

INFORMATION FOR EXHIBITORS



at

THE UNIVERSITY OF MANCHESTER

Tuesday 30 March – Thursday 1 April 2010

***Exhibition Opens 10:00 Tuesday
Exhibition Closes 12:30 Thursday***

The Conference

Networkshop is an annual conference organised by JANET(UK) and hosted by a Higher Education organisation. This year the conference will be hosted by The University of Manchester and Net North West. JANET(UK) is responsible for the operation and development of JANET, the UK's education and research network.

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Location

University Place, Oxford Road, Manchester M13 9PL

The Exhibition will be located in the Foyer and the Restaurant on the ground floor of University Place.

A map giving a simple overview of the location will have been e-mailed with this manual and more detailed travel directions and maps can be found at:

<http://www.manchester.ac.uk/visitors/travel/maps/>
including downloadable maps (PDF) of both city and campus.

University Place – no. 37 on the campus map

All conference sessions including plenaries and parallels will take place on the first and second floors of University Place.

Lunch will be served in a marquee adjacent to the ground floor entrance of University Place

Delegates will be accommodated at local Premier Inns (see under Accommodation).

Parking

There is no on-site parking adjacent to University Place. The nearest car park is the Manchester Aquatics Centre multi-storey car park on Booth Street East which offers paid car parking between 06:00 and 23:00 @ £8.00.

Please check parking facilities at your individual hotels; some hotels, such as Premier Inns, have arrangements with NCP car parks. We cannot guarantee the security of these car parks but hotels should be able to advise you.

Please see the Access and Set-up page for offloading instructions.

DELIVERIES ACCESS & SET-UP BREAKDOWN

Essential Information – please read carefully

The following information has been compiled from advice from the University and WCE (Warwick Corporate Events), in compliance with their terms and conditions of use, and previous Networkshop experience. It is intended to help exhibitors plan for the event, enjoy a smooth set-up process, and to provide ample opportunity for companies to showcase products and services. Exhibitors who disregard any of the requests and instructions contained herein risk being refused admission to this and future JANET(UK) events. In particular please note paragraphs in text boxes.

Deliveries and Collections (Exhibition Materials)

The earliest date for pre-event deliveries will be **Friday 26 March**, between the hours of 09:00 and 16:00. Deliveries attempted before this date will be turned away.

The building will not be open on Saturday/Sunday to accept deliveries

Please clearly label packages with the conference title, venue, date and stand number -

Networkshop 38, 29 March – 1 April 2010

Stand Number/Company Name

The Building Manager
University Place
The University of Manchester
Oxford Road
Manchester, M13 9PL

Tel: 0161 275 2095

Due to offloading restrictions, pallets cannot be accepted.

Access and Set-Up

Exhibitors will be able to access the Exhibition area and set up their stands between

11.00 - 19:00 on Monday 29 March.

The area will be closed and secured overnight and open again from

07:30 on Tuesday 30 March.

Offloading for exhibitors will be on Wilton Street, accessed from Booth Street East (next to multi-storey car park). On reaching the gate advise staff that the delivery is for University Place, and the event title. Offloading time will be limited. An Information point will be located in the foyer opposite the entrance off Wilton Street and exhibitors should report here on arrival. In order to help us monitor arrivals and offloading you are asked to indicate when you will arrive, and an approximate length of time required for offloading. Vehicles will be allowed into this area for offloading and collection only.

Please ensure your contractors and/or delivery companies are aware of this information.

Parking

Once offloaded, vehicles must be removed to a car park, the nearest being the Manchester Aquatics Centre multi-storey car park on Booth Street East which offers paid car parking between 06:00 and 23:00 @ £8.00.
(Maximum Height 2.1 m).

Stand Breakdown

Breakdown time will be after the close of conference at 12:45 on Thursday 1 April. Limited movement of goods may be imposed on thoroughfares between exhibition sites and our dining marquee in the interests of health and safety as delegates move between these areas. **The exhibition area must be cleared by 16.00.**

Early breakdown is not permitted and will result in you being prohibited from future Networkshops.

Any items for collection are to be removed to a temporary storage room which will be notified at the event. Items MUST be collected no later than 16:00 on Thursday as the building will be closed for Easter. We will authorise the University to dispose of uncollected goods after this time.

