

SUBSEA 2010™
Riding the Next Wave



10-11th February 2010
Aberdeen Exhibition & Conference Centre

Subsea 2010

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EXHIBITOR'S MANUAL

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1. Where and When

1.1 Venue

The exhibition is held at Aberdeen Exhibition and Conference Centre (AECC), Bridge of Don, Aberdeen, AB23 8BL, Scotland. AECC is positioned adjacent to the A90 trunk road and Aberdeen International Airport is only a 15-minute drive away. There is ample free parking at the Centre – exhibitors are advised to use Car Park 5 for easy access to the exhibition hall. For detailed travel information please visit <http://www.aecc.co.uk/howtogether.aspx>

1.2 Timetable

Show Hours:

Wednesday 10th February 08:30 – 17:00

Thursday 11th February 08:30 – 16:00

Stand Build-up:

Monday 8th February 12 noon – 18:00 for heavy lifts and space only

Tuesday 9th February 08:30 – 18:00 for shell scheme dressing

Stand Breakdown:

Thursday 11th February 16:00 – Midnight

Please note that all equipment must be removed by Thursday night unless by prior arrangement with the AECC exhibition department. Any goods not removed by midnight will be removed by EFi and will incur return delivery costs.

Stand presentations must remain intact until the exhibition has closed at 16:00 on Thursday 11th February.

2. Action Checklist

2.1 Essential Actions

✓	Action	Deadline	Relevant Section
	Pay any outstanding balances . Exhibitors that have not made full payment before the show commences will not be allowed to set up.	10th January 2010	
	Check that you have adequate insurance in place.	ASAP	
	Provide us with your free Subsea 2010 Directory entry via daniel@subseauk.com	10th December 2010	FORM A
	Book your place at the Subsea 2010 Networking Dinner.	ASAP	FORM C
	Register ALL delegates and exhibitors on line. All Exhibitors must register by 18:00 on 9th February.	ASAP	

2.2 Optional Actions

✓	Action	Deadline	Relevant Section
	Check freight and delivery instructions (if applicable).		Section (4a)
	Provide us with preview information for the show website, newsletter and PR campaign – what you are showing at Subsea 2010.	ASAP	Contact trish@subseauk.com
	Book Directory advertising .	ASAP	Contact daniel@subseauk.com
	Book your accommodation (early booking strongly recommended) – booking form.	ASAP	Via the website
	Book any additional items for your stand.	ASAP	Via the AECC online shop at http://www.aecc.co.uk/onlineshop.aspx

3. Basic Stand Information

3.1 Shell Scheme

What You Get: A carpeted area with 2.5m high MODUL scheme of grey Velcro-compatible infill panels with aluminium components, fascia board and one "flag" fingerboard per stand divide detailing stand number and name, two x 120w spotlights, one x 500w socket, one table and two chairs.

Fascia Panel Wording: AECC will produce the fascia name panels in a standard type which cannot include logos, slogans etc. Please use the attached FORM B to advise them of the correct wording for your company.

Fixings Etc: Shell scheme panels should be carefully treated to avoid damage and care should be taken when mounting display panels etc. Light material may be attached by the use of Velcro pads. Advice should be sought from AECC for mounting heavy materials as special battens may be needed.

Height Limitations: No stand fitting or display feature on shell scheme stands may exceed 2.5m in height. If in any doubt please contact AECC.

4. Setting Up and Managing Your Stand

4.1 Freight, Deliveries and Storage

Pre-show: Deliveries should be addressed to Aberdeen Exhibition and Conference Centre, Bridge of Don, Aberdeen, AB23 8BL. It is vital that packages are clearly marked with the exhibiting company's name and stand number. If at all possible deliveries should be made between 08:30hrs and 17:00hrs. No earlier than 8th February 2010

During the Show: Under normal circumstances, no goods may be delivered to or removed from stands during the open hours of the exhibition.

Forklift: The forklift will be available throughout the build up on Monday 8th February, between 08:30 and 17:00 and on Tuesday 9th February between 08:30 and 15:30 hours. This fork lift can lift up to two and a half tonnes. Lifting for abnormal lifts, placing equipment on to stands in confined spaces, and for equipment over 2½ tonnes should be booked through EFI Logisitics, contact Ashley Preston, ashley.preston@efilogistics.com, tel. **01342 317777**

Please contact Brian Hutcheon bhutcheon@aecc.co.uk tel **01224 330419** for all exhibition requirements, including drawing approval for space only and risk assessments.

All bespoke stands need to be agreed with the organiser/venue health and safety team.

No stands over 4m in height can be erected without the organiser's permission.

