

Exhibitor Information



DRUG DISCOVERY 2010

1st & 2nd September 2010

at

The Ricoh Arena, Coventry, UK

**The European Laboratory Robotics
Interest Group**

a division of the Laboratory Robotics Interest Group.

Event sponsored by :





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Additional Documents attached:

- Floorplan + booth layout
- Locator Map – Ricoh Arena
- Ricoh Car Parks & Loading Bay Map
- Event Poster
- ELRIG Equipment Demonstration Safety Regulations v1.2
- Additional Electrics – Melvilles : Price List and Order Form
- WiFi / IT order form
- On-Stand Catering Order Form



Venue : The Ricoh Arena Conference Centre

Shipping Address :

**Ricoh Arena,
71 Phoenix Way
Foleshill
Coventry
CV6 6GE
UK**



Website : www.ricoharena.com

Please clearly mark any packages with “**ELRIG** ” and **YOUR COMPANY NAME / STAND NUMBER** : they will be stored until you arrive.

If you plan to ship anything substantially large, / not easily moved please let the venue know beforehand to make sure they can handle and store it for you ...

On-site contact : Chris Owen : event co-ordinator :
Tel : 0844 873 6596
E-mail : chris.owen@ricoharena.com

How to Get There:

The Ricoh Arena is just off Junction 3 of the M6

A Locator Map is attached to this document.

By Road

From the North

Take the M1 southbound.

Leave the M1 at junction 21, then at the roundabout take the 3rd exit onto the M69 (signposted Coventry, Birmingham)

Leave the M69 branching left (signposted Birmingham M6, Coventry North and Central A4600).

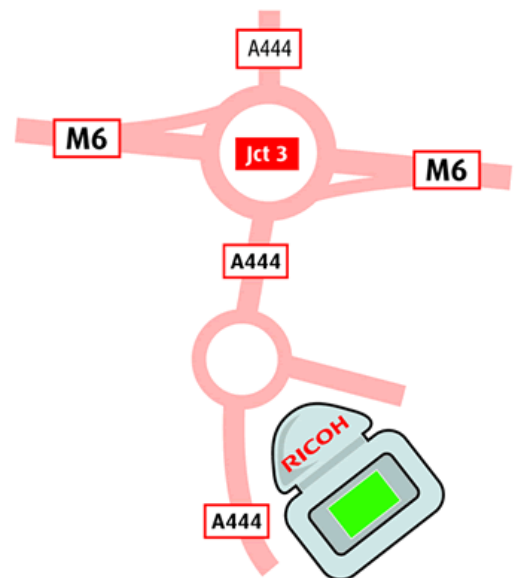
Keep in right-hand lane then continue forward (signposted Birmingham) joining the M6 at junction 2.

Leave the M6 at junction 3, then take 2nd exit onto Phoenix Way - A444 (signposted Coventry)

At the next roundabout, take the 1st exit onto Rowleys Green Lane.

At roundabout take 2nd exit onto Judds Lane.

Arrive at Ricoh Arena.





From the North-West

Take the M6 southbound.

Leave the M6 at junction 3 (signposted Coventry North) then at the roundabout take the 4th exit onto Phoenix Way - A444 (signposted Coventry).

At the next roundabout, take the 1st exit onto Rowleys Green Lane.

At roundabout take 2nd exit onto Judds Lane.

Arrive at Ricoh Arena.

From the South

Take the M40 northbound.

Leave the M40 at junction 15, then at the roundabout take the 4th exit onto Warwick Bypass - A46 (signposted Coventry).

Continue forward to join the A444.

Take left hand lane (signposted City Centre) onto London Road - A4114.

Continue forward on London Road - until you reach the Ring Road.

Stay in right-hand lane and take 2nd exit onto the Ring Road.

Leave the Ring Road at junction 3 - at roundabout take 2nd exit onto Sky Blue Way.

Proceed forward over traffic lights.

At next roundabout, take 1st exit onto A444, signposted Nuneaton.

Continue forward on A444, straight on at roundabouts until you see the Ricoh Arena.

