



BUSINESS OF ENERGY OPPORTUNITIES SHOW

4th and 5th March 2025 | Business Design Centre, Islington, London

EXHIBITION MANUAL



Dear Exhibitor,

We are delighted that you have chosen to exhibit at **BUSINESS OF ENERGY OPPORTUNITIES SHOW 2025 (BEOS 2025)**.

This exhibitor manual will assist you in planning your attendance at **BEOS 2025** and provide you with all the information you will need whilst on-site to ensure that you maximise your exposure at the event.

Please do take the time to read through the information in this exhibitor manual to ensure that you have everything you need prior to your arrival at the Business Design Centre as it is important that nothing is left to the last minute.

We hope that this manual covers everything, but we are on hand to help you with your planning and to assist you with any queries you may have – our details are listed below.

AAPG

Marta Diaz

BEOS 2025 Event Director

mdiaz@aapg.org

Kirsty Jakulis, our on-site Event Manager at the Business Design Centre is also happy to help you with any questions regarding the venue, delivery/collections or order related queries. Their contact details are:

Business Design Centre

Kirsty Jakulis

Conference Coordinator

T : 0207 288 6008

M : 07947 487728

E : kirstyj@bdc.london

We look forward to working with you in the upcoming months.

Yours Sincerely,

BEOS Team



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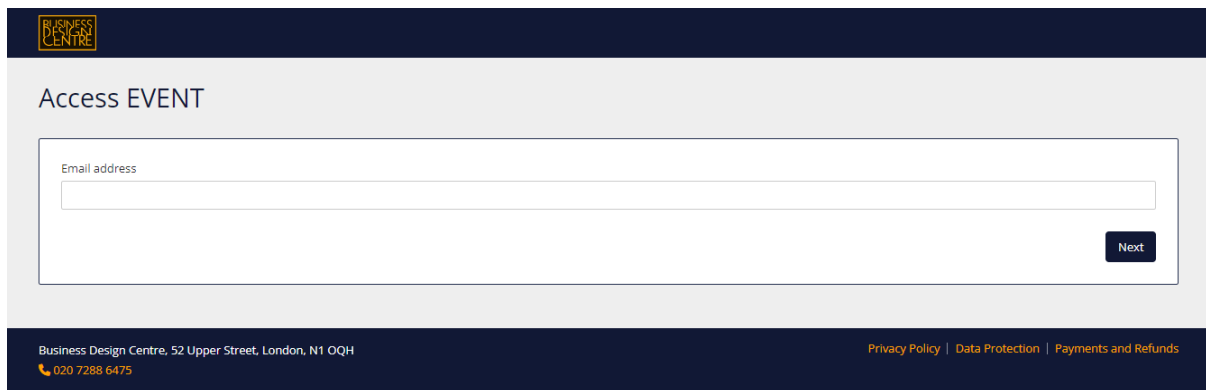
EXHIBITOR CHECKLIST

In order to make the process of preparing for **BEOS 2025** as straightforward as possible, there are 3 sections on the online system that will need to be completed before the event. We would be grateful if you would complete these by deadlines set, as late submission can incur additional charges.

Surcharge: 20% late surcharge for exhibitors will be applied **7 working days** before the event on **Friday 21st February 2025**.

The online ordering system will be turned off three working days before the event on **27th February 2025**. If you wish to place an order past this deadline, please contact the Venue.

Shell Scheme Extras: Exhibitors that would like to order shell scheme extras will be required to place their order two weeks before the event. The options for shell scheme extras on the online shop will be turned off on **Tuesday 18th February 2025**. This is to ensure we have the right stock onsite.



The screenshot shows a dark blue header with the Business Design Centre logo. Below it, the text 'Access EVENT' is displayed. A white form box contains an 'Email address' label and a text input field. A dark blue 'Next' button is positioned to the right of the input field. At the bottom of the page, a dark blue footer contains the address 'Business Design Centre, 52 Upper Street, London, N1 0QH', the phone number '020 7288 6475', and links for 'Privacy Policy', 'Data Protection', and 'Payments and Refunds'.

If you have already registered previously please login and add your new event.

EVENT INFORMATION
BEOS 2025
4TH and 5TH March 2025

Event Venue

Business Design Centre
52 Upper Street
Islington
London
N1 0QH

Event Rooms

Exhibition: Gallery Hall
Atrium
Programme: **Stream A:** Auditorium
Stream B: Rooms B&C
Stream C: Room A
Catering: Gallery Hall and Mezzanine

Event Schedule

Build-up Timings

Exhibitors will have access to the exhibition hall from **16:00 until 19:00 on 3rd March** for stand set up.

Open Day Timings

Exhibitors will have access to the exhibition hall from **7:30 am on 4th March**. All construction and dressing of stands **MUST** be completed by **8:30 am on 4th March**.

The exhibition will open to delegates/visitors between **8:30 am on 4th March**. Please refer to the delegate event programme on [page 7](#) of this manual for the timings of registration, workshops and refreshment breaks to gauge an idea of when the exhibition will be at its busiest.

