



DDL2018

DRUG DELIVERY TO THE LUNGS

EDINBURGH INTERNATIONAL
CONFERENCE CENTRE

The Exchange Edinburgh
EH3 8EE
Scotland

12TH, 13TH, 14TH DECEMBER 2018

GOLD EXHIBITOR MANUAL

**On behalf of DDL, thank you for supporting the DDL2018 Conference
We wish you a successful event**

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Exhibition Build Information

The Lennox Suite, EICC

Exhibition Build Times

Tuesday 11th December 2018	09.00am – 6.00pm
Wednesday 12th December 2018	06:00am – 10.00am

**The Exhibition Hall will open to delegates for lunch
at
11.00 on Wednesday 12th December**

Please, therefore, ensure your stand has been erected and all boxes etc. cleared from around your area by
10.00am on Wednesday 12th December

Please Note

Access for setting up your stand is via the loading bay, off West Approach Road before 8am on Wednesday, 12th December.

The main/front entrance and registration will not be open at this time.

Exhibition Stand Breakdown

Friday 14th December 2018	from 12.00 noon
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Please Note

No stands to be removed before this time

Stand Information

Stand Specification : 3m x 2m Stand size

All Exhibitors have a **single length stand*** comprising:

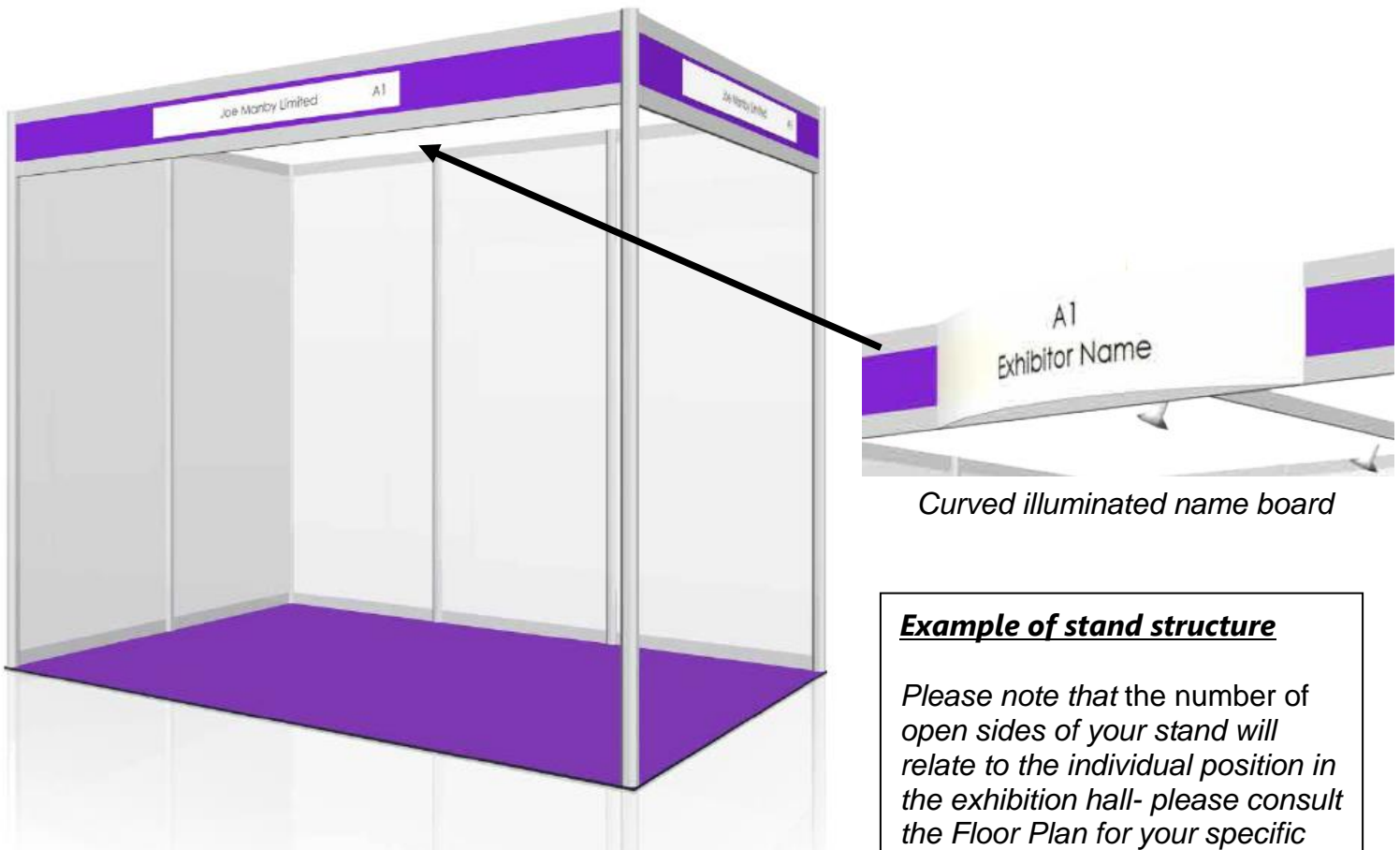
Fascia panel with Stand No. and Company Name displayed in a curved illuminated name board.

