



ISPE UK Affiliate Annual Event 2024



ISPE®

United Kingdom
Affiliate

Thursday 21st November 2024



**EXHIBITOR &
SPONSORSHIP
MANUAL**

Radisson RED Hotel London Heathrow,
Building B, Bath Road, Heathrow
Boulevard, Sipson, West Drayton UB7 0DU

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Website: www.csfevents.co.uk
Tel: +44 (0) 1438 751519

Address: CFS Events Ltd, Mindenhall Court, 17 High Street,
Stevenage, Hertfordshire, SG1 3UN

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ABOUT

ISPE'S ANNUAL CONFERENCE AND AWARDS DINNER

The Annual Conference is open to anyone specialising in pharmaceutical engineering or working in the pharmaceutical industry.

This year's event is being held at the Radisson RED Hotel London Heathrow on Thursday 21st November 2024. The event will follow the established format of a full day of lectures, running alongside a bustling exhibition during the day; followed by the ISPE Annual Awards Dinner in the evening.

[ISPE.ORG](https://www.ispe.org)

The ISPE Southern Region Committee have carefully aligned the day sessions to explore the theme, “Navigating Tomorrow's Pharma Landscape” as 2024 sees the market emerging from global change and challenge. This means that companies need to be innovative and bold to navigate the complexities of the pharmaceutical landscape of tomorrow. They have to look to the global market for growth and new opportunities while investing internally to achieve a position of excellence.



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Dear Colleague,

Thank you for sponsoring the ISPE event. This year's meeting will be held at **Radisson RED Hotel London Heathrow**, we're very excited to see you there!

I have added some important information below for you which should hopefully answer all your questions about the event, however, if there is anything else you would like to know please don't hesitate to contact **George Hancock** at georgee@cfsevents.co.uk or by calling +44 (0) 1438 751 519. Final delegate lists will be sent to you prior to the meeting alongside all final information.

Registration

Exhibitor registration will take place from 07:45 on Thursday 21st November 2024 and delegate registration will open from 08:00. The events team will be on site from 15:30 Wednesday 20th November and from 07:00 on Thursday 21st November.

Programme

Please [follow this link](#) for the most up to date programme.

Representative Details

You will be emailed a link to fill out all the exhibition representative details if you have not entered them on registration. This will be to provide the name, email address and any dietary requirements. The deadline for this information is Friday 1st November 2024.

Please note - Platinum Sponsors of the event are permitted to bring matrix stands to the exhibition. All other exhibitors must ensure that their stand remains within the 1.5m x 2.75m exhibition stand size with only free standing, pop up stands permitted unless purchased as an additional cost.

Exhibition Stand Tickets

Please note your exhibition stand only includes 1 x exhibition only ticket and 1 x exhibition and conference ticket. The exhibition stand does not include any awards dinner or accommodation. Please contact georgee@cfsevents.co.uk if you would like to add any tickets on.

Getting There

Please [follow this link](#) for any information on getting to the Radisson RED Hotel London Heathrow.

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DEADLINE INFORMATION

Brochure artwork - Friday 18th October 2024

Drinks, Photography, Platinum, Gold Sponsorship Packages
Dimensions for a double page spread is 200mm w x 210mm h
Please make sure the artwork has a 3mm bleed.

Silver Sponsorship Package

Dimensions for a single page spread are 100mm w x 210mm h
Please make sure the artwork has a 3mm bleed.

Bronze Sponsorship Package

Please send the most up to date logo if you have not already done so and contact details you would like to include in the brochure.

All names, dietaries and email for attendees - Friday 1st November 2024

Please fill in all the names, dietaries and email for the exhibition representatives, conference attendees and dinner attendees using the link sent to the lead booker.

Delegate pack insert - Tuesday 12th November 2024

If you have purchased a delegate pack insert, please send your items to the CFS Events office using the address below.

Please do not send items to the CFS office if you have not purchased a delegate pack insert as they will not be included.

