

Networkshop 37

Tuesday 31 March – Thursday 2 April 2009

Organised by JANET(UK) and the University of Cambridge

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PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING THE BOOKING FORM.

IMPORTANT

This year there are fewer exhibition spaces than before so in order to ensure the participation of as many companies as can be accommodated, stand sales are limited to one per company. As demand is expected to be high please pay particular attention to the booking, confirmation and payment terms to ensure you do not miss out. Remember – a credit card payment means instant confirmation. A cheque cleared within a few days means confirmation. A purchase order with invoice paid within 30 days equals confirmation. However, an invoice not paid within our terms and conditions will lead to your reservation being automatically released.

Warn your finance departments!

Why YOU should be there

Networkshop has become an established and unrivalled technical event on the academic conference calendar and attracts experts from across the UK. This is your opportunity to meet, and talk face-to-face with decision makers and influencers who may already use your products or services but need updating on new developments, or who are potential customers – *this is a community which spends £220+ million on Networking each year!*

Enjoy delegate benefits

Following the success of previous events, exhibitors are again invited to take a full and active part in the conference sessions as delegates, ensuring that you hear first hand what network managers and technical staff expect from their equipment and suppliers now and in the future.

Apart from the conference itself, exhibitors will enjoy pre and post-event publicity in the form of a link to your company website, and a listing on ours. Please note that delegate lists **cannot** be issued to exhibitors. Delegates who have given permission for their names to be published will be included on a delegate list in the delegate packs given out at the event.

Your exhibition stand space will only be confirmed once full payment – by credit card or cheque - **has been received** by JANET(UK). The booking form without payment does not constitute confirmation. Stands **will be released automatically** if payment terms are not adhered to.

LOCATION

Networkshop 37 will be held at the University of Cambridge on the Sidgwick site. Links to the University's website for further information on location and travel information can be found on the Networkshop website:

<http://www.ja.net/services/events/2009/networkshop-37.html>

The Exhibition will be located in the Foyer and the Recital Hall of the West Road Concert Hall with additional stands in a marquee on the adjacent car park. The marquee will be of hard wall construction with a false floor, with lockable entrances and overnight security will be employed. It will be heated.

Refreshments in the morning, post lunch and afternoon will be served within all the Exhibition areas, encouraging delegates to visit as many of the stands as possible. The Exhibition areas will be equipped with twin-500w sockets and ethernet points – the exhibitor package will include at least one of each connection per stand.

Facilities will be available close to the Concert Hall for drinks and snacks during the day, especially during set-up and when delegates are in session. On the Tuesday evening between 18:00 – 19:00 there will be a drinks reception held within the Exhibition areas and all exhibitors are encouraged to make sure their stand is represented during this time. The feedback from previous drinks receptions has been very positive.

Conference plenary sessions will take place in West Road Concert Hall, as will exhibitor sessions. Parallel sessions will be in the nearby Faculty of Law building.

Exhibition Dates

Please note that the exhibition will be open for all three days of the conference – Tuesday 31 March, Wednesday 1 and Thursday 2 April. Stands must be completed by Monday evening and be in place for the duration of the event, early breakdown is not permitted. **Please note the exhibition will open at 09:30 on Tuesday 31st March.**

Exhibition Space / Shell Scheme

The exhibition floor plans will be published on the Networkshop website:

www.ja.net/networkshop

Companies may express a preference but your choice will not be confirmed until full payment has been received and if this is not within 30 days the stand will be automatically released.

This year you are also asked to pay particular attention to restrictions which may apply in some areas, these are:

- ONE stand only per company. As the exhibition is smaller this year there will not be any double spaces available in order that we can accommodate as many different companies as space permits.
- Space only (NO walls and fascia) can only be booked in the Marquee or Recital Hall and then only in designated spaces.
- There will be a shell scheme in place in the exhibitor area, based on stands measuring 3m x 2m x 2.5m (2.35m in one area of the foyer – **please check before booking**). A limited number of variations are available for those companies requiring a bigger or smaller area. Warwick Corporate Events (WCE) are providing the shell scheme and full details about the scheme can be found by visiting their website at:

www.wce.co.uk

It is important that you study the shell scheme make-up carefully when planning your own stand design, fittings and display panels.

- **Flooring** will be blue carpet in all areas. ***Please note companies must not lay false flooring of any type to their stand in any of the exhibition areas.***
- Each stand will be equipped with a twin socket (2 x 500w), two 100w spotlights, and a data connection point (see next note). Additional power sockets, furniture and other accessories can be ordered directly through Warwick Corporate Events – www.wce.co.uk.

