

# ASCNUK26

20-22 SEP  BIRMINGHAM

## EXHIBITION GUIDE

*Key information ahead of ASCNUK26*



# ASCNUK26 Exhibitor Guide

September 20th-22nd 2026 | Hilton Birmingham Metropole

Welcome to ASCNUK26. We are delighted to have you joining us as an exhibitor and look forward to welcoming you to Birmingham.

This guide has been designed to help you prepare for the event and ensure your experience is smooth, productive, and enjoyable. Please read it carefully and share it with your stand team and contractors.

## 1. Key Event Information

<b>Event</b>	ASCNUK26: ASCN UK's Annual Conference
<b>Venue</b>	<b>Hilton Birmingham Metropole (HBM)</b> The NEC Birmingham Pendigo Way Birmingham B40 1PP United Kingdom
<b>Conference Dates</b>	20th – 22nd September 2026
<b>Exhibition Build-Up</b>	See Section 3
<b>Exhibition Breakdown</b>	To be confirmed by Organisers
<b>Exhibitor Contact</b>	Kate & Sophie, ASCN UK Admin Team admin@ascnuk.org

### Cameron Event Logistics

We will once again be working with Cameron Event Logistics to make exhibiting at ASCNUK26 easy for you, and they will provide a range of services. Please access their services brochure in the Exhibitor Centre.

[info@cameronlogistics.co.uk](mailto:info@cameronlogistics.co.uk) | +44 01355 238559 | [www.cameronlogistics.co.uk](http://www.cameronlogistics.co.uk)

## 2. Before You Arrive

### Health & Safety Requirements

All exhibitors must comply with venue health and safety regulations.

You may be required to submit:

- Risk Assessment
- Public Liability Insurance Certificate
- Stand plans (if applicable)
- Details of any food, vehicles, or special equipment

Please refer to the Exhibitor Centre relevant forms and information that needs to be completed. The event health and safety pack will need to be completed and returned 3rd August to [admin@ascnuk.org](mailto:admin@ascnuk.org)

## Stand Design and Height

All exhibition stands must comply with the Hilton Birmingham Metropole's operational and safety requirements.

**Maximum permitted stand height: 3.8 metres (MAX)**

Please note: No part of your stand, rigging, lighting, or branding may exceed 3.8 metres - This includes truss, banners, lighting bars, and raised structures.

If you are planning a bespoke stand, raised platform, lighting rig, suspended feature, or non-standard construction, please contact the Organising Team early.

Stands exceeding the height limit or not approved in advance may require modification onsite at the exhibitor's expense.

## Electricity and Power

- Wall sockets must not be used
- Power must be ordered in advance via Cameron Event Logistics
- All electrical installations must be carried out by approved contractors

If you require power, please notify Cameron Logistics as early as possible. Please refer to the Exhibitor Centre for further details.

## Internet Access

- Complimentary Wi-Fi is available for basic browsing
- Dedicated or hardwired internet must be booked in advance and may incur charges

Please advise the Organisers if enhanced connectivity is required.

## Branding and Signage

Exhibitors may not attach materials to venue walls, pillars, or fixtures without permission.

All branding must be:

- Installed safely
- Removed at breakdown
- Cameron Event Logistics can also offer support with graphic requirements

## Food and Beverage Sampling

Exhibitors are required to obtain prior approval from the hotel if they intend to distribute to delegates any food or beverage items at their stands.

The relevant section of the H&S document must be completed. Depending on the nature of the items, the event planner will request the exhibitors to submit further supporting documents for approval.

### 3. Setting Up Your Stand

#### Exhibition Build-Up Times

Exhibitors and contractors may access the exhibition area during the following periods:

<b>Saturday 19th September</b> 9:30am – 9:30pm	<b>Sunday 20th September</b> 7:00am – 12:00 noon
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Please note:

- All build activity must take place within these times
- Access outside these hours is not permitted without prior approval
- All crew must sign in and out with venue security
- Hi-Vis must be **worn at all times** during build and breakdown for health and safety. Reasons. Please make sure all your team members have a Hi-Vis to gain access to the Exhibitor Hall
- All rubbish and waste, empty cases must be removed and your stands set and ready by 12noon on Sunday.

All exhibitors with 2m x 2m stands must complete setup on:

<b>Sunday 20th September</b> 7:00am – 12:00 noon
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#### Access and Loading

- **For the larger custom-built stands, you must book your access time via Cameron Event Logistics, so we can manage traffic and the offloading schedule.**
  - o Contact: Paul Bessey | +44 (0) 1355 202497 | +44 (0) 7925 293483 | paul@cameronlogistics.co.uk
- Please refer to the access map included in the guide
- Vehicles must follow loading bay rules
- Traffic marshals may be in place
- All crew must report to security on arrival and sign out afterwards before leaving site

#### Furniture, Equipment & Power

For our 2m by 2m stands the venue will provide: Trestle tables with tablecloths and two Banqueting chairs. If you do not require these, please advise admin@ascnuk.org

Additional furniture and soft furnishings must be hired independently or via Cameron Logistics. No power is provided; if this is required, please book via Cameron Event Logistics.