**EXHIBITION SPACE
SHELL SCHEME
POWER
DATA CONNECTION**

Essential Information

It is important that you study the **shell scheme make-up** carefully when planning your own stand design, fittings and display panels. Your stand or build must fit into the space allocated or you will be asked to remove any sections which encroach beyond the allocated area into aisles or other stands. NB If you are intending on having any artwork commissioned to fit the panels, **please contact WCE for print dimensions – these may have changed since Networkshop 37.**

Please note: it is essential that you give details of unusual **power or (weight) loading** for equipment you will be exhibiting on your stand in advance, using the enclosed questionnaire. Such information will be passed to The University of Manchester and WCE (Warwick Corporate Events) 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.

NOTE – electrical power:

The sockets provided will only support equipment totalling the wattage stated (twin socket totalling 1kw) – please calculate the wattage your equipment requires and order additional sockets accordingly. The use of four gang extensions is only permitted through hire from WCE (Warwick Corporate Events). These extensions are regularly PAT tested and conform with all relevant legislation. One is included in the stand package. You are not permitted to use your own, as it is not practical to ensure that any extension leads brought in by exhibitors are safe and comply with current legislation. Please note that you will be responsible for the insurance of any equipment hired through WCE (Warwick Corporate Events), including plasma screens, VHS/DVD players, computers etc. or a damage waiver fee is optional on the order forms.

Important: **if building your own set** – as opposed to display boards, pop-up units etc., you must submit a floorplan of your stand by **12 March 2010** with full measurements, including the height, details of the items you will be bringing in, especially equipment, additional power requirements and where the sockets are to be placed. If using a contractor they must provide Method Statement, Risk Assessment, H&S Policy and Insurance Certificate with the plans. Failure to provide this information may mean you cannot carry out your build to your specifications. *Please note your stand location carefully – if situated within a row or block there will be walls to adjoining stands.*

Exhibition Space / Shell Scheme

There will be a **shell scheme** in place in all exhibitor areas, based on 3m x 2m stands (with some variations – the size of your stand is shown on your confirmation). The overall build height is 2.5m – should you wish to build above that height, amend the shell walls where possible, leave off the fascia (NB: this will remove your spotlights which are fixed to the back of the fascia) or require a 'space only' please refer to the "Important" section above and note the deadline for submitting changes is **12 March 2010**.

Shell scheme stands consist of walls, fascias to open sides and a name sign. The layout is constructed throughout in a polished aluminium framed SODEM system incorporating lightweight panels 4mm thick. Panels are covered in a Charcoal grey polyweave material.

Display Fixings

Exhibitors may fix their own light-weight graphic media direct to covered walls with Velcro (hook only). No other fixing material can be used. The overall height is 2400mm. The dimensions of the 'velcro acceptable' polyweave area between the aluminium poles and top and bottom beams are 2245mm x 940mm.

WCE (Warwick Corporate Events) are providing the shell scheme and further details about the scheme, **including diagrams and dimensions of panels for graphics**, can be found by visiting their website and following the link to Shell Scheme:

http://wce.co.uk/js721_networkshop.html

For further advice about graphic sizes please e-mail exhibitions@wce.co.uk.

Each stand will be equipped with:

- A twin socket (2 x 500w)
- 4 gang extension
- Two 100w spotlights installed on the fascia – if no fascia selected please note no spotlights included.
- Data connection – details on the next page.

Furniture Hire & Additional Facilities

The stand package does not include any furniture.

WCE (Warwick Corporate Events), the company installing 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 order forms specific to this event. If you have any queries please email exhibitions@wce.co.uk.

http://wce.co.uk/js721_networkshop.html

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 Cat5e 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 supplier provided 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.

EXHIBITOR PASSES CATERING ACCOMMODATION

Exhibitor Passes

Two non-residential Exhibitor Passes will be issued per 3m x 2m stand site, to **named representatives** (see form with Exhibitor Questionnaire). 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 Passes, entitling holders to non-residential delegate status, may be purchased at £305.00 plus VAT. Where other staff will be attending for one session only, or on a rota basis, a red Visitor Badge (unnamed) will be issued at no extra charge. Only staff with a named Pass (green) will be considered delegates – see next paragraph.

The Pass can be used to gain access to all conference sessions, refreshments and lunches, from lunch on Tuesday 30 March through to lunch on Thursday 1 April but NOT the Conference Dinner; which can be booked as an optional extra. Each Pass entitles you to one delegate bag, including a full conference programme and guide and a hard copy of the delegate list showing the names of those delegates who have agreed to being included on the list.

Personnel assisting in set-up and break-down will not be issued with a Pass but may not be present between 11:00 on Tuesday and 13:00 on Thursday.

Meals and Refreshments

Your Exhibitor Pass entitles you to mid morning/afternoon refreshments and lunch each day, and buffet supper on Tuesday evening. Lunches and Supper will be served in the marquee adjoining University Place. Cash facilities for drinks and snacks will be available in the café located in the foyer of University Place during the day.