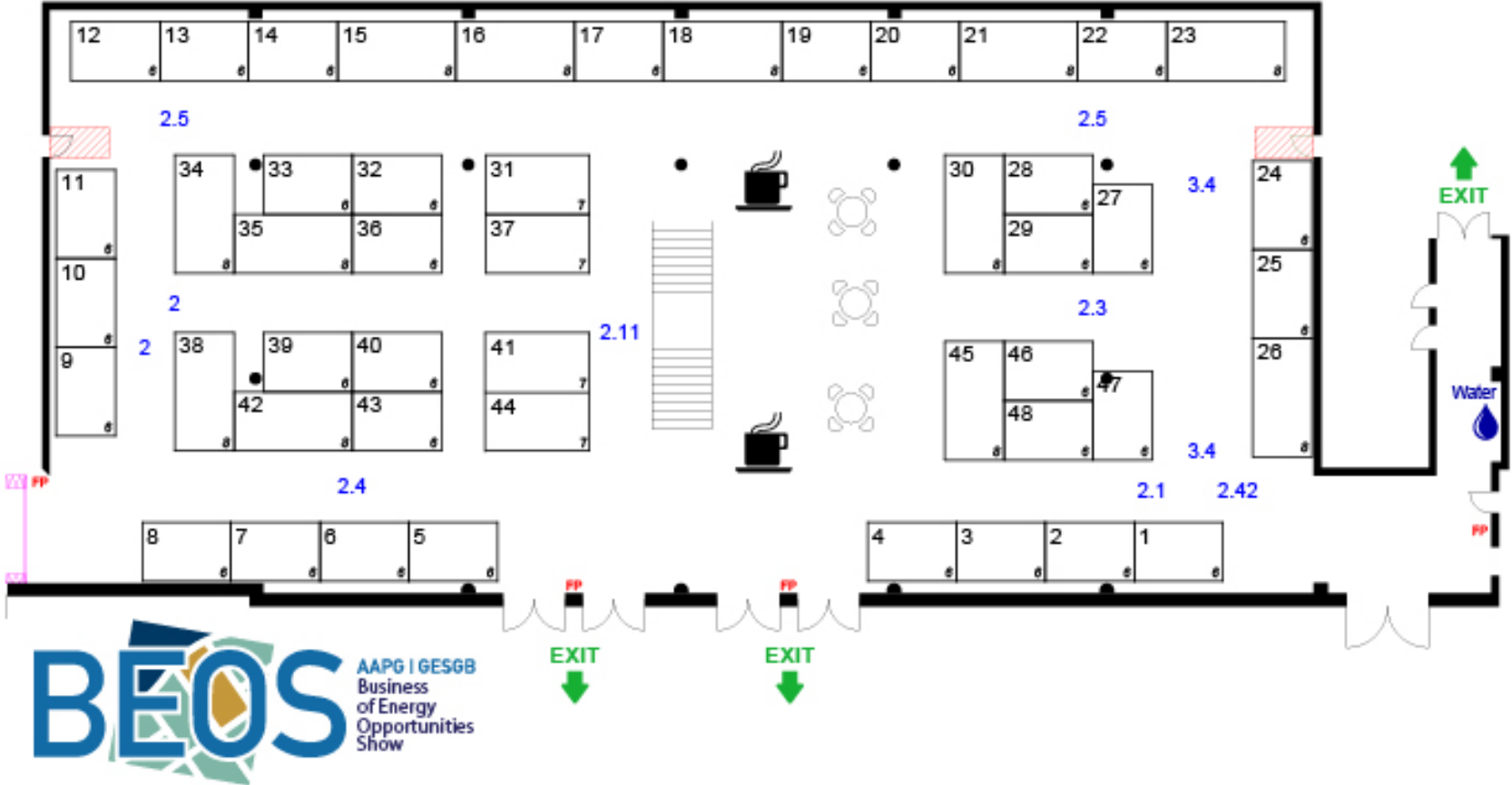
Break-down Timings

Exhibitors will be able to break down their stands between **17:00 – 19:00 on 5th March**. Please note for safety reasons, break down cannot commence until all delegates/visitors have left the hall.

All stand fittings and exhibits must be clear of the exhibition area by **19:00 on 5th March**. Anything left on a stand after this time will be deemed as rubbish and disposed of by the Business Design Centre, and the exhibitor will be charged for this service.

EXHIBITOR FLOOR PLAN

Please [CLICK HERE](#) to view the most up to date exhibition floorplan



CONFERENCE PROGRAMME

The BEOS 2025 Conference Programme is currently being produced.

For your reference, please see the estimated timings for opening and closing times, as well as breaks and other activities below.

4th March 2025

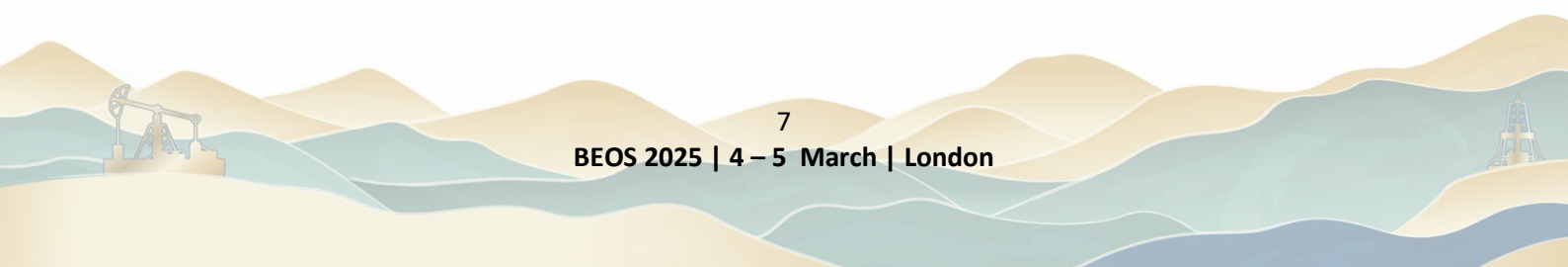
Opening exhibition to delegates:	8:30
Conference programme start:	9:00
Morning Coffee break:	11:00 – 11:40
Lunch:	13:10 – 14:10
Afternoon Coffee Break:	15:40 – 16:20
Evening Reception:	18:00 – 19:00

5th March 2025

Opening exhibition to delegates:	8:30
Conference programme start:	9:00
Morning Coffee break:	11:00 – 11:40
Lunch:	13:10 – 14:10
Afternoon Coffee Break:	15:40 – 16:20
End of BEOS:	17:40

For an up-to-date programme, please refer to the event website <https://www.beosevent.com/>

As soon as new speakers and talks are confirmed the website will be updated.



