



The World's Leading Event in  
Financial Services Innovation



19-20 November  
Business Design Centre | London

Sponsor & Exhibitor Manual



FINTECH  
DIGITAL BANKING  
BLOCKCHAIN  
LENDING



We are delighted that you have chosen to join us as a sponsor or exhibitor at LendIt Fintech Europe being held 19-20 November, 2018 at the Business Design Centre.

The following exhibitor manual has been designed to help you prepare for the event. Enclosed you will find detailed information about:

- The conference & expo venue
- Exhibition set-up and custom stand design
- LendIt Fintech preferred suppliers
- Onsite signage specs
- Important contact information
- Important deadlines
- Furniture and AV ordering information
- Electrical and Telecommunications ordering information
- Shipping & freight information

We strongly recommend you have a copy of your sponsor and/or exhibitor agreement in hand as you read through this manual.

Thank you,

The LendIt Fintech Europe Team

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# 1. Important Deadlines and Contacts

## 1A. Important Deadlines

Submit company name, logo in EPS or AI format or high resolution PDF format (minimum 300 dpi) and web address for the website hyperlink	Upon Booth Confirmation
Bespoke design for booths	12 October
Sponsor and Exhibitor Conference Registration	26 October
Onsite Signage Artwork	02 November
Exhibitor Sign ID Copy	09 November
Room Block Reservation  <b>DoubleTree by Hilton Hotel London - Islington</b> Please use the link to book your DoubleTree room: <a href="#">Book DoubleTree by Hilton London - Islington room</a>  <b>Hilton London Angel Islington</b> Please use the link to book your Hilton room: <a href="#">Book Hilton London Angel Islington Room</a>  <b>Rooms are available on a first come, first serve basis.</b>	18 October - DoubleTree  27 October - Hilton
Speaker Photo & Bio	Upon speaker confirmation
Health & Safety Information  (All exhibitors will need to follow <a href="#">this link</a> to register and login to complete forms. This portal also serves as the hub to order electrics and shell scheme extras from the BDC.	Upon stand confirmation
Advance Shipping to WES Warehouse	05 November - 16 November
Furniture Order Deadline (Thorns)	14 November
AV Order Deadline (Experience)	14 November

## 1B. Important Contacts

Name	Contact For	Organization	Email
Georgina Forester	Venue Services Manager	Business Design Centre	<a href="mailto:georginaf@bdc.london">georginaf@bdc.london</a> +44 0207 288 6491 (Direct) +44 0207 359 3535 (Main)
Elizabeth Tompkins	- Electrics - Shell Scheme Extras - Internet - Flooring - Water & Waste	Business Design Centre	+44 0207 288 6606 (Direct) +44 0207 359 3535 (Main)
Aaron Lua	- Sponsor/Exhibitor & Guest Registration	LendIt Fintech Europe	<a href="mailto:aaron@lendit.com">aaron@lendit.com</a>
Matt Murnane	- Logistics + Operations - Graphics	LendIt Fintech Europe	<a href="mailto:matt@lendit.com">matt@lendit.com</a>
Tony Clark	- AV orders	Experience	<a href="mailto:tony.clark@experience-event.com">tony.clark@experience-event.com</a>
Michael Brighty	- Graphics	Onward Display	<a href="mailto:michael@onwarddisplay.com">michael@onwarddisplay.com</a>
Peter Evans	- Bespoke Stands	Freeman	<a href="mailto:Peter.Evans@freemanco.com">Peter.Evans@freemanco.com</a>
Jean Betts	- Catering	Good Eating Company	<a href="mailto:jean@goodeatingcompany.com">jean@goodeatingcompany.com</a>
Danielle Poppens	- Sponsor/Exhibitor Relationship Manager	LendIt Fintech Europe	<a href="mailto:danielle@lendit.com">danielle@lendit.com</a>
Stephanie Bloomfield	- Stand Furnishings	Thorns Group	<a href="mailto:stephanie@thorns.co.uk">stephanie@thorns.co.uk</a>
Hiscox	- Stand Insurance	Hiscox Event Assured	<a href="#">Hiscox Event Assured</a> 0 800 840 2469
Andrew Fleet	- Shipping	WES Logistics	<a href="mailto:andrew@wes-group.com">andrew@wes-group.com</a>
Ben Pettyfer	- Concierge Services	Business Design Centre	<a href="mailto:benp@bdc.london">benp@bdc.london</a> +44 770 863 5835 (Main) +44 20 7288 6272 (Mobile)

## 2. Schedule of Events

Event	Date	Time
Exhibitor Move-In	Sunday, 18 November	10:00 - 17:00
Exhibitor Registration Open	Sunday, 18 November	14:00 - 17:00
Registration Open	Monday, 19 November	7:30 - 17:00
Exhibit Hall Open	Monday, 19 November	8:00 - 17:30
Opening Remarks	Monday, 19 November	9:00
Morning Break	Monday, 19 November	10:30-11:10
Lunch	Monday, 19 November	12:40-14:00
Afternoon Break	Monday, 19 November	15:00-15:40
Pub Crawl	Monday, 19 November	17:30
End of Day 1	Monday, 19 November	17:30
Exhibitor Registration Open	Tuesday, 20 November	8:00 - 16:00
Exhibit Hall Open	Tuesday, 20 November	8:00 - 17:00
Morning Break	Tuesday, 20 November	10:30-11:10
Lunch	Tuesday, 20 November	12:40-14:00
Afternoon Break	Tuesday, 20 November	15:00-15:40
Close of Conference	Tuesday, 20 November	17:00
Exhibitor Move-Out	Tuesday, 20 November	17:00-21:00

## 3. Venue Information

### 3A. Address and Event Location

<p>Business Design Centre 52 Upper Street London N1 0QH, United Kingdom</p>	<p>Ideally located in the heart of Islington within walking distance to Angel tube, Kings Cross and St. Pancras International stations, and serviced by numerous bus routes.</p>
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- Registration will be located by the main entrance on the ground floor.
- The conference and expo will be located on the Mezzanine.
- All conference tracks will take place on the second floor.