[Your company name - ISPE 2024]

*CFS Events Ltd
Mindenhall Court
17 High Street
Stevenage
Herts
SG1 3UN*

PowerPoint Slides - Tuesday 12th November 2024

Please send the powerpoint slides in the standard size 16:9 to include in the ISPE sponsor's video loop, during the Awards Dinner (PowerPoint slides including information of your choice). Please note they are on a 10s loop per slide, will need to be played automatically and will not have sound.

Drinks, Photography, Platinum Sponsorship Packages: 3 slides

Gold Sponsorship Package: 2 slides

Silver Sponsorship Package: 1 slide

Bronze Sponsorship Package: Logo inclusion only

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IMPORTANT INFORMATION

Stand space

On arrival you will be shown to your allocated exhibition space. Please ensure that you do not set up outside your designated space as this may contravene fire safety regulations and you will be asked to move your exhibition. All stands will be inspected prior to the exhibition opening. Your table top stand will be 0.75m x 1.5m and can withhold up to 60KG.

Set up time

All exhibitors will have early access to the Discovery room between 15:30 - 19:00 on Wednesday 20th November, to set up their stand up. Alternatively there will also be 1 hour available between 07:00 - 08:00 on Thursday 21st November before the delegates arrive.

Please note all exhibitors arriving on Wednesday 20th November **must ensure they vacate the building by 19:00**. You must inform georgee@csfevents.co.uk if you are planning on setting up on **Wednesday 20th or Thursday 21st November**. Please specify your estimated time of arrival.

Breakdown time

All exhibitors and equipment brought in must be out of the Discovery by **16:30** on **Thursday 21st November**. You will not be able to leave any equipment at the venue longer than **1** working day after the conference and this is **only if approved by the venue**.

Storage

Goods should be stored on your stand and any empty cardboard boxes should be taken away with you and stored under your table top stand. It is the exhibitor's responsibility to ensure their stand area is kept clean, safe and tidy at all times.

Stand accessories and services

The below services are included in the exhibition fee:

1.5m X 2.75m exhibition table with a table cloth

2 Chairs for each live representative

Wi-fi

Power socket



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EQUIPMENT DELIVERY AND COLLECTION: □

All deliveries or larger equipment must be delivered on the **Wednesday 20th November, no earlier** and be picked up on the day the event finishes by **17:00, Thursday 21st November**.

Please send deliveries to the address below.

Please DO NOT send any exhibition/medical equipment to the CFS Events Ltd office.

Dates of the event: 20th & 21st November 2024

Name of the event: ISPE 2024

Room where the event is taking place: Discovery

Main organisers name: CFS Events Ltd

Event planner name: Jennifer Rodrigues

Senders name:

Senders phone number:

Senders email address:

Approximate arrival date:

Collection from the hotel date:

Number of packages:

The form below will need to be filled out before sending any packages to the venue.

Form for delivery: <https://forms.office.com/r/BjQDg9hXym>

*Please note the venue **DO NOT** have any trollies available. There is a loading bay directly outside the Discovery room (Exhibition area) with doors measuring **2.68 x 2.68cm**.*

If any items needs to be collected the following day, depending on the size the venue may be able to store this but will need to know the information at least 1 week prior to the event date. The venue would need the chosen courier, time of collection, and confirmation this will be picked up the following day due to lack of storage space at the venue.



