



BUSINESS AND EXPLORATION OPPORTUNITIES SHOW 2022

1st – 2nd September 2022 | Business Design Centre, Islington, London

EXHIBITION MANUAL

Dear Exhibitor,

We are delighted that you have chosen to exhibit at the new **Business & Exploration Opportunities Show 2022 (BEOS)**.

This exhibitor manual will assist you in planning your attendance at **BEOS** and provide you with all the information you will need whilst on-site to ensure that you maximise your exposure at the event.

Please do take the time to read through the information in this exhibitor manual to ensure that you have everything you need prior to your arrival at the Business Design Centre as it is important that nothing is left to the last minute.

We hope that this manual covers everything but we are on hand to help you with your planning and to assist you with any queries you may have – our details are listed below.

Marta Diaz

BEOS Event Manager

AAPG Europe

T: +44 (0) 2 039 624 4468

E: mdiaz@aapg.org

Samantha Corker, our on-site Event Manager at the Business Design Centre is also happy to help you with any questions regarding the venue, delivery/collections or order related queries. Their contact details are:

Samantha Corker

Conference Coordinator

T: +44 (0) 207 288 6435

M: +44 (0) 7545 064 976

E: samanthac@bdc.london

We look forward to working with you in the upcoming months.

Yours Sincerely,

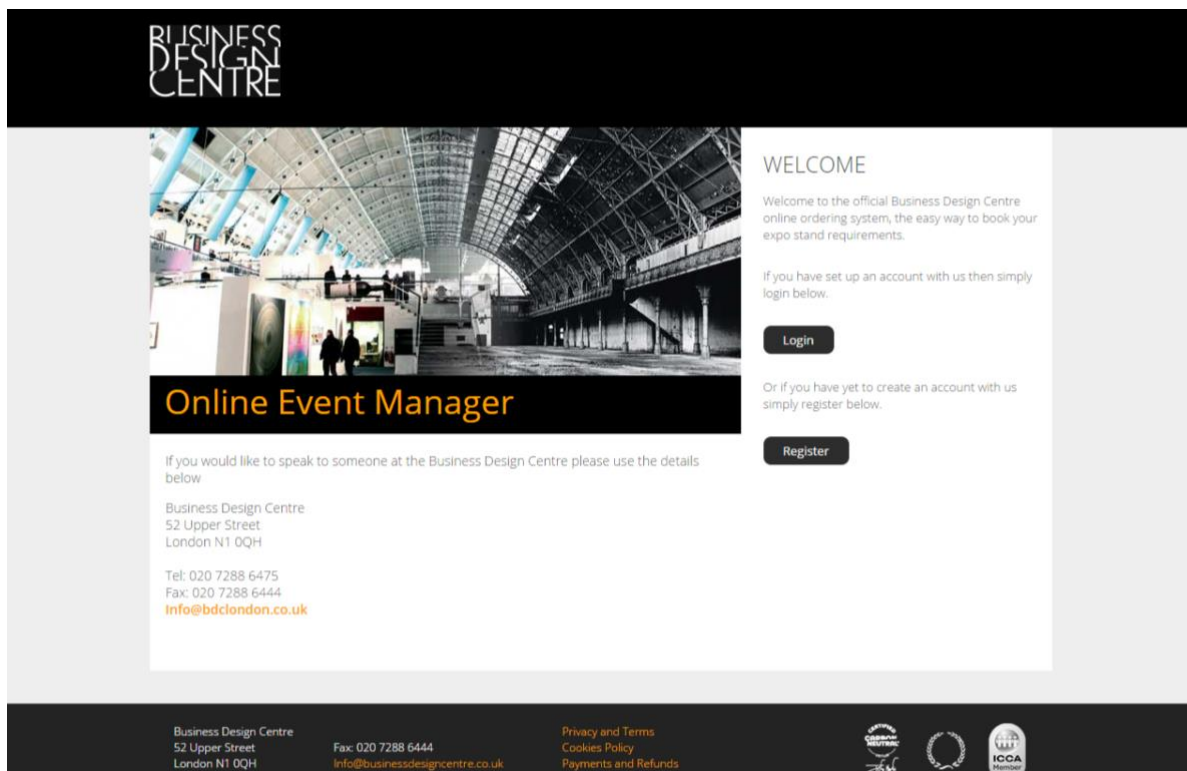
Marta Diaz

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EXHIBITOR CHECKLIST

In order to make the process of preparing for **BEOS 2022** as straightforward as possible, there are 3 sections on the online system that will need to be completed before the event. We would be grateful if you would complete these by deadlines set, as late submission can incur additional charges. Late venue orders will incur a 20% surcharge after **Thursday 25th August 2022 at 12pm.**



BUSINESS DESIGN CENTRE

Online Event Manager

WELCOME

Welcome to the official Business Design Centre online ordering system, the easy way to book your expo stand requirements.