At the last roundabout adjacent to the Ricoh Arena on your right-hand side, take 3rd exit onto Rowleys Green Lane.

At roundabout take 2nd exit onto Judds Lane.

Arrive at Ricoh Arena.

From the South-East

Take the M1 northbound.

Taking the left hand lane, join the M6 motorway (signposted M6 The North West, Coventry North, Birmingham)

Leave the M6 at junction 3, then at the roundabout take the 2nd exit onto Phoenix Way - A444 (signposted Coventry)

At the next roundabout, take the 1st exit onto Rowleys Green Lane.

At roundabout take 2nd exit onto Judds Lane.

Arrive at Ricoh Arena.

From the East

Take the A14 westbound.

Continue forward, then join the M6 motorway (signposted M6, The North West, Birmingham, Coventry)

Leave the M6 at junction 3 (signposted Coventry North) then at the roundabout take the 4th exit onto Phoenix Way - A444 (signposted Coventry).

At the next roundabout, take the 1st exit onto Rowleys Green Lane.

At roundabout take 2nd exit onto Judds Lane.

Arrive at Ricoh Arena.

[CLICK HERE to find it on >>>](#)



By Rail

The railway station for the Ricoh Arena is the main Coventry railway station, which is in the City Centre and approximately 6 miles away. There are always black cabs immediately outside the station and it is a 10 to 15 minute taxi ride costing around £8.80

There is a taxi drop off point at the Ricoh Arena outside the main Atrium entrance.



By Air

Birmingham Airport is approx. 16 miles away which will take around 25 mins to drive.

Arrival & Parking :

Please park in the car parks A or C and enter by the main (North) entrance.

Unfortunately you will have to pay for parking at the meters.

Loading / Unloading :

You can drive around to the Loading Bay, to the RIGHT of the main entrance, opposite **Car Park D** .. see **CarParks & Loading Bay map attached**

There are no timed slots reserved time slots, but the loading bay staff will try to manage traffic: you may be asked to hold until access becomes available. For this reason, **please vacate the paved area as soon as you are done, and park your car / van.**

There are large doors, and access is all on one level, with no steps to negotiate.

ForkLift :

We have hired in a Heavy-Duty Fork-lift Truck for Setup Day and Breakdown. This will be available to you, but we will have to charge you at £25.00 per lift to cover the hire and driver.

If you need the fork-lift, please contact us to let us know / book.

Storage :

There will be a room in which we can store some boxes & bits + pieces, but nothing very large (it has to go through a standard door) Ask an ELRIG helper to show you where this area is if you need to use it.

As the loading is straight in-and-out, there's no dock we can leave large crates on for the duration. So the best idea is to put any larger crates back into your van, if possible.

Stand Allocations:

A copy of the Floor-Plan is attached to this document.

You selected your stand location as part of the booking process. Please refer to your confirmation, or ask us if you are not sure where you are.

We hope you will be happy with arrangements, but please bring any disputes / problems to our attention as early as possible so we have opportunity to try to resolve it for you.

Dispute settlement will be at the discretion of the ELRIG board.

Spaces will be marked out, and have a sign with your company name and the stand number. Guides will be available, and a team of ELRIG volunteers around to help.



Booth spaces:

Each unit is 3mW x 2mD.

Units are spaced at 0.5m along the sides, and 1m back-to back. (so there is a little elbow room).

If you are combining units, you gain this additional space in-between your own units.

PLEASE DO NOT bring along anything which is clearly not going to fit into your allocated space. Your neighbours may not be best pleased, and if there is anything which blocks the aisles or significantly disrupts the layout, both the ELRIG and the Venue reserve the right to insist on it's remedy or removal.

There is no shell scheme.

... so please be aware that where you have neighbours, you *may* wish to design your layout to 'screen' them off.

Build restrictions :

Please keep your stands below 4m in height, and avoid platforms / steps no higher than 4-5cm

"Complex Constructions" will require a drawing and risk assessment to be submitted to the venue H&S for review. If you think this may be you, please contact us to discuss !

The usual sort of pop-up back-drops, tables with machines on, banners, etc are all fine.

