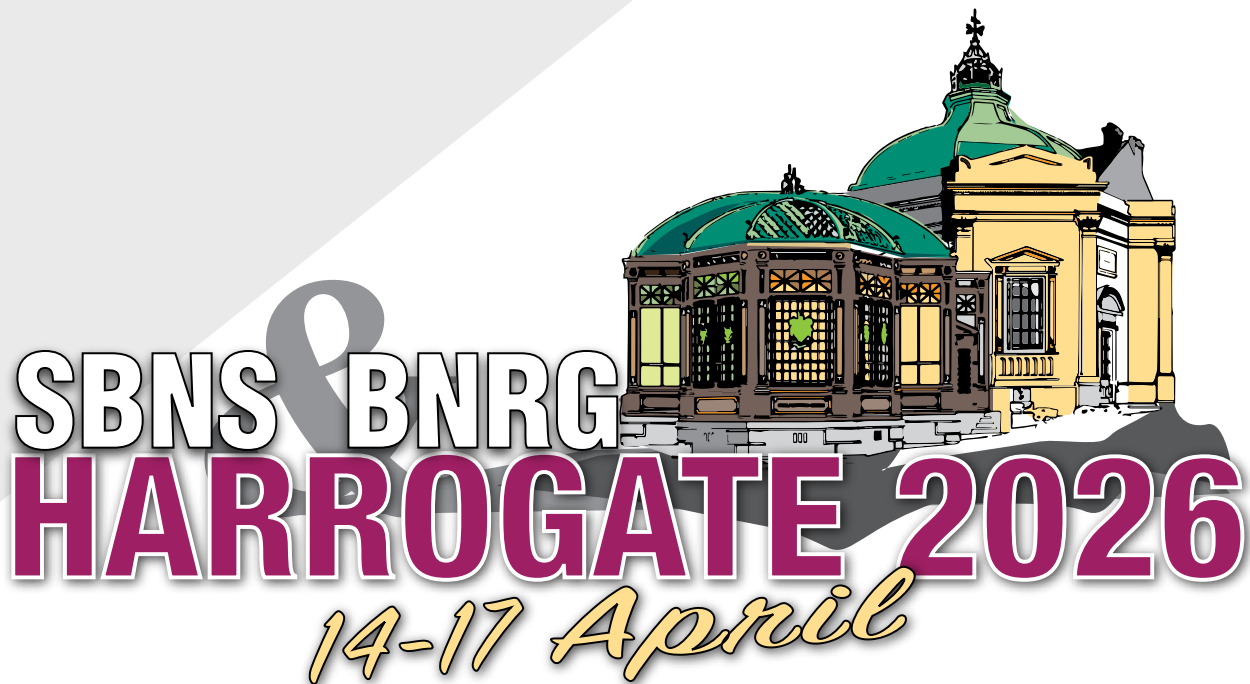


TECHNICAL MANUAL



<https://www.hilton.com/en/hotels/lbahadi-doubletree-harrogate-majestic-hotel-and-spa/>

DOUBLE TREE BY HILTON MAJESTIC HOTEL
RIPON ROAD, HARROGATE
HG1 2HU

SOCIETY OF BRITISH NEUROLOGICAL SURGEONS

35-43 Lincoln's Inn Fields, London WC2A 3PE • www.sbns.org.uk
Sponsorship Enquiries: **Alix Gordon** admin2@sbns.org.uk
Tel: **020 7869 6887**