If you have set up an account with us then simply login below.

[Login](#)

Or if you have yet to create an account with us simply register below.

[Register](#)

If you would like to speak to someone at the Business Design Centre please use the details below




Business Design Centre
52 Upper Street
London N1 0QH

Tel: 020 7288 6475
Fax: 020 7288 6444
info@bdclondon.co.uk

Business Design Centre
52 Upper Street
London N1 0QH

Fax: 020 7288 6444
info@businessdesigncentre.co.uk

Privacy and Terms
Cookies Policy
Payments and Refunds

If you have already registered previously please login and add your new event.

EVENT INFORMATION

Business and Exploration Opportunities Show (BEOS)

1st – 2nd September

Event Venue

Business Design Centre
52 Upper Street
Islington, London
N1 0QH

Event Rooms

Exhibition: Gallery Hall

Programme: **Stream A:** Auditorium

Stream B: Rooms D&E

Catering: Gallery Hall and Room A

Event Schedule

Build-up Timings

Exhibitors will have access to the exhibition hall from **9:00 until 19:00 on 31st August** for stand set up. For shell scheme package exhibitors, it is advised to arrive in the afternoon for setting up your booth, to allow time for the shell schemes to be built.

Open Day Timings

Exhibitors will have access to the exhibition hall from **7:30 am on 1st September**. All construction and dressing of stands **MUST** be completed by **8.00 am on 1st September**.

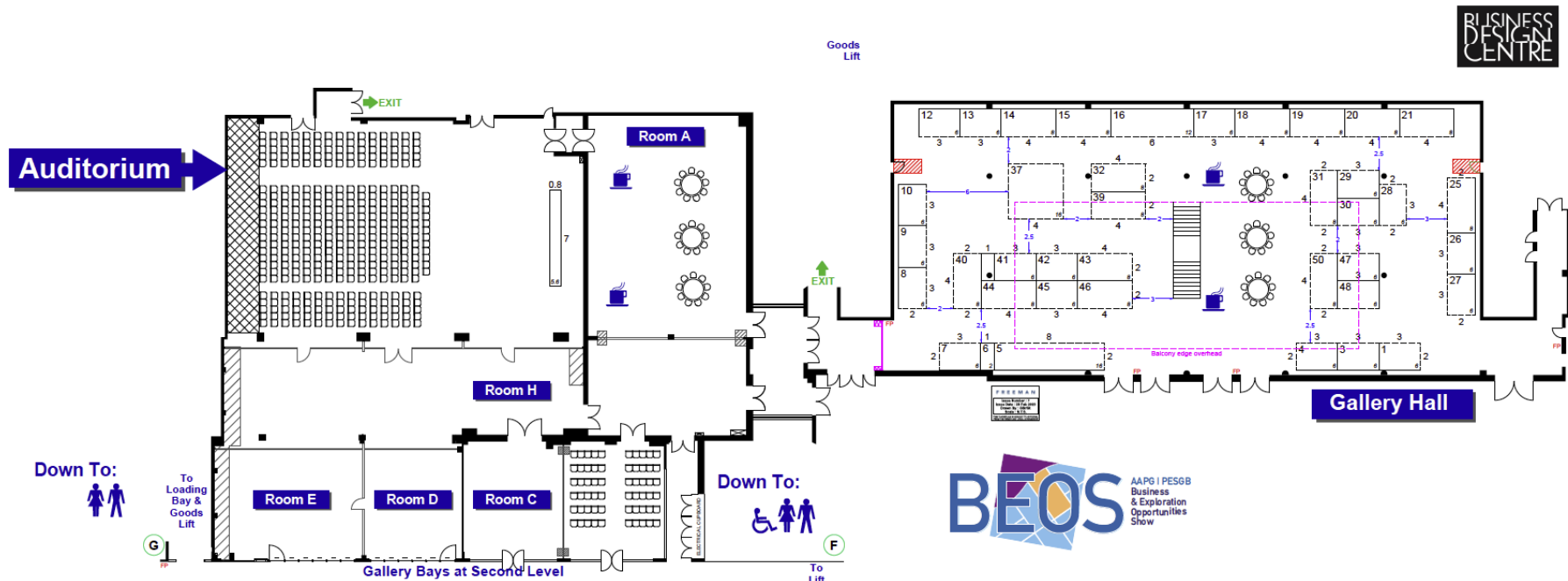
The exhibition will open to delegates/visitors between **8.00 – 19.00**. Please refer to the delegate event programme on page 7 of this manual for the timings of registration, workshops and refreshment breaks to gauge an idea of when the exhibition will be at its busiest.