EXHIBITION STANDS

Shell Scheme Stands

Your stand will be provided with a basic shell scheme, as per the diagram below. Each stand is provided with shell walls at the back and each of the sides of the stand (please contact the organiser directly for any specific requirements), as well as:

- White wall panels
- Fascia sign with your company name
- Lighting appropriate to size of stand and power supply
- Furniture Package: bistro table with 2 chairs, lockable cabinet, and high stool
- Two full conference registrations

The stand height dimensions are:

- Height from floor to underside of ceiling grid: 2430mm.
- Visible Panel size for graphics: 2340mm x 950mm



Figure 1 - Standard 3 x 2 m booth (6sqm) with both side walls closed.

If you wish to order additional items for your stand, such as shelves, please complete any orders online no later than **21st February 2025**. (A surcharge of 20% will apply for late submissions 7 working days prior).

Display materials may be affixed to the panels using double-sided Velcro, twin-stick pads or blu-tack. No nails, screws or staples can be used. It is recommended that the thickness of these display materials does not exceed 3-5mm. Support brackets and chain packs must be used to hang heavier items which can be ordered online. <https://bdceventportal.bdc.london/exhibitor/BEOS25>

Drawings of the scheme are available on the following pages

Q: “I have a shell scheme stand at the Exhibition, what is Octanorm?”

A: A Modular system of aluminium poles and beams holding 4mm infill panels. These form the walls of the stands.

Q: “Is there a ceiling?”

A: There is an open grid ceiling of 70mm beams fixed diagonally over the stand.

Q: “What is the height to the underside of the ceiling?”

A: 2430mm and the underside of the fascia panel 2325mm.

Q: “What is the finish of all the Aluminium components?”

A: These are finished in white using a powder coating system.

Q: “What is the finish on the wall panels?”

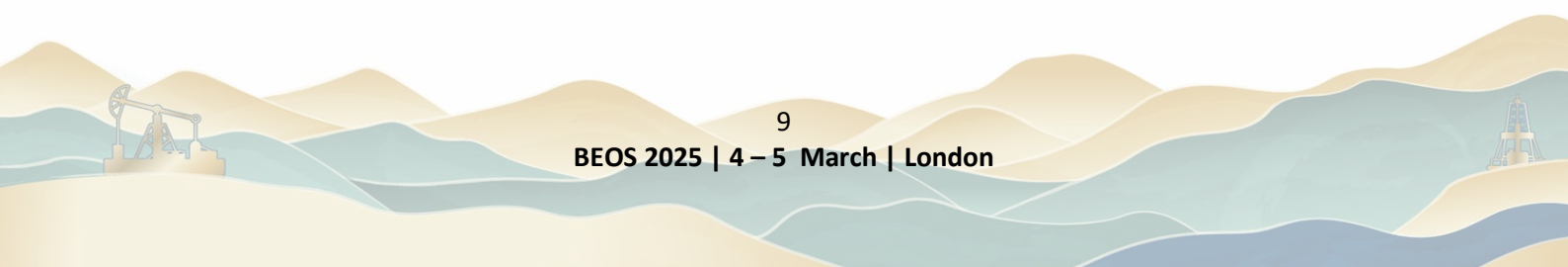
A: White Foamex.

Q: “What size is the wall panel?”

A: 2500mm high x 990mm wide is the overall size of panels when fitted with poles and beams. The face size of the panels is 950mm wide x 2340mm high. The poles are 40mm in diameter projecting forward 18mm.

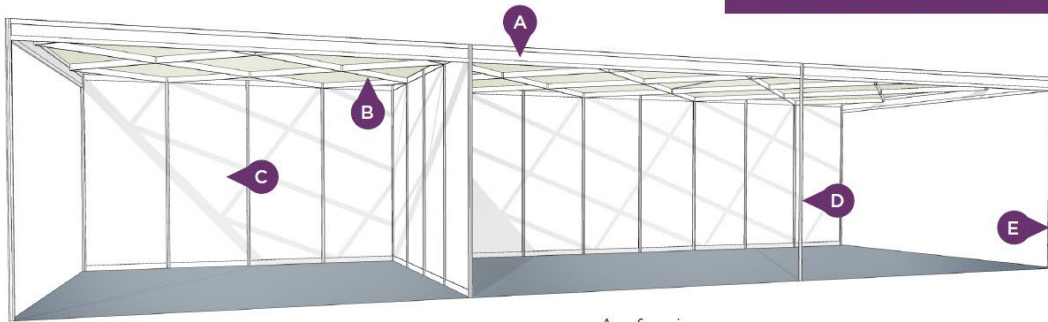
Fascia

Shell scheme booths include a fascia (name board). The fascia is part of the Octanorm system and is 175 mm tall. The exhibitor company name will be printed on the fascia board as specified on the exhibition booking form submitted when exhibition space was booked, unless specified otherwise on the BDC's online system.



OCTANORM SHELL SCHEME LAYOUTS AND EXTRAS

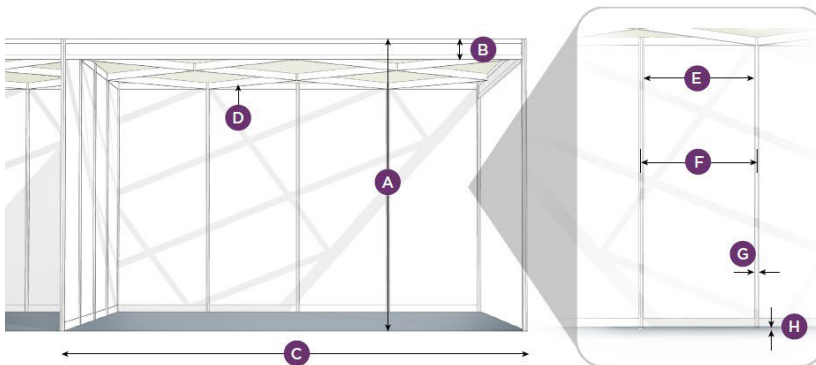
THE BASIC SHELL



The illustration depicts typical sites.
Check your own space allocation for dimensions,
number and location of open frontages.

