



SPACE SUPPLIERS SUMMIT

International Summit & Meetings
for the Space Manufacturing Sector

4-5 OCTOBER 2022
GLASGOW, SCOTLAND

SPACE-MEETINGS.COM

Participant Guide

Space Suppliers Summit Glasgow

4-5 October 2022

The Technology & Innovation Centre, University of Strathclyde
99 George St, Glasgow G1 1RD

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CONTACTS

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advanced business events

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SCHEDULE & AGENDA

Tuesday, 4th October, Technology & Innovation Centre

07:30 – 17:00: Booth setup available (where applicable)

(Exhibition: TIC Levels 2 and 3)

09:00 – 17:30: Plenary Conference

(Conference Room: TIC Auditorium)

18:00 – 21:00: Cocktail reception

(Glasgow City Chambers)

Wednesday, 5th October, Technology & Innovation Centre

07:30 – 09:00: Booth set-up and access to meetings tables (where applicable)

09:00 – 12:30: BtoB Meetings & Workshops

(Workshop Room: TIC Auditorium)

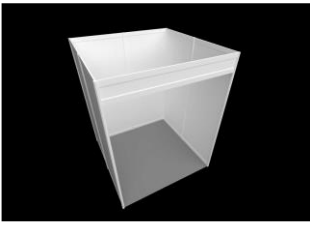


12:30 – 14:00: Lunch

14:00 – 17:30: BtoB Meetings & Workshops

17:30 – 18:30: Materials removed from booth

18:30 – 19:30: Materials to be picked up by courier

BOOTH FEATURES

Standard Booth/ Bronze Sponsor 2sqm (3x2)	Gold/Silver Sponsor 8sqm (2x4)	Platinum Sponsor 16sqm (2x8)
		
<ul style="list-style-type: none"> • 1 Table • 3 Chairs • Carpet 	<ul style="list-style-type: none"> • 1 Table • 3 Chairs • 1 plug socket • Carpet 	<ul style="list-style-type: none"> • 1 Table • 3 Chairs • 1 plug socket • Carpet • 1 High table • 3 Stools

Space Suppliers Summit offers shell-scheme booths. **We highly recommend bringing graphics to customize your space (pop-up stands, rollups...)**, but please ensure they fit within the dimensions of the selected booth and do not stick out. You must bring necessary materials to hang or paste your graphics (chains, adhesives and so forth).

Noisy machines or sound systems are not allowed. **It is strictly forbidden to drill into the panels.** Your booth is equipped with an electric outlet. You must bring multiple outlets if you're planning to use several devices. **Each wall panel measures 970mm wide and 2400mm high.** Please note that **all electric items being brought by exhibitors must be subject to an up-to-date PAT test.**

To customize your booth with panel artwork or additional furniture please contact our official stand provider:

David Lamont, Citrus Displays: Tel: +44 (0) 0141 880 9015 - david@citrusdisplays.co.uk

*** Pictures are non-contractual**



abe - advanced business events
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BOOTH SET-UP

Set-up time will be running from **07:00-17:00 on Tuesday 4th October**, this is when exhibitors/ table package participants can access the exhibition at the TIC to complete the personalization of booths and tables.

TABLE FEATURES

For those who have booked a **B2B Plus package**, you will have your own dedicated table space (table dimensions: L140cm x W80cm x H72cm) and roll-up banner (800mm x 2000mm) provided.

Please note: access to the meetings tables will be available from **7:30am on Wednesday 5th October**.



For banner artwork specifications please contact:

David Lamont, Citrus Displays: Tel: +44 (0) 0141 880 9015 - david@citrusdisplays.co.uk

Please note artwork must be sent **no later than 13th September** to secure your banner.

EXTRA FURNITURE AND A/V RENTAL

All additional furniture, printed materials or LED screens must be ordered through our official supplier:

David Lamont, Citrus Displays: Tel: +44 (0) 0141 880 9015 - david@citrusdisplays.co.uk

INTERNET ACCESS

The event will have its own dedicated WiFi:

Network: TIC Conferences

Password: DearGreenPlace

BUSINESS LUNCH, COFFEE BREAK & COCKTAIL

A buffet lunch and coffee breaks will be offered to all participants on 4th and 5th October.