Break-down Timings

Exhibitors will be able to break down their stands between **17.00 – 19.00 on 2nd September**. Please note for safety reasons, break down cannot commence until all delegates/visitors have left the hall.

All stand fittings and exhibits must be clear of the exhibition area by **19.00 on September 1st**. Anything left on a stand after this time will be deemed as rubbish and disposed of by the Business Design Centre, and the exhibitor will be charged for this service.

EXHIBITOR FLOOR PLAN



EXHIBITION STANDS

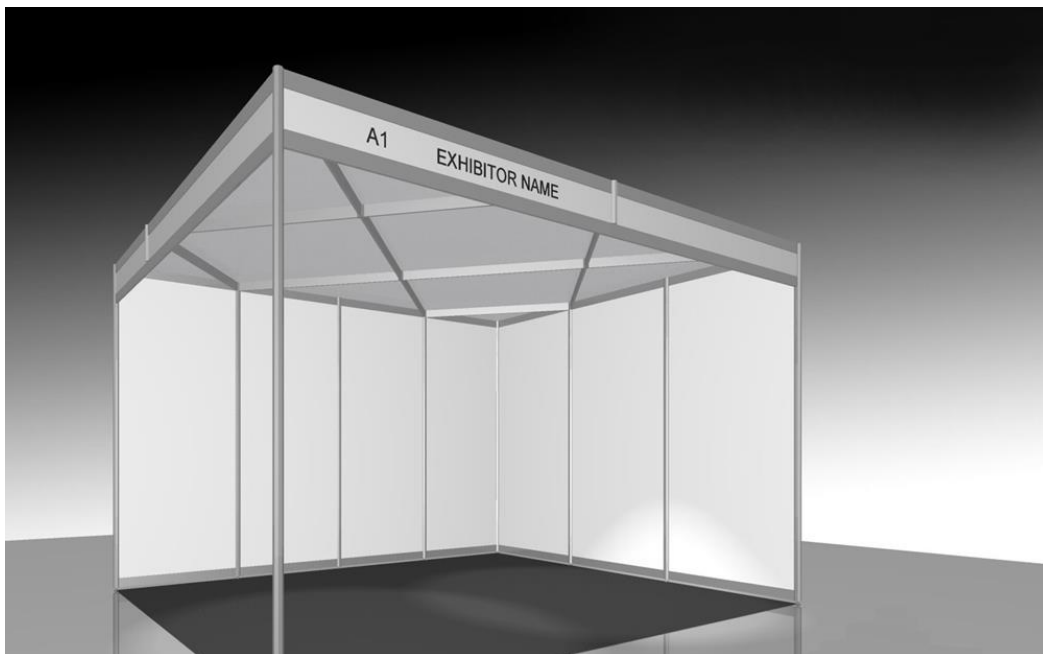
Shell Scheme Stands

Your stand will be provided with a basic shell scheme, as per the diagram below. Each stand is provided with shell walls at the back and each of the sides of the stand (unless you are at the end of a row and you will have one wall), as well as :

- White wall panels
- Fascia sign with your company name
- Lighting appropriate to size of stand and power supply
- Furniture Package: White bistro table with 2 chairs, lockable cabinet, and high stool
- Two full conference registrations

The stand height dimensions are:

- Height from floor to underside of ceiling grid: 2430mm.
- Visible Panel size for graphics: 2340mm x 950mm



If you wish to order additional items for your stand, such as shelves, please complete any orders online no later than **Thursday 25th August at 12pm**. (A surcharge of 20% will apply for late submissions 7 working days prior).