Overall height - 2.5 metres

Wall panels - 965mm wide x 2390mm high (for graphic purposes the seen size is 945mm wide x 2370mm high)

1 x 6ft long x 2.5ft wide x 2.7ft high trestle table with 2 dark blue baize chairs and white table cloth

2 x LED spotlights & 1 x 500w socket outlet



Example of stand structure

Please note that the number of open sides of your stand will relate to the individual position in the exhibition hall- please consult the Floor Plan for your specific stand layout

PLEASE NOTE
NO PART OF YOUR EXHIBITION CAN EXCEED THE SPECIFIED BOOTH AREA OF
3M X 2M

Customising Your Stand

Graphics - If you would prefer to have company artwork attached to the booth panels rather than pop-up banners, these may be ordered from **Joe Manby Ltd Event Services** our exhibition designers by using the Graphics order form you will have received alongside this manual. You will require your exhibition stand number in order for Joe Manby to assist you.

You can, of course, use another company of your choice for your Stand graphics.

Booth Panels - Please note that you can fix information to your booth panels but you **MUST** use double sided Velcro which will be supplied. No other fixing material can be used. Any damage caused to the panels must be paid for by the exhibitor if Velcro is not used.

Additional Extras – You can order a number of optional extras for your stand including furniture, lighting and technical items. These can be ordered directly from the [Joe Manby online shop](#), selecting the DDL2018 Conference.

If you would like to discuss your Stand requirements with a Consultant at Joe Manby Ltd then please contact:

Sam Ahmad
sam@joemanby.co.uk
+ 44 (0) 1423 814730

**All orders for additional equipment must be received by
Wednesday 7th November 2018.**

Freight And Shipping Information

Ant Logistics specialise in Exhibition & Event Logistics with nearly 30 years' experience working with exhibitors and we are therefore pleased to announce that they will be providing an exhibitor service once more to **DDL2018**.

The team have assisted us at 4 previous DDL Conferences and we highly recommend their services.

By choosing Ant Logistics to manage your shipment, you will receive regular updates on the status of your stand goods along with the reassurance that you are in safe hands and your goods will arrive on in good time prior to the Conference even in adverse weather conditions.

Exhibitor Services include:

- Secure temporary storage before and after the exhibition.
- Offloading and delivery directly to stand/re-collection from stand.
- Onsite service desk before and after the exhibition to assist you with any enquiries you may have.
- Temporary or permanent customs clearance.
- Handling at port/advance warehouse and delivery to conference centre.

If you would prefer to use our **Full Service**, Ant Logistics can arrange shipping from anywhere in the world directly to your stand at the event and returned.

Please contact Neil Ladwa neil@antlogistics.co.uk with your specific requirements for a full tailored quotation.

