

(Formerly known as European ATMs)

EUROPE

ATM & CASH INNOVATION

Lancaster London Hotel, UK
13-14 June 2017



EXHIBITOR MANUAL

IMPORTANT

Please pass this document on to the person making the exhibit arrangements.

For any questions, please contact **Reena Kaur** at ATM Industry Association **+44 01708 747174**

CONTACT INFORMATION

ATM Industry Association

Reena Kaur, Conference Director, Europe, ME and Asia

Tel: **+44 (0) 1708 747174**

Email: **reena.kaur@atmia.com**

Lancaster London Hotel

Lancaster Terrace

London

W2 2TY

Rita Dougan, Event Manager

Tel: **+44 (0) 20 7551 6032**

Email: **rld@lancasterlondon.com**

Visit

www.atmia.com





LOCATION

Heathrow: **15 miles. 45 minutes by road. 20 minutes by Heathrow Express Train, then 5 minutes' walk from Paddington station.**

Gatwick: **30 miles. 1.5 hours by road. Gatwick Express to Victoria Station.**

London Underground: **Marble Arch**

GENERAL NOTES

The conference takes place in the Westbourne Suite, level -1 of the hotel and the exhibit hall is in the Nine Kings Suite and Lobby, which is located on the ground floor. The conference registration desk will be in the Nine Kings foyer.

CAR PARKING

There is no on-site parking for delivery vehicles. The nearest lorry park is on Queensway.

The hotel offers valet parking. To view prices and / or book please visit www.carspalogistics.co.uk/lancaster_london

ACCESS

On the day access on 12th June is from 12:00 – 21:00 from Lancaster Terrace. This door allows access straight into the Nine Kings Suite (via the loading bay and the kitchen) and booths 19-20, please see the floor plan.

Please see the attached form and choose your time for delivery / collection.

The time slots will be allocated on a 'first come, first served' basis.

Vehicle weight must not exceed 18 tonnes. The entrance is 21ft wide, 4.1m high. (this is only applicable to the Loading bay located on Lancaster terrace) If access to the Loading Bay is required. Please complete the attached excel sheet with your preferred delivery time slot.

The time slots will be allocated on a first come, first served basis.

The hotel main entrance may not be used for deliveries.

If you just have a simple set up using free standing banners or a pop-up booth and do not have ATMs on site, you will not need to send me an email.

DELIVERIES

Deliveries to the hotel will be accepted 2 working days prior to the commencement of the event. Early deliveries may be refused and returned to the courier; unless otherwise agreed with Rita Dougan at the hotel. If you are bringing an ATM, please do not have this delivered until 12th June.

All deliveries are to be marked as follows:

ATM & Cash Innovation – Europe 2017

13 and 14 June, 2017

Attention: **Rita Dougan**

Receiving Bay
Lancaster London,
Lancaster Terrace,
London, W2 2TY

- Client contact details: Your contact person onsite
- How packages are being sent: e.g. box 1 of 3

The above details should be noted on each box. Packages from overseas should have correct customs and duty paid and any queries relating to these will be referred back to originator.

If you have arranged for your literature to be distributed at the event – please mark the package 'FOR INCLUSION IN CONFERENCE BAGS'.