- A - fascia
- B - ceiling beams
- C - modular wall panel in white
- D - support needed for spans in excess of 4m
- E - corner support

DIMENSIONS



- A - 2.5m high
- B - 175mm fascia
- C - 4m maximum unsupported span
- D - 70mm high ceiling beams
- E - 950mm to inside of poles
- F - 990mm to centre of poles
- G - 40mm diameter poles
- H - 20mm high feet

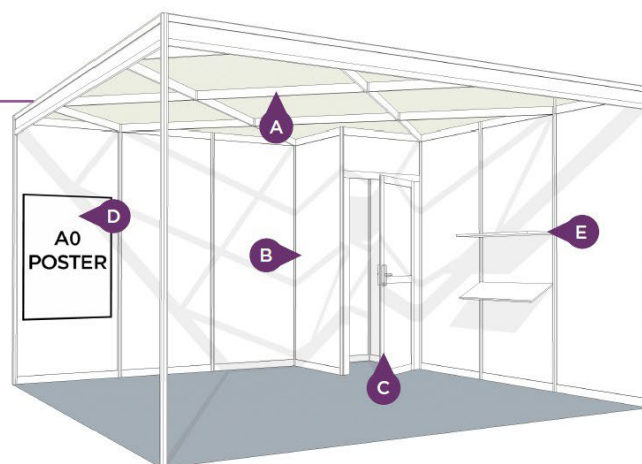
Full 1m panel size
panel: 970mm x 2354mm
visible: 950mm x 2340mm

Half metre panel size
panel: 475mm x 2354mm
visible: 455mm x 2340mm

Dwarf panel size
panel: 970mm x 854mm
visible: : 950mm x 840mm

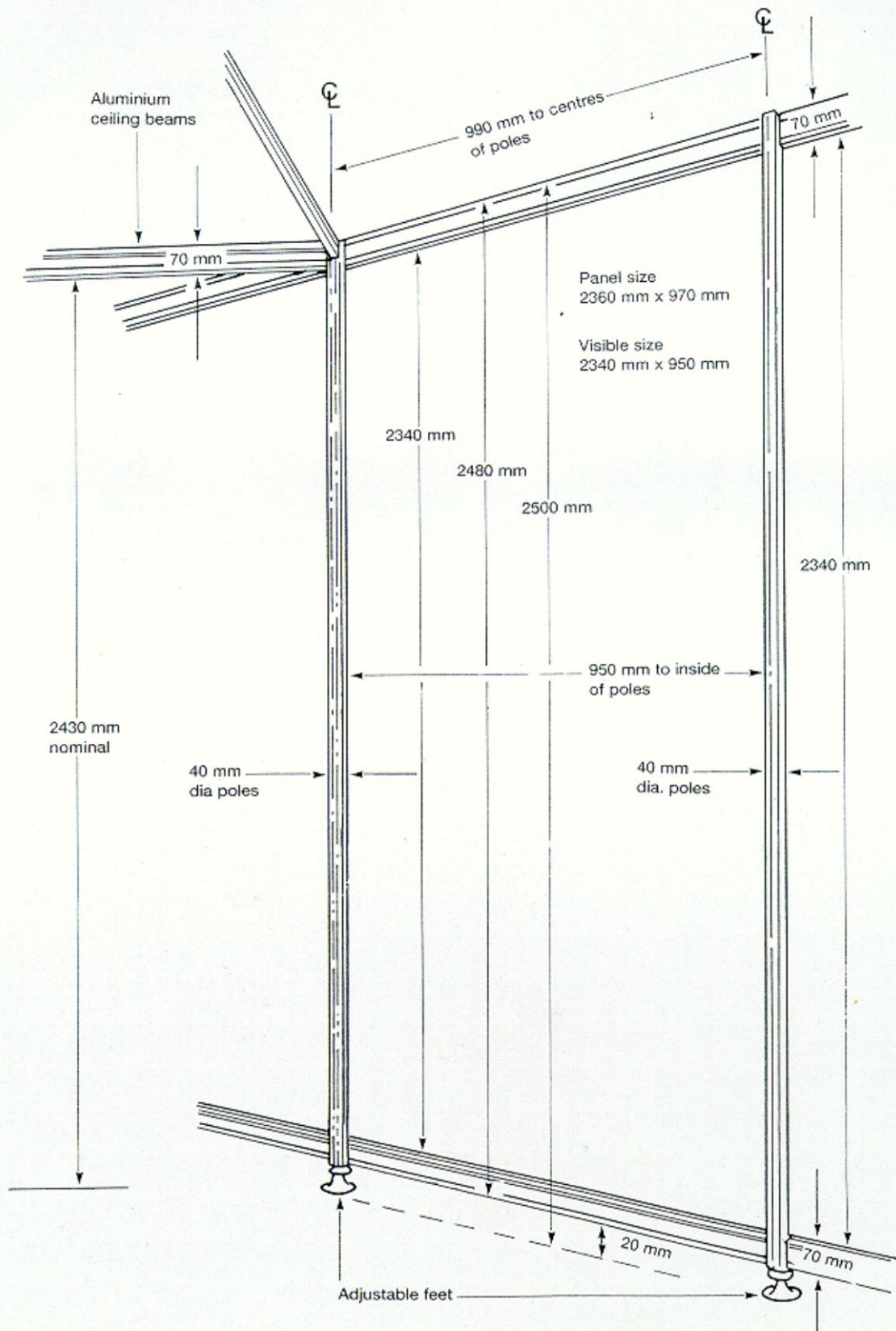
OPTIONAL EXTRAS

- A - muslin ceiling
- B - enclosure
- C - door or curtain
- D - A0 poster
- E - flat or angled shelves