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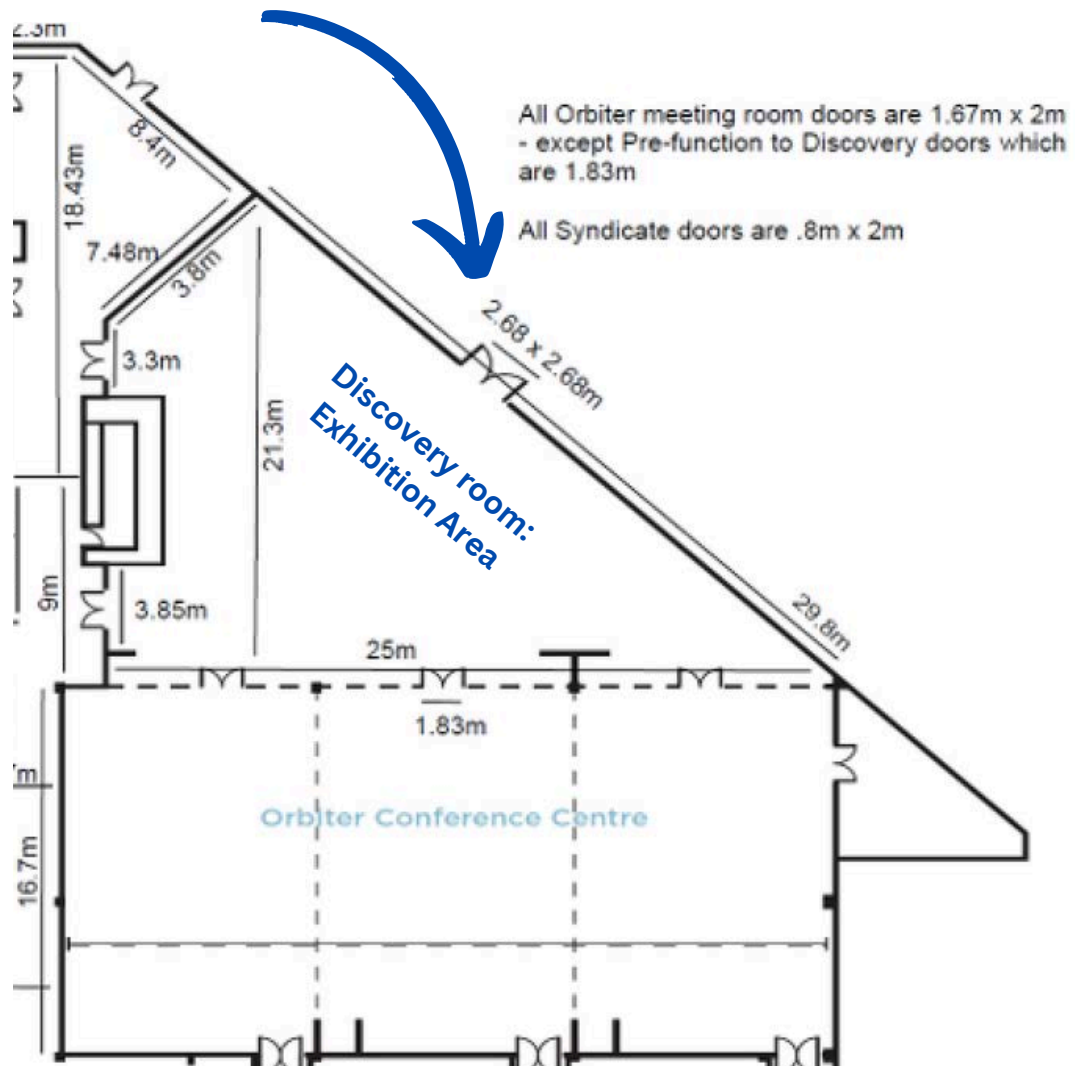
OFFLOADING & PARKING PROCEDURES

Parking is located for the conference in the main hotel car park. This is where all exhibitors and delegates can park if they do not need to unload heavy equipment.

Discounted parking is charged at £10 per car for 12 hours or £15 per car for 24 hours. The driver will need to go to reception, advise they are part of the ISPE annual event, and pay on the day.

The 2.68m x 2.68m doors straight into the Discovery room is the exhibitor entrance for unloading large equipment. There are 30 minute slots between 15:30 - 19:00, Wednesday 20th November and 07:00-08:00am, Thursday 21st November, **please email Georgee at georgee@cfsevents.co.uk your preferred 30 minute slot as soon as possible and let her know when you are planning on setting up.**

If you need any assistance please call Georgee Holmes on +44 (0) 7590 819 316



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ELECTRICAL EQUIPMENT

- Any equipment brought onsite must be PAT tested and an up-to-date certificate must be provided
- All equipment will be checked by a safety officer prior to the exhibition opening
- All cables must be secured safely to avoid trip hazard

This is a table top exhibition only and you should not exceed your stand space unless you have purchased a matrix stand and let Georgee Holmes at CFS Events know.

