

# Africa Security and Counter- Terrorism Summit

*2014 Exhibitor Manual*

## **Oliver Kinross**

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*At Oliver Kinross we wish to make this event a huge success for you; if you have any questions please do not hesitate to get in touch using the contact details on the back page and our Operations team will be happy to assist*

## Your Exhibition Stand

### Set Up

If you wish you are able to set up from 5.00am on the 27/02/2014. Please let us know of your set up time prior to the event.

### Break Down

Please ensure that your stand and all equipment are fully broken down by 18.00 on 28/02/2014. You can begin packing your equipment away at any time. Should you wish for any materials to be stored at the hotel, you can leave these on your stand (clearly labelled and packaged) and my colleagues will liaise with the venue staff to ensure this is put into storage for you until your courier collects it. Please note you do not need to dismantle any equipment after Day 1. We recommend you do not leave any electronics/valuables on your stand overnight as the venue cannot take responsibility for any loss, theft or damage.

### Your Stand

The exhibition will take place in Sections 1 and 2 of the Westbourne Suite (see page 6 for floor plan). This will open up into one large area which will play host to the lunches and networking breaks also.

On Day 1, Stream A will take place in Section 3 of the Westbourne Suite with Stream B taking place in Section 4 of the Westbourne Suite. On Day 2, Stream A will take place in Section 4 again with the Workshop taking place in Section 4. Please refer to the latest agenda for all the latest topics and the delegate pack on the day to establish which presentations you would like to attend.

You are provided with a 3m x 2m space which includes one table [L: 72" ; W: 30" ; H: 30"], 2 chairs and power supply. The ceiling height is 3 meters high. If you will need more power connections please make sure you bring additional adapters as there are only a limited number of these available. Also ensure that your equipment is compatible with the countries voltage, and that you have the relevant adapters for equipment from other countries.

You will be provided a username and password at your stand to access the internet for the duration of the 2 day event.

### **Additional Information**

**All exhibitors will have to check with HM Revenues and Customs whether they require a license from the UK as well as from their own country, with regards to bringing weaponry and other associated products to London.**

Please see the below link to get in contact with the customs department. When you speak to them you will need to provide them with the commodity code for each item and they will check these to see if you will need a UK license.

<http://search2.hmrc.gov.uk/kb5/hmrc/contactus/view.page?record=iQ9MFQAxnZk&titleindex=0>

## Required Information

### What we need from you

- Company Logo: High Resolution in JPEG format
- Company Profile: Approx 250 words including a hyperlink
- Attendee Names from your organization at the event, Job Titles & Email Addresses

The above information MUST be sent to [Katherine.duncan@oliverkinross.com](mailto:Katherine.duncan@oliverkinross.com) at least three weeks prior to the event. **We must stress that if we do not have this information by this time you risk not being included within our event material or delegate list.**

Please see below for an example of how this information will be presented to the delegates;

Attendee 1: John Smith – Managing Director – [johnsmith@company.com](mailto:johnsmith@company.com)



**Oliver Kinross**

Headquartered in the United Kingdom, Oliver Kinross is an internationally operating business research organisation. Oliver Kinross was founded in January 2008 with the aim of delivering high quality training, business intelligence and networking opportunities for industry. This is achieved through a series of Conferences, Summits, Exhibitions and Training Workshops attended by many of the world's largest organisations. The main industries in which Oliver Kinross operates are European Energy Trading, Cyber Security, Africa, Oil & Gas Exploration & Production, Smart Energy, International Development & Infrastructure.

Since 2008 Oliver Kinross has achieved a track-record of running successful market leading events and has achieved consistent year-on-year growth. It attributes this success to a combination of factors, including: the pursuit of running events in the world's fastest growth & frontier markets, a commitment to ensuring all events are of the highest quality, and a belief that its staff are its greatest asset.

[www.oliverkinross.com](http://www.oliverkinross.com)

Attendee 2: Mary Cooper – Marketing Manager – [marycooper@copmany.com](mailto:marycooper@copmany.com)

*Attendee 3, 4, 5 etc...Your amount of attendees can be found on your signed booking form according to your chosen sponsorship package.*

## **Audio Visual & Stand Design/Equipment Hire**

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### **Audio Visual**

If you require any audio visual equipment for your stand or participation at the event, please contact AV Projections; as an exhibitor they will give you discounted rates and will have a technician on hand at the event. You can complete the form attached to your sponsorship logistics email and return directly to AV Projections.

Contact details are provided again below for you convenience;

David M Kerr | Project Manager

Tel: 020 7620 2001 Fax: 020 7620 2002

Email: [david@avprojections.co.uk](mailto:david@avprojections.co.uk)

Website: [www.avprojections.co.uk](http://www.avprojections.co.uk)



### **Stand Design/Equipment Hire**

There are a number of locally based companies that can assist with your stand design, including custom designed orders. Please contact the company below to assist as they will be more than happy to help you with your ideas for the event.