OCTANORM SHELL SCHEME

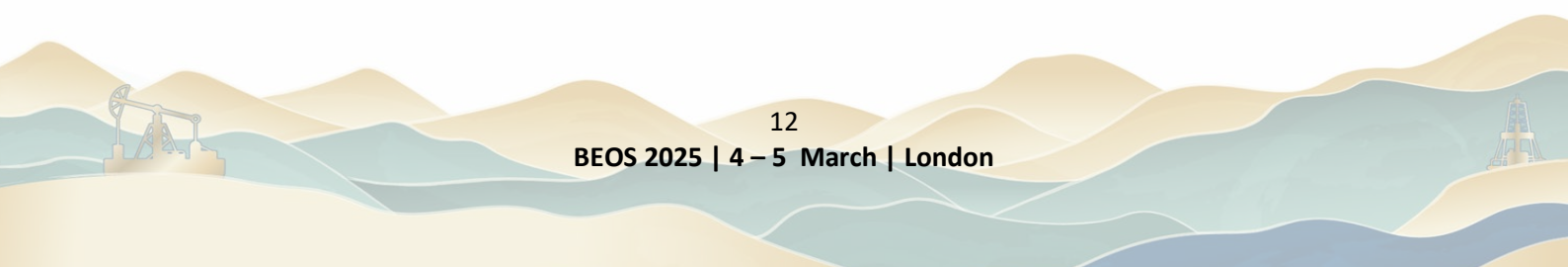
THE BASIC SHELL SCHEME IS SHOWN BELOW IN DETAIL.



Space Only Stands

All exhibitors with **SPACE ONLY** stands must submit a detailed scale plan of their stand design to **Kirsty Jakulis** by **18th February 2025**. Please also complete all forms online by **18th February 2025**. All plans must also be accompanied by a method statement, risk assessment and H&S declaration. These are to be uploaded via oem.bdclondon.co.uk . Please note that these plans may need to be approved by a structural engineer or a health and safety officer before being built.

All stand construction is limited to a height of **2.7m** at the Business Design Centre. All plans must be received by **18th February 2025**. for approval by the venue. If you wish to build higher than this, please contact your project manager.



FURTHER EXHIBITOR INFORMATION

Exhibit Design & Management

Indalo International Ltd:

Providing a cost effective, tailored solution for your exhibition requirements: Exhibit Design & Management, graphics design and production, digital displays, stand hire and fabrication.

Tel: +44 (0)1392 204 304

Email: allison@indalo-uk.com

Web: www.indalo-uk.com

Signage and stand graphics print

Onward Display

Tel: +44 20 7734 2740

Email: events@onwarddisplay.com

Accessibility

The front of the building has a ramp to enable easy access into the venue, there is also a passenger lift to all floors. There are toilets on all levels within Stairwell B and adjacent to the Gallery level in Stairwell F. For further information regarding accessibility at the venue please visit:

<https://www.businessdesigncentre.co.uk/visitors/accessibility/>

Please note that all space only stands with a raised platform require ramped access for disabled visitors.

Accommodation

The Business Design Centre now has 3*, 4* and 5* hotels within a 3–15-minute walk Event Express, have been appointed as the official accommodation agents to provide discounted hotel accommodation for those attending the BEOS 2025. You can book your accommodation [clicking here](#).

As a quick overview there is a 4* Hilton Angel Islington on-site and a DoubleTree by Hilton Hotel London is located in close proximity to Angel Tube Station. For a 5* hotel there is the Marriott St. Pancras Renaissance Hotel which is a 15-minute walk or the Standard Hotel that is a short ride on the tube.

Audio-visual Equipment

Should you have any audio-visual requirements, please visit the [Online Shop](#) set up for BEOS exhibitors.

You can book any audiovisual extras you might need for your stand. contact James Robinson from Aztec who are our preferred in-house AV suppliers. He is contactable on:

Tel: +44 (0)207 803 4001

Email: james.robinson@aztec.events

Balloons/Inflatables

Use of helium or balloon gas filled balloons must be agreed in writing to **Kirsty Jakulis** prior to the event. A **£100** refundable deposit will be required for their use at the venue.

Banks

Should you require cash dispensing facilities there are two cash points in the Business Design Centre as you enter the main hall, however transaction costs do apply. Alternatively, the nearest banks are:

- Barclays Bank Plc - 38 Islington Green
- Lloyds/TSB Bank Plc - 19 Upper Street
- NatWest Plc – 11 Upper Street

Branding Opportunities

There are a number of areas that can be utilised for possible branding opportunities throughout the event. Please contact **Marta Diaz** for further information.

Car Parking

There is a car park located adjacent to the Business Design Centre with 285 under cover spaces and ample reserved spaces for drivers with disabled passes. You can pre-book to guarantee a parking space by visiting <https://www.businessdesigncentre.co.uk/visitors/parking/>.

Car parking is charged at for the daytime tariff: £9.00 for first 2 hours. £4.50* per hour thereafter. Nighttime tariff: £3.00 per hour (min 2 hours). Motorcycle rate per 24 hours is charged at £8.00 per hour. Please note the car park has a height restriction of 1.9m.

Catering

The Good Eating Company has the sole rights to all food and beverages consumed at the Business Design Centre. All food, beverages and associated catering equipment must therefore be ordered through them. Should any organisation attempt to provide their own food, beverages, or catering equipment on site they will be asked to remove it or to pay a 'corkage' fee.

Those exhibitors who wish to order stand catering, please contact The Good Eating Company as soon as possible on operationsbdc@goodeatingcompany.com

If an exhibitor receives permission from the Good Eating Company and are sampling or selling food, they will be required to supply the following documentation before permission to serve food can be granted:

- Food safety & hygiene certificate level 2 (at least 1 person within the company who is onsite throughout the event) from a recognised provider.
- Details of the local authority where you are registered as a food business.
- Local Authority Food hygiene rating level 3 (minimum rating)
- Risk assessment (including fire risk assessment) & method statement to cover onsite activities.
- HACCP plan (Hazard analysis and critical control points)
- Public liability insurance certificate minimum £5m
- PAT certificates for equipment (if relevant)
- Allergens information (must also be clearly displayed on stand)
- Ingredients labelling in line with Natasha's law.

Once the above has been submitted and approved by the organisers you will be issued with your permission to serve food at the event notice.

EVENING RECEPTION ORDERS: Please notice that no drinks or food will be served in stand until 17:30 to avoid disruption of the conference.