Display materials may be affixed to the panels using double-sided Velcro, twin-stick pads or blu-tack. No nails, screws or staples can be used. It is recommended that the thickness of these display materials does not exceed 3-5mm. Support brackets and chain packs must be used to hang heavier items which can be ordered online. <https://oem.bdclondon.co.uk/beos2022>

Space Only Stands

All exhibitors with **SPACE ONLY** stands must submit a detailed scale plan of their stand design to **Samantha Corker** by **Thursday 18th August**. Please also complete all forms online by **Thursday 18th August**. All plans must also be accompanied by a method statement, risk assessment and H&S declaration. These are to be uploaded via oem.bdclondon.co.uk

All stand construction is limited to a height of **2.7m** at the Business Design Centre. All plans must be received by **Thursday 18th August** for approval by the venue. If you wish to build higher than this please contact your project manager.

FURTHER EXHIBITOR INFORMATION

Accessibility

The front of the building has a ramp to enable easy access in to the venue, there is also a passenger lift to all floors. There are toilets on all levels within Stairwell B and adjacent to the Gallery level in Stairwell F. For further information regarding accessibility at the venue please visit: <https://www.businessdesigncentre.co.uk/visitors/accessibility/>

Please note that all space only stands with a raised platform require ramped access for disabled visitors.

Accommodation

The Business Design Centre now has 3*, 4* and 5* hotels within a 3-15 minute walk. **BEOS 2022** has its very own HotelMap where you can view the Business Design Centre's closest hotels, with live best rates and availability on the pre-programmed events dates therefore making it easier for you to find a suitable hotel and book with ease. The HotelMap can be accessed on our website [here](#).

As a quick overview there is a 4* Hilton Angel Islington on-site and a DoubleTree by Hilton Hotel London is located in close proximity to Angel Tube Station. We also have a Double Tree which opened in 2014 and is less than a minute walk from the Business Design Centre. For a 5* hotel there is the Marriott St. Pancras Renaissance Hotel which is a 15 minute walk or a short ride on the tube.

Exhibit Design & Management

Indalo International Ltd

Providing a cost effective, tailored solution for your exhibition requirements: Exhibit Design & Management, graphics design and production, digital displays, stand hire and fabrication.

Westcott Lane, Exeter Airport, Clyst Honiton, Exeter, EX5 2LL, UK

Tel: +44 (0)1392 204 304

Mobile: +44 (0)7970 267 523

Fax: +44 (0)1392 204 362

Email: jason@indalo-uk.com

Web: www.indalo-uk.com

Signage

Onward Display

Michael Brighty

84 Berwick Street, London, W1F 8TT

Tel: +44 20 7734 2740

Email: michael@onwarddisplay.com

Furniture

Creative hire

Chris McCormack

sales@creativehire.co.uk

Audio-visual Equipment

Should you have any audio-visual requirements, please contact Chris Harris from Aztec who are our preferred in house AV suppliers. He is contactable on:

Tel: 0207 803 4001

Email: chris.harris@aztecuk.com

Balloons/Inflatables

Use of helium or balloon gas filled balloons must be agreed in writing to the **Samantha Corker** prior to the event. A **£100** refundable deposit will be required for their use at the venue.

Banks

Should you require cash dispensing facilities there are two cash points in the Business Design Centre as you enter the main hall, however transaction costs do apply. Alternatively the nearest banks are:

- Barclays Bank Plc - 38 Islington Green
- Lloyds/TSB Bank Plc - 19 Upper Street
- HSBC Plc - 25 Islington High Street
- Natwest Plc – 3 Upper Street
- The Royal Bank of Scotland Plc - 40 Islington High Street

Branding Opportunities

There are a number of areas that can be utilised for possible branding opportunities throughout the event. Please contact [Leanne Smith](#) for further information.

Car Parking

There is a car park located adjacent to the Business Design Centre with 285 under cover spaces and ample reserved spaces for drivers with disabled passes. You can pre-book to guarantee a parking space by visiting bdc.london – click on Visiting the BDC and then Parking in which will take you through to the ‘pre-booking service’. Car parking is charged at £3.90 per hour between the hours of 07:00 and 17:00 with overnight parking (17:00 to 07:00) charged at £2.50 per hour. Please note the car park has a height restriction of 1.9m.