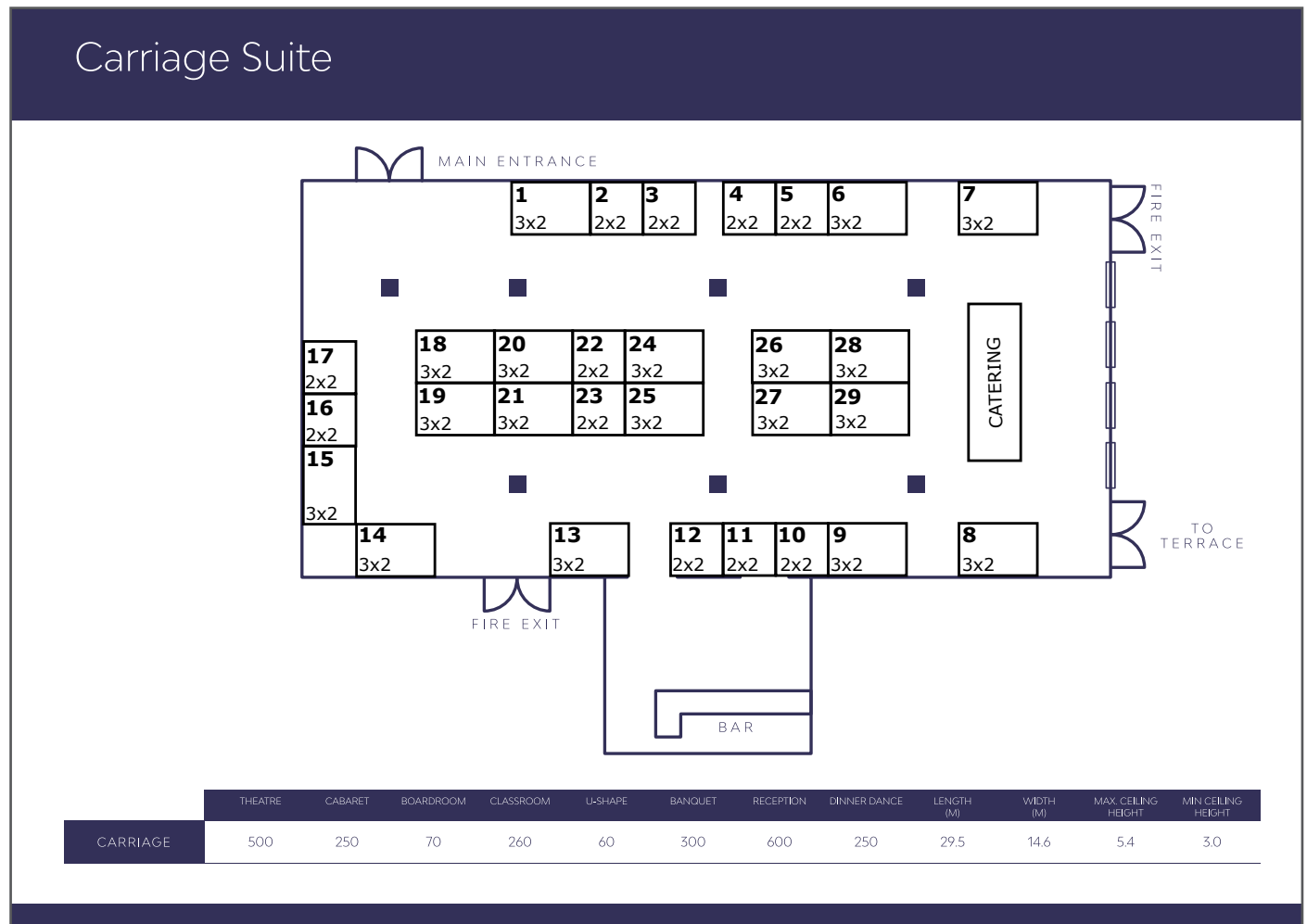
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SBNS/BNRG SPRING MEETING EXHIBITION FLOOR PLAN



Stand/Exhibitor

Stand/Exhibitor

Stand/Exhibitor

- 1. Brainlab
- 2. Arthrex Spine
- 3. GE Healthcare
- 4. Baxter
- 5. Medac
- 6. Livanova
- 7. RIWO Spine
- 8. Codman Surgical Specialty
- 9. Ovidius
- 10.

- 11. RESTART Trial
- 12. Joint Operations
- 13. Inomed
- 14.
- 15.
- 16. The Confederation of British Surgery
- 17. Novocure
- 18. Insightec
- 19.
- 20.

- 21.
- 22. General Medical
- 23. ROSSINI-Platform
- 24. J&J Medtech
- 25. NCIP
- 26. Servier
- 27. Elemental Healthcare
- 28. Stryker UK Ltd
- 29. Delta Surgical

INTRODUCTION

DATES

The SBNS/BNRG Spring meeting takes place from 14-17 April 2026.