Cleaning

Cleaning of stands will be carried out overnight. General overnight cleaning will include sweeping, vacuuming, mopping and emptying of bins. All high-volume touch points such as door handles, push plates, handrails and lift call points are being sanitised on a regular basis. We have purchased new equipment to increase the level of cleaning possible with advanced training given to our team. This sanitisation method uses a Fogging Machine suitable for the EN14476 chemical as approved by Public Health England for treatment of the COVID19 virus. These machines can sanitise large areas quickly and efficiently including toilets and other facilities.

The venue will dispose of general waste and where possible will always recycle, however if you need to dispose of a large quantity of rubbish following the event, please contact our on-site event manager **Kirsty Jakulis**. An additional charge may apply.

Cloakroom

A cloakroom is available adjacent to the registration area and will be open throughout the event. This is **chargeable at £2.00** to exhibitors and delegates.

Common Areas

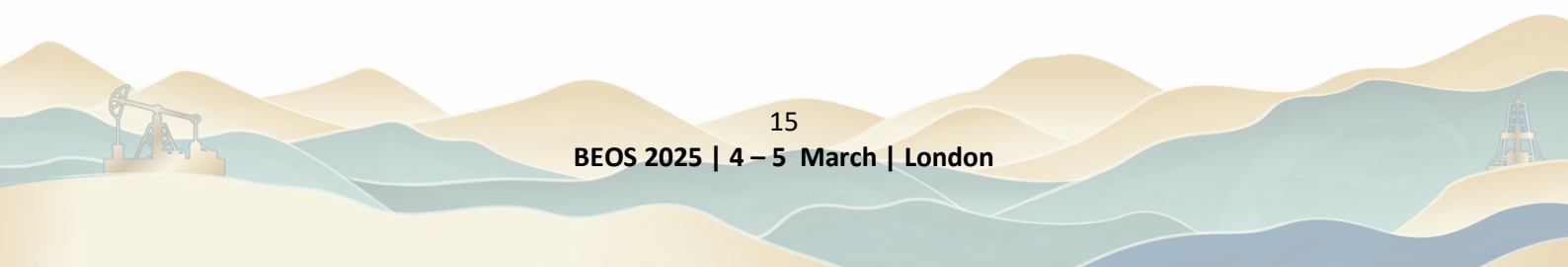
Licensees/Organisers/Contractors/Exhibitors/their staff and agents must keep ALL common areas clear whilst building or dismantling stands, exhibits etc. All exhibits must be kept within the confines of the stand space and demonstrations must not cause undue congestion and/or obstruction of common areas.

Deliveries and Collections

Deliveries

In order to facilitate the storage, delivery and collection of items made for exhibitors and events we have now partnered with a preferred supplier, WES Logistics. WES are our preferred courier service that provide early storage for items that are sent ahead of the event. They can also take care of any issues that exhibitors frequently experience with international imports. The team will deliver items to stands at the start of the build-up period and will take care of storage of boxes if needed during the event. Site will then arrange for items to be returned post event back to their owner.

Alternatively, exhibitors can arrange delivery and collection by alternative couriers however our team will only accept deliveries during the event tenancy so please check with the organiser to arrange the correct delivery and collection times. Items that arrive early or are left beyond the agreed tenancy will be refused or disposed of.



Please note items are sent at exhibitors' own risk and the venue will not be held responsible for any items that are incorrectly delivered within the venue or within the event space. We strongly advise arranging your deliveries and collections through WES Logistics.

WES Logistics

Email : andrew@wes-group.com

Mobile : +44 (0) 7884 266111

<http://wes-group.com/events/businessdesigncentre>

Please note that High Vis jackets must be brought onsite to be worn when in the loading bay.

Demonstrations

Exhibitors intending to use televisions or any other potentially loud appliances for stand demonstrations or who wish to hold live demonstrations must contact the organisers for approval at least one month prior to the show to gain written permission. For some demonstrations such as treatments, licenses may be required. Please check with **Kirsty Jakulis**.

Dilapidation

You are reminded that you will be charged for making good any damage to the hall or stand area, including the floor, caused by your staff or contractors. Under no circumstances can stand construction, graphics, displays, etc. be attached to the fabric of the building.

Hearing loop

Both the Gallery Hall and Auditorium are fitted with a designated hearing loop system which is to ensure that all delegates are able to experience clear sound quality.

Electrical fittings and supplies

Shell scheme stands will be supplied with an electrical package consisting of **1 general purpose spotlight and a single 500w plug socket**.

If you require additional electrics, please order these online by **21st February 2025**

Please note the Business Design Centre does not have any extension leads. If you require one, please ensure that you bring one with you to the exhibition.

Anyone who brings portable electrical appliances on-site should ensure that they have been recently PAT tested and bear a current PAT test certificate.

During the open period of an exhibition, stand mains supply will normally be switched on no later than half an hour before the show opens and switched off no later than half an hour after it closes. If you require 24-hour power, please order this via the online ordering system.

Emergency Procedures

Exhibitors are reminded that they must comply with the stringent regulations governing materials used on site during an exhibition. Exhibitors must ensure that all exhibits are within their stand boundaries and that they do not block aisles, fire exits or fire equipment.

If you discover a fire or someone reports a fire to you immediately raise the alarm. This may be done in several ways:

1. Pick up any internal phone and dial 6666. This will connect you with reception. Tell the duty operative where the fire is, your location and your telephone extension.
2. Operate the nearest fire alarm call point by breaking the glass. If you do this (and it is safe to do so) please stay near the fire point to direct the attending security officer to the fire or dial 6666 and inform the duty operative of the site of fire.

If it is decided to evacuate the building you will hear the fire alarm bells and tannoy messages informing you to leave the building. Please leave by the nearest fire exit or as instructed by members of the security staff. Please familiarise yourself with the nearest fire exits to your conference room or exhibition stand.

Do not stay in the building once you have been instructed to leave. **Do not** stay to collect handbags, valuables etc.

Fire assembly points are as follows.