Lunch service for exhibitors will commence 30 minutes before delegates leave sessions to allow exhibitors time to eat and be back to greet delegates. Please make use of this service in order that your stand is staffed at crucial times and also to relieve pressure on dining facilities. You can opt for a 'Grab and Go' packed lunch option, to help minimise the time spent away from your stand. Post-lunch coffee will be served in the Exhibition areas.

Accommodation

Accommodation is not included in the exhibitor package. You should book your accommodation direct with hotels. Accommodation for delegates only has been reserved at two city centre Premier Inn hotels but exhibitors may contact Premier Inns direct using the following contact information:

Natalie Harte or Rachel Ravey
Telephone: 0870 238 3315

E-mail: Admin.Manchestermti@premierinn.com

Note: B&B rates vary – book as soon as you can for best rates.

EXHIBITOR PRESENTATIONS PROMOTIONAL OPPORTUNITIES HOSPITALITY

Exhibitor Presentations

If you have requested and been allocated a slot for your company to present, details will be confirmed to you by Wendy Salmon, Events Co-ordinator, JANET(UK) – workshop@ja.net. Exhibitor presentations will run on all three days as separate parallel sessions, in the University Place Lecture Rooms. A data projector will be provided but you will need to provide your own laptop. These sessions are allocated on a first come, first paid basis and all slots have now been allocated.

Exhibition – Promotional Opportunities

On Tuesday evening at 17:30, after sessions and before dinner, there will be a drinks reception within the exhibition area. ***Exhibitors are requested to ensure that their stands are staffed during this period.***

On Thursday morning, during the refreshment break, we will stage an “Awards Ceremony” in the exhibition area – if you have been running competitions on your stand throughout the event you are encouraged to use this period for our MC to make your announcements and awards. Please note that such announcements and prize-giving will NOT be allowed during the final plenary session.

Hospitality

The nature of Networkshop is that the delegate package includes all meals 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. Therefore, the organisers respectfully ask that if you are intending to provide hospitality, you inform us at least two weeks in advance of the event, and the anticipated number of delegates this will affect. We also ask that you do not offer hospitality on Wednesday night – the Conference Dinner. Exhibitors are welcome to book places to join delegates at the Dinner at Gorton Monastery, guest speaker Lenny Henry, at an additional cost of £85.00 plus VAT per person.

INSURANCE FIRE PRECAUTIONS HEALTH AND SAFETY SECURITY

Essential Information

Exhibiting companies must send a copy of their Public and Products Liability Insurance cover note to JANET(UK) in advance of the event. Failure to do so means you will be prevented from exhibiting. Please submit with the enclosed questionnaire, to Julie Nicholson.

Insurance

Whilst we take every precaution to protect your property during the event, the organisers are not responsible for any loss or damage, or injury to persons caused by your installations, and we now have to insist that you take out appropriate Public and Products Liability insurance cover.

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. *Please do not obstruct fire exit doors – the University and JANET(UK) has the right to remove any stand or equipment which causes an obstruction or which violates health and safety regulations.*

Health & Safety

A Health & Safety Declaration Form is enclosed and it is important that this is completed in full, and returned to WCE (Warwick Corporate Events), by the due date – **12 March 2010**. Failure to do so will result in exclusion from the exhibition. Please call WCE on 0845 351 0392 or e-mail exhibitions@wce.co.uk if you need help filling out the form.

JANET(UK) will be carrying out a Health and Safety inspection before the formal opening of the exhibition to comply with their insurance company's Public Liability policy at 09:30 on Tuesday 30 March.

First Aid

University Security personnel are all first aid trained and can be contacted in an emergency. Please report to the Conference Information Desk in the foyer of University Place.

Security

University Security staff are on duty whilst the building is in use. When we leave the building it will be locked overnight.

Emergency service calls should also be routed through University Security.

