

Information for Exhibitors and Sponsors

ON Helix conference, 6 July 2023

The conference and exhibition opening times are from 08.55-17.00 with the on-site **Registration desk open at 08.30**.

Venue Address, Delivery and Collection of Materials

The Cambridge Building, Babraham Research Campus, Cambridge CB22 3AT

Deliveries can be accepted up to 48 hours prior to the event and materials should ideally be taken away on the day of the event.

All packages **must be clearly marked** with your stand number and the name and date of the conference and addressed as follows:

**FAO Sophie Cannon
Babraham Research Campus Ltd
The Cambridge Building
Babraham Research Campus
Cambridge CB22 3AT**

ON Helix Conference, 6 July 2023

Stand no: # - COMPANY NAME

Sequence of boxes (eg 1 of 5, 2 of 5 etc)

Floor plan

Click [here](#) to view the floor plan and your stand location.

Build Up

Thursday 6 July

Access to set-up your exhibition space will be between **07.30 and 08.30** on Thursday 6 July. All stands must be set-up and all gangways clear by **08.30**.

You will need to collect a temporary exhibitor badge from the Reception Desk in order to gain entry to the exhibition areas.

Access is also available between 17.00-18.30 on Wednesday 5 July. If you wish to set up on this date we require 24 hour notice to ensure access to the site with name and company details of person setting up.

Breakdown

Thursday 6 July

Breakdown can commence at **15.45-16.45** on Thursday 6 July.

All exhibitor stands **must be clear** of the hall by 16:45. Anything left on a stand after this time will be deemed as rubbish and disposed of by the Conference Centre.

If you are arranging courier collection of goods, these must be completed by close of business Friday 7 July and clearly marked with your return address details.

Exhibitor FAQ's

How big is my exhibition area? NB There are 2 different exhibition areas

Main Exhibition Area for Sponsors, Stands 1-7 Each exhibition space in the main Exhibition Area, Stands 1-7 are 2m wide x 2m deep, a maximum 3m high, and will be provided with 1 table (not clothed) and 2 chairs. The ceiling height is perfect for pop up stands or pull up banner stands.

For the **Innovation Support Hub Exhibition - stands H1-H12**, you can bring a pull-up banner (standard size 800mm wide by 2000mm high). A table and chair will be provided.

If you would like to send us a copy of your stand design/plans in advance to check, please email cabrams@onenucleus.com

What electrics are provided?

We don't provide any electrics, there are electric points should you need to plug devices in. Please ensure that you bring your own extension lead to use on the day as they are not available from the Conference Centre.

Can I affix marketing materials to the building?

No signs are to be fixed to the walls by any means inside the building.

How do I register my remaining delegate passes which come with the sponsor package?

Within your package you will have received various combinations of complimentary delegate passes. If you haven't already done so, please email the full list of names of your group of delegates to cabrams@onenucleus.com

Is on-site storage available?

The venue has very limited on-site storage. Deliveries can be accepted up to 48 hours prior to the event and should be taken away on the day of the event or the following day.

Is there Wi-Fi?

Wi-Fi is available on site.

First aid

First aid is available from site security staff via an emergency number (01223 804444). They can also be contacted via the Cambridge Building Reception.