£60.00 per page (min £120)
***CRYSTALS PC workshop	£300.00
***CCP14 PC workshop	£300.00
****Internet access for delegates	£500.00
Programme/Abstract Book	£750.00
Conference Dinner Wine	£500.00
Tea/Coffee Breaks – per session	£350.00
Poster/Exhibitors Reception	£500.00
Delegate Bag Insert	£100.00
General Sponsorship (at discretion)	Min £100.00

* Please note that each **Named Student Bursary** will cover the cost of student accommodation and meals (including the Conference Dinner) at the Spring Meeting. Each recipient will be told which company provided their bursary. We are delighted to confirm that each company that contributes to the Named Student Bursary programme will receive an official BCA Certificate.

** NOTE: Deadline of 20th January 2005. Highlights from the BCA Spring meeting will be published in a special edition of **Crystallography Reviews**. All sponsors will be acknowledged in this issue on a special page dedicated to promotional material from the BCA. This will promote your business to a wider audience than just BCA membership. The sponsorship funds will be used to provide each BCA member with a complimentary copy of this special edition of Crystallography Reviews. The edition you sponsor will contain papers from the 2004 Spring Meeting in Manchester. We are pleased to invite companies to sponsor this publication at a cost of £60.00 per page (minimum 2 pages).

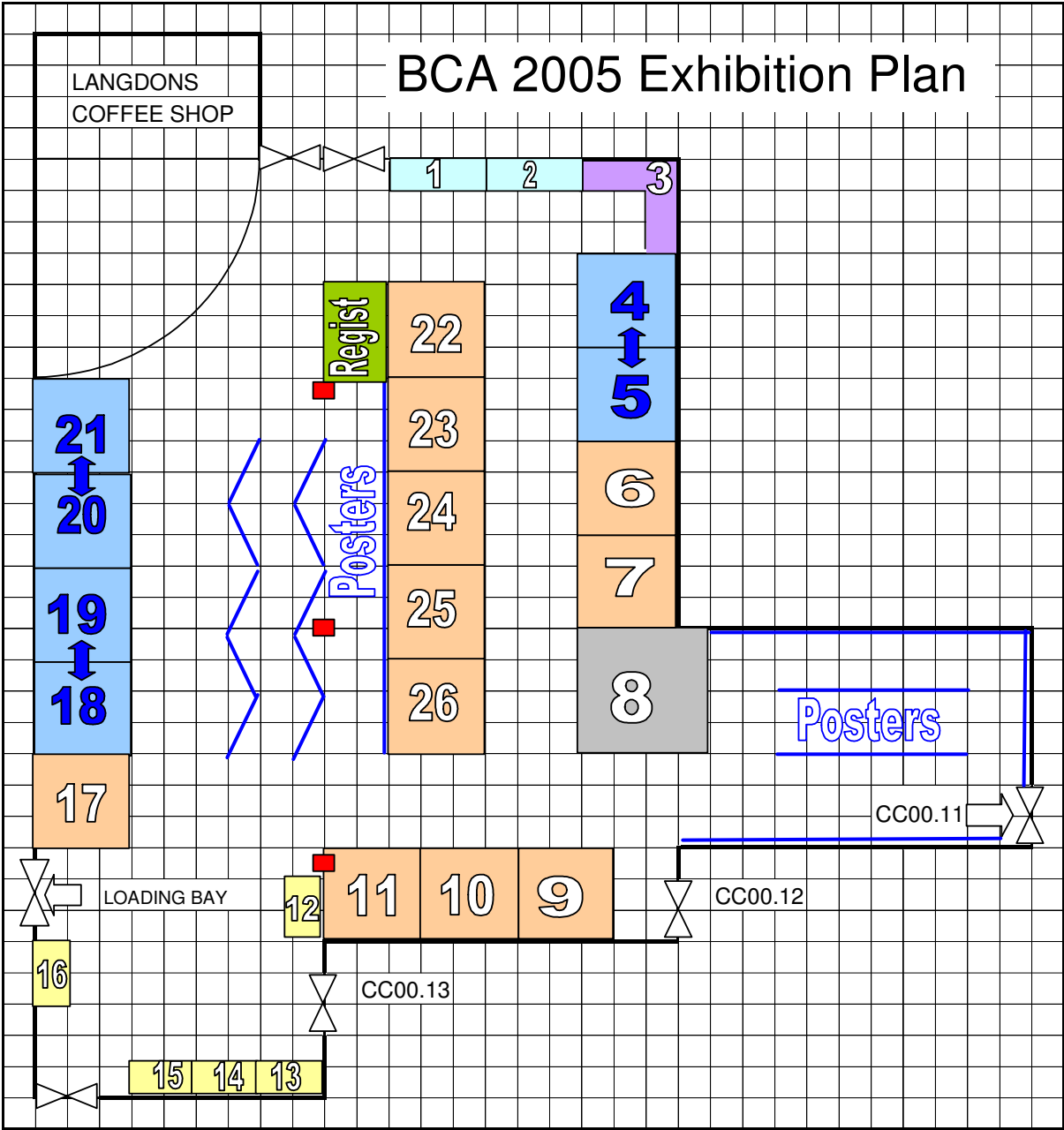
*** Two Scientific Sessions are PC based and will take place in a specific computer terminal room. We are pleased to invite companies to sponsor **the CRYSTALS Workshop** on Wednesday or the **CCP14 Workshop** on Thursday. Sponsorship of £300 covers the hire and use of the computer facilities.

