



## Exhibitor Information

- **Dates:** **Conference** Tues 25th August to Fri 28th August, Glasgow Royal Concert Hall  
**Exhibition** Tues 25th August to Thurs 27th August, Glasgow Royal Concert Hall

The venue is the **Glasgow Royal Concert Hall, 2 Sauchiehall Street, Glasgow G2 3NY, Scotland**

- **Exhibition Dates and Times:** The exhibition will run from **Tues 25th at 10:30am until Thurs 27th at 5:30pm**, a total of 2.5 days. (Optionally exhibitors may choose to remain at the event on the Friday - see tear down info below).

- **Setup Times:** Setup times of exhibition stands are **Mon, 24th 3pm to 6pm** and **Tues, 25th 7:30am to 10:00am**

**All stands require to be complete and in-place by 10:30am on Tuesday 24th August.** During the Monday setup time note the conference is not running (tutorials are on at University of Strathclyde) and no delegates are present at the venue. During the Tuesday 25th Aug set up time is in the morning, and the conference will commence at 9:30am, with welcome addresses, opening speeches and keynote lectures taking place in the main auditorium from 9:30am until 10:20am. Delegates will enter the main auditorium only and on Tuesday morning the Exhibition space will be cordoned off.

- **Tear Down Times:** The exhibition formally ends on **Thurs 27th August at 5:30pm**. Tear down of stands is from 5:30-6:30pm. (Exhibitors may optionally leave stands up for the Fri 28th August and tear down is at 4:30pm).

- **Facilities:** All stands will have access to a 13amp UK style electrical socket. Stands are 6m<sup>2</sup>, and nominally 3 by 2 metres unless otherwise advised. Tables & chairs can be provided on request. There is NO shell scheme or hard walls as standard. Exhibitors should bring appropriate freestanding displays such as pop-ups. Backing wall panels in units of 1m width and 2m high are available to hire (e.g. 1+1+3=5 would enclose a 3m x 2m stand, or just 3 would provide a 3m backing wall). Contact [fiona@meetingmakers.co.uk](mailto:fiona@meetingmakers.co.uk) to arrange hire of wall panels (£43 each panel) and to confirm tables/chair requirements.

- **Exhibitor Printed Materials for Delegate Bags:** All exhibitors and sponsors can (optionally) provide printed materials to be inserted in delegate bags. We anticipate more than 650 full registered attendees. Therefore companies should ship 700 sets of materials to arrive before **19th August**. Materials should be A5/A4 size (or similar) and not exceed 4mm thick. Any spare materials will be made available to day delegate visitors (we anticipate 100-150 day delegates).

**Local Printing Support:** The conference organisers can arrange a local printer in Glasgow to make 700 copies of materials for delegate bags using local suppliers. The conference organisers will charge a management, handling and transport fee of 60% on top of the printing costs invoice and require a PO. To use this service then please contact [eusipco\\_exhibit@eee.strath.ac.uk](mailto:eusipco_exhibit@eee.strath.ac.uk) to organise receipt of your master documents, send a quote to you, and place print order, and delivery/insertion into delegate bags. For this service materials must be received by 10th August 2009.

- **Stands and Materials Shipping:** If shipping printed materials/stands to the conference then address to:

c/o Prof Bob Stewart, EUSIPCO General Chair, Dept of Electronic Eng  
204 George Street, University of Strathclyde, Glasgow G1 1XW, Scotland, UK

Printed materials shipments for delegate bags **MUST** arrive before **Wednesday 19th August 2009, 3pm**.

If you are shipping moderate size exhibition stands or equipment then this must arrive before **Friday 21st August, 3pm**.

All shipments must be confirmed by email on the day of dispatch to [eusipco\\_exhibit@eee.strath.ac.uk](mailto:eusipco_exhibit@eee.strath.ac.uk) and include a tracking number and point of contact of the shipper. Exhibition materials and stands will be stored at Strathclyde University, 204 George Street, Room R343 and then transported to the Glasgow Royal Concert to arrive 3:00pm on Monday 24th August. No liability or responsibility will be accepted by the conference organisers nor by the University of Strathclyde for any materials lost, damaged on arrival, or otherwise. All shipments are entirely at the company's own risk.

- **Conference Handbook and Publicity Information:** Before 24th July 2009 companies should email up to a (i) 150-200 word company description paragraph (ii) Preferred company contract name, telephone number, web address and email contact and (iii) a high res. logo to [eusipco\\_exhibit@eee.strath.ac.uk](mailto:eusipco_exhibit@eee.strath.ac.uk) for inclusion in the conference handbook and on publicity materials.

- **Other:** We will contact you in due course on arrangements for emailshots, banquet attendance, tutorial attendance, conference registrations, delegate lists, floorplan and registering your company colleagues for day delegate passes.