

Information for Exhibitors and Sponsors

The conference and exhibition opening times are from 09.00-17.00 with the on-site **Registration Desk open at 08.30**.

Venue Address

1 Wimpole Street, London W1G 0AE

When you arrive on-site simply go to the registration desk to collect your badge. You will need this badge to gain entry into the conference and exhibition areas.

The main conference and exhibition is taking place on the ground floor of the venue in the Guy Whittle Auditorium, the Max Rayne Atrium and Cavendish Room.

Please ensure that you wear your badge prominently at all times. Failure to do so may result in you being refused access to the event.

When leaving at the end of the conference, please deposit your badge in the badge drop off boxes situated on the registration desks.

Delivery and Collection of Materials

Deliveries can be accepted up to 72 hours prior to the event and should be taken away on the day of the event or the following day. Anything left after 48 hours will be destroyed due to limited storage space.

Should you require the storage of boxes, please use the following labelling instructions or the boxes will NOT be accepted by reception:

Name of meeting/conference	Genesis 2021
Date of meeting	9 December 2021
Room the box(es) need to be delivered to and Stand Number	Atrium or Cavendish
One Wimpole Street contact person	Agne Osipovaite
Contact details of organiser/contact on the day	Claire Abrams, One Nucleus
Sequence of boxes (e.g. 1 of 5, 2 of 5, etc.)	

All Collections/Deliveries will need to take place between the hours of 14.00 to 18.00 Monday to Friday.

Delivery address:

Domus Medica Reception 1A Henrietta Place, Marylebone, London W1G 0LZ

Please refer to 1 Wimpole Street [terms and conditions](#) for goods left on the premises.

Floor plan

Click [here](#) to view your stand location.

Build Up

9 December 2021

Construction of all stands

Stands to be built between 07.00 - 08.00 on the morning of 9 December.

NB: All stands must be constructed by 08.00 as delegates may start to arrive by this time. Main registration opens at 08.30.

Show Opening Hours

9 December 2021

09.00 - 17.00

Breakdown

9 December 2021

Breakdown can commence during the final session between 16.00-16.45 and before the Drinks Reception at 17.00-18.00. If you choose to leave your stand in situ during the drinks reception it must be taken down once the hall is cleared and by 19.00.

All exhibitor stands must be clear of the halls by 19.00 on Thursday 9 December 2021. Anything left on a stand or on the premises after 48 hours will be deemed as rubbish and will be destroyed due to limited storage space.

Exhibitor FAQ's

How big is my exhibition area?

Each exhibition space is 3m wide x 2m deep, a maximum 3m high, and will be provided with a clothed table and 1 chair. The ceiling height is perfect for pop up stands or pull up banner stands.

The ceiling height in the Cavendish room is 3.3m and pop-up stand or pull up banner stands **must not exceed 3m in height**.

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

What electrics are provided?

We don't provide any electrics, there are electric points should you need to plug devices in.

How do I hire AV and computer equipment?

Please follow [this link](#) to arrange via the venue.

What do you recommend I bring?

Exhibitors are reminded to bring tape, scissors and extension leads.

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 genesis@onenucleus.com

Porterage

Venue events staff will arrange for deliveries to be taken to your stand on the day of the event to ensure all items are distributed successfully.

Movement of deliveries

Venue events staff will arrange for delivery dispersal on the day of the event.

The Society is not responsible for boxes and materials stored for events or exhibitors. Please acknowledge this is done at your own risk.

Is on-site storage available?

The venue has very limited on-site storage. Deliveries can be accepted up to 72 hours prior to the event and should be taken away on the day of the event or the following day. Anything left after 48 hours will be destroyed due to limited storage space.

Is there Wi-Fi?

Wi-Fi is available on site.

First aid

Available at Domus Medica Reception.