DEFINITIONS

In this manual, the following terms are defined as:

Exhibition: The exhibition being held in conjunction with the SBNS/BNRG Spring Meeting.

Exhibitor: Includes any person, firm, company or corporation and its employees to whom space has been allocated for the purpose of exhibiting at the commercial exhibition.

Organisers: SBNS

Premises: The Majestic Hotel, Harrogate

EXHIBITION VENUE

Ripon Road

Harrogate

HG1 2HU

For directions go to: <https://www.hilton.com/en/hotels/lbahadi-doubletree-harrogate-majestic-hotel-and-spa/>

WEBSITE

For further information and continuous updates regarding the SBNS/BNRG Spring Meeting 2026 please visit the website: <https://www.sbns.org.uk/event-calendar/harrogate-2026.html>

COURIERS

Neither The Majestic Hotel nor the SBNS are responsible for arranging couriers. **All deliveries will be made as per the instructions that have been provided by the conference venue contained within this Manual.**

FIRE PROCEDURES

All exhibitors are reminded to comply with any reasonable instructions to avoid the risk of fire.

FIRST AID

In the event of an emergency or illness, please contact the Registration Desk or a member of staff at the venue.

LANGUAGE

The official language of the meeting is English.

SECURITY

Exhibitors are requested to use common sense precautions at all times and ensure that all stand personnel wear their badges whilst on-site. Any suspicious or un-identified articles should be reported immediately to staff at the Registration Desk. It is the stand manager's duty to ensure that no person touches or approaches the article concerned until security personnel, the organisers or the police arrive.

DELIVERY ACCESS/LOADING/UNLOADING AT THE MAJESTIC HOTEL

Exhibitors can deliver to the back entrance of the Carriage Suite, drive around the right hand side of the car park, **see the map below.**

Please note that the car park is chargeable so if you are dropping off then remember to register your number plate with the reception to avoid a parking ticket.

DELIVERIES/ COURIERS

The Hilton Double Tree Majestic Hotel

Ripon Road

Harrogate

HG1 2HU

Event name: SBNS /BNRG Spring Meeting 2026

Event date: 14-17 April 2026

Company Name:

Stand Number:

FAO event coordinator: Ash Carr

Room of event: Carriage Suite

COLLECTION

All parcels need to be collected within 48 hours of the meeting.

OUR POLICY

- Porters will **NOT** be available to assist with unloading.
- Exhibitors are advised to bring their own trolleys to move their goods from vehicle to stand.



EXHIBITION DETAILS

EXHIBITION OPENING TIMES

The official exhibition opening times are as follows:

Wednesday	09:30 – 17:00
Thursday	10:00 – 17:00
Friday	10:00 - 11:30

Exhibitors are allowed into the exhibition area 30 minutes prior to opening and may leave 30 minutes after closing. All stands must be open and fully staffed during the official exhibition opening hours as stated above.

To encourage delegates to frequent the exhibition, lunch and tea & coffee will be served within the exhibition area during the official refreshment breaks. We will endeavour to serve exhibitors their lunch before the end of the sessions.

EXHIBITOR BADGES

All exhibitors are required to have a badge displaying their exhibiting company name. Company name badges will be printed off onsite through the QR code provided via email for all exhibitor personnel allowing them access into the exhibition, lunch areas and selected sessions that may be of interest.

For exhibitors wishing to attend all of the Scientific Sessions you must register as an SBNS Non Member in the normal way.

Please go to:

<https://www.sbns.org.uk/event-calendar/harrogate-2026/registration-and-accommodation.html>

Exhibitor badges will be included in your stand package depending on the package booked. Additional stand personnel will be charged a registration fee of £60.00 + VAT. If you would like to book additional badges please contact Alix Gordon.

All personnel will require badges to access the exhibition area. Exhibitor badges are for the use of company personnel only for stand manning purposes and should not be used by companies to bring visitors to the exhibition.

Company name badges may be collected from the registration area during the official registration opening hours.

