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| **Date** | 27th & 28th September 2018 |
| **Venue** | Portsmouth Marriott Hotel, PO6 4SH |
| **Exhibition** | Marie Rose Foyer & Chichester Suite |
| **Set-up** | from 7.00am, 27th Sept 2018 |
| **Set-down** | from 3pm, 28th Sept 2018 |
| **Directions** | [www.marriott.com/hotels/maps/travel/pmeha-portsmouth-marriott-hotel/](http://www.marriott.com/hotels/maps/travel/pmeha-portsmouth-marriott-hotel/) |

**Exhibition Plan**

There is no formal exhibition plan. Spaces will be allocated to industry subject to sponsorship status. Priority will be given to principal sponsors.

**Stand Type: Table Top/Small Pop-up**

**Our Requirements**

Please contact the VASBI conference office at ***vasbi.org@gmail.com*** with the following information:

* Inventory of items/equipment that you intend to bring to the Exhibition
* Power/electricity requirements (cannot be guaranteed)
* A complete list of Exhibition attendees
* A complete list of Conference Dinner attendees & dietary requirements

Please note: All additional attendees out-with your sponsorship level should be registered as delegates. To register an additional attendee, complete an online registration form at [**https://www.vasbiasm.org/meeting-booking/vasbi-annual-meeting-2018/**](https://www.vasbiasm.org/meeting-booking/vasbi-annual-meeting-2018/) or contact the conference office. If an additional attendee requires a ticket to the conference dinner, then these can be purchased while registering online or by contacting the conference office.

**Accommodation**

VASBI have an allocation at Portsmouth Marriott Hotel. For more information or to book accommodation, please contact:

Jules Natlacen

Discovery Conferences Limited

Barbon Stores

Barbon

LA6 2LL

Tel: 015242 76141

Mobile: 07966 336789

E-mail: ***jules@venuefinder.net***

**Further Information**

* **Conference Dinner: Thursday 27th September 2018. HMS Warrior 1860,** [**Victory Gate, Hm Naval Base, Portsmouth PO1 3QX**](https://www.bing.com/local?lid=YN1029x100204025&id=YN1029x100204025&q=HMS+Warrior+1860&name=HMS+Warrior+1860&cp=50.7982368469238%7e-1.10922491550446&ppois=50.7982368469238_-1.10922491550446_HMS+Warrior+1860&FORM=SNAPST)**.** [**http://www.hmswarrior.org/**](http://www.hmswarrior.org/)
* **Buses will leave the**
* **Additional sponsorship opportunities are available with a Delegate Handbook Advert (costing £250). If you wish to proceed with this opportunity, then please contact conference office as soon as possible**

**Deliveries**

Equipment can be delivered to the address provided on the delivery form overleaf. The venue will start accepting deliveries on the 26th September 2018. It is essential that you include your **NAME**, **COMPANY** and **VASBI ANNUAL MEETING 2018** on all delivery forms. Please ensure that your items are delivered and picked up within the hire period. For further information, please contact the Portsmouth Marriott Hotel at:

**Tel: +44 (0) 23 9231 6121**

Email: **julia.waite@marriotthotels.com**

**DELIVERY FORM**

Deliver To: Sender (Name & Contact Details)

**Porstmouth Marriott Hotel**

Southhampton Road

Portsmouth

PO6 4SH

Event Name: Company Name:

**VASBI Annual Meeting 2018**

Date: Company Address:

**27th & 28th September 2018**

Exhibition Location:

**Marie Rose Foyer /**

**Chichester Suite**

Number of parcels: Additional Info:

vasbi.org.uk