**** Delegates will have access to 10 terminals for E-mail and **Internet access** in the Schofield building. This sponsorship covers the cost of hiring the terminals and providing 10 login passwords for their use.

A non-refundable deposit of £100.00 is payable for sponsorship at the time of booking. The balance must be paid in full at least four weeks prior to the start of the meeting; an invoice will be sent 6 weeks before the meeting. Please make cheques payable to “British Crystallographic Association” and send them with your completed sponsorship form to the BCA Administrative Office, Northern Networking, 1 Tennant Avenue, College Milton South, East Kilbride, Glasgow. G74 5NA.

All sponsorship will be acknowledged in the Abstract/Programme Book and on the BCA Website, together with an advertising logo where appropriate.

Exhibition Floor Plan (scale - 1 metre squares)



British Crystallographic Association

Charity Registration No. 284718

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Commercial Exhibition: Booking Form

Company Name: _____

Contact Person: _____

Address: _____

Tel No: _____ Fax No: _____

Email: _____

Please note that exhibition space is available on a “first come, first served” basis.

Please mark your choice of stand clearly by its number from the floor plan.

Exhibition Space	Cost	1st Choice	2 nd Choice	Total Cost
Stands 4&5, 18&19, 20&21	£1,800.00			
Stand 8	£1,600.00			
Stands 6, 7, 9-11,17 & 22-26	£900.00			
Stand 3	£600.00			
Stands 1 & 2	£400.00			
Stands 12 -16	£300.00			

Sundries	Cost (each)	Quantity	Total Cost
Electric Socket	£50.00		
Table	Free		£0.00
Chair	Free		£0.00
Poster Board (2m high 1m wide)	£33.00		
Grand Total			

BALANCE DUE: _____

A £200 deposit must be enclosed with the booking or for bookings after 1st March 2005 the full balance.

Exhibitors have the opportunity to give a short presentation in dedicated sessions to delegates on Tuesday afternoon. Please note that the two sessions overlap and you will need separate people to be represented in both sessions. Please indicate your wish to give a presentation.

We would like to give a presentation in the crystallography exhibitor session.

We would like to give a presentation in the X-ray Fluorescence exhibitor session.

Please make cheques payable to: “British Crystallographic Association” and send them to the address below.

BCA Administrative Office, Northern Networking,
1 Tennant Avenue, College Milton South, East Kilbride, Glasgow G74 5NA, Scotland, UK
Tel: ++44 (0) 1355 244966 Fax: ++44 (0) 1355 249959 E-mail: bca@glasconf.demon.co.uk

British Crystallographic Association

Charity Registration No. 284718

BCA Spring Meeting – Loughborough, 12th – 14th April 2005

Sponsorship: Booking Form

Company Name: _____

Contact Person: _____

Address: _____

Tel No: _____ Fax No: _____

Email: _____

**Please note that Sponsorship is available on a “first come, first served” basis.
Please contact the BCA Administrative Office to check availability.**

Please mark your choice(s) clearly:

(Please tick as appropriate)

Sponsorship Item

1st Choice 2nd Choice

Delegate Bags (At cost and supplied by you)	<input type="checkbox"/>	<input type="checkbox"/>	
Pens (At cost and supplied by you)	<input type="checkbox"/>	<input type="checkbox"/>	
Pads (At cost and supplied by you)	<input type="checkbox"/>	<input type="checkbox"/>	
Plenary Lecture – registration and travel (At cost)	<input type="checkbox"/>	<input type="checkbox"/>	
Named Student Bursaries - each (£155.00)	<input type="checkbox"/>	<input type="checkbox"/>	No offered _____
Crystallography Reviews (£60.00 per page)	<input type="checkbox"/>	<input type="checkbox"/>	No. Pages _____
Crystals PC Workshop - Wednesday (£300.00)	<input type="checkbox"/>	<input type="checkbox"/>	
CCP14 PC Workshop - Thursday (£300.00)	<input type="checkbox"/>	<input type="checkbox"/>	
Internet access for delegates (£500.00)	<input type="checkbox"/>	<input type="checkbox"/>	
Programme/Abstract Book (£750.00)	<input type="checkbox"/>	<input type="checkbox"/>	
Conference Dinner Wine (£500.00)	<input type="checkbox"/>	<input type="checkbox"/>	
Tea/Coffee Breaks - per session (£350.00)	<input type="checkbox"/>	<input type="checkbox"/>	Session _____
Poster/Exhibitors Reception Wine (£500.00)	<input type="checkbox"/>	<input type="checkbox"/>	
Delegate Bag Insert (£100.00)	<input type="checkbox"/>	<input type="checkbox"/>	
General Sponsorship (at discretion, Min £100.00)	<input type="checkbox"/>		Amount Offered _____

£100 deposit enclosed: £ _____ (You will be invoiced for the balance)

Please make cheque (in GB Pounds) payable to: “British Crystallographic Association”

Please complete and return to the BCA at the address below

BCA Administrative Office, Northern Networking,
1 Tennant Avenue, College Milton South, East Kilbride, Glasgow G74 5NA, Scotland, UK
Tel: ++44 (0) 1355 244966 Fax: ++44 (0) 1355 249959 E-mail: bcaglasconf@demon.co.uk