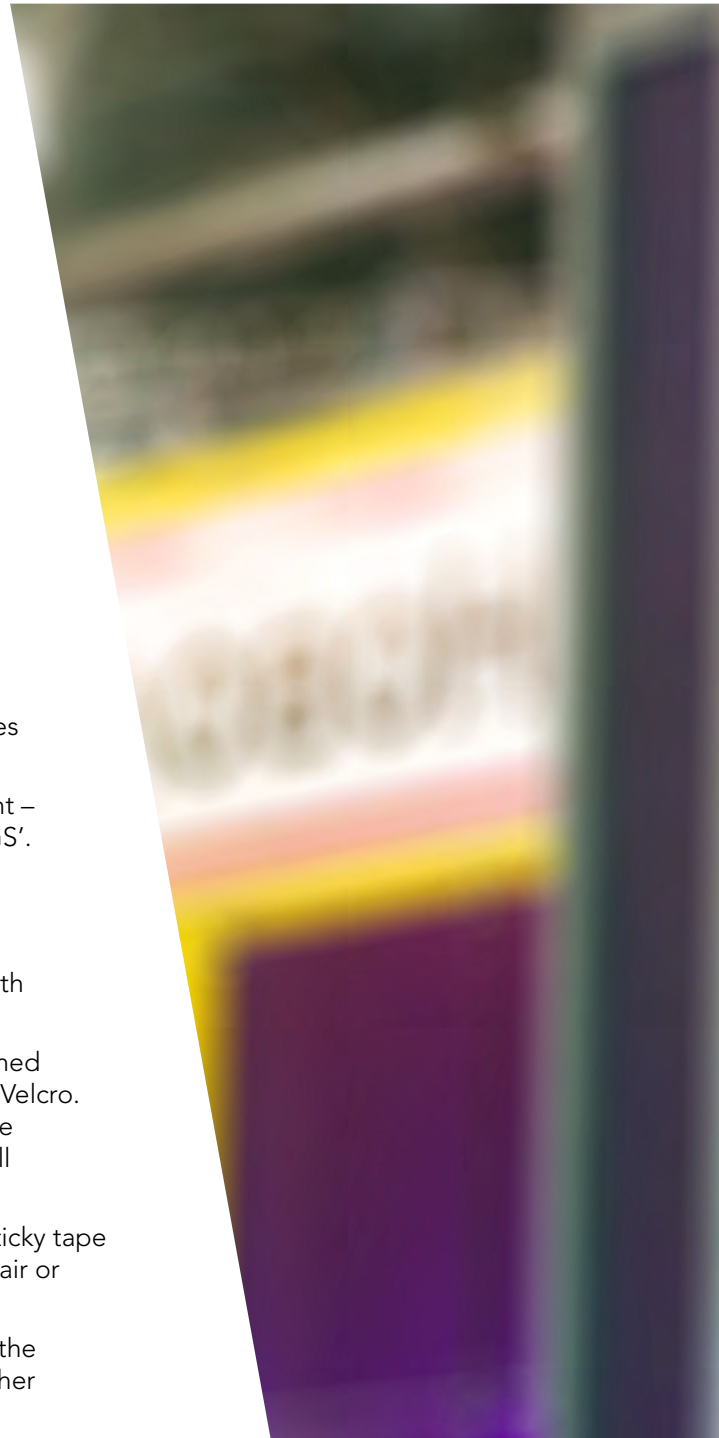
BOOTHS

Booth spaces 8-28 and 33-40 have a shell scheme and all other booth spaces are free standing spaces (i.e. no shell scheme).

For attaching graphics or posters etc. to the walls of the shell schemed booths the shell scheme builders only recommend the use of hook Velcro. The hook Velcro can be ordered from Ian Cragg, at our shell scheme providers. Please contact him via email **lan@totalevent.co.uk** or call **+44 0885 482 946**.

If blue tack, staples or pins are found to be used on the panels or sticky tape on the panels or aluminum frame, then you may be charged for repair or replacement.

The shell scheme builders offer a service of producing graphics for the backdrop of the shell. Please contact **lan@totalevent.co.uk** for further information or a quote.



POWER

The Hotel can provide standard 13amp 230v 50Hz power supplies on 32Amp rings.

All portable appliances must display proof of current appliance testing and conform to current regulations. Each exhibit booth will get a power board with 4 plug sockets. Please ensure that you bring extension cables if you need them.

MOVE-IN

We have access to the **Nine King's Suite** from **12:00 on Monday June 12th.**

FURNITURE, ELECTRICAL AND AV

The hotel can provide you a 6ft or 4ft trestle table with a white or black table cloth and chairs. If you require any other furniture items, please contact **lan@totalevent.co.uk**

and he can set you up with access to their online catalogue and ordering system.

To order AV items such as laptops or plasma screens, please contact Chris Northcote (*Production Manager*): **Christopher.Northcote@insightps.com** or phone **+44 1926 888298.**

The conference area has free wifi available.

If you require a wired connection, the cost is £250.00 + vat / 1st connection and £50.00 + vat / each additional connection. Please contact Rita at the hotel to order wired connections.

EXHIBIT HOURS

Break times can change as the programme evolves. Please see the online agenda for the most up to date schedule:

www.atmia.com/conferences/atm-cash-innovation-europe/agenda/

TEAR-DOWN HOURS

You may dismantle your booths after the PM coffee break on the 14th June. All booths and other equipment must be out of the exhibit hall by 18:00

CONFERENCE PASSES & REGISTRATIONS

Name badges should be worn at all times to guarantee access to the exhibit and conference areas.

HOTEL RESERVATIONS

Please contact the hotel on **+44 207 551 6000** to make your reservation being sure to quote **'ATM & Cash Innovation – Europe 2017'** to secure our group booking rate of £200. Price includes breakfast but excludes VAT.

COMPANY DESCRIPTIONS AND LOGOS / ADVERTISING COPY

Please email a 50 words company description and a copy of your logo in a high resolution JPG or EPS file to Reena Kaur by 5th May.

Your company information will be included in the conference brochure and distributed with the speaker presentations post event.

FULL CONFERENCE PASS INCLUDES:

- Entrance into each general session and breakouts
- Access to the exhibit hall
- All meals served at the event (coffee breaks, continental breakfasts, lunches, and receptions)
- Conference materials
- NEW include ATMIA pre-conference workshops!

Exhibit Hall passes include:

- Entrance into the exhibit hall
- All meals in the exhibit hall (coffee breaks, continental breakfasts, lunches, and receptions)
- Conference materials

Additional Passes can be purchased for your staff:

- Full conference passes: \$500 each for people within your company.
- NEW include ATMIA pre-conference workshops!
- Additional Exhibit Hall Only passes: \$100 each for people within your company.
- The Exhibit Hall Only Passes do not include the ATMIA pre-conference workshops.