Catering

The Good Eating Company has the sole rights to all food and beverages consumed at the Business Design Centre. All food, beverages and associated catering equipment must therefore be ordered through them. Should any organisation attempt to provide their own food, beverages or catering equipment on site they will be asked to remove it or to pay a 'corkage' fee.

During the evening reception, exhibiting companies can order drinks and food to be served from their booth. Should you wish to place an order, please notice that no food or drinks will be served before 16:30.

Those exhibitors who wish to order stand catering, please contact Galya as soon as possible on bdcsales@godeatingcompany.com.

Cleaning

Cleaning of stands will be carried out overnight. General overnight cleaning will include sweeping, vacuuming, mopping and emptying of bins. All high volume touch points such as door handles, push plates, handrails and lift call points are being sanitised on a regular basis. We have purchased new equipment to increase the level of cleaning possible with advanced training given to our team. This sanitisation method uses a Fogging Machine suitable for the EN14476 chemical as approved by Public Health England for treatment of the COVID19 virus. These machines can sanitise large areas quickly and efficiently including toilets and other facilities.

The venue will dispose of general waste and where possible will always recycle, however if you need to dispose of a large quantity of rubbish following the event, please contact our on-site event manager **Samantha Corker**. An additional charge may apply.

Cloakroom

A cloakroom is available adjacent to the registration area and will be open throughout the event. This is **chargeable at £1** to exhibitors and delegates.

Common Areas

Licensees/Organisers/Contractors/Exhibitors/their staff and agents must keep ALL common areas clear whilst building or dismantling stands, exhibits etc. All exhibits must be kept within the confines of the stand space and demonstrations must not cause undue congestion and/or obstruction of common areas.

Deliveries and Collections

Deliveries

In order to facilitate the storage, delivery and collection of items made for exhibitors and events we have now partnered with a preferred supplier, WES Logistics. WES are our preferred courier service that provide early storage for items that are sent ahead of the event. They can also take care of any issues that exhibitors frequently experience with international imports. The team will deliver items to stands at the start of the build-up period and will take care of storage of boxes if needed during the event. Site will then arrange for items to be returned post event back to their owner.

Alternatively exhibitors can arrange delivery and collection by alternative couriers however our team will only accept deliveries during the event tenancy so please check with the organiser to arrange the correct delivery and collection times. Items that arrive early or are left beyond the agreed tenancy will be refused or disposed of.

WES Logistics

Email: andrew@wes-group.com

Mobile: +44 (0) 7884 266111

<http://wes-group.com/events/businessdesigncentre>

Please note that High Vis jackets must be brought onsite to be worn when in the loading bay.

Demonstrations

Exhibitors intending to use televisions or any other potentially loud appliances for stand demonstrations or who wish to hold live demonstrations must contact the organisers for approval at least one month prior to the show to gain written permission. For some demonstrations such as treatments, licenses may be required. Please check with **Samantha Corker** before making any arrangements.

Dilapidation

You are reminded that you will be charged for making good any damage to the hall or stand area, including the floor, caused by your staff or contractors. Under no circumstances can stand construction, graphics, displays, etc. be attached to the fabric of the building.

Hearing loop

Both the Gallery Hall and Auditorium are fitted with a designated hearing loop system which is to ensure that all delegates are able to experience clear sound quality.

Electrical fittings and supplies

Shell scheme stands will be supplied with an electrical package consisting of **a 13amp twin socket outlet – 1KW (500W per outlet) and a General purpose spot – 120W.**

If you require additional electrics please order these online by **Thursday 25th August at 12pm.**

Please note the Business Design Centre does not have any extension leads. If you require one please ensure that you bring one with you to the exhibition.

Anyone who brings portable electrical appliances on-site should ensure that they have been recently PAT tested and bear a current PAT test certificate.

During the open period of an exhibition, stand mains supply will normally be switched on no later than half an hour before the show opens and switched off no later than half an hour after it closes. If you require 24 hour power please order this via the online ordering system.

Emergency Procedures

Exhibitors are reminded that they must comply with the stringent regulations governing materials used on site during an exhibition. Exhibitors must ensure that all exhibits are within their stand boundaries and that they do not block aisles, fire exits or fire equipment.

