

Microscience Microscopy Congress and EMAG 2023

Exhibitor Guide

4- 6 July 2023, Manchester Central, Petersfield, Manchester M2 3GX

We hope that you will find this exhibitor guide helpful in planning your attendance at mmc2023. It contains information about logistical arrangements in the run up to mmc2023 and at the event itself. It is intended to be used alongside the online exhibitor manual which can be found [here](#), in which you will find links to the contractors' brochures, order forms and documents that will need to be completed prior to the event. A copy of this exhibitor guide can also be downloaded from the online exhibitor manual.

Contractors

The official contractors and partners for mmc2023 are listed below.

- Ardan Exhibitions (stand furniture, carpet, shell scheme extras, name board and exhibition graphics)
- CLS Expo (transport, unloading, storage etc.)
- Bill Moule & Sons (electrical fittings)
- KRS Stand Rigging (stand rigging)
- Corporate Events (AV)
- Manchester Central Booking Portal (hard wired internet, piped services, break out rooms, catering requirements)
- Reservation Highways (accommodation)
- Dime Events (health & safety)
- Field Drive/Boabee Lead Retrieval Products (event technology).

In line with GDPR, as exhibiting companies will have a legitimate interest in being contacted by the above contractors and partners, the RMS will provide them with the contact details, primary contact person and email address, provided on exhibitor stand booking forms. We will not provide your details to any other suppliers other than the official contractors named above. If you do not wish the RMS to share your details with any or all the companies listed above, please let Dawn Hopkins, dawn@rms.org.uk know in writing.

Contacts and order forms for the above contractors can be found in the online exhibitor manual [here](#). Please place your orders by the due dates listed on the online exhibitor manual and note any early bird discounts available. Contractors will be available on site if you need any help while at the event.

Delivery of parcels to the venue

Any goods being sent via courier to the venue must not arrive before Saturday 1 July; the venue will not accept items before this date, and you must be present to receive all deliveries. If you are not able to be there to receive them on Saturday 1 July – Monday 3 July, please contact CLS Expo. CLS Expo are the official storage, logistics and lifting contractor, and will be able to handle deliveries on your behalf. Please contact them directly on 07908 559228 if you have any questions. You will find a link to the order form in the online exhibitor manual.

The address for deliveries by courier is:

Addressee

mmc2023

Central Hall 2

Stand Number

Recipient Contact Number

Manchester Central

Petersfield

Manchester

M1 5JB

Exhibitor Unloading & Health & Safety

The Loading Bay for Manchester Central, Central Halls can be accessed at the back of Manchester Central via the ramp off Albion Street. If using a satellite navigation system - please follow the postcode M1 5JB. <https://www.manchestercentral.co.uk/planning-your-visit>

To find the location on a map, please use the following What.three.words link:

<https://w3w.co/gravy.casual.worry> . This link will take you to the exact point to turn in to the ramped road.

You will need to go up the ramp with your vehicle. If there is a queue, please wait in line until you reach the barrier and traffic office at the top of the ramp. Here you will register your vehicle and receive wristbands and then be sent to the loading bay, via a second barrier, when there is space available.

If you need assistance with lifting and/or storage, you will need to arrange this with CLS Expo who are the official storage, logistics and lifting contractor for mmc2023.

You will be required to wear high visibility jackets in the exhibition hall while the stands are being constructed, which is usually until lunchtime on Monday 3 July. Please bring these along with you. An announcement will be made to advise when there is no longer a requirement to wear this PPE.

Please Note:

All exhibitors and contractors must have viewed the induction presentation and read and understood the site rules before entering the venue during the construction period. The link is <https://vimeo.com/559895066> . The Password is HEALTHandSafety_999. The site safety rules can be viewed [HERE](#). Stand contractors do not have to register for the event, as they will receive a wristband when registering their vehicle.

Parking

After unloading your vehicle, you will be required to park elsewhere. Manchester Central has an [NCP](#) car park directly below the venue, or alternatively there is a [RCP](#) Car Park on Owen Street, Chester Road, Manchester M3 4LB. **Please do not leave valuables in your car as thieves operate in these car parks.**

To request parking in the NCP car park below the venue and take advantage of the NCP exhibitor discount code please download the [NCP Park Pass app](#) and enter the NCP exhibitor discount code 'MCEXHIB14' when requesting a space. This code reduces the parking charge to £14.00 per day and only applies to exhibitors. Please note that the NCP Exhibitor discount code will only work for Pre-

bookings via the NCP Park Pass app. Users are required to download the NCP Park Pass app, set up an account and Autopay, and input the discount as a Saver ID code.

