

TECHNICAL MANUAL



SBNS 100 LONDON

12-16 OCTOBER 2026 • CELEBRATING 100 YEARS OF BRITISH NEUROSURGERY



QEII CONFERENCE CENTRE, BROAD SANCTUARY
WESTMINSTER, LONDON SW1P 3EE

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





SBNS 100 LONDON

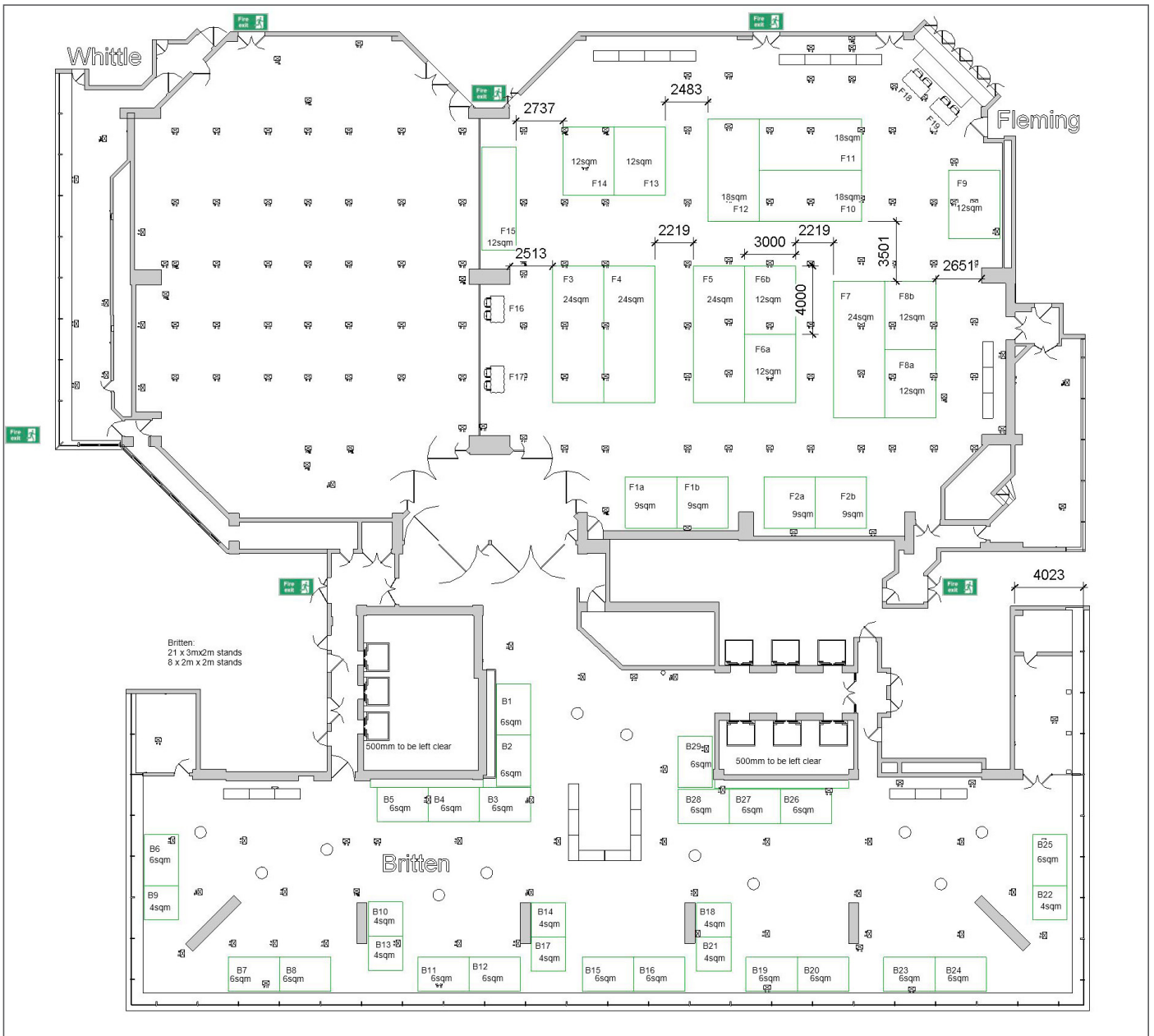
1. Exhibition Plan	3
2. Venue Details	4
3. Delivery Access / Loading and Unloading	5
4. Exhibition Details	7
5. Package Items and Sponsorship	8
6. Installation	10
7. Stand Construction	11
8. Accommodation	12

SOCIETY OF BRITISH NEUROLOGICAL SURGEONS

Alix Gordon Email: admin2@sbns.org.uk Tel: **+44 (0)20 7869 6887**
35-43 Lincoln's Inn Fields, London WC2A 3PE | www.sbns.org.uk



