

# BSC EXPO 2020

# EXHIBITOR MANUAL

## Venue & Shipping Address for Carriers

The BSC Expo 2020  
Battersea Evolution, Battersea Park  
Chelsea Bridge Entrance Off Queenstown Rd Battersea Park  
(Sat Nav SW8 4NW)

**(Exhibitors must be on show site to receive goods or you can assign to MIQ Logistics for an additional charge – No good will be accepted on site until the 28<sup>th</sup> January)**

## Show Times

Thursday 30<sup>th</sup> January 2020 - 4pm – 7.30pm – VIPs and pre-invited guests only  
Friday 31<sup>st</sup> January 2020 – 10 am to 7pm  
Saturday 1<sup>st</sup> February 2020 – 10 am to 5.30 pm

## Set Up Times

ALL Exhibitors will have access to Battersea Evolution to set up from 8 am on Wednesday 29<sup>th</sup> January. **If you have any large equipment requiring a forklift service or vehicles which form part of your exhibit/display please contact us in advance so we may arrange an earlier delivery and set up time for you. Space Only Exhibitors** (non shell scheme stands) can access the venue to set up from Tuesday 28<sup>th</sup> January at midday or from 8 a.m. by request. If you are a shell scheme Exhibitor and require access to the hall prior to the 29<sup>th</sup> please contact us to arrange this. **IF YOU NEED EARLIER ACCESS ON EITHER SPACE OR SHELL DAYS PLEASE CONTACT [claire@scs-expo.co.uk](mailto:claire@scs-expo.co.uk) for approval.** Only hand carried goods will be allowed into the show after 2 p.m. on Thursday 30<sup>th</sup> or up to 9 a.m. on Friday 31<sup>st</sup> and Saturday 1<sup>st</sup> **All Exhibitors must have their stands ready by 3.30 pm on Thursday 30<sup>th</sup> at the very latest.**

## Hanging & Suspension of Graphics, Truss or Product

Rigging within Battersea Evolution is the responsibility of the official venue rigging partner - Hawthorn. If you require rigging please contact Malcolm Wells on +44 (0)1223 897695 or email [Malcolm.wells@hawthorn.biz](mailto:Malcolm.wells@hawthorn.biz) – **please note that any contractors that are installing truss or building structures on your behalf should supply their RAMS together with information on how they intend to erect the truss/structure to height and supply this to both [Malcolm.wells@hawthorn.biz](mailto:Malcolm.wells@hawthorn.biz) and [rob@scs-expo.co.uk](mailto:rob@scs-expo.co.uk) by 8<sup>th</sup> January 2020.**

## Floor Loading

Battersea Evolution has a weight loading limit of 1,000 kg per sq. m or 500 kg per sq. m. in the foyer. If your equipment or display is likely to exceed this weight please provide further information to [rob@scs-expo.co.uk](mailto:rob@scs-expo.co.uk) so that a solution can be sourced from the venue.

## Space Only & Island Spaces

All Exhibitors that are not taking a shell scheme stand and are building their own stand will be required to submit a risk assessment and method statement for the production of their stand. Please supply a risk assessment to [chloe@scs-expo.co.uk](mailto:chloe@scs-expo.co.uk)

It is important to ensure island displays do not obscure other exhibitors. To ensure that a line of sight is available we request that all island stands, perimeter or corner stands with a side facing an aisle **do not block more than 50% of the open side.** If you intend to partially block one side of your stand please submit plans to Rob Saunders & Chloe O'Brien by **20<sup>th</sup> December** for approval. Please email these to [chloe@scs-expo.co.uk](mailto:chloe@scs-expo.co.uk) and [rob@scs-expo.co.uk](mailto:rob@scs-expo.co.uk)

## Dismantle

Exhibitors can start to dismantle following the closure of the show on Saturday 1<sup>st</sup> February after 5.30 p.m. Dismantle and removal of exhibits will only be permitted once **ALL visitors have left the hall**. This year the hall is also open for dismantle on Sunday 2<sup>nd</sup> from 8 a.m. to 5 p.m. All exhibits must be removed at the very latest by 5 p.m. on Sunday 2<sup>nd</sup> February.