The Floor :

Will be carpet over a concrete base.

Under-floor ducts (running behind and between adjacent rows) carry services and power etc, so where possible, this is where power will be delivered.

Rigging :

It IS possible to have things suspended from the ceiling. This service is provided by the Ricoh's contractor : **STAGECRAFT**

Contact : Dominic Flemming T : 01952 281 500

E-Mail : Dominic.fleming@southwatereventgroup.com

Please contact Stagecraft directly for a quote.



Power :

1 x 220V single phase socket per booth unit is **included** in your stand package.

This will be a standard UK socket, nominally rated at 500W : sufficient for lights, computers and table-top equipment.

If you need anything more power than this, then please order it directly from the electrical contractors, MELVILLES : a price-list and order form is attached.

We know the form says prices are valid until 31st July, but they are maintaining them for us at this rate.

Melvilles Contact : Fred Wedgbury T: 0121 780 3025 F: 0121 780 4216

Please have your order with them by 17th August (= 10 working days before the build)

If you have specific requirements for the placement of your supply on your booth, then PLEASE PROVIDE MELVILLES WITH A DRAWING SHOWING THE POSITION REQUIRED.

If you do not specify any position, they will simply install it wherever they feel is most appropriate !

ELRIG will have a few spare cables / extension leads to cover emergencies, ... **but please do bring along extensions / multi-blocks etc for your own use !**

Health and Safety :

Please read the attached document :

“ELRIG Equipment Demonstration Safety Regulations v1.2.pdf”

Compliance is mandatory. Resistance is futile.

You are responsible for the Health and Safety of your booth, all the equipment and staff within it and for the safety of any delegates who visit it.

If ELRIG or Venue staff identify anything that causes them concern on Health and Safety grounds, you may be required to remedy it, including, if necessary, removal.

Please do NOT block free access along the aisles past your booth ; these are set to legal requirements for fire safety and evacuation. Thankyou.

Insurance :

It is the exhibitor's responsibility to arrange public liability insurance for their stand area and any products they bring into the venue. It is the organiser's responsibility to arrange public liability insurance for the public areas within the exhibition.



Fire and Emergency Procedures :

Fire Exits will be clearly signed.

In the event of an emergency, follow the direction of the Arena staff and ELRIG stewards.

Security :

24 hour building security will be maintained at the venue and the exhibition area is secured each evening. However stewards are not present in the hall overnight and items are left at the exhibitors own risk. It is advisable to remove small / easy to pick-up valuables such as laptops etc.

Badges :

No badges or security passes are required on Set-Up Day.

On show days, please collect your badge from the ELRIG registration desk before the show commences. This will alleviate you being challenged by the Security staff.

We've noticed that a very high percentage of badges we are asked to print on the day are for exhibition staff who have not pre-registered. This takes up a lot of time right at our busiest period, so PLEASE pre-register all your staff !!! *Thanks* ☺

Smoking : is NOT PERMITTED anywhere in the Conference Centre.

Tables + Chairs:

Two chairs and one table of approx 1.85m x 1m will be provided per booth space, *unless you requested more when you booked.*

We recommend you bring your own table-cloth : no covers are available from the venue.

The tables supplied are trestle-style, and will not bear very heavy loads, so you are welcome to substitute your own table of approximately the same dimensions.

If you **DO NOT** need your table + chairs, please let us know in advance!

Additional Furniture Hire :

If you wish to hire any other items locally, please contact the venue :

Chris Owen on chris.owen@ricoharena.com Tel : 0844 873 6500

Internet Access:

There is **WiFi** coverage throughout the Conference Centre. **A pass costs £20 per day.**

You can pre-order your pass(es) by filling in the attached order form.



You will be able to buy ad-hoc hourly or 24 hour passes from the Ricoh Reception Desk ;

- the price is the same, but you may have to queue, and you will have to pay on the spot,
- **so we strongly recommend you pre-order !**

Other IT services for your stand, including wired network, telephone and fax lines, can also be ordered on the same form.