<p><u>Space only</u> (that is no walls, fascia or poles) can be provided but this will dictate your location within the exhibition, and neighbouring stands may have walls which adjoin your area. Please</p>
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note, your construction must **not** exceed the agreed space parameters which will be marked out. You will be asked to reduce or remove any part of the stand protruding beyond these limits. Plans for self-build must be submitted in advance so they can be approved by the organisers. Failure to submit a plan for an open space may result in a shell being built, into which you must confine your stand. *If clarification is required please contact Warwick Corporate Events.*

WARNING! **Large and heavy equipment**

Please note: it is essential that you give details of unusual power or (weight) loading for equipment you will be exhibiting on your stand, as this may affect the siting of your company within the exhibition area. Such information will be passed to the University of Cambridge who reserve the right to refuse any such equipment if it is deemed unsafe or obstructive. The University also reserve the right to refuse large or power-hungry equipment which has not been cleared with them in advance.

Large pallet deliveries requiring lifting equipment will not be accepted as there will not be a pallet truck available. Please make sure your Courier is aware of this in advance. Any large items should be delivered and removed only when your stand personnel are in attendance to supervise delivery and collection.

Data Connection & Wireless Information

Each stand will be provided with a single 10/100Mbps half/full-duplex autonegotiated network connection to JANET, presented as a Cat5 cable terminated with an RJ45 jack.

Each connection will be limited to 8 MAC addresses; public IP addresses will be allocated via DHCP, without pre-registration, limiting each stand to 8 IP addresses. DHCP will also provide default gateway and DNS server information. If static IP addresses are required, or additional MAC addresses, these may be available on request, given suitable notice (at least two weeks prior to the event). A NAT gateway can be used to overcome these limitations.

The University reserves the right to monitor and/or log network traffic and exhibitors will be responsible for their allocated IP addresses. The University will provide basic filtering to provide a minimal layer of protection from the Internet but exhibitors are strongly advised to install adequate firewall and anti-virus software to protect their systems.

A wireless network will be provided for delegates throughout the conference area. Consequently, exhibitors will NOT be allowed to use their own wireless access points (or similar devices) within the exhibition area. The organisers will be pro-actively looking for "illegal" equipment and will take steps to remove any hardware that interferes with the conference network services. Exhibitors will be able to use the wireless service but this service is limited in its facilities and performance. A 'ticket' (temporary username and password, valid only for the duration of the conference) will need to be obtained from the conference support in order to use the wireless facility.

Cost

The cost per 3m x 2m stand area is £3,015.00 plus VAT, which includes:

- 3m x 2m shell (described on www.wce.co.uk)

- Twin power socket (2 x 500W)
- Two spotlights
- Data connection for Internet access (via JANET)
- Non-residential delegate status for **two** exhibition staff, including all mid-morning refreshments, lunches and teas, dinner on Tuesday night, from coffee on Tuesday up to and including lunch on Thursday.
- Exhibitor Drinks Reception on the Tuesday evening from 18:00 until 19:00
- Attendance at all conference sessions for two exhibition staff per stand.

There are a LIMITED number of alternative sizes:

2m x 2m @ £2,010.00 plus VAT (Foyer only)

4m x 2m @ £4,020.00 plus VAT (Recital Hall only)

Payment

In order for us to confirm your booking and stand allocation we must receive a credit card* or cheque payment for the full amount with your booking form or on receipt of an invoice from JANET(UK). Preferred stand location will be reserved in the first instance for **30 days** after issue of an invoice and **will be released** if payment has not been received. *Please allow five working days for cheques to clear.*

*all credit cards accepted *except* American Express. If you tick this option you will be contacted for card details.

PURCHASE ORDERS AND CHEQUES MUST BE MADE OUT TO JANET(UK).

All requirements should be ordered and paid for in advance - late orders for equipment will be accepted right up to the event, subject to availability, but will incur a surcharge. Please ensure you are familiar with WCE's terms and conditions when you place an order.

Refunds & Cancellations

Refunds in case of cancelled bookings for exhibition spaces:

- Between 2nd January and 31st January 2009 : refund 50% of fee
- Between 1st February and 28th February 2009: refund 25% of fee
- After 28th February 2009: no refund

Partner Participation

Please note, the company making the booking will be **fully responsible** for payment of the stand within our payment terms. Liaison regarding stand requirements will be with that company only OR their appointed marketing agents. If you are intending to participate with a partner you should inform the organisers from the outset and you will be responsible for stand branding – the fascia board we provide will bear the name of the company who have booked the space.

Furniture Hire & Additional Facilities

The University can provide stands with a standard table (without cloths) – nearer the time you will be asked to confirm if required. If you wish to select a particular item to complement your stand design, rather than a table from University stock, please use the ordering system detailed below.

Warwick Corporate Events, the company providing the shell scheme, offer a furniture hire service using an on-line system for ordering, a stand build service, graphics, presentations and banners. Visit their website for further information: www.wce.co.uk

Exhibitor Passes

Two non-residential Exhibitor Passes will be issued per stand site. Passes are transferable between company representatives attending on different days but *must* be shown in order to gain access to the exhibition and conference sessions. Additional stand personnel requiring delegate status must be booked as non-residential delegates, using the delegate online booking system which will be open in December.