#### Disabled Access

There are facilities for people with disabilities. The front of the building access is ramped with a lift to all floors. There are disabled toilets on all levels within Stairwell B and on the First Floor in Stairwell F. Please note that all space only stands with a raised platform require ramped access for disabled visitors. The BDC have a limited amount of wheelchairs. However, please call in advance to pre-book via our concierge.

### 3B. Parking

#### Upper Street Car Park

- Located next to the Business Design Centre
- 250 spaces all undercover
- Facilities for disabled and electric vehicle charging.
- Open 24/7 with on-site security
- Free bicycle parking
- Dedicated motorcycle bays
- Maximum height 1.9m
- Pre-book your parking to guarantee space availability

Parking is available on a first-come, first-served basis with the option to reserve a spot in advance by following this link (<https://bookings.upperstreetcarpark.co.uk/BDCentrebooking/>).

Parking will cost approximately £3.40 per an hour, (0700 - 1900 hrs) and £1.80 per hour, (1900 - 0700 hrs) with a minimum of a 2 hour period. We strongly recommend booking your parking in advance. Parking discounts or validations are not available.





## 4. Hotel Reservations and Information

LendIt Fintech Europe has reserved room blocks at the DoubleTree by Hilton Hotel London - Islington and Hilton London Angel Islington. Please use the links below to reserve your hotel rooms. The room block is limited and will sell out so please book early and no later than 18 October for DoubleTree and by 27 October for Hilton to guarantee a room in the block. Please remember to indicate you are with LendIt Fintech Europe.

<b>DoubleTree by Hilton Hotel London - Islington</b> 60 Pentonville Rd, London N1 9LA, UK	
Reservations Link:	<a href="#">Reservations at DoubleTree</a>
Phone:	+44-207-282-5500
Rates (Inclusive of Breakfast and VAT):	17 November: £169.00 18 November: £129.00 19 November: £169.00 20 November: £169.00 *Until 18 October
About the Hotel:	DoubleTree by Hilton Hotel London - Islington is less than a 10 minute walk from The Business Design Centre and just steps from a variety of shops, restaurants and bars. Take a 5-minute walk to Angel tube station or a 15-minute walk to King's Cross and St. Pancras rail stations. We offer easy access to London's high fashion stores, financial district and business design district.

<b>Hilton London Angel Islington</b> 53 Upper Street, London N1 0UY, UK	
Reservations Link:	<a href="#">Reservations at Hilton</a>
Phone:	+44-207-354-7700
Rates (Inclusive of Breakfast and VAT):	Average nightly rate of £179.00 *Until 27 October, 2018
About the Hotel:	Located right next door to the Business Design Centre. Our fantastic location in the heart of fashionable Islington — combined with excellent transport links — makes us the ideal base for exploring London and connecting with Europe via the Eurostar. Inside you'll find stylish rooms and suites, an Executive Lounge and our Axis Bar & Restaurant, serving both international favorites and classic British fare.



## 5. Affiliate Events

Space in the Business Design Centre for sponsor and exhibitor events will not be released without approval by LendIt.

To request additional space at the venue for private meetings or events contact [info@lendit.com](mailto:info@lendit.com). Include the type of event, number of people expected, and time of the event in the request.

## 6. Sponsor & Exhibitor Conference Registration

### Advance Registration

In order to make sure your partners and staff breeze through registration at the event, please register by Friday 26 October, 2018. Please refer to your sponsorship or exhibitor contracts for your complimentary pass allocation. We advise registering your team members as soon as possible so they are able to receive all event-related communications from the LendIt Fintech team, including agenda updates and networking information.

To register, please [click here](#). You will also need your unique registration code. This was included in your welcome email. If you cannot find your code and for other inquiries regarding registration please contact Delegate Affairs, at [info@lendit.com](mailto:info@lendit.com).

### Badge + Bracelet Pickup and Onsite Registration

All badges and bracelets should be picked up at the registration desk at The Business Design Centre. To avoid the opening day rush, sponsors and exhibitors may pick up their badges on Sunday, 18 November from 14:00 - 17:00 hours. Simply check-in by using any of the Self Check-In kiosks. If you need to pick up badges for your whole team, please email [info@lendit.com](mailto:info@lendit.com) in advance so we can have them ready for you.

Registration will be open during the following hours:

Sunday, 18 November 14:00 - 17:00

Monday, 19 November 7:30 - 18:00

Tuesday, 20 November 8:00 - 16:00

Please be aware, every attendee will be required to wear a wristband along with their badge at all times. **If you should lose/break your bracelet or your badge you will be charged a replacement fee of £150. If you should lose both your badge and bracelet, you will be charged the full price of our standard ticket, £1,695.00.** If you have someone working in your booth ONLY during setup and/or dismantle they will need a temporary wristband for entry. Please email [info@lendit.com](mailto:info@lendit.com) to register personnel for a temporary wristband.



## Discount Codes

Each Sponsor and Exhibitor at LendIt Fintech has the benefit of offering their partners, clients and prospects a discounted registration to LendIt. It's easy to share and will help drive traffic to your booth!

How it Works:

- A Discount Code was sent to the marketing contact on your LendIt contract.
- Share the code with your entire team! Include the code in emails and email signatures, mention it in phone conversations and share the code through your company's social channels
- Please visit LendIt's website for email and social copy you can incorporate in your own marketing materials.
- If you misplaced your Discount Code or have not received it, contact your relationship manager or [info@lendit.com](mailto:info@lendit.com).