SBNS 100 MEETING EXHIBITION FLOOR PLAN



Stand/Exhibitor

Stand/Exhibitor

Stand/Exhibitor

- F1a. Arthrex Spine
- F1b. Renishaw
- F2a. Insightec
- F2b. KLS Martin
- F3. Medtronic
- F4. B. Braun Medical
- F5. Codman Surgical Specialty
- F6a. Inomed Neurocare Ltd
- F6b. Olympus
- F7. Brainlab
- F8a. Mitaka Europe
- F8b.
- F9. Joint Operations
- F10. Stryker UK Ltd
- F11.
- F12. ZEISS

- F13. Delta Surgical
- F14. Leica Microsystems
- F15. Sernv Healthcare
- B1. Mectron/ General Medical
- B2. Axiom
- B3. ZAP
- B4.
- B5. LivaNova
- B6.
- B7.
- B8.
- B9. GE Healthcare
- B10. Baxter
- B11. Cavendish Impants
- B12.
- B13. medac Pharma

- B14. HC21/Emmat
- B15. Eurospine
- B16.
- B17. Nintel Ltd
- B18. De Soutter Medical
- B19.
- B20.
- B21. Servier
- B22. Joimax GmbH
- B23.
- B24.
- B25.
- B26. Meticuly Innovations
- B27.
- B28. Novocure UK Ltd
- B29. Ovidius Solutions

INTRODUCTION

DATES

The SBNS 100 takes place from 12th – 16th October.

The exhibition will run from the 13th-15th October.

DEFINITIONS

In this manual, the following terms are defined as:

Exhibition: The exhibition being held in conjunction with the SBNS 100.

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: QEII Conference Centre, London

EXHIBITION VENUE

QEII Conference Centre

Broad Sanctuary

Westminster

London

SW1P 3EE

For directions go to: <https://qeiicentre.london/>

WEBSITE

For further information and continuous updates regarding the SBNS 100 please visit the website:

<https://www.sbns.org.uk/event-calendar/sbns-100.html>

COURIERS

Neither QEII 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 QEII

For deliveries of stands, exhibition materials and technical equipment, there is a dedicated loading bay. This is located on Storeys Gate, on the west side of the Centre.

The Loading Bay can accommodate vehicles up to 3.5 metres wide (11' 6") and there are no height restrictions in place. The QEII will only accept deliveries up to forty-eight (48) hours before the agreed start date of the Event (inclusive of set updates). Good Lifts 10 and 11 (details below) are used from the Loading Bay to take items to upper floors.

There is also a larger external lift (the "MEWS Lift") for bulky items which will not fit into the two goods lifts, this will be available on the 12th October 9am-1pm and 15th October 4pm-7pm. Please make sure you book in your delivery at the appropriate time.

Goods Lift_10 (North)

Width and Door opening: 1.0 meters
Depth: 1.6 meters
Height / Door opening: 2.0 meters
Height: 2.1 meters
Loading: 1,000 kilos
Available floors: L0 – L3

Goods Lift_11 (North)

Width / Door opening: 1.5 meters
Width: 2.1 meters
Depth: 1.5 meters
Height / Door opening: 2.0 meters
Height: 2.2 meters
Loading: 2,000 kilos
Available floors: L0 – L5

Goods Lift_17 - MEWS (East)

This is for LARGER items and will only be available from 9am – 1pm on the set up day 12th October and on breakdown 4pm – 7pm 15th October.

Width and Door opening: 5 meters
Depth: 2.5 meters
Height / Door opening: 2 meters
Height: 2.5 meters
Loading: 2,500 kilos
Available floors: L0 – L3

All exhibitors are limited to a maximum of 30 minutes to unload, if you need more time than this then let Alix Gordon know when you book your delivery slot. We will need truck registration details.

After unloading trucks are able to park on the east side of the forecourt for the duration of the build if needed.

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.

DELIVERY NOTE

PLEASE NOTE THAT THE CENTRE IS UNABLE TO ACCEPT RESPONSIBILITY FOR ANY DELAY/ LOSS THAT MAY OCCUR.

DELIVERY ADDRESS:

Queen Elizabeth II Centre Storey's Gate
Loading Bay
Westminster
London SW1P 3EE

QEII EVENT MANAGER: Emile Bolt

EVENT TITLE: SBNS 100

EVENT DATE: 12-16th October 2026

EVENT ROOM(S): Fleming & Britten

STAND NO. / NAME:

NUMBER OF ITEMS: _____ OF _____

Please note that unless QEIIIC or External Porterage has been booked, it is the responsibility of the client/exhibitor themselves to collect and return their boxes from/to the QEIIIC Loading Bay.

COLLECTION NOTE

PLEASE NOTE THAT THE CENTRE IS UNABLE TO ACCEPT RESPONSIBILITY FOR ANY DELAY/ LOSS THAT MAY OCCUR.

ITEMS NOT COLLECTED FROM THE STOREY'S GATE LOADING BAY WITHIN 48 HOURS OF THE EVENT WILL BE DISPOSED OF WITHOUT FURTHER NOTIFICATION.