## Storage

We have instructed MIQ Noatum Logistics to manage on site storage for us this year. Due to lack of space in the venue MIQ will be providing separate storage facilities. If you require storage please see the MIQ order form which will be emailed to you directly or contact Scott Brown or David Kelsey on [scott.brown@noatumlogistics.com](mailto:scott.brown@noatumlogistics.com) or [David.kelsey@miq.com](mailto:David.kelsey@miq.com) or Tel:+44 (0)121 663 1692. Note that if you need to deliver products prior to the 28<sup>th</sup> January please contact Scott for delivery to MIQ warehouse from where they can then delivery to Battersea on the 28<sup>th</sup>/29<sup>th</sup>/30<sup>th</sup>.

## Access

Exhibitors will have access to the hall to unload. Due to the volume of vehicles onsite we will be allocating time slots for larger vehicles to come into the venue. Please contact us with details of your vehicles and we will schedule in a time slot. NOTE if this time slot is missed, you may have to queue to gain access to the hall.

We will allocate smaller vehicles e.g. cars and vans a one hour time slot to unload, once you have finished unloading you must move your vehicle immediately from the loading bays and park in one of the surrounding areas. Details of the parking options will be forwarded shortly.

You must ensure you display your vehicle identification form (located at the back of this manual) in your vehicle at all times whilst parked on site so that we may contact you if we require the vehicle to be moved. **ALL VEHICLES MUST BE MOVED BY 3PM ON THURSDAY 30<sup>TH</sup> JANUARY AND WILL NOT BE ALLOWED BACK ONSITE UNTIL BREAKDOWN AFTER 6PM ON SATURDAY 1<sup>ST</sup> FEBRUARY.**

## Car Parking/Drop-Off

Battersea Park has limited parking options which are chargeable and cannot be reserved. Where possible we would ask you to take public transport or walk to the venue to try and keep spaces for visitors.

There will be signage and marshalls directing you to the best parking options. Please continue to display the vehicle identification form (located at the back of this manual) when parked within the park. Please print and provide this to all members of staff manning your stand that will be parking on site.

**Please note only Black Cabs are permitted to drop off at the main entrance to Evolution. UBER and other carriers will only be permitted to drop off at the small roundabout before the main entrance to Evolution. This is a Parks Police ruling.**

**We politely request that you try to car share or walk to the venue where possible.**

## Insurance

Please note that the insurance of all equipment on display, whether inside or outside the stage, is the responsibility of the individual exhibitors. Whilst security will be provided at all times during the show to oversee equipment, SCS Exhibitions Ltd., SCS Concepts Ltd., The British Society of Cinematographers, BSC Entertainment and Battersea Evolution cannot accept responsibility for any damage or losses which may occur. Though damage and loss are highly unlikely we feel it important that you ensure your equipment is adequately covered. Please also ensure that you have liability cover for all personnel manning your stand in all areas, and for attendees visiting your stand. Whilst the BSC Expo insurance will cover attendees in all other areas, the liability rests with the exhibitor when an attendee is on their stand. **Please send a copy of your public liability insurance to Chloe Palmer-O'Brien – [chloe@scs-expo.co.uk](mailto:chloe@scs-expo.co.uk) by the 15<sup>th</sup> January 2020. If you do not have insurance already please see the Insurance page within this manual.**

## **Battersea Evolution Catering.**

There will be an exhibitor lounge for exhibitors located at the back of the hall near the main seminar theatre on the upper floor. This is for exclusive use for exhibitors and will offer free self-service tea, coffee and soft drinks. There will also be a counter selling snacks and sandwiches so you have an option to grab and go. There will be a Bar and Restaurant located on the mezzanine offering sit down catering with table service, a bar in the centre of the hall offering snacks and bar service, and other food options located at the rear of the exhibit hall. We will also be offering bento box delivery to your stand. Further details will follow. Exhibitors wanting to supply alcohol on their stand will need to purchase a licence from the show please contact [claire@scs-expo.co.uk](mailto:claire@scs-expo.co.uk) to discuss this and find out more about charges and gain approval.

## **Seminars**

Limited opportunities are available for companies wishing to present a technical paper at the event or to present latest technologies and products. There is a cost of £695 to present a 45-minute presentation in the main theatre. Space is very limited (just 5 slots available) and speaking opportunities will be offered on content and will have to be agreed by the BSC seminar board. Please send us an outline of the subject and format of your presentation together with details of the presenter(s).

Those companies that would like to present a new product launch or technology to a smaller audience can present in the BSC Expo Forum which is a new stage being introduced this year and will hold approx. 40-50 attendees. The cost for a 20 – 30 minute presentation within this area will be £300 + vat.