EXHIBITION HALL

The exhibition will take place in the Discovery room. The room will be referred to as the Exhibition Hall on signage and in publications. Each exhibition stand will have access to a power supply. Please bring your own extension lead/s. Daisy chaining of extension leads is not permitted.

Only free-standing, pop-up/matrix stands (if purchased) will be permitted.

Exhibitors will not be able to build walls in the exhibition area.

Dimension of the exhibition: length: approx. 21 metres and width: approx. 25 metres

Venue WIFI: Open connection - Radisson Guest

Catering will be served within the Exhibition Hall (Discovery room) and exhibitors will be served lunch 30 minutes before delegates.



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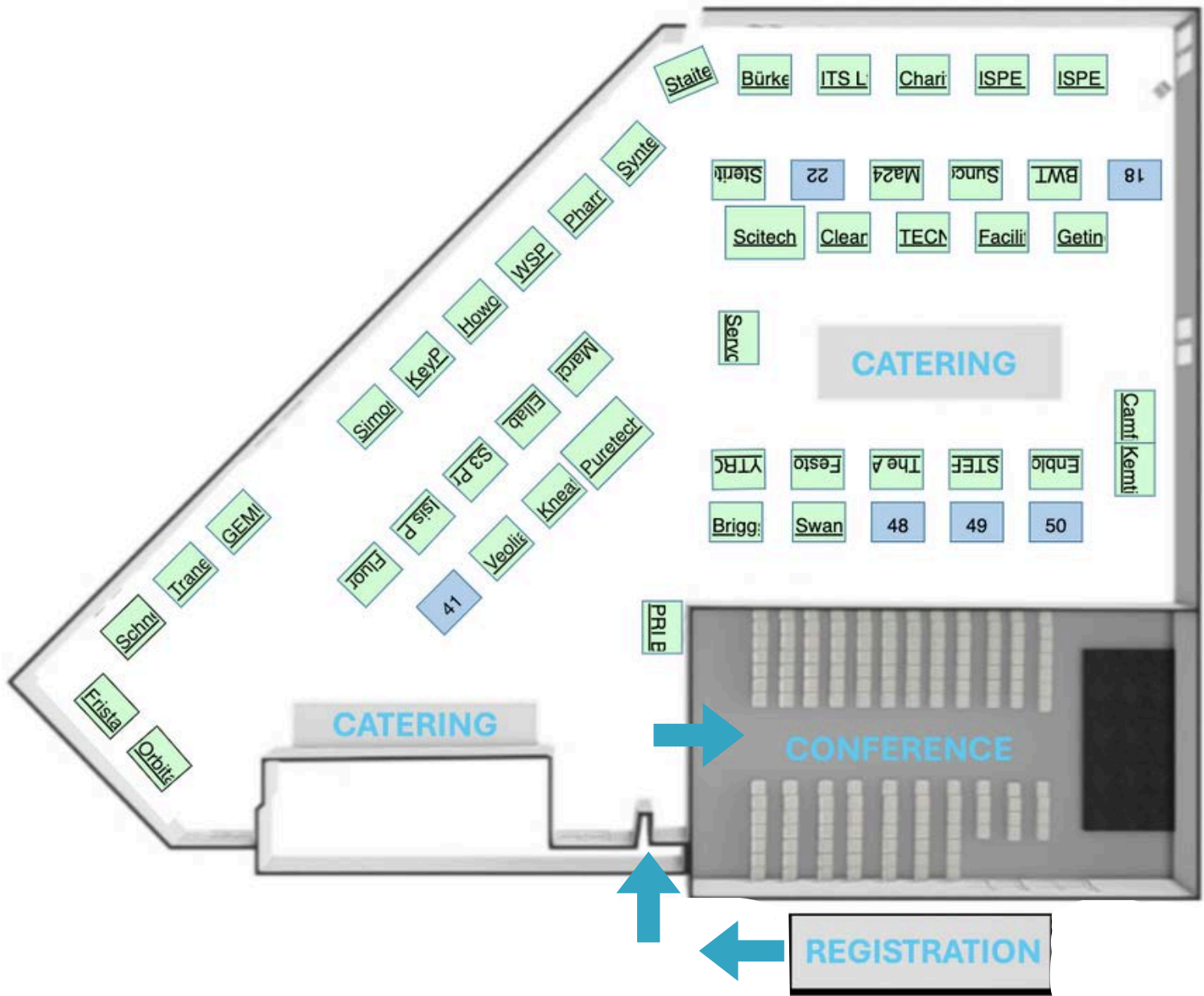
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EXHIBITION HALL FLOOR PLAN