Adam Walsh, Project Manager, The London Display Company Limited

T: 020 8530 4728, E: [adam@thelondondisplay.co.uk](mailto:adam@thelondondisplay.co.uk), W: [www.thelondondisplay.co.uk](http://www.thelondondisplay.co.uk)



## Examples of Stands

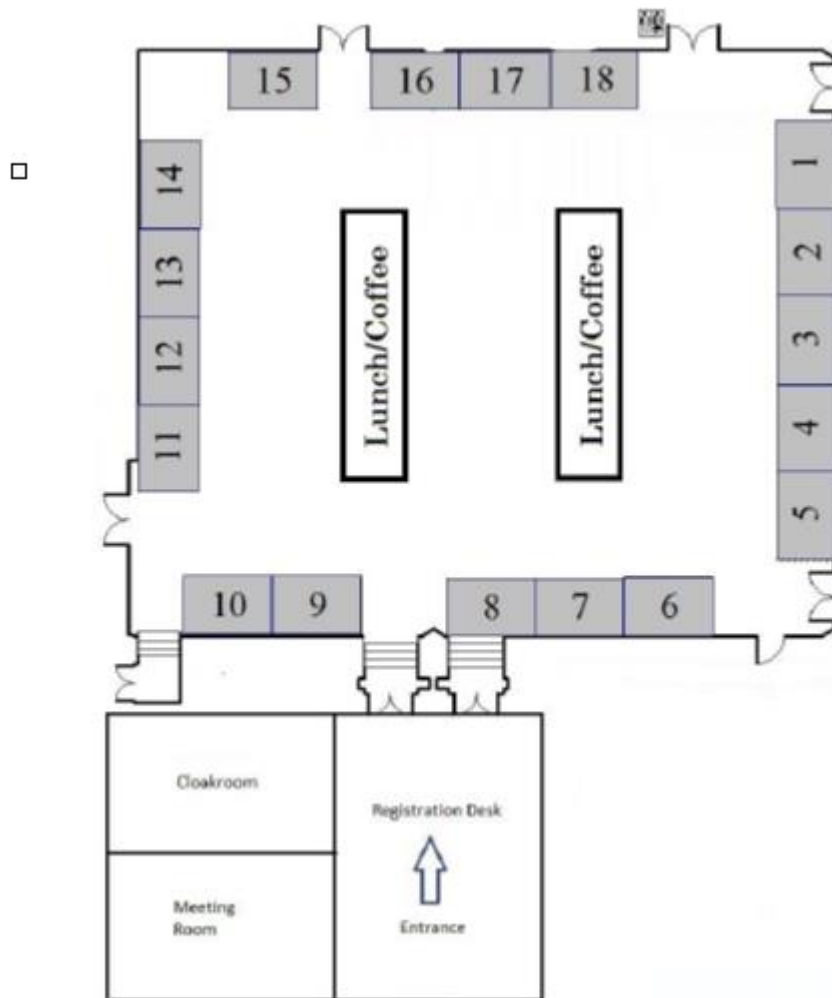
Below are a few examples of what previous exhibitors have done with their space. As you can see there are a wide variety of options, from simply using the table and chairs provided with pop up banners & tablecloth (top left and right), to outsourcing an external company to design a shell scheme stand (bottom right).



## Floor Plan

Below is a provisional floor plan for the exhibition area. **For those wishing for a particular stand please send an email to [Katherine.duncan@oliverkinross.com](mailto:Katherine.duncan@oliverkinross.com) with your TOP FOUR stand preferences and we will endeavor to assign you one of these.**

Please note stand locations are subject to availability; we always try and accommodate the requests of all exhibitors. Stand positions may be subject to change in the lead up to the event but if this happens you will always be notified.





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## Delivery Information

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### **CYC: Freight Forwarder**

Below is the address for any deliveries;

**Lancaster London**

**Lancaster Terrace**

**London WT 2TY**



Please mark on the outside of the parcel: **Oliver Kinross/ASecurity 2014 –Feb 27<sup>th</sup>/28<sup>th</sup>**

CYC specialize in deliveries within London and collect from any location in the world. They have been briefed on the venue specifications and delivery information and will be able to provide relevant information regarding UK Customs and Border regulations. To book a courier with CYC use the below contact details;

Contact: Operations Team

Contact telephone number: +44 (0) 207 939 7000

Email address: [ops@cycplc.com](mailto:ops@cycplc.com) (use 'AFRICA London 2014' in your subject title)

### **Storage Time**

The venue are able to store items from Tuesday 25<sup>th</sup> February until Monday 3<sup>rd</sup> March 2014. If you are arranging for anything to be collected and courier after the event, ensure you have packaged everything up during breakdown, clearly labelled with a contact name, company name and address, and leave this on your stand. Inform either an Oliver Kinross or member of the Lancaster team, the collection date and courier name.

### **Alternative Couriers**

If you wish to use an alternative courier other than CYC you may wish to do so.

