



ASCNUK26 Exhibitor Meeting – Minutes Wednesday 15th July 2026

1. Exhibitor Centre and Outstanding Forms

Exhibitors were reminded to regularly review the ASCNUK26 Exhibitor Centre, which contains the key information, forms and deadlines required in preparation for the conference.

Only a limited number of completed forms and supplier orders had been received at the time of the call. Exhibitors were encouraged to complete these requirements before the summer holiday period where possible.

The Exhibitor Centre includes:

- Exhibitor guidance and important deadlines
- Health and safety forms
- Giveaway approval forms
- Cameron Logistics information
- Delivery and collection instructions
- Delivery labels
- Vehicle access information
- Exhibition floor plan
- Exhibitor personnel booking information
- Minutes from previous exhibitor calls

Exhibitors with custom-built stands should share the relevant guidance with their stand designers and contractors. This is particularly important for build access, waste disposal, deliveries and health and safety requirements.

Action Points

- **All exhibitors:** Review the Exhibitor Centre and identify any outstanding requirements.
- **Exhibitors with custom-built stands:** Share the exhibitor guidance with stand designers, contractors and build teams.
- **All exhibitors:** Submit health and safety forms by **2 August 2026**.
- **All exhibitors planning giveaways:** Submit the giveaway approval form by **2 August 2026**.

2. Cameron Logistics, Power and Offloading

Cameron Logistics had received only one power order and one offloading slot booking at the time of the call.

Exhibitors, particularly those with larger or custom-built stands, were reminded to arrange power, offloading and any other logistical requirements in advance.

Orders with Cameron Logistics should be placed by **28 August 2026**.



Action Points

- **Relevant exhibitors:** Book any required power, lifting, offloading or logistics services with Cameron Logistics.
- **Relevant exhibitors:** Place Cameron Logistics orders by **28 August 2026**.

3. Deliveries and Collections

The Hilton Birmingham Metropole has limited storage space and strict delivery arrangements due to the number of events taking place at the venue.

The hotel is expected to accept conference deliveries from the day before the event begins, meaning deliveries should not arrive before Friday 18th September unless an alternative arrangement has been confirmed.

Exhibitors can use Cameron Logistics to receive and store items in advance before transporting them to the venue at the appropriate time.

Delivery labels and access instructions are available in the Exhibitor Centre. Different access arrangements apply to cars and larger delivery vehicles.

Action Points

- **All exhibitors:** Review the delivery and collection instructions before arranging couriers.
- **All exhibitors:** Ensure deliveries are correctly labelled using the documents provided in the Exhibitor Centre.
- **Exhibitors requiring earlier storage:** Arrange this through Cameron Logistics rather than sending items directly to the hotel.

4. Conference Programme and Format

The ASCNUK26 programme has now been published and includes registration times, workshops, symposia and the timings for the Sunday evening buffet.

Molly Pearce has been confirmed as the guest speaker.

Sunday's programme will finish slightly earlier than in the previous year. Monday will include a full day of conference sessions followed by reception drinks and the conference dinner.

The conference dinner will follow a similar format to the previous year. It will include awards, entertainment hosted by Adrian and a live band.

Tuesday will include further plenary sessions and is expected to finish at approximately 3.00 pm or 3.30 pm.

Action Point

- **All exhibitors:** Review the published programme when planning staffing, travel, accommodation and stand cover.



5. Symposium Catering

A question was raised about when symposium organisers would be able to book food and beverage requirements.

The booking information was being prepared and was expected to be circulated during the week following the call.

Action Point

- **Event Team:** Circulate symposium food and beverage booking information to the relevant organisations.

6. Hotel Bedrooms

All bedrooms within the official conference allocation are at the Hilton Birmingham Metropole.

Availability is becoming limited. Exhibitors who have not yet reserved accommodation were encouraged to do so promptly, particularly as other events are taking place around the NEC and additional rooms may not be available later.

Action Point

- **Exhibitors requiring accommodation:** Book Hilton bedrooms as soon as possible.

7. Booking Confirmations and Event App

Booking confirmations are expected to be issued approximately four to six weeks before the conference.

At the same time, attendees will be uploaded to the event app. The app will allow attendees to:

- Access conference information
- Create personal itineraries
- Select workshops, symposia and conference sessions
- Connect with other attendees
- Use exhibitor lead-capture functionality

Exhibitors were asked to read their booking confirmations carefully, as these will include practical information such as registration arrangements, timings, dress code and special requirements.

Action Points

- **All exhibitors:** Read booking confirmations carefully when received.
- **All exhibitors:** Submit any outstanding dietary or special requirements.

8. Exhibitor Personnel Details

Each exhibitor representative must be registered using their own individual email address.



A shared company email address or the lead exhibitor's email address should not be used for several members of staff. Individual email addresses are required to issue confirmations and provide access to the event app.

The app will also allow exhibitors to scan the barcode on attendee badges and capture contact details for follow-up conversations.

Action Point

- **All exhibitors:** Check that every registered stand representative has a unique and accurate email address.

9. Exhibition Build and Stand Set-Up

The previously communicated set-up arrangements were confirmed.

Larger and custom-built stands will be able to begin setting up on Saturday. Smaller stands, including most 2m x 2m stands, can be set up on Sunday morning.

Action Points

- **Exhibitors with larger or custom-built stands:** Plan to complete the main stand build on Saturday.
- **Exhibitors with smaller stands:** Plan stand set-up for Sunday morning unless advised otherwise.

10. Conference Raffle

The ASCN UK Committee has agreed to hold a raffle again at ASCNUK26.

A formal email will be issued confirming the nominated beneficiary and inviting exhibitors and industry partners to donate raffle prizes.

The raffle will operate in a similar way to the previous year. Attendees will be able to purchase tickets digitally by scanning a barcode through the event app or at the ASCN UK desk.

The raffle will also be promoted to delegates in advance of the conference.

Action Points

- **Event Team:** Send exhibitors information about the nominated beneficiary and raffle arrangements.
- **Exhibitors and industry partners:** Consider donating a suitable raffle prize.

11. Delegate Numbers

At the time of the call, just over 250 delegates had registered.

When exhibitors, speakers and delegates were combined, total attendance was slightly above 360 people. Further bookings had continued to arrive following the early bird



deadline, and the Event Team hoped to achieve attendance figures similar to the previous year.

12. Parking

Exhibitors who are not staying at the Hilton will still be able to park at the hotel during the conference.

Parking is chargeable, but a discounted conference rate has been negotiated. This is expected to be approximately **£12 per day**.

A QR code allowing attendees to register for the discounted parking rate will be included in the booking confirmations.

Action Point

- **Exhibitors travelling by car:** Use the QR code in the booking confirmation to register for the discounted parking rate.

13. Next Exhibitor Call

It was agreed that holding another call during the main summer holiday period may be difficult.

A final exhibitor call will therefore be arranged for the beginning of September.

Action Point

- **Event Team:** Circulate a Doodle poll to agree the date of the September exhibitor call.