In addition to the above options you can also promote your company through one of our exclusive commercial opportunities. Within the main theatre we will be presenting a maximum of 6 commercials to be broadcast before each seminar presentation when the audience are seated. Each commercial should be approx. 30 seconds and the cost per commercial slot is £695 + vat.

For more information on any of the above please email [claire@scs-expo.co.uk](mailto:claire@scs-expo.co.uk) or [rob@scs-expo.co.uk](mailto:rob@scs-expo.co.uk)

## **Visitor Marketing & Invitations**

There is a section of the BSC Expo website on [www.bsceexpo.co.uk](http://www.bsceexpo.co.uk) titled “Exhibitor Resources” where you can access a variety of banners, tiles and logos for use on your own website and email signatures. An email invitation will also be sent to you for forwarding to your customers together with other marketing material. **We would like to encourage ALL Exhibitors to place the “see us at” email sign off on ALL outgoing mail from your company between now and the show.**

## **Health & Safety**

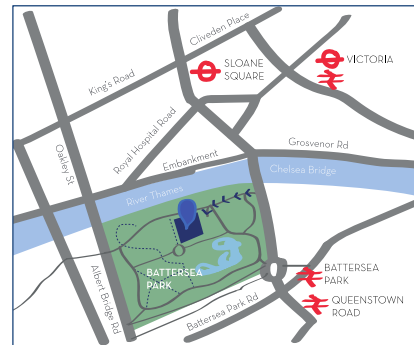
All Exhibitors will be required to wear high-vis jackets during build up and breakdown. If you do not have a high-vis jacket then the venue can supply these at a cost of £2 per jacket for the duration of the event.

# Directions to Battersea Evolution

## / TRANSPORT

### BENEFITS FOR GUEST TRANSPORTATION AT LARGE EVENTS ARE:

- / Complimentary coach parking and drop off directly in front of venue
- / Highly efficient transport and coach management system expertly managed by our team of Parks Police and on-site operations team
- / Easy access for guests on departure - ladies and gentleman can easily board the coach immediately outside the venue



#### BY TAXI

For those wishing to make their own way home, we arrange a black taxi rank outside the front of the venue with plenty of cabs available



#### BY COACH

With extensive space in front of the venue, it is possible to arrange private coaching and/or shuttle buses for your guests to and from the venue. We would be happy to assist if you wish to arrange coach transportation for your guests.



#### BY CAR

There is free car parking directly in front of the venue and a number of public pay and display car parks (free after 5pm) in Battersea Park. All parking is on a first come first served basis.



#### BY PUBLIC TRANSPORT

Victoria Mainline Station - 1.1 miles  
Sloane Square Tube Station - 0.8 miles  
Battersea Park / Queenstown Road Stations - 0.8 miles  
Buses to Queenstown Road (Chelsea Gate): 137 (N137), 44 (N44) and 452

For more information on how to reach Battersea Evolution by car, train or bus please visit <http://www.bsceexpo.com/visit/>

## Hotels

We have negotiated a special rate with the Pestana Hotel which is within walking distance to the venue. Rates start at £165 per deluxe room inclusive of vat, breakfast and wifi with a £10 surcharge for double occupancy. To book a room at this rate please email [events.uk@pestana.com](mailto:events.uk@pestana.com) and quote "BSC Expo 2020"

## Stand Information

Each shell scheme stand will consist of a grey velcro compatible hardwall system, blue fascia with company name in black text on white card, 1 x 500w socket, 2 spotlights, 1 x 6 ft. draped trestle table and 2 chairs. The dimensions for the trestle table are 700mm high x 1830mm long/wide x 610mm depth for companies with a 2m x 2m stand the trestle table supplied will have a length/width of 1220mm. The chairs supplied have a seat height of 460mm x 530mm wide x 510mm depth and a complete height of 800mm. To view images of these furniture items please visit the Europa International website and the Table Code is TB16 for the standard trestle table or TB15 for the shorter trestle table for smaller stands and the Chair Code is TC19.

Corner stands will consist of panels of 1m x 2.4m (internal dimensions for graphics 950mm x 2400mm) on back and side walls. Please note that corner and peninsula stands may also consist of a full height panel on one or both of the open sides in order to stabilise the walling and fascias.

Inline/Perimeter stands will consist of panels of 1m x 2.4m (internal dimensions for graphics 950mm x 2400mm) on the back and first 1m returns from the back wall and then lower panels of 1m x 1m (internal dimensions for graphics 950mm x 1000mm) for the remaining side walls

Please see following page with full schematics of the system being used.