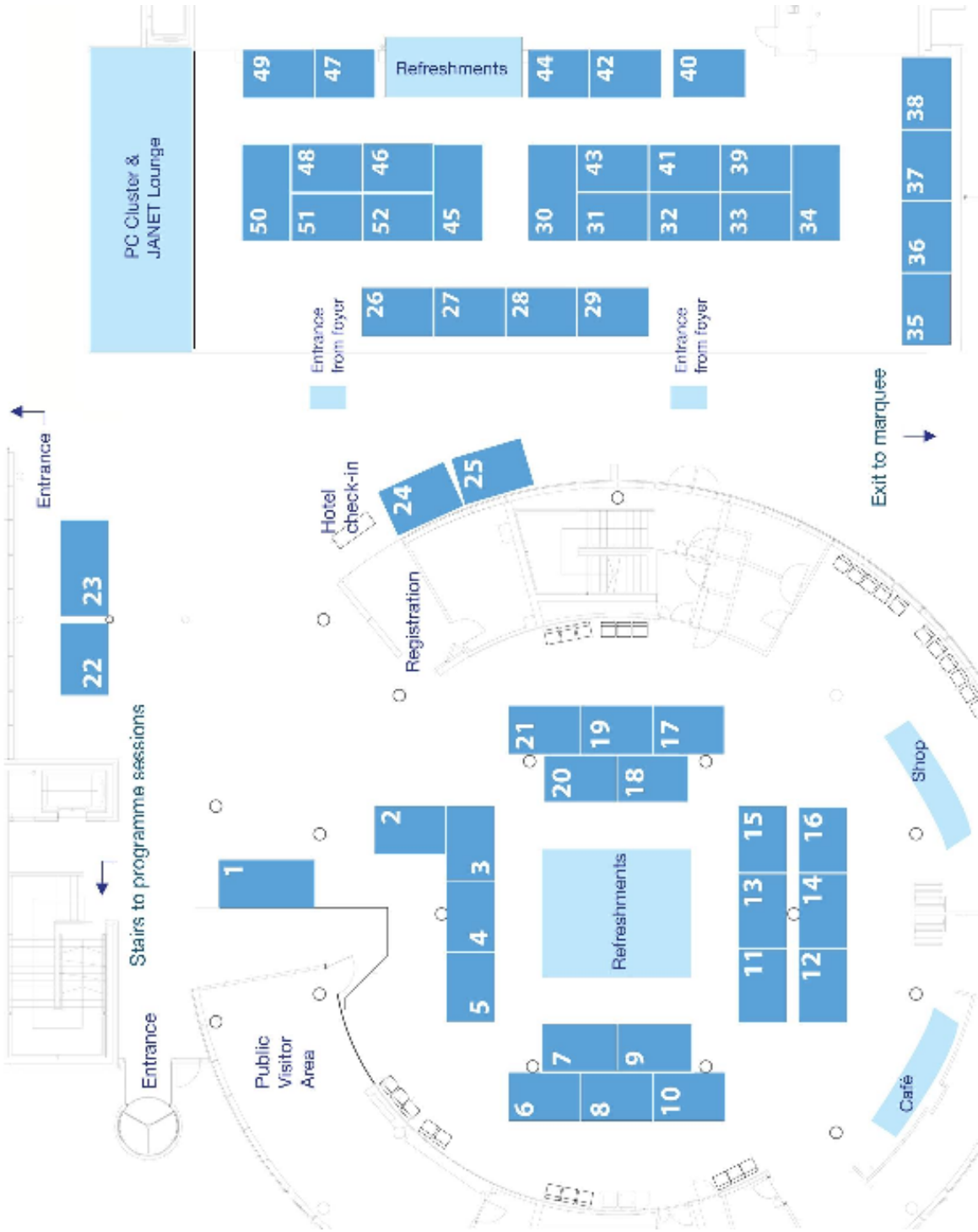
Should an accident, criminal act or suspicious incident occur it must be reported without delay to University Security Services on 0161 306 9966. Exhibitors are asked not to leave valuables unattended on their stand or University premises. Subject to their statutory rights, the University will accept no responsibility for accidents to delegates while on its property, or for damage to, or loss of, their personal property. **Please also notify the Networkshop Conference Office so that they are aware of the incident.**

NETWORKSHOP 38 - EXHIBITING COMPANIES

Once again our Exhibition is very well supported by a variety of companies – welcome back to old friends and a special welcome to companies exhibiting for the first time. Delegates will be urged to make full use of refreshment and meal breaks to visit the Exhibition, located in the foyer (stands 1-25), Restaurant (stands 26-52), and also to join exhibitors for a drinks reception on Tuesday evening.