**Contact Ant Logistics to discuss your shipment requirements
from the UK and from overseas**



T: +44 (0) 1676 937 456

neil@antlogistics.co.uk

www.antlogistics.co.uk

Delivery Of Your Stand Equipment By Courier If Not Using Ant Logistics

Deliveries will be accepted from Wednesday 28th November

All deliveries to the EICC MUST use the below label or it cannot be guaranteed that your items will be located ready for the conference.

Please print off the next page and use as the label for your delivery to the EICC.

**ALL SHIPMENTS TO THE CONFERENCE MUST BE LABELLED AS FOLLOWS:
PLEASE PRINT THIS LABEL AND USE FOR ALL PACKAGES**

Edinburgh International Conference Centre
Loading Bay
Off West Approach Road
Edinburgh
EH3 8EE

Name of Event: **DDL2018 Conference**

Date of Event: **12th – 14th December 2018**

Name of Contact on site: **Sheila Coates / Nikki Evans**

Your Company Name:

Your Stand Number:

Location:

The Lennox Suite

Box No. _____ /of _____.

Collection Of Your Stand Equipment By Courier

**Collection of your items should be arranged for either
Friday 14th or Monday 17th December**

YOU MUST arrange for your stand to be collected by a courier of your choice (if not using Ant Logistics). The courier MUST collect your stand items on either Friday 14th December or Monday 17th December.

To ensure your Exhibition Stand items are returned to you with ease, the DDL Conference organisers will provide you with an Exhibitor Storage Form during the conference.

Complete this form and leave it on top of your packed boxes at the end of the conference.

This form will allow the EICC to release your goods to your Courier.

You are also required to leave the completed Courier Form supplied by your Courier with the Exhibitor Storage Form discussed above on your Stand Boxes

Delivery & Collection Of Your Stand Equipment By You

You can park for a limited time at Delivery Bay C, West Approach Road to unload and load your stand equipment.

There are many car parks in close walking distance to the EICC.

[Click here](#) for details on National Car Parks in Edinburgh.

Additionally, there is a public car park at the Sheraton Hotel, 150 meters from the EICC, which has limited accessible parking spaces.

The DDL Conference App

As a Gold Exhibitor at DDL2018 you are able to have a **Banner Advert** placed on our Conference App which is live from one month before the event and continues to be live following the event.

The Banner Advertisements are shown at the top of the Conference App pages and are shown for 6 seconds before scrolling to the next one – this is done on a continual loop from the moment the App Event is live.

This is a great advertising opportunity as it allows you to link your advert to any webpage you wish the individual to visit.

Graphics Requirement: both sizes required

Mobile Phone Banner

640 x 150 pixels, PNG, JPEG, and GIF only

Tablet/Online Banner

552 x 150 pixels, PNG, JPEG, and GIF only

Please send your banner graphics to Sheila Coates at sheila@ddl-conference.com or Nikki Evans at nikki@ddl-conference.com as soon as you have them available.

Conference Registration

Please collect your badge from the registration desk just outside the Exhibition Hall in The Lennox Suite from 8.00am on Wednesday 12th December 2018

You will be required to wear your badge at all times to access the Conference Centre

Free Wi Fi Access

Connect to network: EICC

Open web browser

Go to any valid http website (e.g. www.google.com)

Enter Username and Password as follows:

Username: DDL2018

Password: inhalation

Please note that this service is intended for casual internet access, email, etc.

Exhibitors with business grade requirements, video/content streaming and other high bandwidth applications should order a connection suitable for their needs.

For further details and costs please email Sheila Coates at sheila@ddl-conference.com or Nikki Evans at nikki@ddl-conference.com

Additional Conference Registrations

As a Gold Exhibitor you receive 12 complimentary industry delegate places and 2 complimentary academic places at the event – allowing full access to the exhibition hall and the full lecture programme.

If you wish to register extra delegates for the full conference outside of your complimentary delegate registrations, you can do so on the [DDL Conference website](#).