QEII EVENT MANAGER: Emile Bolt

EVENT TITLE: SBNS 100

EVENT DATE: 12-16 October 2026

CONTACT NAME:

CONTACT NUMBER:

DELIVERY ADDRESS:

NUMBER OF ITEMS: _____ OF _____

Please note that unless QEIIIC or External Porterage has been booked, it is the responsibility of the client/exhibitor themselves to collect and return their boxes from/to the QEIIIC Loading Bay.

EXHIBITION DETAILS

EXHIBITION OPENING TIMES

The official exhibition opening times are as follows:

Tuesday	09:00 – 16:30
Wednesday	09:30 – 16:30
Thursday	09:30 – 16:00

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/sbns-100/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 £200.00 + VAT. If you would like to book additional badges, please contact Alix Gordon admin2@sbns.org.uk

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 can 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.

POSTERS

Posters will be on the Meeting app and Electronic Poster Boards.

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
Platinum	12	8
Gold	10	6
Silver	8	4
Bronze	6	4
24sqm	6	4
18sqm	5	2
12sqm	4	2
9sqm	3	2
6sqm	2	0
4sqm	2	0

In order to book your **COMPLIMENTARY** tickets and order additional ones (subject to availability), please contact Alix Gordon by **1st September 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 £80.00 +VAT per ticket and additional Gala Dinner tickets are available at a cost of £250 + 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/sbns-100/social-events.html>

INDUSTRY SPONSORED SESSIONS

15-minute talk sections during the lunch break, a chance to connect with delegates about your latest product. 3 available during the **Tuesday 13th October and Wednesday 14th October Lunchbreak.**

- Room hire and AV Technical Support
- Promotion to the SBNS Membership, to include details on the website
- Promotion to the meeting Delegates with a flyer and through the Meeting App

MEETING APP

Exclusive sponsor of the meeting app to include:

- Home Screen Widget, that can link to your profile or an external website.
- Logo on the main Navigation Menu, can link internally or externally.
- Banner across the sponsor section and main programme – can link internally and externally or produce a pop up.
- 3 Meeting app alerts - 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.

This is a great opportunity to reach all the delegates as they have to download the app to access the programme and other meeting offers.

MEETING APP ALERT

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. Depending on availability you can choose when to send your alert out.

EMAIL SHOT

An email sent out to the full delegate list, can be before or after the meeting, the time needs to be approved by the meetings committee.

CONFERENCE WI-FI *Exclusive*

Delegates will have free access to Wi-Fi during SBNS 100, you will have the chance to name the access line and password, with a branded home screen that they land on once logging on. The name and branding to be approved by the meetings committee.

TALKING SLIDES

We will be recording all presentations in the main meeting rooms and they will be published on line and accessible to all delegates 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.

Your logo will appear at the top of the web page as people log on.

VENUE BRANDING

This will include the 6 flags and a canopy sign outside the building, branding of the Brittain room and the digital screen in the entrance hall as per the images below.

The design will be put together by the SBNS and your logo's added.

VENUE SIGNAGE

Directional signage throughout the venue, including outside meeting rooms, unless they are individually sponsored. This enables you to add your logo and stand number to signage that directs everyone to the right meeting room.

DELEGATE BAG INSERT

Those stands that have booked a delegate bag insert need to send 1000 copies to the SBNS Office for the attention of Alix Gordon by **28th September 2026 at the latest**.

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

EXHIBITORS' SLIDE

24sqm and 18sqm 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 **1st September 2026**. The slide is subject to the Scientific Committee approval.

INSTALLATION

DOCUMENTATION

If you are building a stand then you will need to submit the following documents to Alix Gordon by **1st September 2026**:

- A scale plan of the build
- Risk Assessment and Method Statement (RAM)

INSTALLATION TIMES

Exhibitors will be allowed access from the following times:

- Monday:** 08:30 – 18:00
- Tuesday:** 07:00 – 08:30

All exhibits must be completed to the satisfaction of the Organisers and must be fully staffed and ready for the official exhibition opening at 09:00 on Tuesday 13th October 2026.

DISMANTLING/BREAKDOWN TIMES

Breakdown will be between the following hours: **16:00 – 19:00 on Thursday 15th October**. 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 QEII is not **clear by 19:00**.

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.

Should your stand require a larger power supply this will need to be ordered from the venue at the cost below:

AMP Power	per connection	FEE to charge per hire +VAT
32amp	Single	£175.00
32 amp	Three	£525.00
63 amp	Single	£350.00
63 amp	Three	£1050.00

This will be provided on a single phase c-form connection. NB: You will need to provide your own distribution from c-form allowing you to add your own distribution as you require. It will be run to your stand at floor level.

For additional power please contact Behn at Talking Slides Ltd by 10th August 2026.

behn@talking-slides.com

01803 864 464

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.

The QEII have some IT services available to hire including TV screens and Internet connections, for more details and to order click here: <https://qeiicentre.london/services/exhibition-it-services/>

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 empty boxes that they cannot remove during set up in the loading bay, in the goods in room 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 QEII, 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 5ft tables, with a cloth and two 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. If you have a stand in the middle of the room, please check with A Gordon whether the stand behind you is building as well.**
- 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/sbns-100/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 – June 2026