Please Note:

- **It is not possible to use the discount code at the ticket machines within the car park as it is for app bookings only.**
- **We have been advised by NCP that pre-bookings for parking do not guarantee a parking space will be available and spaces are allocated on a first come first serve bases. In the unlikely event that an exhibitor pre-books a parking space and can't find a parking space when they arrive, they will need to contact NCP direct on customer.service@ncp.co.uk or phone 0345 050 7080 to discuss arranging a refund if they have been unable to use the car park.**

Space Only Stands

In advance of the event all contractors and exhibitors are required to provide the following information:

- The Space Only Stand Check Sheet.
- CDM Project Safety File, which must contain, but is not limited to:
 - Full technical stand plans, incorporating all dimensions, elevations and weight loadings. Please note that all height dimensions MUST include the floor platform.
 - Stand visuals where possible.
 - Non generic risk assessment.
 - Non generic method statement.
 - Copy of your Public Liability Insurance, in date at the time of the event.
 - Your Companies' Health & Safety Policy Document and Statement.
 - Any other relevant information regarding any aspect of the design/construction phases.

You can find the relevant suppliers on the online exhibitor manual here for any stand requirements such as:

- Stand furniture and carpet
- Name boards
- Piped services
- Stand rigging
- Extra electrical fittings
- AV equipment
- Hard wired Internet
- Stand catering

Please note that the electricity supply to stands is switched off at night unless 24-hour power has been pre-arranged with the electrical contractor, Bill Moule & Sons. Please ensure that Dawn Hopkins, dawn@rms.org.uk at the RMS is also informed if you require 24-hour power.

Setting up *space only* stands

Saturday 1 July – Space only 1300-2000 unless pre-arranged with Phil Fellows at Dime Events. Earliest pre-arranged arrival 1000hrs.

Sunday 2 July – Full Build 0800-2000

Monday 3 July – Full Build 0800-2200

If you have pre-arranged an early arrival, please notify arrival time to dawn@rms.co.uk or nick@rms.co.uk.

If you have requested a space only stand and require power before 1300, please arrange with Bill Moule & Sons.

Shell Scheme Stands

If you have not requested a space only stand, you will be provided with a basic white shell scheme, which includes the following:

- A fascia, ceiling grid and poles. **Please note that stands with open sides measuring more than 5m will have a pole positioned in the centre of the front of the stand.**
- Grey carpet
- Access to 500w power, one socket per every 9sq metres booked
- 1 x fluorescent tube, one per every 9sq metres booked (one is also included in any stands that are between 3sqm and 7sqm)

Additional stand sockets can be ordered through the electrical contractor Bill Moule & Sons. For contact details for Bill Moule & Sons and a shell scheme brochure, with images and measurements of the shell scheme stands, please refer to the online exhibitor manual [here](#).

Please note that the electricity supply to stands is switched off at night unless 24-hour power has been pre-arranged with the electrical contractor, Bill Moule & Sons. Please ensure that Dawn Hopkins, dawn@rms.org.uk at the RMS is also informed if you require 24-hour power.

You can find the relevant suppliers on the [online exhibitor manual](#) for any further stand requirements such as:

- Stand furniture and carpet
- Name boards
- Piped services
- Stand rigging
- Extra electrical fittings
- AV equipment
- Hard wired Internet
- Stand catering

Setting up shell scheme stands

Sunday 2 July - Full Build 0800-2000

Monday 3 July – Full Build 0800-2200

If you plan to set your stand up between 0800 and 1300 on Sunday 2 July, please can you let Dawn Hopkins, dawn@rms.org.uk know so we can ensure your shell scheme, with electrical supplies, is ready for your arrival.

Complimentary tea and coffee will be available to stand contractors and exhibitors during the exhibition set-up. It will be located at the front of the exhibition hall.

Exhibition Opening Hours

The Exhibition will open at 0915 on Tuesday 4 July and closes at 1500 on Thursday 6 July. The open hours during the three days will be:

Tuesday 4 July	0915 - 1830
Wednesday 5 July	0915 - 1815
Thursday 6 July	0900 – 1500

Breaking Down

Break-down will take place on Thursday 6 July between 1501-2200. You may begin taking your stand down on Thursday 6 July from 1501, and not before. The venue must be clear of all stand materials and stands by 2200 on Thursday 6 July as this is when our tenancy ends. Please note that electricity

to all stands will be switched off 30 minutes after the exhibition closes. If you need access to electricity for longer than this, please contact the electrical contractor, Bill Moule & Sons. Please ensure that Dawn Hopkins, dawn@rms.org.uk at the RMS is also informed.

Collection of parcels can be made from 1501 on Thursday 6 July. Organisers will take no responsibility for signing off parcels, so please ensure someone from your company is there to meet your courier. Alternatively, please organise collections through CLS Expo, the official storage, logistics and lifting contractor for mmc2023.

Full instructions for the breakdown on Thursday 6 July will be distributed by the venue during mmc2023.