EXHIBITION ETIQUETTE

All exhibitors are reminded to respect each other's privacy when commercial interactions are taking place. They are also reminded that they should only enter another exhibitor's stand if invited to do so.



PACKAGE ITEMS AND SPONSORSHIP

SOCIAL EVENTS

Both Welcome Reception and Gala Dinner tickets are included in your stand package the amount depends on which package you have booked as follows:

Package	Welcome Reception Tickets	Gala Dinner Tickets
A	3	3
B	2	2

In order to book your **COMPLIMENTARY** tickets and order additional ones (subject to availability), please contact Alix Gordon by **30th March 2026**.

If you do NOT respond by the deadline date we will assume that you will NOT attend the function and NO tickets will be issued after this date.

Additional Welcome Reception tickets are available to exhibitors at a charge of 60.00 +VAT per ticket and additional Gala Dinner tickets are available at a cost of £150 + VAT. Admission will be by ticket only which must be purchased in advance of the date.

All social tickets will be allocated on a "first come, first served" basis. For info on the Social Events go to:

<https://www.sbns.org.uk/event-calendar/harrogate-2026/social-programme.html>

ADVERTISING OPPORTUNITIES WITHIN THE MEETING APP

- Home screen widget** - £700 + VAT (Included in package A)

Home screen widget is a company logo on the home screen. This is the first section all delegates will view. It also has the main features of the app on it. By clicking on this widget it will take the delegate through to the exclusive partners section of the app.
- Company name on the Navigation Menu** - £500 + VAT (Only 2 available)

Once clicked it can either take the user to your profile within the app or an external webpage.
- Company Logo throughout the main academic programme** - £500 + VAT (Only 3 available)

This is a banner ad which will appear within the main academic programme.

The banner can either link to your profile within the app or a 'pop-up' image or overlay screen, the image will appear when users click on the ad.

If more than 1 company chooses this option then they will be evenly distributed and rotate every 15 seconds.
- Banner ads** - £500 + VAT (only 4 available)

This is 1 banner (company logo) in 4 different locations. These will be located in 'Speakers', 'Sponsors', 'Attendees' sections and **on top of the menu bar** within the app. These banners will be evenly distributed and rotate every 15 seconds.

Banners can have different causes to action. It can link to either:

- **Sponsor's profile page within the app**
 - **Any external website**
 - **Custom - A 'pop-up' or overlay screen with the custom ad will appear when users click on the ad**
 - **Image - A 'pop-up' or overlay screen with the image will appear when users click on the ad**
- **Sponsored Alerts** - £99.00 + VAT (only 4 available)
Sponsored Alerts will be sent to each delegate within the app and also to their email address. This can include images and a message with links to within the app or to an external destination.

TALKING SLIDES

We are continuing to record all presentations throughout the meeting; they will be published on line and accessible to all members of our association for **twelve months** on the Talking Slides platform <http://sbns.talkingslideshd.com/home>
There is an opportunity for your logo to be on the front page of this site as a hyperlink directly to your website.

This is a very popular service for delegates and will offer a great opportunity for further brand awareness from our sponsors, not only to delegates who attended the conferences but also those who did not.

We have two levels of sponsorship that last for 12 months:

- **Gold** £300.00 + VAT (maximum of 4 available) your logo will appear at the top of the web page as people log on
- **Silver** £200.00 + VAT (maximum of 6 available) the logo swaps from the bottom of the page to the top after each refresh

DELEGATE BAG INSERT

Those stands that have booked a delegate bag insert need to send 300 copies to the SBNS Office for the attention of Alix Gordon by **1st April at the latest**.

Delegate Bag Inserts should be maximum A4 size, 1 sheet only subject to approval of the Scientific Committee

EXHIBITORS' SLIDE

Exhibitors are entitled to one PowerPoint slide that will be shown at the end of the sessions on a loop system. Please submit the slide in a Power Point format to Alix Gordon – admin2@sbns.org.uk by **11th March**. The slide is subject to the Scientific Committee approval.



INSTALLATION

INSTALLATION TIMES

Exhibitors will be allowed access from the following times:

Tuesday: 09:00 – 18:00 Wednesday: 08:00 – 09:30

All exhibits must be completed to the satisfaction of the Organisers and must be fully staffed and ready for the official exhibition opening at 09:30 on Wednesday.