## 7. Stand Setup and Guidelines

Please direct all questions about expo set-up to:

Contact Person:	
Name:	Matt Murnane
Phone:	+1 (646) 598-3066
Email:	<a href="mailto:matt@lendit.com">matt@lendit.com</a>

Please note that no materials may be moved out while the exhibition is in progress, unless approved by onsite staff.

## Shell Scheme

Standard shell scheme hire includes back and side free-standing partition walls, an ID sign, carpeted floor and daily cleaning. There is an open grid ceiling of 70mm beams fixed diagonally over the stand.

The height is 2430mm to the underside of the ceiling and 2325 to the underside of the fascia panel. A standard panel size is 2500mm high x 990mm wide when fitted with poles and beams. The face size of the panels is 950mm wide x 2340mm high. The poles are 40mm in diameter projecting forward 18mm.

You cannot fix anything to the wall panels using nails, staples or screws. Lightweight polyboard or card panels can be fixed with double sided velcro or blu-tack. Support brackets and chain packs must be used to hang heavier items.

## Carpet

Exhibitors/Contractors wishing to build stands must ensure that adequate precautions are taken to protect the carpet from damage. You will be required to lay a wooden floor/platform before any additional floor covering is used. This must also be finished with metal/plastic edging trim. Stand carpet must not be laid or fixed directly to the BDC fitted carpet. Please contact your Venue Services Manager, Georgina Forester [GeorginaF@bdc.london](mailto:GeorginaF@bdc.london), if you require ordering a suitable floor & floor covering should the carpet tiles not be suitable for your stand area.

## Cleaning

The BDC is responsible for all cleaning common areas of the venue i.e. communal public areas, foyers, entrances, concourses, gangways, toilets and will remove 'normal waste' produced during the build-up and breakdown periods. Normal waste includes packaging and other small items. Exhibitors and contractors are responsible for the removal of any other waste, including:

- carpet –except scraps
- crates/pallets
- building waste such as bricks, sand and strand fitting materials
- large items that will not fit into rubbish receptacles or that need to be removed by mechanical means
- metal work
- hazardous waste –e.g. paint, solvents, chemicals, clinical waste, aerosols, oils or lubricants, including rags used in the application of these substances.
- strip lights (fluorescents tubes) and light bulbs

Any excess rubbish must be taken off site.

## Balloons/Inflatables

Use of helium or gas filled balloons must be agreed in writing by the Venue Services Manager prior to the event. A £100.00 refundable deposit will be required for their use at the venue.

## 7A. Preferred Providers and Exclusive Services

### Business Design Centre

To place orders through the Business Design Centre, you will first need to register and create an account in the BDC ordering system. Creating an account will allow you to order stand electrics, shell scheme extras, flooring, internet, and water & waste services. You can access the BDC ordering system by following [this link](#). Please note, The Business Design Center requires completion of Health & Safety forms before placing any orders.

The Business Design Centre offers a full range of services via our in-house concierge. Based on the hotel concept, the concierge role covers a wide range of activities from booking taxis, restaurants and theatre to rail, airport and hotel enquiries etc. Please contact Ben Pettyfer at + 4420 7288 6272 or +44 770 863 5835 or email: [benp@bdc.london](mailto:benp@bdc.london).



## Experience

Experience is a design-led production house with a focus on communicating messages in unforgettable ways. Contact Tony at [tony.clark@experience-event.com](mailto:tony.clark@experience-event.com) to learn more about how Experience can help you with AV services.

## Onward Display

Onward Display is a large format exhibition printer based within the Business Design Centre who specialise in all types of graphic printing. Their services include large format printing, exhibition signage, shell scheme printing, wall vinyls, window stickers, banners, banner stands, pop-up shop graphics, installation services and much more. Contact [bdc@onwarddisplay.com](mailto:bdc@onwarddisplay.com) with any enquiries.

## Thorns Group

Thorns Group offers a comprehensive selection of furniture to dress your stand. You can select furniture from [www.thorns.co.uk](http://www.thorns.co.uk) and complete your order online or complete the pre-payment order form, found in section 6E of the setup manual and email Thorns your furniture order. Contact [Stephanie@thorns.co.uk](mailto:Stephanie@thorns.co.uk) with any enquiries.

## Online Reprographics

Online Reprographics specialise in printing brochures, catalogues, and branded merchandise. Contact John at [john.foy@onlinerepro.co.uk](mailto:john.foy@onlinerepro.co.uk) with any inquiries or visit [onlinerepro.co.uk](http://onlinerepro.co.uk).

## The Good Eating Company

The Good Eating Company is the appointed catering partner to the Business Design Centre. Their partnership has been established through creativity and their ability to consistently deliver exceptional results. To order catering, please contact [Jean Betts](mailto:Jean.Betts@goodeatingcompany.com) or visit [www.goodeatingcompany.com](http://www.goodeatingcompany.com) for more information.



## 7B. Exhibition Hours

Please visit the registration desk located on the Lobby Level to pick up your badge.

### Move-in and Set-up:

Sponsor & Exhibitor Installation:	Sunday, 18 November 2018 from 10:00 to 17:00
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All exhibition booths must be in place, and waste must be removed, by 8:00AM on 19 November, 2018. Please ensure that all crates and cartons are unpacked quickly so that those may be removed and stored away to keep the aisles clear. If the booth space has not been occupied, or setup completed by the time mentioned above, LendIt Europe 2018 reserves the right to use the space as it deems appropriate.

### Official Exhibition Opening Hours:

From 8:00 to 17:30	Monday, 19 November 2018
From 8:00 to 17:00	Tuesday, 20 November, 2018

All exhibits must be open and staffed during official opening hours. Please make sure to familiarize yourself with the timing of the scheduled coffee breaks and lunch when traffic to your stand will be at its peak. Please note that sessions may also be held outside the above mentioned exhibition hours.