Food:

On the day of the conference, a buffet lunch, morning and afternoon tea / coffee are provided **free** to all registered delegates (including exhibitors). **We will aim to have some of the food served 10-15 minutes before the delegates are released, so exhibitors get the opportunity to eat before the rush !**

Food will be served in the Exhibition Hall and at various catering points around the hall to encourage the delegates to wander around whilst eating and drinking.

There is also a Costa Coffee shop in the lobby, which will be open on setup day for exhibitors to get drinks + snacks.

Food + Drink on your Stand :

Other than sweets / small give-aways etc, you MAY NOT serve food and drinks from your stand, UNLESS they are supplied by the venue caterers.

Sorry, this is a strict rule under the venue's catering contract.

The venue caterers will, if required, provide food and drinks at your booth : an order form is attached.

If you wish to have a coffee-machine on your booth, this must be provided by them too : please contact them for a quote.

Pre-Shipping before the show :

Please see page 3 for the venue's delivery address and on-site contact.

Please try not to have kit arrive before Thursday 26th Aug, if possible.



Set-Up:

Tuesday 31st August '10 : from 10:00 am until 10:00 pm

Wednesday 1st September'10 (show day) : from 07:00 am until 08:00 am

The doors open to delegates at 8:00am on Wednesday 1st September'10

VERY IMPORTANT : THE VENUE WILL NOT ALLOW ANY SETUP WHILST THERE ARE PUBLIC IN THE AREA.

- so if you are not set up by 08:30 am on Wednesday morning they will not let you in !

THEREFORE WE VERY STRONGLY ADVISE YOU SETUP ON TUESDAY 31st August if at all possible : Thanks ☺

Exhibit Hours:

Wednesday 1st September'10 : 8:00 am until 5:30 pm

... there is a drinks reception / networking meeting in the exhibition hall from 17:30 to 19:00 on Wed 1st, for which you may choose to keep your booth open if you wish.

Thursday 2nd September '10: 8:00 am until 5:30 pm

There will be breaks in the lecture programme for morning coffee, lunch and afternoon tea : these will all be served in the exhibition hall and delegates are encouraged to browse the exhibition.

Exhibition staff are also welcome to attend the lectures.

Please refer to the **printed conference program** handed out at registration for final timings.

Break-Down:

Thursday 2nd September '10 : 5:30 pm until 10:00 pm

It will be OK to break-down once the afternoon coffee break is over, if you wish to get away early

But please do not attempt to breakdown your stand before this: The venue have a very strict rule that no breakdown happens whilst public are still in the hall. If you attempt to do so the venue security staff will stop you.

We have to be out of the hall by 10pm : all that can remain after that point is items left in the designated area for courier collection.



Courier Collection after the show :

See shipping address on page 3.

You **MUST** clearly label **ALL** your boxes and leave them **at the collection point** in the corner of the exhibition hall (we'll show you where this is).

Please do **NOT** leave them out on the floor ; neither we, the hall staff or the couriers really want to have to roam the floor looking for boxes ☺

Please arrange your own courier to collect (we can't do this for you).

Please arrange for your items to be collected as soon as possible afterwards,
- **ideally on Friday 3rd Sept.**

Unidentified and/or un-collected boxes may ultimately be disposed of by the venue.

There is no sole shipping agent, so you are free to use your own.

Again, if you plan to leave anything substantially large / not easily moved, please talk to the venue prior to the show. See on-site contact info on page 3.

Waste:

Please remove **ALL** your own waste : crates / packing materials etc should not be left behind. We the organisers have to pick it up, and if the venue have to remove it, we get billed, so please help us keep costs down. *Thankyou* ☺

Registration:

Vendor staff and delegates attend **FREE (so you can have as many as you like),**

... but *please* do make sure ALL staff who plan to attend are pre-registered as delegates via our website :

www.elrig.org

& follow the links from the top menu "registration" – "delegate registration"

A full list of attendees will be e-mailed to exhibitors as soon as possible after the event.

Invite your customers:

Maximise your investment in exhibiting at this event by making sure you let your own customers know you are going to be there, and inviting them to come and see you.