EXHIBITORS	Stand	EXHIBITORS	Stand
3M UK	41	InTechnology	28
Allot Communications	18	IPOQUE GmbH	42
Arista Networks/Fujin Systems	36	IP Performance	5
Aruba Networks	11	Juniper Networks	22
Barracuda Networks	44	Khipu Networks Ltd	15
Brocade Communications	6	Lancope, Inc.	8
BT iNet	13	Mayflex	52
Calyx Group	21	Molex Premise Networks	17
Ciena	30	MRV Communications	7
Cisco	14	Mutiny Ltd	31
Cloudpath Networks	24	NetFort Technologies Ltd	2
Data Integration	50	Nexans UK Ltd	4
Direct Visual	49	Norman Data	1
EMMAN Ltd	38	Out of Band Solutions Ltd	26
Ensign Communications	9	Pervasive Networks	43
Enterasys	16	QoLcom Ltd	19
Exterity	25	SCD Group Ltd	32
Extreme Networks	51	SonicWall UK	35
Force 10 Networks	37	Symantec	10
ForeScout Technologies/Axial Systems	12	Synetix Solutions	34
Fortinet	39	THUS Ltd	46
Geo Networks	40	Triplecomm Ltd	47
H20 Networks	23	Tuscany Networks	20
HellermannTyton Data Ltd	48	Verizon Business	27
HP ProCurve Networking	45	Virgin Media Business	33
Infoblox	3	Xirrus	29
JANET Lounge		Restaurant	

Exhibition Floorplan – an Overview



Exhibition Opening Times

Monday 29 March

11:00-19:00 *Exhibition set-up.*

16:30-18:00 *Delegate Registration open*

Tuesday 30 March

07:30-09:30 *Exhibition set-up continues*
09:30 *H&S Risk Assessment – all stands must be complete*

09:30-13:45 Conference Registration

10:00 **Exhibition open**

11:00-12:00 Refreshments

12:00 *Lunch service will begin at 12:00 for exhibitors*

12:30 - 13:45 Lunch will be served in the dining marquee with coffee in all **Exhibition** areas

13:45 -15:30 Programme sessions

15:30 – 16:15 Refreshments will be served in the **Exhibition** areas.

16:15 – 17:30 Programme sessions

17:45 – 18:30 Birds of a Feather sessions

17:30 – 18:30 Wine Reception with **Exhibitors**. *Exhibition secured for the night.*

18:30-20:00 Dinner, in the dining marquee

Wednesday 31 April

09:00 Conference sessions commence

10:30 –11:15 Refreshments and **Exhibition**

11:15 – 12:30 Programme sessions

12:00 *Lunch service will begin at 12:00 for exhibitors*

12:30 – 13:45 Lunch will be served in the dining marquee and coffee in the **Exhibition** areas

Wednesday 31 April continued.....

- 14:00 – 15:30 Programme sessions
- 15:30 – 16:15** Refreshments and **Exhibition**
- 16:15 – 17:30 Programme sessions
- 17:45 – 18:30 Birds of a Feather sessions

Thursday 2 April

- 09:00 Conference sessions commence
- 10:30 – 11:15** Refreshments and **Exhibition. Awards Ceremony.**
- 11:15 – 12:30 Programme sessions
- 12:00 *Lunch service will begin at 12:00 for exhibitors*
- 12:30 – 13:45** Lunch will be served in the dining marquee
- 12:45 EXHIBITION BREAKDOWN
- 16:00 Exhibition area to be cleared

****times subject to change – please see final programme at the event.
A draft programme can be viewed on our website –***

<http://www.ja.net/services/events/2010/networkshop-38/programme-tue.html>

ADMINISTRATION AND ORGANISATION

Conference Information Desk

The Information and Registration Desk will be located in the foyer of University Place.

Messages

Whilst we will respectfully ask all delegates and exhibitors to turn off mobile phones during conference sessions and workshops, they can be used at other times in other areas. Messages may also be left on the Conference telephone, 0161 306 4098 active for the duration of the event only. The Information Desk will be staffed at all times. If the message is urgent every effort will be made to locate the delegate/exhibitor immediately; otherwise messages will be displayed on a notice board near to the desk and information point. PCs with Internet access will be available to delegates in the JANET Lounge which will be located in the exhibition area in the Restaurant (see plans).

CONTACT:

Please direct enquiries to Julie Nicholson at:

Telephone: +44 (0)636 671407

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

Please note, further useful information, including catering and bar arrangements and contact numbers, will be found in the Conference & Exhibition Guide, which will be distributed in printed format at conference registration. More information, including a draft programme for the event, will be available from the website – <http://www.ja.net/networkshop>.

Enclosures:

- H&S Questionnaire [** please complete and return to WCE](#)
- General requirements questionnaire [** please complete and return asap](#)
- A copy of the University's Code of Practice for Exhibitors.
- Campus plan – but see the University's website for more detailed and interactive plans.

Please also refer to Terms and Conditions published on the Networkshop website -

<http://www.ja.net/services/events/2010/networkshop-38/exhibitor.html>