Programme Times

Please click [here](#) for a link to the Scientific Programme.

Please click [here](#) for a link to the Commercial Workshop Programme.

General Information about what is happening and when during mmc2023

Pre-arrival

The registration system is person specific, so you and your colleagues will need to either have an RMS account set up in their own name, or will need to register for one [HERE](#). There is no restriction to the number of stand representatives that can register. Stand representatives will have access to the Exhibition Hall, Commercial Workshops, Imaging Competition and Poster Village, but not the Conference sessions.

Please follow these instructions:

- From page <https://www.mmc-series.org.uk/general-information/registration.html>
- Select the red 'Book now' button.
- Sign into your account
- Select Exhibitor Stand Representative Ticket
- Complete final details

Arrival

Your Exhibitor Badges

After you have pre-registered as an exhibitor, please use one of our self-service terminals to collect your badge and lanyard. You will just need to type in your name or scan the QR code on your confirmation email. If you have not pre-registered or need assistance, please visit the registration desk.

Complimentary Conference Passes

Exhibition Stand Conference Badges

Each exhibitor will receive 1 conference pass for every 9sqm booked (1 is also included in any stands that are between 3qm and 7sqm). For those stand sizes that do not divide equally by 9, these have been rounded up to the nearest whole number. For example, a 12sqm stand will receive two passes. These passes will be in your company name so that they can be shared with other representatives from your stand and will allow access to all the conference sessions. You will be able to collect these from the organiser's office on arrival.

If any of your colleagues have registered for the conference in addition to the passes included in your stand package/extra passes in your Company name ordered, these will be available from the delegate pre-registration terminals.

Workshops

Workshops will take place on Tuesday 4 July 1100 -1730, and on Wednesday 5 July 1115 -1715 on the exhibition floor. Please click [here](#) for a link to the Commercial Workshop Programme.

Please note that all workshops will have the following AV included: plasma screen, PA system and laptop. Further information on scanning attendees to your sessions will be provided in advance. Please make sure that these are forwarded to the person who will be presenting the workshop session. Instructions will also be available to view on the day in the workshop. Please follow all instructions provided carefully as we have had instances in the past where leads have not been captured because instructions have not been followed correctly.

Workshops will be strictly 30 minutes in length and will run back-to-back. In most cases this doesn't allow for the setup of demonstration equipment. We therefore recommend a PowerPoint presentation. For further information please see the link to our presenter page [here](#).

Social Programme

- Poster sessions – Tuesday 4 July 1630 – 1830, Wednesday 5 July 1615 – 1830, Thursday 6 July – 1215 - 1400.
- AFM & SPM Networking Event - Wednesday 5 July 2023 - 1930 at [Zouk Tea Bar](#)
- Frontiers in BioImaging Networking Event - Wednesday 5 July 2023 - 1930 at [Fazenda](#)
- EMAG Networking Event Wednesday 5 July - 1930 at [Revolucion de Cuba](#)
- International Scientific Imaging Competition Prize Giving – Wednesday 5 July 1330 - 1400

Exhibitors are welcome to join us at the poster sessions and Scientific Imaging Competition.

Your Company representatives will be able to add tickets when registering as Exhibitor Representative for the SPM Networking Event, Frontiers in BioImaging Networking Event and EMAG Networking Event, which are all taking place on the Wednesday evening to their account. Please note spaces are filling up quickly, and tickets can be booked at £45 + VAT when registering for the event. For further information please see the link.

<https://www.mmc-series.org.uk/general-information/social-programme.html>

General information

Internet Access

There will be free Wi-Fi throughout the venue. Details will be available at the registration desk. If you need a hardwired connection to your stand, please contact Manchester Central using the link to the booking portal supplied in the online exhibitor manual.

Food and Refreshments

Breakfast, tea and coffee, soft drinks, lunch, and snacks will be available to purchase each day that the exhibition is open from the catering points in the exhibition hall. Please note Manchester Central is a cashless venue. Please pay by card or a contactless device. In addition to this, free coffee and tea will be available at the refreshment station in the centre of the exhibition hall. There will also be refreshments available during the poster sessions in the poster area.

Cleaning

The exhibition hall will be vacuumed on the last night of the build-up – this will include the feature areas, aisles, and the stands. The cleaners will not clean locked cupboards on stands. The stands will also be vacuumed each day after the exhibition closes on the Tuesday and Wednesday nights. If any exhibitor requires more cleaning than this, i.e. dusting and polishing, this can be arranged with the venue, but there will be a charge. Please contact Dawn Hopkins, dawn@rms.org.uk who will be able to make the necessary arrangements for you.

Liquid Nitrogen and Gas

If you intend to bring small quantities of liquid nitrogen or gas on-site, please notify nick@rms.org.uk. This would also need to be recorded in your risk assessment.