#### Rigging and AV

All rigging and overhead installations must be carried out by approved venue contractors. If you require suspended equipment, please inform the organisers via email on: admin@ascnuk.org

## 4. Deliveries, Storage & Logistics

### Delivery Times:

Deliveries are only accepted from Friday 18<sup>th</sup> September, so we would recommend you use Cameron Event Logistics as they have an off-site advance warehouse and will transfer to your stand ready for you to set up. Please read the Cameron Event Logistics brochure in the Exhibitor Centre for more information.

### Delivery Labels for Small Items delivered directly to the Venue:

If you are shipping directly to the Hilton Birmingham Metropole (HBM), each box or parcel **must** have a duly filled-out Hotel delivery label attached. Security will not accept deliveries without HBM delivery labels due to health and safety regulations. All the exhibitors must clearly mention stand numbers and stand names on the delivery labels to reduce waiting time during setup.

Further instructions from the venue are in the Exhibitor Centre. Anything that is large in size, or needs forklifting and unloading, should be organised through Cameron Event Logistics.

Please see label below and download from the Exhibitor Centre.

<b>TO:</b>		<b>EVENT PLANNER</b>	Rebecca Oakley
<b>Monarch Lock Up c/o Security</b> <b>HILTON BIRMINGHAM METROPOLE</b> <b>NEC</b> <b>BIRMINGHAM</b> <b>B40 1PP</b>		<b>NAME OF EVENT:</b>	ASCNUK26 Conference
<b>SENDER DETAILS:</b>		<b>DATE OF EVENT:</b>	19-22 September 2026
<b>NAME:</b>	<input type="text"/>	<b>ROOM NAME:</b>	Palace Suite
<b>ADDRESS:</b>	<input type="text"/>	<b>STAND NAME &amp; NUMBER:</b>	<input type="text"/>
<b>TELEPHONE NO:</b>	<input type="text"/>	<b>HOTEL LABELS ARE REQUIRED ON ALL DELIVERIES.</b> <b>BOXES/ MATERIALS WILL NOT BE ACCEPTED MORE THAN 24 HOURS PRIOR THE EVENT DATE.</b> DELIVERIES WILL ONLY BE ACCEPTED AT SECURITY: <b>MONDAY - SUNDAY 0600 - 1800 HRS</b> <small>Please note that the hotel does not accept responsibility for the loss or damage of any materials accepted/stored by the hotel.          After your event, please arrange collection of your items within 24 hours.</small> <b>PALLETS ARE NOT ACCEPTED UNTIL START OF TENANCY AND CLIENT IS ONSITE. THERE IS NO FACILITY TO STORE, MOVE OR DISPOSE PALLETS.</b>	
<b>NUMBER OF BOXES</b>	<input type="text"/>		
<b>CONTENTS</b>	<input type="text"/>		
<b>BOX</b>	<input type="text"/>	<b>OF</b>	<input type="text"/>

Deliveries need to be pre-arranged, with the quantities, sizes and list of items communicated to the hotel minimum one week prior to delivery.

Parcels and courier deliveries are to be safely stored by Security in the Monarch storage.

Items are accepted: 06:00 – 18:00 hrs

We recommend Cameron Logistics as the preferred delivery partner for ASCNUK26 to help ensure deliveries are received and managed without issue. Their team is familiar with the venue and event schedule and can support the smooth handling of exhibitor shipments.

### Accessing Deliveries Onsite

To collect your delivery please call security on 0121 780 6340, whereupon a member of the security team will meet you at the Monarch Foyer in order to sign out your delivery items.

Please be aware all deliveries require a signature and it is the responsibility of the signatory to transport all items to the designated function room.

### Pallets and Large Deliveries

- Pallet deliveries must be unloaded by your team or driver
- Pallets must be removed immediately
- Storage is not available for pallets

Porterage can be arranged in advance.

### Storage

- Fire exits and service corridors must be kept clear at all times.
- Exhibitors are not permitted to store materials in public or back-of-house areas.
- There will not be a dedicated storage room or area for exhibitors. We must ask that all empty cases and boxes be taken away by your contactors/stand builders and brought back on Tuesday.
- If storage is required, please arrange this in advance by contacting [admin@ascnuk.org](mailto:admin@ascnuk.org).

