**BTS WINTER MEETING 2020**

(TUESDAY 1ST) WEDNESDAY 2ND TO FRIDAY 4TH DECEMBER
Fleming & Whittle and Britten, 3rd Floor
QEII Centre, London

**EXHIBITION FLOOR PLAN & INFORMATION**

**IMPORTANT INFORMATION – PLEASE READ!**

**STAND SIZES**

*Space only stands:*
- Stands 1 and 2: 5m (w) x 4m (d) x 2.44 (h) Maximum height is 3.20
- Stands 3 and 4: 6m (w) x 4m (d) x 2.44 (h) Maximum height is 3.20

*Shell scheme stands:*
- Stands 5 to 36: 3m (w) x 2m (d) x 2.44m (h) Maximum height is 3.20
- Stands 37 to 42: 3m (w) x 2m (d) x 2.44m (h) Maximum height is 2.44

*Charity/non-commercial stands:*
- Stands A to T are table-top stands only and may not be booked by commercial companies, as they are reserved for charity/non-commercial exhibitors and one bookstall.

**SHELL SCHEME AND SPACE ONLY**

In the Fleming and Whittle (F&W), a maximum of 4 stands may be adjoined to make a larger space.

In the Britten, stands may not be adjoined and are not suitable for complex stand builds.

With the exception of stands 1 to 4, all stands in the F&W will be supplied and built with shell scheme. In the Britten, stands 37 to 42 will be built with shell scheme.

For space only stands, or those choosing not to have the supplied shell scheme, appropriate walls must be built by contractors to separate adjoining stands. Full drawings for bespoke stands must be submitted to: cathryn@csconferences.co.uk by 7th October 2020.

The maximum height of stands in the Fleming/Whittle is 3200mm and in the Britten is 2440mm.

**ELECTRICS**

Shell scheme stands include 2 x 100w spotlights and 1 x 13amp 3-pin power, 240 volts.

Table-top stands (letters B-T) include 1 x 13amp 3-pin power, 240 volts.

*Space-only stands, or those choosing not to have the supplied shell scheme, must order and pay direct for a mains electrical supply and electrical points.*

**FLOORING**

The carpet in all exhibition areas is charcoal grey.

**EXHIBITION BUILD UP**

Tuesday 1st December, between 11.00am and 8.00pm. An access schedule will be in use and must be adhered to.

**EXHIBITION BREAK DOWN**

Friday 4th December, between 2.30pm and 8.00pm. An access schedule will be in use and must be adhered to.

*Floor plan over page......*
BTS Winter Meeting 2020 – Exhibition Floor Plan

Key ■ and ▲ = Pillars

NB: PLAN IS NOT TO SCALE

All fire routes, exits and fire equipment must be kept clear and unobstructed