As an Exhibitor should you require additional individuals to man your Exhibition stand only (excludes access to the lectures), you can register them online for the reduced Manning Stand Only ticket price which covers lunch, refreshments and access to the Exhibition hall and social events.

Please see the [website](#) for more details.

Complimentary Delegates

As a Gold Exhibitor the company may send up to 12 complimentary industry delegates and 2 complimentary academic delegates to the Conference

PLEASE COMPLETE THE TABLE ON THE NEXT PAGE AND EMAIL TO:

Sheila@ddl-conference.com

**THIS FORM MUST BE RETURNED NO LATER THAN
FRIDAY 9th NOVEMBER**

YOUR COMPANY NAME:

No:	Name	Company	Company Position	Email Address
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

Deadline Dates

DDL2018 – Drug Delivery to the Lungs

Deliveries & Stand Deadline Dates

Additional Equipment Orders	Wednesday, 7 th November
Deliveries to the EICC	From: Wednesday 28 th November
Exhibitor Build	Tuesday 11 th December – 09.00am – 6.00pm Wednesday 12 th December – 6.00am – 10.00am

Complimentary Delegates Deadline Dates

Complimentary Delegate list	Friday, 9 th November
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Collections & Stand Breakdown Deadline Dates

Exhibitor Breakdown	From 12 noon – Friday, 14 th December
Collections	Friday 14 th & Monday, 17 th December

Contact Guide

For further information relating to this conference, or if you have any further questions that are not answered in the pack, please contact:

DDL Contacts

Sheila Coates – Conference Organiser
The Aerosol Society
Office F04a
Pure Offices
Kestrel Court
Harbour Road
Portishead
BS20 7AN

Tel: +44 (0) 1275 849019
Sheila@ddl-conference.com
www.ddl-conference.com

Nikki Evans – Conference Organiser
The Aerosol Society
Office F04a
Pure Offices
Kestrel Court
Harbour Road
Portishead
BS20 7AN

Tel: +44 (0) 1275 849019
nikki@ddl-conference.com
www.ddl-conference.com

EICC Contact

Tanja Kunze - Event Design

D: +44(0) 131 519 4032
M: +44 (0)7711004616

tanjak@eicc.co.uk
www.eicc.co.uk

Accommodation Information

The nearest hotel to the Edinburgh International Conference Centre is [The Sheraton Hotel](#). This 5* hotel is ideally located just a two minute walk from the venue and we have an agreed delegate booking rates during the conference.

The Sheraton Hotel - Special rate:

*Guest Room Rates including VAT & Full Scottish Breakfast

Single Occupancy within a Classic king or twin bedded room @ £185.00 per room per night

Double/twin occupancy within a Classic King or twin bedded room @ £205.00 per room per night

Please note that this special rate expires on **5TH November so please book early to avoid disappointment and is **subject to availability**.*

To Book your accommodation:

Call the hotel direct and request in-house reservation on + 44 (0)131 229 9131

Indicate that you require the Special Rate as you are attending the DDL2018 Conference at the EICC.

Additional Accommodation Options:

Edinburgh Convention Bureau has negotiated rates for the DDL2018 Conference.

To view and book the various accommodation options please click [here](#).

Credit card details are required to make the online booking and confirmation will be sent to your e-mail address.

Payment should be made directly with the accommodation provider at the time of your stay.

To contact Edinburgh Convention Bureau: e-mail: bookings@conventionedinburgh.com or telephone on +44 (0) 131 473 3874

WARNING

Please note we are aware there have been some companies calling our delegates and exhibitors who claim they are working with us to book your accommodation.

This is not true. We will never call you to offer accommodation options and suggest you only use the methods above to book your accommodation. We have given no permission for outside companies to contact you regarding this and we strongly suggest you do not give them any payment information. Should you have any information regarding these companies please feel free to pass it on to us:

Sheila Coates at sheila@ddl-conference.com

Or

Nikki Evans at nikki@ddl-conference.com.

EICC Location

The Exchange Edinburgh
EH3 8EE
Scotland

[Travelling to Edinburgh](#)
[How to reach the EICC](#)