### Dismantle and Move out:

From 17:30 to 20:30	Tuesday, 20 November, 2018
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The conference will officially end at 17:00 on 20 November; please do not start dismantling the booth before 17:30 since all conference attendees will leave the conference across the exhibition area. No equipment or crates can be brought on the show floor until 17:30.

- **All display material must be cleared from the exhibition area by 20:00 on 20 November, 2018.**
- All items must be collected by courier or taken off site by exhibitors by 20:00 on 20th November 2018.
- Please ensure that if you are leaving items for a courier to collect that they are clearly labeled with name, number of boxes, weight of each box and address. The Business Design Centre will not accept responsibility for items that are not labeled correctly or not removed from the premises by the above mentioned deadline..



## 7C. Stand Design & Builder

Sponsors and exhibitors are responsible for the design, production and set-up of their stands. You may use a third party production company to design, produce and set-up their stands. Outside productions must follow the show guidelines. **The stand space construction height limit is 2.5M.** Stands built above the 2.5M limit will need prior approval from LendIt and The Business Design Centre. Please email [GeorginaF@bdc.london](mailto:GeorginaF@bdc.london) and [matt@lendit.com](mailto:matt@lendit.com) for height variance requests by 26 October. Please note: No stand will be allowed to build above 4m.

### Stand out from the crowd with custom exhibition stands!

Bespoke stands facilitate greater attendee engagement, enabling your brand to fully showcase its value proposition and make the most of its presence at LendIt Fintech Europe!

The Business Design Center's preferred supplier for custom builds is [Freeman](#). They are happy to provide sponsors and exhibitors with a proposal for custom stand design. To receive a quotation contact: [Peter.Evans@freemanco.com](mailto:Peter.Evans@freemanco.com).

(\*Note: For bespoke booths, please do not exceed the standard booth dimensions in order to avoid obstructing surrounding booths.)

## 7D. Graphics

Onward Display is a large format exhibition printer based within the Business Design Centre who specializes in all types of graphic printing. Their services include large format printing, exhibition signage, shell scheme printing, wall vinyls, window stickers, banners, banner stands, pop-up shop graphics, installation services and much more. Contact [bdc@onwarddisplay.com](mailto:bdc@onwarddisplay.com) with any enquiries.

If your sponsor/exhibitor agreement includes a shell scheme, startup kiosk or meeting suite you may provide custom artwork to be printed on panels of the structure. Artwork is due no later than 06 November.

Artworks can be sent via our file transfer channel: <https://onwarddisplay.wetransfer.com>. Please enter [michael@onwarddisplay.com](mailto:michael@onwarddisplay.com) in the 'email to' window.

### Artwork Requirements:

- 10mm Bleed all round
- Separate artworks for signage item
- Corner crop marks
- High-resolution PDF format
- Artwork supplied at 100% scale, images to be set to 150dpi
- Artwork is scaled down (i.e. 50%), images to be set to 300dpi
- All fonts to be outlined

***All artwork is to be received by 02 November, 2018***



## 7F. Photocopying, Printing & Internet

### Copy + Print

Online Reprographics is located on the ground floor of the Business Design Centre and will be more than happy to help with your printing needs. They are capable of handling everything from Business Cards and Flyers to mounted boards, bound brochures, bespoke presentation boxes and more. For pricing, please contact Reprographics at [info@onlinerepro.co.uk](mailto:info@onlinerepro.co.uk) or by calling 020 7288 6288.

### Internet

Complimentary wi-fi will be provided throughout the Business Design Centre. If more than 3Mbps of downloading is required, please refer to the Business Design Centre [ordering page](#) or contact Elizabeth Tompkins at 0207 288 6606 to order a wired connection with downloading speeds of up to 200Mbps.

## 7G. Electrical, Security, Proof of Insurance

### Electrical

One 13amp/500W outlet will be provided in each stand. Please remember to bring your own power converters and power strips. You can order stand electrics directly from the Business Design Centre by following [this link](#). For advance rates, orders must be placed to the BDC by 07 November. Orders received after 07 November and all orders placed on-site face a 20% surcharge. If an exhibitor has a special request for electricity, please contact Elizabeth Tompkins at 0207 288 6606.

### Security

There will be overnight security Business Design Centre however, we do not recommend leaving valuables unattended. Exhibitors and vendors will be responsible for loss or damage to merchandise or personal possessions before, during or after the exhibition, or for personal injury to the exhibitor, company employees or representatives. We ask for your assistance and cooperation with regard to our security efforts by being aware of the following rules and guidelines:

- Badges and bracelets must be worn at all times to gain admittance to the exhibition area, from the move-in through move out period;
- Keep your giveaway and other promotional material out of sight after exhibition hours;
- Meetings in your booth outside of exhibition hours are prohibited;
- Safety and courtesy require that all aisles are free of obstacles such as protruding furniture, displays or display material.





## Proof of Insurance

While we take every precaution to protect exhibitor property during the event, LendIt Fintech nor the Business Design Centre are responsible for any loss or damage. We recommend insurance cover to include, as a minimum, legal liability for personal injury and damage to third party property on a limit of indemnity of £5 million. Hiscox Event Assured provide options specific to exhibitors and event organisers, to learn more or to purchase exhibition insurance, please visit <https://www.exhibitor-insurance-online.com/>. For any queries please contact Hiscox Event Assured on 0800 840 2469.

## 8. Freight and Shipping Information

### 8A. Advance Shipping Information & Material Handling Fees

#### Advanced Shipping to the WES Logistics Warehouse

No shipments will be accepted by the Business Design Centre outside of the build up period, (10:00 - 17:00, 18 November). We strongly recommend all shipments be sent to the Business Design Centre/WES Advance Warehouse to ensure goods arrive to your stand for build up.