A copy of the event poster is attached to this document, please feel free to use it. We are happy to provide versions of this customised with your company name / stand number etc ; please just ask.



If you need other material to include in your marketing; logos / banners / etc. please contact us, we'd be happy to help.

Posters :

Poster abstracts should be sent to : posters@elrig.org and marked "poster for DD'10 meeting"
Presentation of posters is FREE, although subject to review and approval by our Scientific Committee, and of course, availability of space !

Submission deadline is 20rd August '10

The poster boards are 180cm H x 150cm W

Poster Session ; we suggest you man your posters during the lunch break on each of the show days (12:45 – 2:45). *Grab an early lunch with the exhibitors so you don't miss out.*

**LabAutomation
2011**

Where Science, Technology and Industry Come Together

'Young Scientists Poster Award'

SLAS (the Society for Laboratory Automation and Screening), are Sponsoring a 'Young Scientists Poster Award' at Drug Discovery 2010.

Present a Poster at the show and have the opportunity of winning the prestigious YSP Award, which includes sponsorship to travel to LabAutomation 2011 to present your work, and an opportunity to publish.

Hotels:

Many of the local hotels are offering a discounted rate for this Event. Just tell them you are there for the ELRIG meeting when you book.

For a link to the local accommodation booking service : [click here](https://www.conferencebookings.co.uk/delegate/CVNELRIG)
<https://www.conferencebookings.co.uk/delegate/CVNELRIG>

... or go to the bottom of the event page on the [elrig website](#)

Help / more information:

If you have questions about the exhibition which are not covered in this document, please contact our organisers :

Dermot Boylan
ELRIG
General Manager
dermot.boylan@elrig.org
07795 181 650

Jackie Howard
ELRIG
Conf. Co-ordinator
Jackie.howard@elrig.org
07879 050 555

Chris Owen
Events Team
Ricoh Arena
Chris.owen@ricoharena.com
0844 873 6500



We will be available on site during setup, exhibition and breakdown,
- if you can't spot us, just ask the registration desk to give us a call.

Conference Overview :

ELRIG (European Laboratory and Robotics Interest Group), SBS the (Society of Biomolecular Sciences) and BPS (British Pharmacological Society) are now preparing for the fourth Annual Drug Discovery Conference to be held at the 'Ricoh' Arena, Coventry on 1st and 2nd September 2010.

As in previous years the objective of this conference is to provide a communication, education and networking opportunity for scientists engaged in early-phase drug discovery whether in academia, biotech or industry. As with our highly successful meeting in 2009, attendees will hear world class speakers discussing the challenges and opportunities facing the drug discovery scientist. The scientific sessions will be complemented by a poster session, a vendor exhibition with over 80-100 exhibitors, and a number of training sessions.

In 2010 the Drug Discovery Symposium will encompass **eight** scientific sessions :

Day 1 :

Ion Channel Drug Discovery
Strategies to reduce Candidate Attrition
Cells and Proteins for Drug Discovery
Modern HTS and Assay Development: Views from the Front Line

Day 2 :

High Throughput Molecular Biology
Signalling Pathways: Receptors and Enzymes
Drug discovery Automation
Diseases in the Developing World

The **Speaker Programme** is now complete and a full list is available to view at the ELRIG website - see the link below.

We invite all members of the drug discovery community to attend the Drug Discovery meeting in 2010. There will be over 80-100 Vendor Trade Stands and this is set to be the largest Drug Discovery Event for 2010 – put it in your Diary -

Delegates can register and attend the event, Free of Charge - www.elrig.org.

Speakers :



[Click here for more detail, abstracts and timing information](#)

Please refer to the **printed conference program** handed out at registration for final timings.

ALL of this is FREE : Register Now : www.elrig.org



The Small Print: Terms and Conditions:

1. Exhibitors are responsible for the Health and Safety of their own stand and the equipment therein. In the event that any item of equipment or part of the exhibition stand is identified as a potential H&S risk, the organisers retain the right to request removal of the item / booth.