Registering your Staff: In order to register your staff using your complimentary passes, please make sure to fill out the Exhibitor Pass Form. To register staff online your complimentary passes using the link above, you will need your Confirmation Number that was included on the confirmation email when you registered your booth. If you do not have it, contact reena.kaur@atmia.com

All attendees, exhibitors, and sponsors must be registered for the conference.

HOTEL RESERVATIONS

A limited block of reduced rate rooms has been reserved for ATMIA Conference participants at the Lancaster London Hotel. Please use the link below to make your booking – [Link to hotel](#)

COMPANY DESCRIPTIONS FOR WORKBOOK & EVENT APP

ATMIA has created an event app for this conference which has become very popular with delegates. All exhibitors have the opportunity to include your logo, company description and contact details on the app. The sooner you submit these items the sooner we can add them to the app. Please email Lisa Luisi (reena.kaur@atmia.com) your logo as soon as possible or by 5th May 2016.

SECURITY

Security will be provided by the hotel and the exhibit hall will be locked during non-conference hours. While show management exercises reasonable care in safeguarding your property, neither ATMIA nor any of their officers, agents, or employees assume responsibility for such property. Do not leave unpacked display materials unattended. Securely fasten all lightweight high-theft-risk items to display boards or lock in showcases. Personal items of value should never be left unattended (esp. handbags, phones, and laptops). During move-out, exhibitors should remain with their goods and merchandise until it is picked up or receipted for in a designated storage area.

LIABILITY INSURANCE

Exhibitors must make sure the company insurance includes extraterritorial coverage as well as theft, public liability, and property damage insurance covering travel to the show, during the show, and in transporting equipment to its next destination.

ATMIA requires a copy of each company's proof of insurance, email to Reena Kaur (reena.kaur@atmia.com) by 24th May 2017, Exhibitors should be aware that ATMIA take no responsibility for loss, theft, or disappearance of property.





CANCELLATION POLICY

Cancellation Policy for Exhibitors/Sponsors/Advertisers:

TIMELINE:

90> days prior to the event

45-90 days prior to the event

<44 days prior to the event

AMOUNT REFUNDED:

\$1,000 administrative fee will be deducted

50% cost of booth

no refund


In the event that ATMIA or the represented organization elects to cancel an event, ATMIA will refund only payment made directly to ATMIA and will not be held responsible for other costs of expenditure incurred by the sponsor/exhibitor. ATMIA will not refund payment or assume additional costs and liability that result from 'acts of God' or criminal activity. All refunds will be issued within six weeks of receipt of written cancellation.


PROGRAM ADVERTISING

Your company can now place an ad in the conference program of events. Everyone attending the conference receives a program of events so your company message is guaranteed to go home with all who attend. Full and half page ad sizes are available in full color. The ads are due **10th May 2017**, please send to reena.kaur@atmia.com.


MARKETING INSERT INTO ATTENDEE BAG

Your company can now place one marketing item into the delegate bag. Everyone attending the conference receives a bag so your company brochure/trinket is guaranteed to go home with them. With this fee you can put one item into the bag –that can include one trinket (notepad, keychain, pen, etc) or one marketing document. The item must be supplied by the advertising company and be to the address provided by 10th June, 2017. If you are interested in taking advantage of this advertising opportunity please contact reena.kaur@atmia.com.

Flat Screen Displays	Per Day	2 Day Event	Qty	Total
	32 inch LED Screen	£82	£164	
	46 inch LED Screen	£117	£235	
	55 inch LED Screen	£235	£470	
	65 inch LED Screen	£493	£987	
	82 inch LED Screen	£940	£1,879	

Flat Screen Accessories	Per Day	2 Day Event	Total	
	Wall mounting bracket	£12	£23	
	Floor stand with optional shelf	£12	£23	
	Design styled floor stand	£35	£70	
	Signal splitter (for multiple screens)	£18	£35	

Video and Lap Top Computers	Per Day	2 Day Event	Total	
	Lap Top Computer	£117	£235	

Sound	Per Day	2 Day Event	Total	
	Small PA system	£65	£129	
	Medium PA system	£106	£211	
	CD Player	£23	£47	
	Tie Clip Radio Microphone	£59	£117	
	Hand Held Radio Microphone	£59	£117	

Technical Support	Per Day	2 Day Event	Total
Delivery and set up per stand		£129	
Additional charge for fixing display to Wall/Shell scheme with wall bracket, per display		£82	

£

Please Note	Total =
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If displays are to be wall mounted on the stand or shell scheme, the wall will need to be re-enforced to take the weight of the required screen. It is assumed that this will be done by the stand contractors. We can discuss this with them directly if you wish.

Cables that will be required for interconnecting this equipment will be provided at no additional cost, as will cable ties, tape etc. Other equipment is available to hire, please contact us for more details.

All costs are shown exclusive of VAT and are subject to our Rental Terms and Conditions. Payment must be made in advance of the event to confirm the booking.

Please fill in the required quantity above and your details below and fax or e-mail (see below)

Stand Number	
Company Name	
Company Invoice address	
Contact Name	
Phone Number	
e-mail address	

For Enquiries and Bookings Contact:
Chris Northcote t: +44 (0) 1926 888298 f: +44 (0) 1926 888299 e: chris.northcote@insightsps.com