- Front of the building: either the lower forecourt or round the side of the building by the tanning shop
- Rear of the building: pavement area outside the old royal free hospital in Liverpool Road

Please remember:

Do not do anything to endanger your life. Restrict your actions to trying to prevent the fire spreading by closing doors/windows etc & raising the alarm. Try to help by preventing people from going near the fire until help arrives.

Please try to stay calm and encourage others to do the same.

Environmental Charge

In April 2007 we introduced an environmental charge of £2.00 for each service ordered (excluding internet services). This charge is to help towards the BDC adhering to its environmental policy, which includes recycling waste materials and purchasing environmentally friendly products of which the BDC subsidises.

First Aid

First aid facilities will be available during the exhibition at all times. The First Aid room is located on the Gallery Level - opposite the Gallery Hall registration desk. In the case of emergency, contact the medical staff or a member of security on 0207 288 6666.

Floral and Plant Hire

To hire or buy plants from our local florists, please contact two of our preferred local suppliers:

Angel Flowers

60 Upper Street

London

Tel: 020 7704 6312

Website: www.angel-flowers.co.uk

Dansk Flowers

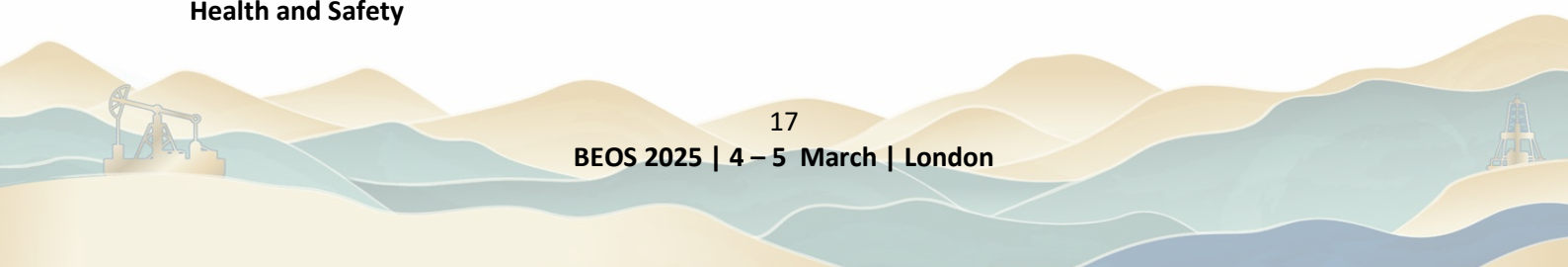
St Marys Church, 303 Upper Street

London

Tel: 020 7354 5120

Website: www.danskflowers.com

Health and Safety



The Business Design Centre is committed to operating in compliance with all the relevant legislation and guidelines covering Health and Safety at Work and it is a **requirement** of the venue that all Licensees / Organisers / Exhibitors / Contractors and Visitors comply with the law and the regulations of the venue at all times.

Exhibitors must supply relevant health and safety documentation. This must be completed online. If you have a Space only stand a bespoke Risk Assessment is required, along with method statement and any further documentation applicable to the build. This can also be uploaded via the online system two weeks prior to the event.

Please note for health and safety reasons we do not provide ladders on site. You must bring your own set of ladders onsite should you wish to use these during the build-up/breakdown of your stand. Please include the use of these within your risk assessment.

Insurance

Whilst we take every precaution to protect your property during the event, neither the organisers nor the Business Design Centre accept any responsibility for any loss or damage. You may wish to consider buying insurance cover. We normally recommend public liability of anything from £2-£5 million.

Internet access

All delegates and exhibitors have access to complimentary Wi-Fi: BDC_Openzone. This is open to all and recommended that its usage is limited to general activities such as checking emails. If a dedicated WiFi has been supplied for this event, please contact the event organiser for the required password. If you require a dedicated hard wired internet connection for your stand, please order through the online shop two weeks before the event date by **21st February 2025**.

Lasers

Any company proposing to use lasers must inform the Venue Contact immediately, together with details of laser equipment, a drawing of the stand and the location of the beam. The Local Authority Regulations, which apply to laser use within exhibition venues, must be strictly adhered to (further details available on request).

Loading Bay

The loading bay at the Business Design Centre is located to the rear of the venue on Liverpool Road (sat nav postcode N1 0QH). It is sign posted by a 'Goods In' sign and can be found between Bromfield Street and Barford Street. If you are having trouble locating the loading bay, you can contact the office on 0207 288 6489.

Exhibitors can access the service lift from the Loading Bay, which enables you to unload directly into the Gallery Hall/Atrium. Please see dimensions of the lift below:

Gallery Hall Goods Lift (Lower Loading Bay)

ENTRANCE / EXITS	HEIGHT (METRES)
------------------	-----------------

Capacity	3000kg
Size	5500mm Long x 2550mm Wide x 2500mm High

Lost Property

There is a lost property office in the Business Design Centre and any item found should be handed into Security at the Main Reception. The property will be held for up to three months and all claims should be made to the Head of Security on reception.

Music

Exhibitors wishing to play any recorded material (including CD/Record/Cassette/Video) must obtain a licence from the Phonographic Performance Limited (PPL) and the Performing Rights Society (PRS). Exhibitors are solely responsible for obtaining any licence required to play music on their stand. Please agree permission with **Marta Diaz**.

Name boards

You are required to enter your chosen name during the initial registration online, which should be complete two weeks before the event on **21st February 2025**.

Noise

The use of microphones, videos or music is permitted, but the volume must not be such as to cause any annoyance to other exhibitors. The organisers reserve the right to prohibit their use if, in the organisers' opinion, any annoyance is being caused.

Photocopying

If you need a large amount of copying or would like colour/large prints made, then the Business Design Centre has a company onsite who can help. They are based on the ground floor at the back of the building and are available on the details below:

Online Reprographics

Unit 116 - Business Design Centre

Tel: 020 7288 6288

Fax: 020 7288 6289

Email: info@onlinerepro.co.uk

Web: <http://www.onlinerepro.co.uk/>

Programme

A copy of the BEOS schedule can be found on page 7 of this manual. Further details of the speakers, workshops and seminars can be found on <http://www.beosevent.com/>

Security

The venue will provide general security within the exhibition hall. However, responsibility for the security of individual stands and their exhibits lies with the exhibitor.