DISMANTLING/BREAKDOWN TIMES

Breakdown will be between the following hours: **11:30 - 17:00 on Friday**. Exhibits must not be disturbed, dismantled or removed prior to the official dismantling time. Exhibitors and their appointed stand contractors will be responsible for any charges incurred if The Majestic is not clear by **by 17:00**.

BUILD UP HEIGHT

The maximum building height for all exhibition stands is **2.6m**.

ELECTRICITY

Each stand will have 2 x 13amp sockets that will provide around 1000 watt in total. This will be ample for laptops, LED lighting etc.

There is very limited bigger power available (2 X 16 single and 2 x 32 single) this will be distributed STRICTLY on a first come first serve basis, cost will be £150 per 16amp and £300 for 32amp.

To book additional power, please get in touch with Behn at Talking Slides Ltd by 1st April 2026

behn@talking-slides.com or call 01803 864464

STAND CONSTRUCTION

ON SITE SERVICES

There has been no appointed stand contractor/ lifting agent or provider of onsite services regarding exhibition stands. Companies are responsible for the safe construction and break down of their stands.

STORAGE

It is strictly prohibited to store packaging materials or packing cases on, under or behind stands and all packing cases must be removed from the display area of the Exhibition hall. Exhibitors can store their empty boxes at the venue, however please note that the venue has limited space and are unable to guarantee that there will be space available.

STOCK DELIVERIES

Exhibitors needing to re-stock their stands during the meeting should make arrangements with the Organisers to do so prior to the official Exhibition Opening Times. NO deliveries will be permitted during the hours of opening.

FLOOR PLAN

The floor plan contained within this manual is correct at the time of printing. The layout has been prepared for maximum use of space, facilitation of floor traffic and attendee and exhibitor satisfaction. Every effort is made to accommodate exhibitor requests for space and position on the floor; however the SBNS reserves the right to change, if deemed necessary, the location and layout of stands.

FLOORING

Care should be taken when building and dismantling stands.

INSURANCE

Neither the Organisers, nor The Majestic Hotel, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.

LIABILITY INSURANCE

The Organisers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his/her property and person and for the property and persons of their employees through full and comprehensive insurance, and shall hold harmless the Organisers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a public liability insurance covering all injuries to persons and damages that might cover in connection with the exhibition. We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

STAND CONSTRUCTION

No shell scheme has been provided at this venue therefore all stands will be free build. Exhibitors are responsible for ensuring that they keep within their allocated space which will be clearly marked out on the floor.

You can order 6ft tables and chairs for your stand free of charge through Alix Gordon admin2@sbns.org.uk

Exhibitors are particularly reminded of the following points:

- **No stand may exceed the height of 2.6m**
 - All structures, materials, special designs, unusual constructions and all signs shall conform to British Safety Standards and Code of Practice and comply with all relevant Statutory Authority regulations.
 - If you are providing walls between you and adjoining exhibitors they must be **a maximum of 2.6m high** and must be **cleanly decorated on both sides**.
 - Please note that double height stands are not permitted
-

INTERNET CONNECTION

Wi-Fi is free of charge throughout the venue.

STAND CLEANING

The Organisers will arrange for general cleaning of the exhibition premises (excluding exhibits and displays) prior to the opening of exhibition and daily prior to opening thereafter. Each exhibitor is obliged to keep their stand and surrounding areas perfectly clean.

ACCOMMODATION

For accommodation details click on the link:

<https://www.sbns.org.uk/event-calendar/harrogate-2026/registration-and-accommodation.html>

DISCLAIMER

The Information provided in this Technical Manual has been prepared by the SBNS to assist the exhibitors. Whilst every care has been taken to ensure that the details are correct at time of issue, the SBNS, shall not be liable, or responsible to any Stand Organiser, Exhibitor or any other person, in respect of inaccuracy or omission in the information contained herein, nor shall they be responsible or in any way concerned with any contract or agreement made by Stand Organiser or Exhibitor with any person, firm or company whose services are described herein.

SBNS – March 2026