### Collection and Returns

All return items must:

- Be correctly packed
- Have return labels attached
- Be moved to the designated collection area

Items left without labels may be disposed of. Uncollected items may be removed after 24 hours.

Cameron Event Logistics can remove packed goods from your stand and transfer to the post show warehouse for collection within 5 working days of the event closing.

## 5. During the Conference

### Internet and Connectivity

Standard Wi-Fi is suitable for email and browsing.

High-speed or secure internet must be arranged in advance.

### Waste and Recycling

Exhibitors are responsible for keeping their stand area tidy.

We ask that all Waste materials must be disposed of and taken away by each exhibitor; this is not the responsibility of the organisers, ASCN UK or the venue.

Please support the venue's sustainability initiatives.

## Safety and Access

For everyone's safety:

- Fire exits must remain clear
- Cables must be secured
- Displays must be stable
- Walkways must not be obstructed

Organisers may request changes if safety is compromised.

## 6. Breakdown & Departure

### Exhibition Breakdown

**Breakdown Times:** To be confirmed (subject to final programme timings) but we envisage it will be similar to 2025 with a "soft" breakdown following lunch or final break, and then full breakdown after conference close, timing for 2025 was 3.30pm (as guide).

**Early breakdown is not permitted. All exhibitors must vacate the venue by midnight on Tuesday 22nd September.**

### Packing and Removal

- All materials must be removed within the allocated timeframe
- Waste must be disposed of correctly
- Return shipments must be prepared in advance

## 7. Exhibitor Checklist

### Before You Arrive

- Submit health & safety documents
- Order power and internet
- Request furniture
- Arrange deliveries
- Book portorage (if needed)
- Book access slot with Cameron Logistics (large stands only)
- Submit your MedTech giveaways submission form (access in Exhibitor Centre)

### Onsite

- Sign in with security
- Collect deliveries
- Set up safely
- Test power and internet
- Keep walkways clear

### Before You Leave

- Pack materials
- Attach return labels
- Dispose of waste
- Remove pallets
- Sign out with security

## 8. Support and Contact

Our Organising Team is here to support you.

**ASCNUK26 Organisers**  
admin@ascnuk.org

We wish you every success at ASCNUK26 and thank you for your participation.

## 9. Further Information

The following pages share an NEC Site Map and a Hilton Birmingham Metropole Supplier Access Plan.

# Site Map



- Outlet Shopping
- Genting Hotel & Spa
- Bars and Restaurants
- Cinema
- Genting International Casino
- The Vox Conference Centre

- Key**
- P1/P2** Piazza entrances
  - A1/A2/A3** Atrium entrances
  - i** Visitor & Business Centre - T: +44 (0)121 780 4141
  - 🗺️** Welcome desk
  - 🌳** The NEC woodland
  - Car parks**
  - South:** S1-S7
  - East:** E1-E5
  - North:** N1-N12
  - West:** West car park

- A** VIP parking
- B** Disabled parking
- C** NEC visitor parking/ outdoor exhibition area
- D** West Midlands bus stop
- E** NEC Express 1
- F** NEC Express 3
- G1 G2 G3 G4 G5** Gates

- 🚗** Taxi rank
- 🚻** Car park toilets (Including accessible toilet)
- ✈️** Airport
- 🚆** Train
- 🎫** Box office & Arena entrance
- 🚌** Shuttle bus to halls
- 🚏** Arena bus stop (to East Car Parks)
- Pedestrian routes
- ⤵️** Pedestrian routes subway
- PH** Private hire taxi pick up / drop off

# Hilton

Birmingham Metropole  
The NEC Birmingham  
Pendigo Way  
Birmingham B40 1PP



**Monarch Cargo Doors**  
For loading into and out of **Monarch** suite, smaller items can be loaded in and out via fire exit doors.



**Service Road Barrier**  
Press buzzer to speak to Security who will advise where to park. **All vehicles must consult Security before loading in or out.**

**Kings Roller Shutter**  
For loading into and out of **Kings** suite, smaller items can be loaded in and out via fire exit doors and Kings Crush.



**Monarch Suite Entrance**  
Deliveries to/collections from **Monarch lock up** for all events collateral. Security must be present. Also for loading into and out of **Warwick** suite.

**Kings Crush**  
For loading into and out of **Palace** suite, also access to **Kings** suite for smaller items.



**Main Entrance**  
For **Reception** and other front of house services including **Concierge** for guest deliveries/collections.



**Security Office**  
Crew/contractors must **sign in before** starting work and **sign out afterwards** before leaving site.