If you discover a fire or someone reports a fire to you immediately raise the alarm. This may be done in several ways:

1. Pick up any internal phone and dial 6666. This will connect you with reception. Tell the duty operative where the fire is, your location and your telephone extension.
2. Operate the nearest fire alarm call point by breaking the glass. If you do this (and it is safe to do so) please stay near the fire point to direct the attending security officer to the fire or dial 6666 and inform the duty operative of the site of fire.

If it is decided to evacuate the building you will hear the fire alarm bells and tannoy messages informing you to leave the building. Please leave by the nearest fire exit or as instructed by members of the security staff. Please familiarise yourself with the nearest fire exits to your conference room or exhibition stand.

Do not stay in the building once you have been instructed to leave. Do not stay to collect handbags, valuables etc.

Fire assembly points are as follows;

- Front of the building: either the lower forecourt or round the side of the building by the tanning shop
- Rear of the building: pavement area outside the old royal free hospital in Liverpool Road

Please remember:

Do not do anything to endanger your life. Restrict your actions to trying to prevent the fire spreading by closing doors/windows etc & raising the alarm. Try to help by preventing people from going near the fire until help arrives.

Please try to stay calm and encourage others to do the same.

Environmental Charge

In April 2007 we introduced an environmental charge of £2.00 for each service ordered (excluding internet services). This charge is to help towards the BDC adhering to its environmental policy, which includes recycling waste materials and purchasing environmentally friendly products of which the BDC subsidises.

First Aid

First aid facilities will be available during the exhibition at all times. The First Aid room is located on the Gallery Level - opposite the Gallery Hall registration desk. In the case of emergency, contact the medical staff or a member of security on 0207 288 6666.

Floral and Plant Hire

To hire or buy plants from our local florists, please contact two of our preferred local suppliers:

Angel Flowers

60 Upper Street

London

Tel: 020 7704 6312

Website: www.angel-flowers.co.uk

Dansk Flowers

St Marys Church, 303 Upper Street

London

Tel: 020 7354 5120

Website: www.danskflowers.com

Health and Safety

The Business Design Centre is committed to operating in compliance with all the relevant legislation and guidelines covering Health and Safety at Work and it is a **requirement** of the venue that all Licensees / Organisers / Exhibitors / Contractors and Visitors comply with the law and the regulations of the venue at all times.

Exhibitors must supply relevant health and safety documentation. This must be completed online. If you have a Space only stand a bespoke Risk Assessment is required, along with method statement and any further documentation applicable to the build. This can also be uploaded via the online system.

Please note for health and safety reasons we do not provide ladders on site. You must bring your own set of ladders onsite should you wish to use these during the build-up/breakdown of your stand. Please include the use of these within your risk assessment.

Insurance

Whilst we take every precaution to protect your property during the event, neither the organisers nor the Business Design Centre accept any responsibility for any loss or damage. You may wish to consider buying insurance cover. We normally recommend public liability of anything from £2-£5 million.

Internet access

All delegates and exhibitors have access to complimentary Wi-Fi: BDC_Openzone. This is open to all, and recommended that its usage is limited to general activities such as checking emails. If a dedicated WiFi has been supplied for this event please contact the event organiser for the required password. If you require a dedicated hard wired internet connection for your stand, please order through the online shop by **Thursday 25th August at 12pm.**

Lasers

Any company proposing to use lasers must inform the Venue Contact immediately, together with details of laser equipment, a drawing of the stand and the location of the beam. The Local Authority Regulations, which apply to laser use within exhibition venues, must be strictly adhered to (further details available on request).

Loading Bay

The loading bay at the Business Design Centre is located to the rear of the venue on Liverpool Road (sat nav postcode N1 0QH). It is sign posted by a 'Goods In' sign and can be found between Bromfield Street and Barford Street. If you are having trouble locating the loading bay, you can contact the office on 0207 288 6489.

Exhibitors can access the service lift from the Loading Bay, which enables you to unload directly in to the Gallery Hall/Atrium. Please see dimensions of the lift below:

Gallery Hall Goods Lift (Lower Loading Bay)

ENTRANCE / EXITS	HEIGHT (METRES)
Capacity	3000kg
Size	5500mm Long x 2550mm Wide x 2500mm High

Lost Property

There is a lost property office in the Business Design Centre and any item found should be handed into Security at the Main Reception. The property will be held for up to three months and all claims should be made to the Head of Security on reception.