The cocktail reception will take place at the Glasgow City Chambers, George Square, G2 1DU, from 6pm on Tuesday 4th October.

RECEPTION DESK – BADGE COLLECTION

We recommend that prior to arriving at venue, you print your pass (badge) with the QR code and bring it with you to the event for fast-track entry. Please note that we cannot scan bar codes from mobile device screens or tablets.

Upon arrival at the venue, please go to the reception desk for registration, health pass check and collect your lanyard(s).



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Where to find your badge (pass):

- Please login to your account B2B matchmaking platform with your credentials [HERE](#)
- Open and **print your badge** from your home page by clicking on the pdf icon 'BADGE' next to your name.

Home My profile My selection My schedule Language Currency EURO ABE / BCI AEROSPACE

Welcome to your online profile

Manage your information and get access to all important details

Steps	Summary		
1. Your profile	Company name	Delegates	Administrator
Company description	ABE / BCI AEROSPACE 35-37 rue des abondances BOULOGNE BILLANCOURT CEDEX - FR	Mariana MIU - BADGE Dang BUI - BADGE	Dang BUI
Delegates	Edit	Edit	Edit
Select package and Edit Purchase order (PO)			

DELIVERY ADDRESS/SHIPPING/HANDLING

All deliveries of equipment for your booth should be labelled as follows:

SPACE SUPPLIERS SUMMIT GLASGOW
4-5 OCTOBER 2022

Company Name
Recipient Name

Technology & Innovation Centre
Stores Delivery Entrance
Shuttle Street
Glasgow
G1 1QA

Delivery date from **Monday 3rd October 2022 ONLY.**

Further information about deliveries and collections, including a recommended courier, can be found in the TIC handbook [here](#).

MOVE OUT

Mandatory date for pick-up of items: Your materials and equipment must be picked up by your outbound carrier **by 6.00pm to 07:30pm on Wednesday 5th October** from the TIC. Couriers should be advised to come to the reception at **99 George Street** as the stores entrance will be closed by 5pm.

NOTE: We recommend you do not leave your materials unattended. Advanced business events shall not be responsible for any damage caused to your equipment. Any materials or equipment left or unattended by **Thursday 6th October** will be disposed of.



SPACE SUPPLIERS SUMMIT

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HOTELS & ACCOMMODATION

We have secured preferential rates for the Space Suppliers Summit attendees.

Please visit: <https://book.passkey.com/event/50342461/owner/9557415/home> to make your booking.

ACCESS TO THE VENUE

Bus

Buchanan Bus Station is 0.6 miles away, with frequent services to Glasgow International Airport.

A direct bus connection to Glasgow International Airport is also available from North Hanover Street, outside Queen Street Station, every 15 minutes. This is a 10-minute walk and the single fare is approximately £9. Depending on traffic, the journey time is around 20-30 minutes.

Rail

The closest railway stations are:

National Services

Queen Street (0.4 miles), 7 minute walk

Glasgow Central (0.9 miles), 14 minute walk

Local Services

High Street (0.1 miles), 4 minute walk

Queen Street (0.4 miles), 7 minute walk

Argyle Street (0.6 miles), 10 minute walk

Glasgow Central (0.9 miles), 14 minute walk

Buchanan Street Underground is an 8 minute walk away.

Bike

Secure bike racks are available around the perimeter of the Technology and Innovation Centre and across the Strathclyde Campus.

People Make Glasgow Next Bikes are available to rent from as little as £1 for 30 minutes and e-bikes from £2 for 20 minutes. The closest Next Bike location is at 40 George Street, outside the Graham Hills Building. Find out more on the Next Bike website.

Car

Discounted parking is available nearby. Validate your ticket at Reception in the Technology and Innovation Centre or at Security Control in the Livingstone Tower (22 Richmond Street) for the 24hour City Parking Duke Street, capped at £5.40 for 24 hours.

For discounted parking at the 24hour NCP George Street, capped at £7.00 for 12 hours, download the ParkPass app and register with the code L6PN4FX. Scan the QR code using the app on entry to the car park rather than taking a ticket to receive your discount. (prices correct at January 2021)



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For full details about travel options to the venue, including accessibility information, please visit the Technology & Innovation Centre website here:

<https://www.strath.ac.uk/conferencingandevents/attendinganevent/>