



Dear Exhibitor,

Thank you for confirming your attendance at the forthcoming [Emergency Laparotomy Meeting](#) on Tuesday 20th November. We are looking forward to another sell-out event.

Please find preliminary information below regarding your attendance.

Meeting Venue

The Council House
Victoria Square
Birmingham
B1 1 BB

The exhibition and catering will take place within the Banqueting Room. Please click [HERE](#) for a location map and travel/parking information.

Exhibitor Access / Set-up

Access on Tuesday 20th November is from 08.00 and set-up must be complete by no later than 09.00. Exhibitors can enter the building using the main door, however, if you need access to drop off equipment, you must do so via the Courtyard entrance.

Drop offs to the Courtyard must be pre-booked at least one week prior to the event. Please provide the name of the driver, vehicle make and registration number to jillian@asgbi.org.uk by no later than Tuesday 13th November.

The Banqueting Room is located on the basement level, there is lift access available. Dimensions of the lift and limitations are as follows:

Width: 3ft 2" (95cm)
Height: 6ft 6" (1m 97cm)
Depth: 4ft 4" (1m 30cm)
Maximum weight: 400kg

The door into the Banqueting Room is 4ft 5" (1m 35cm) wide by 9ft 3" (2m 83cm) high.

Deliveries

Items can be sent by courier on Monday 19th November and should be addressed as follows:

The Council House
c/o Banqueting Suite – ASGBI 20/11/2018
Victoria Square
Birmingham
B1 1BB

FAO Company Name

Dismantle

Exhibitors must wait until the end of the event at 16.00 before dismantling. All items must be cleared from the venue by 18.00 It is each exhibitor's responsibility to ensure they take all items with them as anything left on stands after the event will be disposed of.

Items to be picked up by courier, can be collected on Wednesday 21st November. Courier packages should be taken to the registration desk at the end of the event and the Duty Manager will arrange safe keeping until pick up, please ensure your packages are boxed correctly and clearly labelled.

Exhibitor Badges

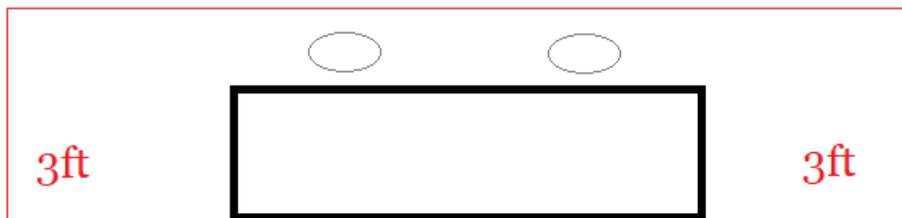
Included with your stand are two exhibitor badges for your stand personnel which include tea/coffee and lunch. Additional personnel, over and above your allowance, must register as a delegate via the standard online registration link [HERE](#).

You may also access the sessions with an exhibitor badge and we encourage you to do so and make the most of your attendance. Please submit the names of your personnel by email to jillian@asgbi.org.uk by no later than Tuesday 13th November. Exhibitor badges will be available to pick up from 08.45am on Tuesday 20th November.

Stand Package

Exact stand location will be confirmed nearer the time. All stands will be in the Banqueting Room.

Each exhibitor will be provided with one covered 6ft trestle table, two chairs and access to power. One power socket will be available per table, if you need multiple sockets please ensure you bring your own multi-socket adapter. Should you require to bring freestanding equipment to the meeting, please ensure that this can be accommodated within the restrictions indicated below. You are permitted to move your table within the confinements shown providing that you stay within area permitted:



Exhibitors who bring equipment to the meeting are expected to take note of the access limitations provided and are expected to have all electrical items PAT tested

Stand Payment

Please note that all invoices must be settled prior to the event, companies will be denied access without the appropriate payment of fees.

Wi-Fi

Wi-Fi access is available in the building and an access code will be given at registration on your arrival.

Twitter

If your company is active on Twitter, please tag [@asgbi](#) in your posts during the meeting and help us raise the profile of the event.

For any additional information please do not hesitate to contact me using the details provided below.

Kind regards,

Jillian Hart | Industry Liason Manager

Association of Surgeons of Great Britain and Ireland

Email: jillian@asgbi.org.uk

Website: www.asgbi.org.uk | Address: 35-43 Lincoln's Inn Fields, London, WC2A 3PE



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