

Exhibitor Information - please read this and ensure that it is passed on to all your staff and stand contractors.

Queries:

- Your contact for the conference is Nicola Fellows, on +44 (0) 1332 250 713 (mobile at conference,+44 (0) 7786 724 858) or email nicola.fellows@bohs.org

Prior to the Conference:

- As your booking is for a Shell space only, all furniture and power requirements, as well as your facia name panel must be booked with the Shell scheme provider. Full details and booking can be found [here](#) and **must be booked before 31 March 2015**. The dimension of an individual Shell is 2m by 3m.
- Please also take the time to read through the [Exhibitor Terms & Conditions](#) to ensure you fully understand the agreement you have entered into by booking your Shell

Getting There: The London Marathon will be taking place in the centre of London on Sunday 26 April so we strongly recommend you travel to the conference using London's extensive public transport network.

- We strongly recommend exhibitors travel by public transport and courier any materials, as there is limited parking available, congestions charges apply.
- If you do decide to drive, please click on the [link](#) for a map and directions to the conference venue
- If you are staying at the Hilton London Metropole, parking is available on a first come first served basis. There are 170 spaces in total and the following rates apply:
 - Up to 1 hour: £5.00 inc vat
 - Up to 2 hours: £8.00 inc vat
 - Up to 12 hours: £29.00 inc vat
 - Up to 24 hours: £35.00 inc vat
- Special weekend rate of £25.00 (inc vat) per 24 hours period. This rate applies to arrivals after 3pm on Fridays and departures before 9am on Mondays.
- There are two nearby car parks that you can take advantage of. Full details of their locations and costs can be found on their website. The car parks are:
 - [Bell Street Car Park](#)
 - [Bayswater Road NCP](#)

Loading Information:

- There is a loading bay for deliveries which is on Harbet Road. **Note:** Deliveries will only be accepted between 0600 – 1500 Monday to Friday, and 0600 – 1300 on Saturday.
- Deliveries will be stored in the Conferences & Events Storage Facilities located in the **West Wing** and can be received from **Friday 24 April 2015**

Shipping Information:

- Please courier any stands and materials etc. using the enclosed [Delivery Label](#) to the following address:-

FAO Conference & Banqueting
C/O – Your company name
Loading Bay
Hilton London Metropole Hotel
Edgware Road
London
W2 1JU

Setup/Breakdown:

- The exhibition will take place in the 'Monarch Suite' (see enclosed floor plan).
- Access to the exhibition area for set-up is from 14:00 to 19.00 on Sunday 26 April 2015. **Please note you cannot arrive or set up before or after this time.**
- Exhibitor stands must remain up throughout the full conference.
- Please register and collect your name badge from the IOHA/BOHS registration desk between 15:00-17:00 on Sunday 26 April 2015 at the 'West Wing Registration Area'
- The exhibition starts at 08:00 on Monday 27 April 2015. Please be at your stand by this time.
- Exhibitors must have at least one representative at their stand during all lunch/refreshment breaks.
- Exhibitors **must not** begin breakdown of stands before 15:00 on Thursday 30 April 2015.

Exhibition Information:

- All delegates' refreshments and lunches will be served in the exhibition hall.
- Lunch will be refreshed for Exhibitors **AFTER** delegates have been served or called back into session each day at the following times to maximise your exposure to the delegates during the break
 - Monday 13.00
 - Tuesday 13.15
 - Wednesday 13.30
 - Thursday 13.15
- **Please note that it is not possible to secure or lock the exhibition areas.** You will be responsible for your own belongings, please do not leave anything of value in this area. **Note:** BOHS/IOHA cannot be held responsible for security of this area.

Speakers' Corner

- We would like to invite you to participate in our very own exhibition 'Speakers' Corner'. During lunch breaks we will be inviting exhibitors to come and offer a 5 minute advert/speech on their latest product or service. If you wish to join in put your name down on the daily 'Speakers' Corner' list which will be available at the BOHS desk.

Conference Information:

- The 3M Welcome Reception will be held in the exhibition area on Monday 27 April at 18:45. All delegates are invited to attend so please ensure your representatives are present.
- **Wi-Fi** is available free of charge in the Kings Suite (main session room) and the exhibition hall. The login is ioha2015 you will lose connection after 15 minutes of inactivity but you can log back in the same way.

Post Conference

- If you are leaving items behind to be collected after the conference, the hotel operate a **Post Event Storage Procedure** which gives you 72 hours to collect your belongings. You must complete the attached [Post Event Storage Sheet](#) in this event.
- Please read the hotel's [Post Event Storage Procedure](#) for full information.

Accommodation:

- Hilton London Metropole is the host hotel for the conference and the BOHS discounted rate is £190.80 Bed and Breakfast inc VAT. There are also a number of nearby hotels available to suit all budgets. Details of these hotels can be found [here](#)
- **Please note there are a limited number of bedrooms available at each hotel, and the heavily discounted rates currently offered are only available for a short period of time. You are strongly advised to get your accommodation requests booked as soon as you can, as we cannot guarantee prices and rooms will remain available.**
- You can request your accommodation online by completing the [Accommodation Booking Form](#), but if you have any questions, please contact Kirsty Westran kirsty.westran@bohs.org, 01773 857 929.

IOHA London 2015 Mobile App and Twitter:

- The conference has its own Mobile App which is available to download for free on any tablet or smart phone for both Apple and Android devices. Simply search for 'IOHA'.
- The app will include your company listing and will operate a lead retrieval service at the conference. Once logged on, you can update your profile and begin engaging with other delegates using the app.
- Log in details with instructions have been sent to you. If you have any questions about the app, please contact Nicola Fellows (nicola.fellows@bohs.org).
- Tweet via the conference app using #ioha2015 to be in with a chance of winning a £100 Amazon gift voucher.

We wish you a successful conference!