1.1 Compliance with the ELRIG's safety regulations for demonstrations is mandatory. Detail of these regulations may be found in the attached document "**ELRIG Equipment Demonstration Safety Regulations v1.2**"

2. Any material damage to the Venue's structure or property will be billed directly to the company responsible.

3. Participation in the exhibition is undertaken entirely at the company's own risk, and at the discretion of the ELRIG Board.

4. The ELRIG and Venue reserve the right to refuse entry to / request removal of any exhibition materials, equipment or individual.

4.1 This may include exhibitors who have failed to pay in advance of the event, or who have outstanding debts with the ELRIG.

5. Cancellation Policy : the ELRIG will refund a percentage of the full booth cost depending on the time we have remaining before the event to try to re-sell the space:

4 months:	50%	Calculated in whole calendar months before the date of the show opening.
3 months:	40%	
2 months:	20%	
1 month:	0%	

6. Attendance at the exhibition implies acceptance of these Terms and Conditions.

7. Appeals on any of these Terms may be made in writing to the ELRIG Board of Directors.

8. Final decision on issues relating to any of these Terms rests with the ELRIG Board of Directors.

Sponsors : A Big THANKYOU to our event sponsors ...



... you help make these events possible, and to keep them FREE to delegates.

If you are interested in sponsorship opportunities for future events,
please contact Dermot at sponsors@elrig.org



More ELRIG Meetings in 2010:



13th & 14th October 2010
Biopharmaceutical Flow Cytometry & Imaging
GSK, Ware, UK



23rd November 2010
Next Generation Sequencing
Hinxton Hall, Cambridge, UK

Make sure you are part of these events !
... book your place NOW by going to www.elrig.org
or contact : dermot.boylan@elrig.org +44(0) 7795 181 650

ELRIG Meetings in 2011

15th March 2011

Cell Based Screening

June 2011

Bioprocessing

Bioprocessing Development (Track 1)
Bioprocessing Research (Track 2)

14 & 15 Sept 2011

DD:2011

8th November 2011

Regenerative Medicine

For More Information please contact:

Jackie Howard
Conference Organiser
Email; jackie.howard@elrig.org
Tel: +44(0)1733 240315
Mobile: +44(0)7879 050 555



Help the ELRIG:

The ELRIG is a “**not for profit**” organisation, run largely by **volunteers** drawn from both our vendor and scientific communities. We can almost always use help!

If you would like to become involved at any level, please have a chat with any of the organisers at an event, or contact our chair-person: **Adrian Kinkaid** at: adrian.kinkaid@elrig.org



*And finally **THANKYOU** to all the exhibitors participating in this event !*

*ELRIG has pioneered the model of delivering events like this for **FREE** to delegates, and because we are ‘not for profit’, also keeping the cost to our exhibitors as low as possible.*

*Ultimately, we rely on **YOUR** support, and we know you have a choice, so **THANKS** for choosing us !*



ELRIG is a **Not For Profit** special interest group focused on the use of automation, robotics and instrumentation in the laboratory and also on the wider applications of laboratory automation.

Our organisation is run largely by volunteers with a small professional administration support staff.

Our membership consists of scientists, researchers, engineers, developers and business-people who are interested in robotics, automation and associated technological developments in this field.

Our primary objective is to provide an open communication forum for users and vendors, within which members can be educated, share information and experience and network with other members.

Our primary means of achieving this is to organise **Meetings and Conferences** in which our members' experiences of automation are presented and at which relevant vendors exhibit their latest technology. Our aim is to provide world-class meetings and conferences which are accessible to all.

In order to meet our open-access aims, we operate a business model in which delegate access to our meetings is **Free of Charge**. We aim to cover the cost of staging our events from the contributions of the exhibitors and sponsors.

In order to offer top-class meetings, we operate an open policy of collaboration with other well-established and respected professional societies, to add both breadth and depth to our offering.

Additional objectives include :

- Providing specific training and educational programs
- Support for new companies in our field
- Awards recognising achievement and/or innovation in our field
- Grants / Sponsorship for specific projects of relevance

Ultimately, we aim to promote the health, growth and sustainability of our industry.