For reasons of security, all exhibitors are advised to remove all portable and valuable items whenever their stands are unattended, including during build-up and breakdown. It is recommended that exhibitors do not leave their stands unattended at any time when the hall is open, whether during build-up, exhibition viewing or breakdown periods. In the event of loss or damage, the organisers should be informed immediately.

Sustainability

Sustainability is at the heart of what we do at the BDC. We prioritise that which is most important: our people, our community – both locally and across the industry – and the planet. If you're exhibiting at the BDC, you can help our drive for sustainability. Please find further information and tips on our [Sustainability page](#).

We have recently published our company's impact report along with our updated environmental policy, both of which can be found alongside [our wider sustainability information online](#). We have also signed up the [Net Zero Carbon Pledge for the Events Industry](#), which means that we will soon be working with an independent company who will help us to outline our journey from carbon neutral to net zero.

Please find more information for exhibitors here:

<https://www.businessdesigncentre.co.uk/about/sustainability/exhibitor-advice/>

Telephones

Individual telephone lines for stands are available and can be ordered via the online shop. These are routed through our switchboard, and you must dial '9' for an outside line.

The telephone system is compatible for most modern card swipe machines. Swipe machines should be programmed by the supplier for operation through a switchboard. Please note the BDC telephone system does not transmit 'Caller ID'.

Therapists

BodyLab have an elite team of experienced professionals who all hold current memberships to professional bodies, carry full indemnity insurance and are qualified to work within the Borough of Islington. Therapists are available on full/half day or hourly rates.

BodyLab Therapy Services Ltd

Suite 111 Business Design Centre

Tel : 020 7288 6810

E-mail : enquiries@bodylab.co.uk

Web: www.bodylab.co.uk

Travelling to the Business Design Centre

Travelling by Car

The Business Design Centre is conveniently located outside of the congestion charge zone, and easily accessed from all major road networks.

Travelling by tube / train

The Business Design Centre is just 5-minute walk from Angel tube, which is situated, on the Northern Line. Highbury and Islington station is a ten-minute walk and is situated on the Victoria line and some

mainlines. Kings Cross, St. Pancras, and Euston mainline stations are all a short bus ride or taxi journey away.

Travelling by bus

The Business Design Centre is situated on Upper Street, which is serviced by the following bus routes: 4, 19, 30, 38, 43, 56, 73, 341, 394, N19, N38, N4.

Trolleys

Exhibitors are advised to bring trolleys for build-up and breakdown as they are **NOT** provided by the Business Design Centre. Trolleys cannot be used during the exhibition open periods.



Online Ordering System

The Business Design Centre is now using a new online ordering system for exhibitors. For new exhibitors please use the following steps:

- 1) Enter URL <https://bdceventportal.bdc.london/exhibitor/BEOS25>
- 2) For first time users select register.
(Existing users can login and add new shows to their account)
- 3) Once registered you will receive a confirmation email that users will have to click the link to activate their account.

For any queries regarding the online ordering system please contact **Kirsty Jakulis**
KirstyJ@bdc.london

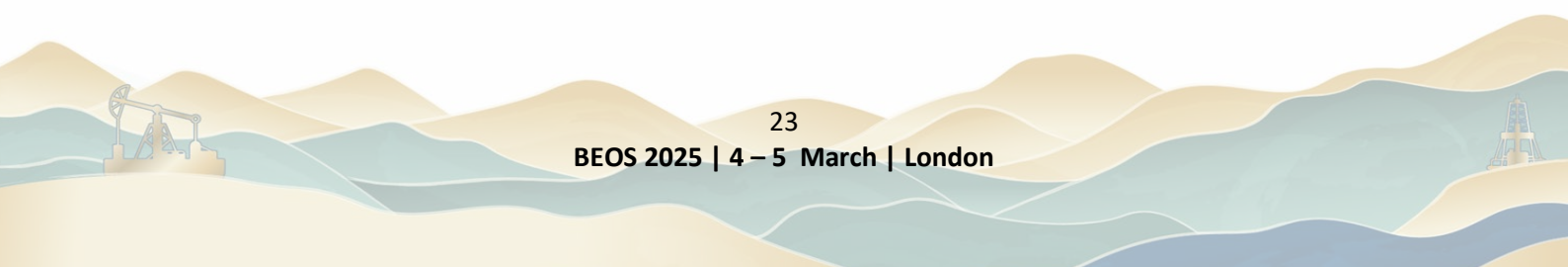


Please see below reminder of important deadlines:

Surcharge: 20% late surcharge for exhibitors will be applied **7 working days** before the event on **Friday 21st February 2025**.

The online ordering system will be turned off three working days before the event on **27th February 2025**. If you wish to place an order past this deadline, please contact the **Kirsty Jakulis** KirstyJ@bdc.london.

Shell Scheme Extras: Exhibitors that would like to order shell scheme extras will be required to place their order two weeks before the event. The options for shell scheme extras on the online shop will be turned off on **Tuesday 18th February 2025**. This is to ensure we have the right stock onsite



Delivery Label

Please complete and attach the below delivery label to **ALL** of your packages. Failure to do so may result in your packages being delayed to your stand.

BEOS 2025

Gallery Hall

Package of

FAO: Kirsty Jakulis

Venue Sales Office

Business Design Centre

52 Upper Street

Exhibitor Company Name:

Islington

Stand Number:

London

Exhibitor Contact:

N1 0QH

Exhibitor Contact Name:

Kirsty Jakulis Direct Line: 07947 487728



Collection Label

To ensure that your items are collected by courier with ease we request that you attach the below collection label to **ALL** of your packages. Failure to do so may result in items not being collected and a storage or disposal fee incurred.

Company Name:

Show:

Address:

Stand Number:

Collection Date Agreed:

Collection Time Agreed:

Courier:

Contact Name:

Contact Number:

Package of