Please arrange for goods to arrive at the warehouse between the posted dates to avoid storage fees. Rates for the warehouse material handling fees can be found at the end of this manual in the "Order Forms" section.

**Exhibitors can expect to pay a minimum of £127.50 + VAT for material handling per 30kg. Please budget accordingly and contact WES Group for specific pricing.**

Rates can be found at the end of this manual in the order forms section, and by contacting [info@wes-group.com](mailto:info@wes-group.com) for a personalized quote. You may also learn more about rates and request service by following [this link](#).

WES Logistics will deliver all shipments to site on 18 November, 2018. Shipments will be accepted at the WES/TJM Transport Warehouse from **5 November until 16 November**, 2018. Please mark each package / box with the following label, below.




## Empty Storage

Empty storage will be available in room 118 and is located in the Main Hall on the Ground Floor at the back of the building close to the loading bay. Any exhibitor who wishes to store shipping materials or empty boxes will have access to this room. Please do not keep any valuables in your empty boxes as this room is available to all exhibitors.

## Shipping Label

Anything. Anytime. Anywhere.



**WES Logistics**

Consignee

TJM Transport Ltd  
Eagle House  
K9 Business Park  
Ferry Lane  
Rainham  
RM13 9YH  
United Kingdom  
Exhibitor –  
Stand –  
Contact –  
Tel -

Exhibition

LendIt Fintech 2018

Destination

Business Design Centre

Case Number

Total Cases

Telephone: +44 20 8508 2224   Email: info@wes-group.com   Web: www.wes-group.com

## 8B. Shipments to the Business Design Centre

No shipment will be accepted by the Business Design Centre outside of the move-in period, 10:00-17:00 on 18 November, 2018. The only vehicular access to the Loading Bay is from Liverpool Road. There are two goods lifts in the loading bay for delivery of exhibit materials to stands.

### Main Hall Goods Lift

Capacity: 3000kg

Size: 3900mm x 1900mm x 1900mm (height)

### Gallery Hall Goods Lift

Capacity: 3000kg

Size: 5500mm x 2550mm x 2500mm (height)



Exhibitors/Contractors should be aware that there are a number of doorways to pass through when taking items from the goods lifts to the Mezzanine. A site survey is advised for any exhibitors/contractors who wish to view the access/egress at the centre. Please contact Georgina Forester ([GeorginaF@bdc.london](mailto:GeorginaF@bdc.london)), our Venue Services Manager, to arrange an appointment. A list of the doorway dimensions is available upon request.

PLEASE NOTE: If courier services are required, please contact WES Logistics. Prices may vary based on the size and weight of the package.

- No shipment will be accepted by the Business Design Centre outside of the move-in period, 10:00-17:00 on 18 November, 2018. We recommend shipping all goods to the advance warehouse so they arrive between 5 November and 16 November, or to your hotel and self-carry during move-in. All shipments received by the advance warehouse by the posted deadline will be delivered to your stand for move-in. Please note, shipments that arrive before the posted date to the advance warehouse will incur storage fees.
- Boxes must clearly display the WES/LendIt Fintech Europe delivery label or they will not be accepted by the Loading Bay. Please use enclosed label.
- For those who wish to self-carry, there is only vehicular access to the Loading Bay from Liverpool Road. There are 2 goods lifts in the loading bay for delivery of exhibit materials to stands.
  - Main Hall Goods Lift  
Capacity: 3000kg  
Size 3900mm x 1900mm x 1900m  
(height)
  - Gallery Hall Goods Lift  
Capacity: 3000kg  
Size 5500mm x 2550mm x 2500mm (height)
- Exhibitors/Contractors should be aware that there are a number of doorways to pass through when taking items from the goods lifts to the Mezzanine. A site survey is advised for any exhibitors/contractors who wish to view the access/egress at the centre. Please contact our Venue Services Manager, Georgina Forester, ([GeorginaF@bdc.london](mailto:GeorginaF@bdc.london)) to arrange an appointment. A list of the doorway dimensions is available upon request.

## 9. Order Forms

In the following section, please find order forms and links for graphics, audiovisual, stand furnishing rentals, shipping and material handling. For immediate assistance relating to these services please contact the vendors directly.

Please refer to the Important Deadlines in section 1A at the beginning of this manual to be sure you place all orders and requests for service by the posted dates.



19th - 20th November 2018

### STANDARD OPTION

Panels slot into  
the shell scheme  
system.

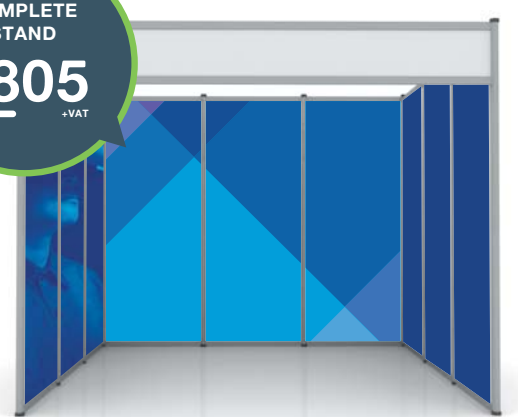
Poles exposed  
every 1m  
creating a  
40mm gap  
between panels.

COMPLETE  
STAND  
**£575**  
+VAT



3X2m Standard - CORNER

COMPLETE  
STAND  
**£805**  
+VAT



3X2m Standard - MIDDLE

### SEAMLESS OPTION

Panels cover over  
the shell scheme  
system.

Creating a  
single seamless  
image.

No Gaps.

COMPLETE  
STAND  
**£700**  
+VAT



3X2m Seamless - CORNER

COMPLETE  
STAND  
**£980**  
+VAT



3X2m Seamless - MIDDLE



**Installation &  
Removal after  
the event:**  
**£125 + VAT**



**We live here at the Venue!**

As **we live here** we can help with any  
last minute requests, a **few days before**  
or even **on** the day of show setup.