If you have booked space only then carpet only is included, ALL furnishings, lighting and power will need to be ordered as an extra.

Please note that Battersea Evolution is a fully carpeted venue. Stands and aisles will have the same grey/black carpet tiles. If you would like to have a different carpet colour on your stand then a raised floor will need to be applied. We have a couple of suppliers that can install this for you at an additional cost. Please contact Claire Saunders on [claire@scs-expo.co.uk](mailto:claire@scs-expo.co.uk) for more details of these suppliers.

For any additional power requirements or to order additional spotlights for the shell scheme stands please see the electrical order form supplied separately with this manual or email [rob@scs-expo.co.uk](mailto:rob@scs-expo.co.uk) for a quotation.

### **Additional Furniture**

Additional furniture may be ordered through the stand contractor Europa International. If you would like a brochure please contact Ronnie Cheasley-Clark at Europa on +44 (0) 208 676 0062 or email [Ronnie@europainternational.com](mailto:Ronnie@europainternational.com) . To view pictures of all the items and prices please visit the Europa website at [www.europainternational.com](http://www.europainternational.com)

## TYPICAL EUROPA 4M X 3M STAND

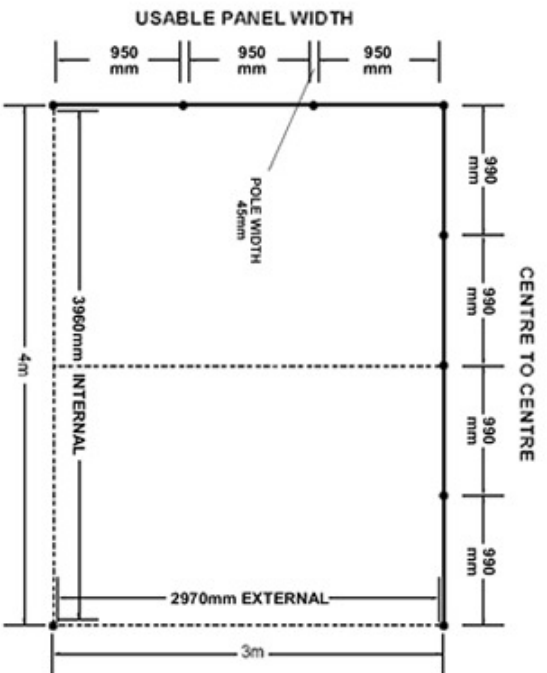
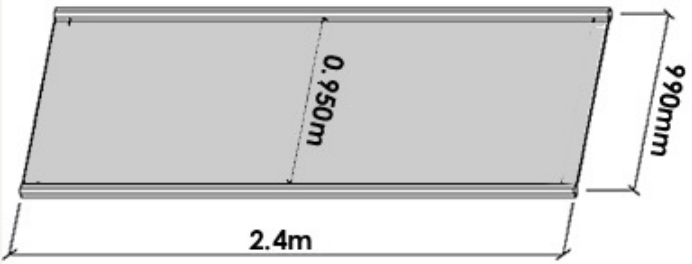
### Shell Height - 2.4m

**Walls** - Grey Polyweave fabric which is compatible with velcro fixings only. The panels are attached to Plastic uprights which stand 15mm proud. Fixings for special graphics are available upon request.

**Nameboards** - Showing exhibitors name and stand number are 810mm x 120mm on white foamex with black helvetica font - exhibitors are advised to check important details with europa.

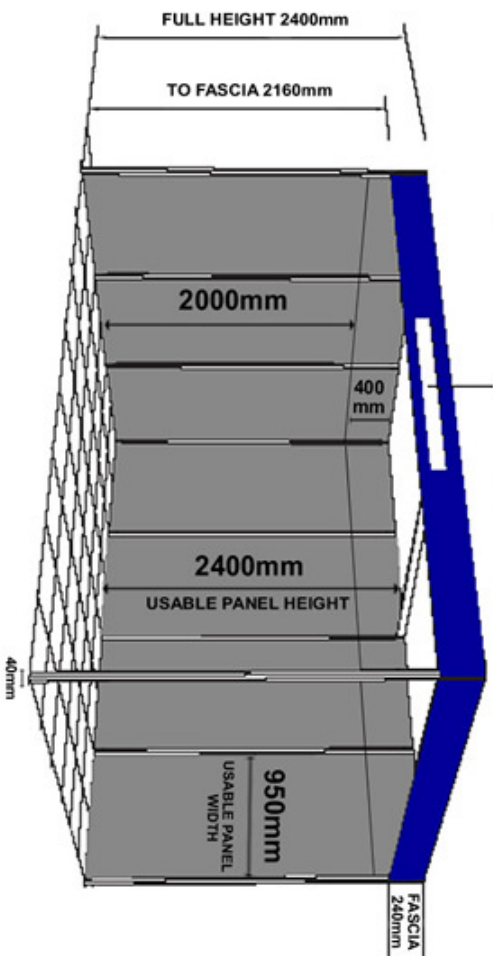
**Fixings** - Any enquiries please contact europa directly