Personnel assisting for short periods only may apply for a Visitor Pass which will gain access to the Exhibition areas but not to conference sessions or catering.

Access and Set-up

Exhibitors will be able to access the Exhibition spaces and set up their stands between 11:00 and 19:30 on Monday 31 March. The area will be closed and secured overnight and open again from 07:30 on the Tuesday. Exhibition stands must be complete and ready for an H&S inspection at 09.00. The exhibition will be open to delegates from 09.30 on Tuesday.

Vehicular access and offloading instructions will be issued to exhibitors nearer to the time.

Breakdown

Breakdown time will be after the close of conference at 12.30 on Thursday 2 April in the Recital Hall and Marquee, 13.00 in the Foyer. The exhibition area must be cleared by 16.00. Early breakdown is not permitted and will result in your company being prohibited from future Workshops.

Exhibition & Conference Guide

A Conference Guide, including an exhibition directory, will be produced for visitors. This will include a brief description of each exhibitor and their products/services. You will be asked to provide a maximum of 100 words of copy (text only, no graphics) together with main contact details - name, telephone, facsimile, e-mail, and website address. We reserve the right to edit copy which is too long, but will send you a proof for approval if this is necessary. We can only guarantee inclusion of copy which is submitted by 19 January 2009.

Exhibitor Presentations

The conference consists of plenary sessions and more in-depth talks and discussions in parallel streams. The Workshop organisers plan to have a separate parallel stream devoted to product presentations from exhibitors. Participation in the parallel stream would be at no additional cost but would be on a **first PAID first served basis – please indicate on the booking form – with priority given to companies who have paid in full for their participation in the exhibition.** Company presenters will be expected to provide their own laptop for this facility – a data projector will be provided in each meeting room. The meeting rooms will be located in the West Road building.

Exhibition – Promotional Opportunities

On Tuesday evening at 18:00, after sessions and before dinner, there will be a drinks reception within the Exhibition areas. It is hoped that exhibitor personnel will be available on their stands during this time to meet and greet delegates.

On Thursday morning, during the refreshment break, we will stage an “Awards Ceremony” – if you have been running competitions on your stand throughout the event you are encouraged to use this period to make your announcements and awards.

Accommodation

Not included in the exhibitor package. Exhibitors must book accommodation direct, here are some useful links:

The Møller Centre <http://www.mollercentre.co.uk/>

Visit Cambridge <http://www.visitcambridge.org/wheretostay.php>

Hospitality

The nature of Networkshop is that the delegate package includes all meals on campus, including supper on Tuesday night, and we are committed to paying for the final number booked to the University. In the past, exhibiting companies have taken groups of delegates out for hospitality on one or both nights and this can seriously disrupt our catering arrangements and costings. The organisers respectfully ask that if you are intending to provide hospitality, you inform us at least four weeks in advance of the event, and the anticipated number of delegates this will affect.

Insurance

Whilst we take every precaution to protect your property during the event, neither the organisers, Warwick Corporate Events, contractors or the University of Cambridge are responsible for any loss or damage, or injury to persons caused by your installations, and we insist that you take out appropriate Public Liability insurance cover. The organisers will require a copy of your certificate. Failure to submit this may result in exclusion from the exhibition.

Fire Precautions

There are stringent regulations governing materials used on site during the exhibition. All materials should be fireproofed. If you have any queries about any materials you plan to use, please contact the organisers.

Health & Safety

You will be sent a Health & Safety Declaration Form with your Exhibitor folder and it is important that this is completed in full, and returned to WCE (Warwick Corporate Events), by the due date. Failure to do so could result in exclusion from the exhibition.

Sponsorship

Additional publicity opportunities are available through sponsorship. Please contact the organisers for details.

Exhibitor's Manual

Will be issued a few weeks prior to the event and will include detailed information regarding access, offloading, parking, storage, breakdown and much more.

Please note: if you are using stand contractors it is important that you share this information with them, or ask for a second copy. We usually find that problems encountered prior to and during set-up and breakdown are as a result of essential information not having been passed to relevant parties. Non-compliance with set-up and breakdown instructions in particular, and

infringement of delineated stand areas, can result in companies being prohibited from participation in this, and future, Workshops.

Contact:

Please direct enquiries and booking forms to Julie Nicholson at:

Workshop 37, The Farrier's Cottage, 100 Victoria Street, Newark, Notts NG24 4UF.

Telephone: +44 (0)1636 671407

E-mail: networkshop@julienich.f9.co.uk

Note: all financial transactions will be between your company and JANET(UK). Cheques and Purchase Orders should be made out to `JANET(UK)', Lumen House, Library Avenue, Harwell Science & Innovation Campus, Didcot, Oxon OX11 0SG - but should be sent, with booking form, to the address shown above.