Stand Catering

Manchester Central Hospitality (MCH) holds the licence for all catering activity on site. Should anyone wish to supply any catering provision, this is at the sole discretion of MCH. Any requests for own food & beverage provision are to be in writing for consideration. Stand catering requests can be made by visiting the link to the Manchester Central booking portal which can be found in the online booking manual. Upon approval, MCH will advise the relevant fees and any documentation requirements subject to MCH's policies and procedures.

If you wish to provide any food or refreshments not ordered through Manchester Central, you must obtain prior approval. This excludes wrapped sweets, chocolates, or mints. A stand catering order form is available via the link to the Manchester Central booking portal. Anyone wishing to supply their own stand catering can pay the daily facility fee of £250.00 per day + VAT which can be selected via the online link above within the catering section.

Breakout Rooms

There are other rooms available in the venue should you wish to hold a meeting or a workshop away from the exhibition floor. Please contact the Sales team at Manchester Central on email info@manchestercentral.co.uk , telephone number 0161 834 2700.

Lead Capture / Retrieval

Place your order now for Boabee Lead Retrieval products from Event Technology contractor, Field Drive. Boabee is a lead retrieval app that will help you improve the way you gather lead information at your stand – allowing you to scan delegate badges and collect information from all the conference and exhibition attendees. The Boabee lead retrieval app supports three simple yet powerful functionalities for each interesting lead that you meet. You will be able to choose between a device with the app installed or a licence only that you can use on your own smartphone or touchpad.

For further information please visit the link. <https://boabee.com/mmc-lead-retrieval/>

Boabee Lead Retrieval App Scanner	➡	Delegate Badges	✓
Boabee Lead Retrieval App Scanner	➡	mmc2023 Congress App	✗

mmc2023 Congress App

The mmc2023 Congress App will give access to the full conference and exhibition programmes and all the talk and poster abstracts. An email closer the time will be sent out with instructions on how to download the app.

Please note exhibitors will **NOT** be able to scan the Boabee lead retrieval app against the mmc2023 Congress app. The Boabee lead retrieval app will work with delegate QR codes on their badges. The mmc2023 congress app can only scan with other mobile phone devices who have downloaded the mmc2023 congress app.

mmc2023 Congress App	➡	mmc2023 Congress App	✓
mmc2023 Congress App	➡	Delegate Badges	✗
mmc2023 Congress App	➡	Boabee Lead Retrieval App Scanner	✗

Accommodation

Accommodation is not included with registration for mmc2023 but there are a huge number of hotels located just a short walk away from Manchester Central.

You can take advantage of the exclusive rates offered to conference delegates and exhibitors by booking online through **Reservation Highway**. Alternatively, you may telephone the helpdesk on +44 (0) 1423 525577 or email admin@reservation-highway.co.uk. You can also complete the **downloadable booking form for mmc2023** if you prefer.

Reservation Highway has arranged specially negotiated rates at selected hotels. Please note that the early booking date has now passed.

The RMS has become aware of potential scam emails offering hotel reservations for mmc2023. Several speakers due to attend the event have received unsolicited emails requesting information about their accommodation requirements, offers of "flexible reservations" and "cancellation options". The Society advises all speakers and attendees to book through the event's official online booking agency, **Reservation Highway**.

Sustainability/EDI&A

The RMS sustainability Statement can be viewed [here](#).

The mmc2023 Sustainability page can be viewed [here](#).

The RMS EDI&A working Document can be viewed [here](#).

Manchester Central's sustainability strategy can be viewed [here](#).

We encourage all the companies who are supporting mmc2023 to:

- Build reusable and modular structures, using responsibly sources, sustainable construction materials instead of single-use structures where possible
- Ask their constructors to create as little waste as possible and to recycle all pallets
- Replace printed communication with digital materials where possible
- Offer sustainable and responsibly sources give aways
- Choose sustainable materials for graphics where possible
- Limit single use plastic throughout your stand
- Choose reusable, recyclable, or biodegradable packaging wherever possible
- Choose more sustainable travel options

Contact details of RMS Staff

Allison Winton, Chief Executive

Email: allison@rms.org.uk

Telephone: 01865 254764

Dawn Hopkins, Exhibitions Manager

Email: dawn@rms.org.uk

Telephone: 01865 254774

Nick Cameron, Sponsorship & Events Assistant

Email: nick@rms.org.uk

Telephone: 01865 254772

Where to find us when at mmc2023

For any exhibition enquiries please find us in the organiser's office located by the registration desk. There will always be someone available to help. Alternatively, we can be contacted by mobile +44 (0)7545 438796. This number will be in operation from Friday afternoon for the duration of the event.

We look forward to warmly welcoming you back to Manchester Central and to mmc2023.

Map of venue

Manchester Central site plan