### Internal & Centre To Centre Dimensions



### Height Under Fascia & Brace - 2160mm

Stand No.  
Stand Name (on fascia 810mm x 120mm)



#### Event

#### Venue

#### Client

#### Contact

#### Show Dates

#### Build

#### De-Rig

the furniture, carpet & panel like people

**europa**

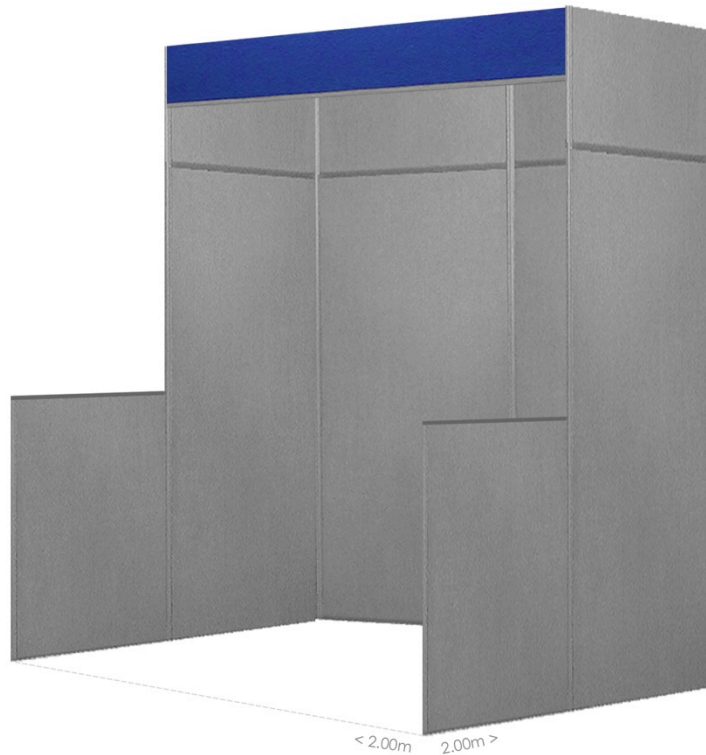
[www.europainternational.com](http://www.europainternational.com)

europa international - europa house  
meadford way - london - se20 8ra

tel: +44 (0) 8454 30 30 15  
fax: +44 (0) 8454 30 30 16



**Example of Perimeter/Row Stand – Based Upon a 2m depth – the 3m deep stands will include an extra half height panel.**



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## **Shell Stands Name boards & Electrical Requirements**

### **NAMEBOARD**

Please specify Company name to appear on stand. Please use the form on the following page.

### **Electrical**

1 x 500W socket is included in any shell scheme stand – located in either the back corner of all corner booths or on back wall for all inline booths. Space Only exhibitors will need to order power please complete the separate order form and return to [rob@scs-expo.co.uk](mailto:rob@scs-expo.co.uk) or to [chloe@scs-expo.co.uk](mailto:chloe@scs-expo.co.uk). If you have a raised floor and would like power sockets installed in the floor please contact [rob@scs-expo.co.uk](mailto:rob@scs-expo.co.uk) for a quote.