View the live [floorplan here](#)



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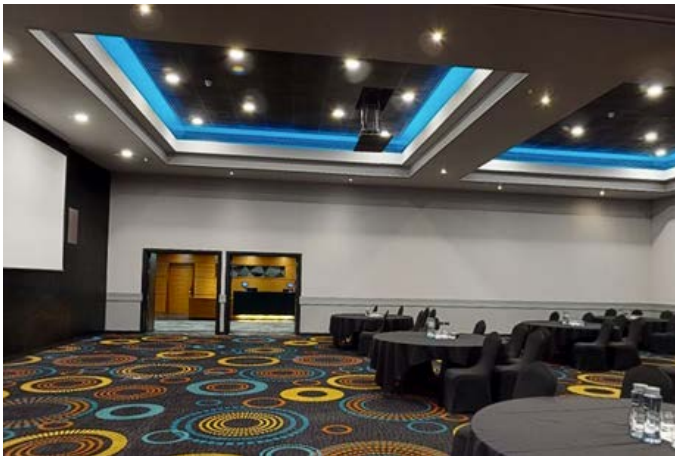
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[Radisson Hotel & Conference Centre London Heathrow website here](#)



**Discovery Room
(Exhibition, Catering)**



**Discovery Room
(Main Conference
Room)**



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AWARDS DINNER

DISCOVERY ROOM

RADISSON RED HOTEL LONDON HEATHROW, BUILDING B, BATH ROAD, HEATHROW BOULEVARD, SIPSON, WEST DRAYTON UB7 0DU

Join us for an evening of great food and great company at the Awards dinner on Thursday 21st November 2024. This event runs alongside the Annual Conference. The dinner is an excellent opportunity to network and socialise with colleagues in an informal setting.

Price:

£150 per head / £1,500 - table of 10 /
£1,800 - table of 12 and includes:

- 3 course dinner
- 1/2 bottle of wine per person



**THURSDAY 21ST
NOVEMBER 2024**

Pre dinner drinks: 18:15
Dinner: 19:15 - 01:00

**REGISTER BY EMAILING
GEORGE@CFSEVENTS.CO.UK OR
[FOLLOWING THIS LINK HERE.](#)**



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CFS EVENTS - TERMS AND CONDITIONS

Please see the terms and conditions by [following this link](#).

Exhibition and Sponsorship Payments

Cancellations are non-refundable. All cancellations must be made to refunds@cfsevents.co.uk. All invoices must be paid within 28 days of the invoice being issued, or prior to the meeting, whichever comes first.

CFS Events Ltd requires all Exhibitors / Sponsors to pay in full, prior to the meeting.

If there is any more information you need, please don't hesitate to contact George Hancock at CFS Events either by email george@cfsevents.co.uk or by calling on +44 (0)1438 751 519.



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SPONSORS

Platinum Sponsors



Drinks Sponsor



Gold Sponsors



Sliver Sponsors



Bronze Sponsors



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Look Forward
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