Email: [bdc@onwarddisplay.com](mailto:bdc@onwarddisplay.com)

Call: 020 3219 7920

[www.onwarddisplay.com](http://www.onwarddisplay.com)



## AV Quotation Form

Experience can supply all your video, sound and computer equipment along with technical support to ensure your event is successful.

Please complete this form and return via e-mail or contact us to discuss your requirements:

**E-mail:** [order@experience-event.com](mailto:order@experience-event.com)  
**Phone:** + 44 203 370 3430

**On completion of this form we will supply you with a full quotation. If you would like to proceed please let us know and we will issue the relevant invoice for payment.**

Company Name :		Event Name :	
Company Address :		Event Date:	
		Event Venue:	
Post/Zip Code:		Contact :	
Country:		Email:	

Equipment	Cost per day	Quantity	Event Days
Laptop with CDR including Office (Other software on request)	£100.00		
Desktop LCD/DLP Projector with Stand	£100.00		
iPad Air 2	£50.00		
iPad Curved Floor Stand (Picture on request)	£30.00		
17" TFT Flat Screen Monitor	£45.00		
22" TFT Flat Screen Monitor	£60.00		
32" HD Screen (Please add stand below)	£100.00		
42" HD Screen (Please add stand below)	£130.00		
47" HD Screen (Please add stand below)	£160.00		
60" HD Screen with Deluxe Stand	£300.00		
80" HD Screen with Deluxe Stand	£700.00		
K Base Stand with Shelf (for 32", 42" or 47" Screen)	£15.00		
Deluxe Stand with Shelf (for 32", 42" or 47" Screen)	£45.00		
Blu Ray/DVD Player (multi-region)	£22.00		
Literature Stand	£15.00		

We also stock Exhibition Furniture. Please ask about availability.

**Please note the prices above include delivery, cabling, standard installation and collection. Installations requiring Wall mounting are subject to a labour charge.**  
Your equipment will be installed on the day prior to the event or the time allocated by the event company, but will not be charged as a hire day.

**What is your preferred payment method? Please tick :**

BACS	
Credit Card	

All prices exclude VAT charged at 20 %.

Quote is subject to the relevant power being available.

A 12 % assurance charge will be added to your hire to insure the equipment against loss, theft and damage.

All invoices are issued for immediate payment. All monies must be cleared before installation date.

Furniture Order Form for:-

**Post or e-mail this order form to:-**

Castle Stanton Ltd T/A Thorns Group  
Welham Distribution Centre, 172 Travellers  
Lane, Welham Green, Hatfield, Hertfordshire,  
AL9 7HN  
Tel: 020 8801 4444  
Email - [emily@thorns.co.uk](mailto:emily@thorns.co.uk)



[Brochure](http://www.thorns.co.uk/media/thorns-catalogue.pdf): <http://www.thorns.co.uk/media/thorns-catalogue.pdf> [Terms & Conditions](http://www.thorns.co.uk/terms-conditions): <http://www.thorns.co.uk/terms-conditions> [Website](http://www.thorns.co.uk): [www.thorns.co.uk](http://www.thorns.co.uk)  
Click on the link attached to download a copy of our [Price List](#) or simply email [hello@thorns.co.uk](mailto:hello@thorns.co.uk) to request one.

**PRE-PAYMENT ADDITIONAL FURNITURE ORDER FORM**

**COMPANY / INVOICE DETAILS**

Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Invoice Address: \_\_\_\_\_ Exhibition Title: \_\_\_\_\_  
\_\_\_\_\_ Venue: \_\_\_\_\_ Stand No: \_\_\_\_\_  
\_\_\_\_\_ Stand Exhibitor: \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_ Exhibition Start Date: \_\_\_\_\_ Finish: \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Catalogue No.	Description	Quantity	Colour	Unit Price	Total Price

**PAYMENT BY CREDIT CARD** (please tick)

Mastercard ☐ Visa ☐ Amex ☐ Switch ☐ Debit Card ☐  
Card No: \_\_\_\_\_ Sec NO: \_\_\_\_\_  
Expiry Date: \_\_\_\_ / \_\_\_\_ Start Date: \_\_\_\_ / \_\_\_\_ Issue No: (Switch only) \_\_\_\_  
Cardholders Name: \_\_\_\_\_  
Cardholders Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Signature: \_\_\_\_\_

Sub Total \_\_\_\_\_  
Transport\* \_\_\_\_\_  
Total \_\_\_\_\_  
VAT \_\_\_\_\_  
Bank Charges# \_\_\_\_\_  
Total GB£ \_\_\_\_\_

I have read and understand the Terms and Conditions of the hire and agree to comply with them – in particular the Insurance of Goods, see clause 7

\*Transport – See Clause 10.  
# Foreign Bank Cheque and Charges – See Clause 23.  
Ø Incurs a 3% Surcharge

Signed: \_\_\_\_\_

**Payment Terms: Full payment is required with your order.**

Cheques in Sterling drawn on a UK Bank, should be made payable to Castle Stanton Ltd and sent with this order form to the above address.

**Bankers Draft/Transfer to:**

Castle Stanton Ltd., Barclays Bank, Enfield Branch, 20 The Town, Enfield, Middlesex, EN2 6LY  
Sort Code: 20-29-81; Account No: 40204013;  
IBAN No: GB06BARC20298140204013; Swift No: BARCGB22.