Each 9m² stand will come with:

- Shell scheme
- Carpeting
- Basic furniture package (2 high stools, 1 high table and 1 literature rack)
- Electricity supply
- Freight handling (within the AECC)
- Catering
- A 200 word entry in the Subsea 2010 Directory
- Free passes for two named delegates for the Conference

Additional furniture requirements can be ordered via www.stanco.co.uk

4.2 Hire of Electrical, Stand Fitting, Furniture and AV Items

The official contractors, AECC, have a catalogue of additional items available for rental. The full list can be viewed and ordered at <http://www.aecc.co.uk> or contact Kim Forbes kforbes@aecc.co.uk tel. **01224 330427**

4.3 Electrical Installations

AECC is the official electrical contractor for Subsea 2010. The installation or alteration of any electrical fitting by any person other than a member of the contractor's staff is strictly prohibited. In accordance with current health and safety regulations all electrical equipment and fittings should comply with applicable test regulations. Any exhibitor in need of additional electrical requirements, such as a socket, should order these through the Subsea Exhibition online shop on the at <http://www.aecc.co.uk>

4.4 Cleaning

The exhibition hall and stands will be cleaned prior to opening. Exhibitors are requested to place refuse for collection in the bags provided and leave them in the aisles at end of the exhibition on 11th February. If any special cleaning services are required exhibitors should contact Kim Forbes kforbes@aecc.co.uk tel. **01224 330427**

4.5 Security

Exhibition security commences at 18:00 on Tuesday 9th February and continues through to 08:30 on Thursday 11th February. On Tuesday and Wednesday 9/10th February, the hall will be locked and the alarm activated at 18:00, however, the organisers cannot accept responsibility for any damage to and/or loss of any property introduced by exhibitors or contractors.

4.6 Insurance Etc

Exhibitors must be aware of the clauses concerning insurance and exhibitors' liabilities set out in the Terms and Conditions and ensure that they take out their own insurance to cover all risks. Exhibitors wishing to discuss insurance matters should check with their own insurance company.

4.7 Exhibitor Badges

Register ALL exhibitors on line via the website www.Subsea2010.com
All Exhibitors must register by 18:00 on 9th February.

4.8 Photocopying

Exhibitors may use the photocopier in the Organiser's office. There will be a charge for his service.

4.9 Catering

There will be adequate refreshment breaks during the day. These will be detailed in the programme. Lunch is provided FOC for all exhibitors and delegates.

4.10 First aid

Any person requiring first aid treatment should contact the Organiser's office.

4.11 Fire precautions

The use of naked flame, volatile or any other items that could be considered a fire hazard is prohibited unless special written permission has been obtained from the organisers.

Any person discovering an outbreak of fire should immediately notify the Organiser's office, a member of the security team, or an official of the exhibition centre.

4.12 Health and Safety

The Arena will be classed as a building site during build up and break down and all exhibitors and their contractors must comply with the AECC house rules with regard to PPE, particularly with respect to the wearing of high visibility vests until the duty manager deems the hall to be clear of all hazardous operations.

4.13 Smoking

Smoking is not permitted within the Aberdeen Exhibition and Conference Centre.

Form A – Subsea 2010 Directory Entry

Company Logo	Hi-res .jpg or eps format only. Please attach as a separate file. Do not embed into this document.
Company Description	200 words max.
Contact Details	
Company Name	
Representative	
Position/Title	
Phone – Direct	
Repeat if second representative will be present	
Representative	
Position/Title	
Phone – Direct	
Other Details	
Company Address	
Contact Email	
Website	www.

Please Read

Please complete the above form and return it to **daniel@subseauk.com**

All the details you provide on the above form will be published. Before sending, please spell-check and proof-read your submission. While Subsea UK will correct any errors we spot, we will not be held responsible for any mistakes in your original text should they make it into the final publication. If you have any questions, please do not hesitate to get in touch.

Contact Details

Dan Fearon
 Communications Coordinator
 Email: **daniel@subseauk.com**
 Telephone: 01224 355357
 Subsea UK, Innovation Centre, Exploration Drive,
 Aberdeen AB23 8GX

Form B – Fascia Panel

Exhibition Subsea UK

Stand Number _____

Return Date 19th January 09

Please Print The Name As You Wish It To Appear On Your stand
Name will appear as 50mm high Helvetica text

Signed _____

Contact Number _____

Please Return This Form By Fax To 01224 825276

Subsea 2010 Business Awards Dinner

Wednesday 10th February 2010
7.00pm for 8.00pm
The Boyd Orr Suite, AECC, Aberdeen

Sponsored by:



Drinks Reception and three course dinner
With Guest Speaker, Michael Portillo

(£125.00 per person (+ VAT))
(£100.00 (+VAT) for Exhibitors and their guests)

Please complete the Booking form and email back to **trish@subseauk.com**

Additional Guests' names and Dietary requirements will be required by **latest 29th January 2010**

While we will do our very best to meet your requirements there may be changes to the evening which out of our control.

Company Name: _____

Booked in the Name of: _____

Position/Title: _____

Address: _____

Town/City: _____ Postcode: _____

Phone - Direct: _____ Phone - Mobile: _____

Admin Email Address: _____

PAYMENT DETAILS

Please book a table for 10 (tick box) **OR** Please book _____ Places (please add in the number of places required)

Credit Card details (3.5% surcharge will be added):

Name on card: _____

Billing address: _____

Card type: _____ Card number: _____

Start date: _____ Expiry Date: _____ 3 figure security code: _____

PO number: _____ Cheque attached: _____

Cancellation of reservations one month before the event (i.e. before 8th January 2009) will receive a 50% refund of booking fee. Within 1 month of the event (i.e. 30 days), no refunds will be permitted. Bookings fees can be held over to future events by contacting **admin@subseauk.com**