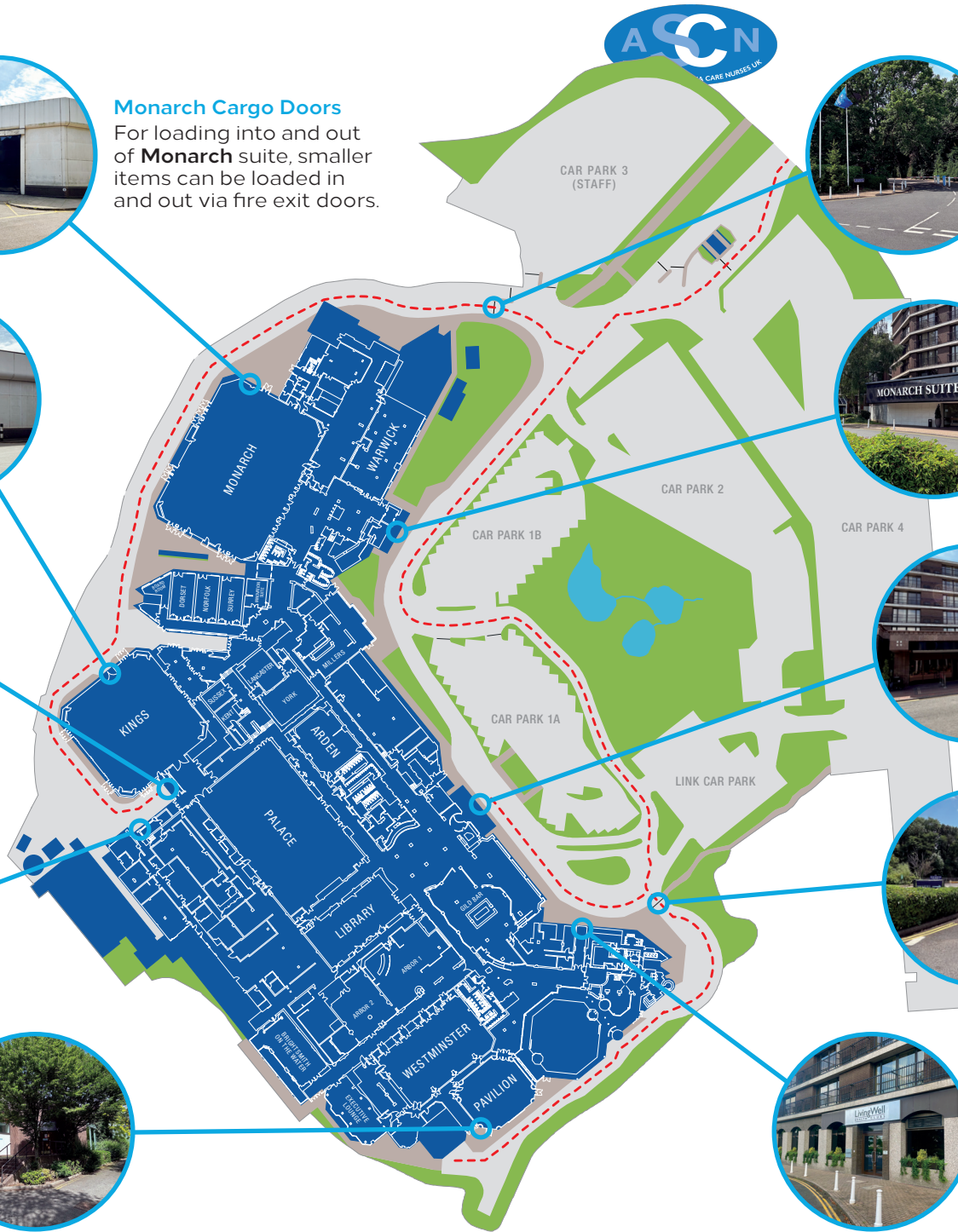
**Living Well Barrier**  
For loading into and out of **Westminster** and **Pavilion** suites via fire exit doors. Barrier is padlocked, so access must be arranged beforehand with Security.



**Westminster Fire Exit Doors**  
For loading into and out of **Westminster** and **Pavilion** suites. Step-free access via main Living Well entrance at front of building can be arranged with Security.



**Living Well Entrance**  
For flat loading into and out of **Westminster** and **Pavilion** suites. Parking and access must be arranged beforehand with Security.





## The Association of Stoma Care Nurses



**ASCNUK25**  
12-14 OCT @ ICC WALES

ENTER THE RAFFLE  
TO RAISE FUNDS FOR  
THE ASCS PROJECT  
£2 PER TICKET

**ASCNUK25**  
12-14 OCT @ ICC WALES

READ THE  
PROJECT'S NARRATIVE  
STATEMENT'S  
DESCRIPTION  
ROLE DEFINITION



Association of Stoma Care Nurses UK (ASCN UK)  
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