Completion of this form does not represent confirmation of your order. All stock is subject to availability and will be confirmed shortly, however, should any item be out of stock you will be advised of a suitable substitute. **No stock can be reserved or confirmed until full payment is received.**

# Terms & Conditions

1. The contract is the document or documents that set out these Conditions and all other details about your agreement with us. The contract is formed on our acceptance of your order. "We" and "Us" means Thorns Group Plc. "You" means person, firm, company, corporation or public authority or body to whom we supply Equipment on hire. "Equipment" means the hired items referred to in the Contract. These Conditions exclude and terms and conditions you may have put forward, except where we have agreed to any amendments or other conditions in writing. These conditions do not affect the statutory rights of a person dealing as a consumer as defined by the Unfair Contract Terms Act 1977, or any statutory modification of that Act. The Contract will be governed by and interpreted with English Law.

2. You will pay the hire charge stated in the Contract. Hire charges will begin at the time stated in the Contract and will continue during the period of hire until you have restored the Equipment to us in a clean and serviceable condition and we have given you a receipt for it. All time is chargeable including Saturdays, Sundays and Bank Holidays. All charges are payable on demand. If payment is not made when due, we will be entitled to interest on the amount that is overdue at four per cent above the prevailing base rate of Natwest Bank plc, calculated on a daily basis. This will be without prejudice to any other rights or remedies we may have. You will also pay to us any charges we reasonably incur in the recovery from you of money of Equipment.

3. It is the duty of the Hirer to provide at such destination or site a duly authorised representative to accept the goods and to give a written receipt. If the Hirer fails to provide for this, he will not be permitted to dispute subsequently the facts of the delivery and be deemed to have accepted the delivery and these conditions.

4. Quotations are subject to stock availability at time of confirmation. Once an order has been confirmed, cancellations will incur the following charges 24 hours – 100%, 14 days – 30%, 28 days – 25%.

5. All cartons, boxes and packing materials to be returned, otherwise these will be charged for as per price list.

6. The Hirer undertakes to keep the hired goods in good order and condition and to return all of them to the Company in such order and condition.

7. During the period of hire, the Hirer is solely responsible for the hire goods and must insure against all risks.

8. It is your responsibility to make sure that all people who use the Equipment are properly instructed in its safe and correct use and that they are in possession of all instructions supplied by us. It is the customer's responsibility to provide all suitable clothing. You must ensure that the Equipment is not misused.

9. The Company will make every endeavour to effect delivery and collection of hired items at the time indicated by the Hirer, but will not under any circumstances be liable for any delay in delivery or collection or for failure to deliver or collect nor for any expense caused to the Hirer by such delay. All times which we state or quote for delivery or collection are approximate. Thorn's normal delivery hours are 08:00 to 15:15 hours.

10. A delivery and collection charge will be confirmed at the time of the order and an extra charge will be applied for deliveries outside the normal working hours. Should extra labour, set-up or breakdown be required this will be charged accordingly.

11. If the Hirer fails to return any goods hired by him at the end of the agreed period of hire or within the seven days from the Company making a written demand, the Hirer shall pay to the

Company the current replacement cost of the items which have not been returned. The replaced cost will be deemed to be the insurance value.

12. It is the duty of the Hirer to provide at the time of hire a duly representative to sign a written confirmation of the items returned to the Company on termination of hire. If the hirer fails to provide for this he will not be permitted to dispute subsequently the number and/or condition of the goods returned to the Company on termination of hire. of the Equipment or any part of it.

13. Equipment can be returned dirty as a cleaning service is provided at a charge of 20% on equipment cleaned. However, equipment can be returned clean.

14. You will indemnify us against any and every expense, liability, financial loss, claim or proceedings whatsoever or damage to or loss of property arising out of the delivery, use, non-use, repossession, collection or return of the Equipment or any part of it.

15. It will be your responsibility at all times to arrange a suitable supply of electricity for use with the Equipment. Under no circumstances should electrical Equipment be used without it being correctly earthed unless it is of double insulated specification. You will be responsible for complying with requirements of the Electricity at Work Regulations 1989 during the period of your responsibility for the Equipment.

16. Any breakdown or any unsatisfactory working of Equipment must be immediately notified to us. Under no circumstances must you repair or attempt to repair the Equipment unless authorised by us. The Equipment must be returned to our premises for examination except where examination elsewhere has been mutually agreed upon. You must notify us immediately if the Equipment is involved in any accident resulting in damage to the Equipment or to other property, or injury to any person.

17. The Company reserves the right to make substitutes without prior warning for the items that may be unavailable.

18. For non-account customers, 100% of the agreed price must be forwarded with the Hirer's order, 10 days for cheques, two days for cash/credit cards prior to hire commencement.

19. We will be entitled at any time if you break this Contract or if any proceedings are commenced in which your solvency is called into question we will be entitled at any time to terminate this Contract with immediate effect and to repossess any or all of the Equipment. Such termination will affect our right to recover from you any money due to us under this Contract or damages for breach of contract.

20. You authorise us or your agent to enter any land or premises where we reasonably believe any Equipment to be, in order to inspect, test, repair or repossess it.

21. Any failure by us to enforce any or all of these Conditions shall not amount to, or be interpreted as, a waiver of any of our rights.

22. Where monthly account facilities have been granted, all invoices must be paid within 30 days of document date.

23. Payment made by foreign cheque incurs an additional charge of £25.00. Payment made by bank transfer incurs an additional charge of £12.00. Payment made by credit card incurs a 3% surcharge.

24. If any term of this contract is held invalid of the remaining terms. These Conditions do not affect the statutory rights of a person dealing as a consumer as defined by the Unfair Contracts Terms Act 1977, or any statutory modification of that Act. The Contract will be governed by and interpreted with English Law.



