



EXHIBITOR INFORMATION

VENUE

Crombie Suite, Aberdeen Exhibition and Conference Centre, Bridge of Don, Aberdeen AB23 8BL.
<http://www.aecc.co.uk/howtogether.aspx>

EXHIBITOR PROFILE

Deadline Friday 25th February - We are preparing a profile of exhibits for inclusion in the delegate packs. If you have not already done so, please e-mail your profile (approx 50 words) description of the products/services you will be showing, and the stand contact name and company logo. Any entries received later than this date are not guaranteed inclusion in the documentation.

STAND PERSONNEL

Exhibitors are entitled to **one free registration for a 3 x 2 stand (two for a 6m x 2m stand etc)** - please notify the name of the free place/s when you send in your profile.

All stand personnel, whether they intend to attend the conference sessions or not, **must** register as delegates to the conference. Any other delegates should pay online at the normal rate. Additional delegates can book and pay online at www.rodgerandco.com

SETTING UP YOUR STAND & AT THE EXHIBITION

ACCESS

1400 to 1900 hours on Monday 28th March – Access for set up of stand displays is limited to hand-carried items.

Storage of empty crates/packaging - The organisers will make every effort to arrange an area for storage of exhibitors packaging/crates, but this will be subject to availability on the day and exhibitors are asked to have alternative arrangements for removal and storage of packing cases during the event. Priority for storage will be given to those companies not based in the Aberdeen area.

ADVANCE SHIPMENT

If you need to ship items in for the event, please ensure that they are scheduled to arrive on **28th March** as the venue will not store items in advance. Make sure your packages/crates are clearly labelled with 'SPE Well Abandonment exhibition' your company name and stand number.

Address for shipping : SPE Well Abandonment, Crombie Suite, Aberdeen Exhibition & Conference Centre, Bridge of Don, Aberdeen AB23 8BL, UK

EXHIBITION PLAN

A layout plan of stands with stand numbers and your stand position will be forwarded to you.

Exhibition contractor: Aberdeen Exhibition & Conference Centre

Exhibition coordinator – Ria Sleigh, rsleigh@aecc.co.uk Telephone 0044 1224 330402

Event/conference Co-ordinator- Pamela Mann, pmann@aecc.co.uk Telephone 0044 1224 330483

EXHIBITION FACILITIES

Shell scheme for stands:

- ‘Octanorm type’ shell scheme panelling of the appropriate size booked
- One 13 amp socket per 3 metre stand and spotlights
- 2 chairs; one table approx 1m height
- Stand fascia (sign above stand) in blue with company name as supplied by exhibitor - logos will not be included
- The usable area of each panel is approximately 2200mm high by 950mm wide. The walls have protruding metal supports between each panel. The panels are nylon loop covered in grey and will accept Velcro hook type fastenings. Please bring all fixings with you - the event managers and the venue do not keep supplies. If you require a tablecloth, please inform AECC. There will be an additional cost. Please advise Jane McClure no later than Friday 18th March 2011.

If you wish to arrange nylon loop covering in an alternative colour, e.g to match your corporate colours, please contact the exhibition contractor direct – this will be at additional cost and needs to be ordered in advance of the event dates.

Power supply - The socket is rated sufficiently for PCs, video players, spotlights etc. It is not suitable for heavy duty usage, nor for items such as coffee machines.

Additional power or furniture - Please contact AECC - these will be available to order in advance. Payment will be required in advance of the event. We cannot guarantee any additional power which is not pre-arranged.

Hire of Screens / DVD etc - Aberdeen Exhibition & Conference centre can arrange hire of plasma screens, PCs, DVD players and other Audio-visual equipment – please contact them direct mentioning SPE Tel +44 (0)1224 330408 or email – floveday@aecc.co.uk. Other AV service providers may bring AV equipment into the venue.

Payment for any additional items will be required in advance of the event.

SECURITY

The exhibition area will be locked at night. You are advised **not** to leave valuable items or removable equipment on your stand overnight. We strongly advise you to insure any equipment and items of value. The organisers and the venue will not be held liable for any losses, theft or damage to an exhibitor’s property however caused.

BUSINESS/INTERNET FACILITIES

Aberdeen Exhibition & Conference Centre has payphone facilities available. Messages for exhibitors and delegates both phone and fax will be accepted and will be posted on a message board at the conference registration area. The AECC contact telephone number is +44 (0) 1224 824824.

Internet access will be provided in the exhibition area and in the foyer. This will be available free to delegates and exhibitors.

AECC has wireless internet access at a charge. Cost: £5.00 per hour connection charge or 24 hours for £20.00 (the charge is for actual hours usage not per day). Please click on your laptop wireless connection and make payment online by credit card. This is the only method for paying for wireless connection – the venue cannot arrange it for you.

MOBILE PHONES

These must be switched off or silent in the conference sessions but may be used in the exhibition area.

CONFERENCE DELEGATE LIST

You will receive a list of registered delegates at Registration on the first morning of the event.

All exhibits must be removed from the hall between 1800 and 2000 hours on 29th March.

Exhibitors with large equipment are advised to make transportation arrangements accordingly.

If any exhibitor does not remove their items from the exhibition area by the time stated, items may be removed and any extra charges for removal or storage or disposal will be passed on to the exhibitor.

CONFERENCE PROGRAMME AND REGISTRATION

Copies of the programme and delegate registration forms are on the websites www.spe-uk.org.

Online registration with credit card payment may be made at www.rodgerandco.com

Thank you for reading this exhibitor information. Wishing you a successful exhibition!

EVENT CO-ORDINATOR

The contact for all queries about exhibition arrangements is Jane McClure, Rodger and Co

Tel +44 (0) 1224 495051 or mobile (on site) 07834 515000

E-mail address : jane.mcclure@rodgerandco.com



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