### **Spotlights**

2 spotlights are included in each shell scheme package, additional spotlights are available at a cost of £25 per standard track spotlight or £29.50 for long arm spotlights. Spotlights can be located either on the fascia or back wall please specify the type required. Standard spotlights are supplied on a track and long arm spotlights can be mounted on individual panels. Please order these through the separate electrical order form.

the furniture, carpet & panel hire people



Name Boards

europa international - europa house  
meaford way - london - se20 8ra

tel: + 44 (0) 8454 30 30 15

fax: + 44 (0) 8454 30 30 16

[www.europainternational.com](http://www.europainternational.com)

# **FASCIA NAME ORDER FORM**

## **BSC 2020 30,31/1-2/2 2020 EVOLUTION BATTERSEA**

Company Name: \_\_\_\_\_

Stand No: \_\_\_\_\_ :

Extended Deadline: 15<sup>th</sup> JANUARY 2020

- ❖ Please print clearly the exact wording you wish to show on the Stand fascia board in the box below.
- ❖ We cannot be held responsible for illegible handwriting or incorrect spelling sent by your good selves.
- ❖ Maximum 30 characters including spacing.
- ❖ All Shell Name boards are on white card 800mm x 120mm with Black Helvetica lettering in capitals except Limited or equivalent which are abbreviated.
- ❖ Nameboard alterations on site ARE chargeable @ £25.00 per board.
- ❖ If we do not receive your completed form by the deadline date then your Company name will not appear on your stand fascia.

**PLEASE COMPLETE BOX BELOW WITH REQUIRED FASCIA NAME –  
MAXIMUM 30 CHARACTERS INCLUDING SPACES**

**CUSTOMISED BOARDS INCLUDING CORPORATE BRANDING CAN BE  
ORGANISED – PLEASE LIAISE WITH THE SALES TEAM FOR PRICES**

**Insurances & Risk Assessments**



## **Public Liability Insurance**

SCS Exhibitions Ltd. and the BSC will provide Public Liability Insurance for the event. However, it is the responsibility of each Exhibitor to ensure their equipment is covered and that they have public liability for their personnel and attendees visiting their stand.

Please send a copy of your insurance to [chloe@scs-expo.co.uk](mailto:chloe@scs-expo.co.uk)

If you do not have a product & public liability insurance and would like a quote Hiscox offer a dedicated Exhibitor Public Liability insurance. Please click on the following link to access this

<https://www.exhibitor-insurance-online.com>

**PLEASE SUBMIT A COPY OF YOUR PUBLIC LIABILITY INSURANCE TO [chloe@scs-expo.co.uk](mailto:chloe@scs-expo.co.uk) BY NO LATER THAN THE 15<sup>TH</sup> JANUARY 2020**

## **Risk Assessments**

If you are building your own stand or using an outside contractor to build your stand please ensure that you/they supply us with a full risk assessment and public liability insurances.

## **Registering Exhibitor Personnel**

You can register your stand personnel for badges now at the following link

<https://etcreevents.com/events/reg/bscexhibitor2020?event=bscexhibitor2020>

Exhibitor Badges should be printed in advance please ensure that these are brought with you on site to ensure your quick access through security, plastic wallets and lanyards will also be available on site for these badges.

## **Registering Contractors**

Any contractors requiring access for build up and that are not going to be part of the team exhibiting (and therefore do not require an Exhibitor pass) please forward these names to [chloe@scs-expo.co.uk](mailto:chloe@scs-expo.co.uk) in advance by the 15<sup>th</sup> January.

## **Visitor Badge Scanners**

Visitor Badge Scanners are available to rent for the open period of the event for £125 + vat per scanner. Badge scanners will capture the data provided by attendees when they register, this information will be provided by an encrypted excel spreadsheet shortly after the show closes. This year the scanner will also incorporate your own customised “call to action” sheets so that you can register specific enquiries for each attendee that you capture. When visitors register they accept that by registering to attend the show they are agreeing that if they give consent to a company/individual to scan their badge that this company/individual are permitted to send them information on any related products/services which they would deem to be of legitimate interest to them. To order a badge scanner please return the next page to [chloe@scs-expo.co.uk](mailto:chloe@scs-expo.co.uk)



**BSC EXPO 2020**  
**Battersea Evolution, Battersea, London, UK**  
**30<sup>th</sup> & 31<sup>st</sup> - 1<sup>st</sup> February 2020**

**Visitor Scanner Order Form**

Company:.....

Contact:.....

Telephone:.....

Mobile:.....

Email:.....

Note that data will be supplied in an encrypted email to the contact person above.

Cost of Scanner = £125 + vat per scanner – Please Specify Quantity Required.....

Please email this form to [chloe@scs-expo.co.uk](mailto:chloe@scs-expo.co.uk)

***Please note full payment will be required upon invoice and prior to the start of the show.***



# VEHICLE PASS

**Company**.....

**Stand Number**.....

**Contact**.....

**Mobile Number**.....

**Please Complete and Display This Pass At All Times When Parked Within Battersea Evolution**