Music

Exhibitors wishing to play any recorded material (including CD/Record/Cassette/Video) must obtain a licence from the Phonographic Performance Limited (PPL) and the Performing Rights Society (PRS). Exhibitors are solely responsible for obtaining any licence required to play music on their stand. Please agree permission with [Marta Diaz](#).

Name boards

You are required to enter your chosen name during the initial registration online, which should be complete by **Thursday 25th August at 12pm**.

Noise

The use of microphones, videos or music is permitted, but the volume must not be such as to cause any annoyance to other exhibitors. The organisers reserve the right to prohibit their use if, in the organisers' opinion, any annoyance is being caused.

Photocopying

If you need a large amount of copying, or would like colour/large prints made then the Business Design Centre has a company onsite who can help. They are based on the ground floor at the back of the building and are available on the details below:

Online Reprographics

Unit 116 - Business Design Centre

Tel: 020 7288 6288

Fax: 020 7288 6289

Email: info@onlinerepro.co.uk

Web: <http://www.onlinerepro.co.uk/>

Programme

Details of the speakers, programme timings and other events can be found online at <https://www.beosevent.com>

Security

The venue will provide general security within the exhibition hall. However, responsibility for the security of individual stands and their exhibits lies with the exhibitor.

For reasons of security, all exhibitors are advised to remove all portable and valuable items whenever their stands are unattended, including during build-up and breakdown. It is recommended that exhibitors do not leave their stands unattended at any time when the hall is open, whether during build-up, exhibition viewing or breakdown periods. In the event of loss or damage, the organisers should be informed immediately.

Telephones

Individual telephone lines for stands are available and can be ordered via the online shop. These are routed through our switchboard and you must dial '9' for an outside line.

The telephone system is compatible for most modern card swipe machines. Swipe machines should be programmed by the supplier for operation through a switchboard. Please note the BDC telephone system does not transmit 'Caller ID'.

Therapists

BodyLab have an elite team of experienced professionals who all hold current memberships to professional bodies, carry full indemnity insurance and are qualified to work within the Borough of Islington. Therapists are available on full/half day or hourly rates.

BodyLab Therapy Services Ltd
Suite 111 Business Design Centre
Tel: 020 7288 6810
E-mail: enquiries@bodylab.co.uk
Web: www.bodylab.co.uk

Travelling to the Business Design Centre

Travelling by Car

The Business Design Centre is conveniently located outside of the congestion charge zone, and easily accessed from all major road networks.

Travelling by tube / train

The Business Design Centre is just 5 minute walk from Angel tube, which is situated, on the Northern Line. Highbury and Islington station is a ten minute walk and is situated on the Victoria line and some mainlines. Kings Cross, St. Pancras and Euston mainline stations are all a short bus ride or taxi journey away.

Travelling by bus

The Business Design Centre is situated on Upper Street, which is serviced by the following bus routes: 4, 19, 30, 38, 43, 56, 73, 341, 394, N19, N38, N4.

Trolleys

Exhibitors are advised to bring trolleys for build-up and breakdown as they are **NOT** provided by the Business Design Centre. Trolleys cannot be used during the exhibition open periods.

Online Ordering System

The Business Design Centre is now using a new online ordering system for exhibitors. For new exhibitors please use the following steps:

- 1) Enter URL <http://oem.bdclondon.co.uk/beos2022>
- 2) For first time users select register.
(Existing users can login and add new shows to their account)
- 3) Once registered you will receive a confirmation email that users will have to click the link to activate their account.

For any queries regarding the online ordering system **please contact the Samantha Corker.**

Delivery Label

Please complete and attach the below delivery label to **ALL** of your packages. Failure to do so may result in your packages being delayed to your stand.

AAPG / PESGB BEOS 2022

Gallery Hall

Package of

FAO: Samantha Corker

Venue Sales Office

Business Design Centre

52 Upper Street

Exhibitor Company Name:

Islington

Stand Number:

London

Exhibitor Contact:

N1 0QH

Exhibitor Contact Name:

<0207 288 6435>

Collection Label

To ensure that your items are collected by courier with ease we request that you attach the below collection label to **ALL** of your packages. Failure to do so may result in items not being collected and a storage or disposal fee incurred.

Company Name:

Show:

Address:

Stand Number:

Collection Date Agreed:

Collection Time Agreed:

Courier:

Contact Name:

Contact Number:

Package of