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## Exhibitor Perks

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As an exhibitor at the event you have many things included within your sponsorship package that you can use to make the event a huge success.

### **Guest of Sponsor Tickets**

As an exhibitor you may be entitled to a limited number of complimentary passes to the 2 day event. These can strictly only be given to Oil & Gas operators or Utility companies. Any guest of sponsor ticket **MUST** be approved by Oliver Kinross prior to any invitations being sent. If you wish to use these complimentary passes please get in touch and we will do our best to provide you with the amount you need, however this cannot always be guaranteed.

### **Maximizing your Stand**

Our company privacy policies mean we are unable to distribute attendee contact details, therefore we recommend you bring a large bowl to collect business cards. Other exhibitors have offered a prizes in a small raffle/prize draw; this is a guaranteed way to get as many contacts as possible over the 2 days. If you wish to include company literature on the registration table we are happy to distribute it to every delegate on their arrival.

### **Business Match-Making**

You are provided with the delegate list 2 weeks prior to the event so you can see the attendees and also plan on which event participants who would like to meet at the event. Please fill in the table on page 11 and return to [Katherine.duncan@oliverkinross.com](mailto:Katherine.duncan@oliverkinross.com) . Oliver Kinross representatives at the event will endeavor to arrange these meetings either at your stand or in a private meeting room (if you prefer).

### Discounted Tickets

For any company that you want to attend the event, whether they are one of your clients or even a potential client, we are happy to offer a discounted one day or two day rate.

### Additional Purchases

You are able to purchase additional packages such as;

- Seat Drop of company material
- Delegate Bag Branding
- Pen/Stationary Sponsor
- Networking Function Sponsor
- Lunch (Day 1 and/or Day 2) Sponsor

For more information and price lists of the above please call contact Natalia Kricikova on +44 (0) 207 628 0117 or via email on [natalia@oliverkinross.com](mailto:natalia@oliverkinross.com)

### Event Logo

Please see below for the event's logo or alternatively you can download a JPEG logo from <http://tbf.me/a/B1EXM5>. Feel free to use this in any of your marketing campaigns for your participation at the event.



## **Twitter**

Social Media is a huge way of boosting your profile both in the lead up and at the event. Our twitter names is @oliverkinross1 and the event hashtag is #ASCTS so start tweeting away!



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## Useful Destination Tips

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### Electricity

The electrical current in London is 220-240 volts (coming into line with the rest of Europe at 230 volts), 50 cycles alternating current (AC); wall outlets take three-pin plugs.



### Climate

Britain is an island country and the surrounding sea gives England a varied climate. As we have such a variable climate changing from day to day, it is difficult to predict the weather. In general we have warm summers and cool winters. January will be peak winter so be prepared with warm/dry clothes as temperatures will be usually be between 0-5 degrees with the potential for rain and snow.



### Currency

Although England is a part of the EU (European Union), it has kept its own currency – the pound sterling (£). One pound is divided into 100 pence (p). Coins come in 1p, 2p, 5p, 10p, 20p, 50p as well as £1 and £2 coins. Notes come in denominations of £5, £10, £20, and £50. You may also see notes issued by Clydesdale Bank, Royal Bank of Scotland and Bank of Scotland - these are all legal and can be used on both sides of the border.

Eurocheques are no longer accepted in the UK. Some banks will cash them, but they charge an extremely high fee. Visa, MasterCard, AmEx and Diners Club cards are widely accepted all over England. You can get cash advances using your Visa or MasterCard at many banks. It is advisable to notify your bank before travelling to the UK from other countries.



### Local Culture

English is the spoken language (but can range in a variety of dialects according to different regions). GMT (Greenwich Mean Time) is the time zone. Tipping in the UK is not customary practice as in other countries, however general tipping is common, and is on average between 10-15% for services such as taxi's, restaurants, hairdressers etc.

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## Contact Information

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**PRE-EVENT**

USE THESE DETAILS FOR ALL MATTERS PRIOR TO 27/01/2014

**Katherine Duncan**  
**Operations Executive**  
Tel +44 207 374 4236  
Fax +44 207 127 4503  
[Katherine.duncan@oliverkinross.com](mailto:Katherine.duncan@oliverkinross.com)

**ON-SITE**

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## Contact Information

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Below are the details of Oliver Kinross representatives that will be present:

**Katherine Duncan**  
**Operations Executive**  
Tel +44 (0) 207 374 4236  
Fax +44 207 127 4503  
[Katherine.duncan@oliverkinross.com](mailto:Katherine.duncan@oliverkinross.com)

**Natalia Hricikova (also for all pre-event sales enquires)**  
**Business Development Executive**  
Tel +44 207 628 0117  
Fax +44 207 127 4503  
[natalia@oliverkinross.com](mailto:natalia@oliverkinross.com)



## Company Information

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**Oliver Kinross Asia Pacific**

77 Win Lok Street, 1202 Ovest, Sheung Wan, Hong Kong

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