## Inbound Shipments

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### Customs Clearance

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Temporary import clearance	£85.00 per clearance
Permanent import clearance	£85.00 per clearance
Additional tariff headings - 1st two free	£ 5.00 per tariff heading
Bond fee	3 % of CIF value, minimum £ 50.00
Duty & Tax	At cost + 10%
Use of deferment	Duty / Tax outlay + 5%, minimum £ 35.00

### Airfreight

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Airline Handling - 1 cbm = 167 kgs	£ 0.38 per kgs, minimum £ 45.00
Port to advanced warehouse - 1 cbm = 300 kgs	£ 22.00 per cbm, minimum 3 cbm

### Ocean Freight - FCL

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Terminal handling charges - FCL 40ft	£ 165.00 per container
Terminal handling charges - FCL 20ft	£ 155.00 per container
Transport from UK seaport - FCL 40ft	£ 655.00 per container
Transport from UK seaport - FCL 20ft	£ 655.00 per container

### Ocean Freight LCL

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Terminal handling charges	At cost + 20%
Port to advanced warehouse - 1 cbm = 300 kgs	£ 22.00 per cbm, minimum 3 cbm

### Courier

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Handling into advanced warehouse and delivery to stand	£ 85.00 up to 0.5 cbm / 30 kgs
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### Advanced Warehouse - 1 cbm = 333 kgs

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Handling in/out of advanced warehouse	£ 12.50 per cbm, minimum 2 cbm
Transport to venue	£ 22.00 per cbm, minimum 3 cbm

## Onsite Handling

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### Fork Lifting - 1 cbm = 333 kgs

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Unload from vehicle to stand	£ 18.00 per cbm, minimum 2 cbm
Reload from stand to vehicle	£ 18.00 per cbm, minimum 2 cbm



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**Courier Receiving**

Onsite courier reception	£ 10.00 per item up to 50 kgs
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**Onsite Storage**

Empty case storage - removal, storage and return	£ 33.00 per cbm, minimum 3 cbm
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**Service Charges**

Consignment fee	£ 65.00 per movement
Communication fee	£ 15.00 per movement

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**Surcharges**

After 5pm - Mon - Fri	50%
Saturdays	50%
Sundays	50%

Late Arrival Charges

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**Outbound Shipments**

As inbound depending on method of dispatch

**Additional charges:**

Hand over documentation fee for consolidated cargo / Airline storage / Sea port terminals / Quay rent etc.../ insurance.

Conversion – 0.5 cbm is charged at 1 cbm

Minimum Invoice Amount £ 50.00



Telephone: +44 (0) 208 508 2224 | Email: [info@wes-group.com](mailto:info@wes-group.com)

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Incorporated in England No: 2326770 VAT Registration No: 506 4059 65  
All business undertaken in accordance with our conditions of trade, a copy of which is available upon request

## LendIt Fintech 2018 - Logistic Services

## Key Show Details

Build Up	18th November 2018	10am - 5pm
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Show Open	19th November 2018	8am - 6.30pm
	20th November 2018	8am - 5pm

Breakdown	20th November 2018	5pm - 7pm
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2

Incorporated in England No: 2326770 VAT Registration No: 506 4059 65  
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## LendIt Fintech 2018 - Logistic Services

## Freight Instructions

### Airfreight

Destination  
Consignee

London Heathrow - LHR  
WES Group  
Unit 9 Stort Valley Industrial Estate  
Bishop's Stortford  
CM23 2TU  
United Kingdom  
Tel: +44 (0) 208 508 2224  
Email: [info@wes-group.com](mailto:info@wes-group.com)

Notify

All documents, such as Airway Bill must show the consignee indicated above.

### Oceanfreight

Destination  
Consignee

Any London Port  
WES Group  
Unit 9 Stort Valley Industrial Estate  
Bishop's Stortford  
CM23 2TU  
United Kingdom  
Tel: +44 (0) 208 508 2224  
Email: [info@wes-group.com](mailto:info@wes-group.com)

Notify

All documents, such as Bill of Lading must show the consignee indicated above.

### Advanced Warehouse & Courier Receiving

Destination

TJM Transport Ltd  
Eagle House  
K9 Business Park  
Ferry Lane  
Rainham  
RM13 9YH  
United Kingdom

### Venue

Destination

Enter Exhibition Name  
Business Design Centre  
52 Upper Street  
Islington  
N1 0QH  
United Kingdom



## LendIt Fintech 2018 - Logistic Services

# Document & Freight Deadlines

Airfreight	Documents Required	1 x Airway Bill 1 x Commercial invoice / packing list
	Document deadline	5 days prior to arrival
	Freight Deadline	8th November 2018

Oceanfreight - FCL	Documents Required	1 x Express Bill of Lading 1 x Commercial invoice / packing list
	Document deadline	5 days prior to arrival
	Freight Deadline	8th November 2018

Oceanfreight - LCL	Documents Required	1 x Express Bill of Lading 1 x Commercial invoice / packing list
	Document deadline	5 days prior to arrival
	Freight Deadline	5th November 2018

Advanced Warehouse & Courier Receiving	Freight Deadline	15th November 2018
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Venue	Freight Deadline	During build-up period
Please send all pre-alerts to <a href="mailto:info@wes-group.com">info@wes-group.com</a> or contact us on + 44 (0) 208 508 2224		

Booking Deadlines	Fork Lifting	2pm - 15th November 2018
	Storage	2pm - 15th November 2018
	Labour for Unpacking and Packing	2pm - 14th November 2018

Bookings received after the deadline will have to book onsite during the build-up period with a credit card, however will not be prioritised



## LendIt Fintech 2018 - Logistic Services

# Documentation

## Customs Formalities & Examination

**AtA Carnet** Entry for goods under ATA Carnet allows free movement of the goods within the UK, after the exhibition, for a period of up to 6 months or until the expiry of the Carnet, whichever occurs first, before which the goods must be exported (under Customs supervision).

**Temporary Import** Goods may be temporarily imported under WES Logistics temporary import bond facility, subject to a non-refundable bond fee. Please be advised that all goods entered under our security bond, remain under our control and, at the end of the show, should either be exported, or permanently imported, by WES Logistics.

**Permanent Import** For goods to remain in the United Kingdom import Duty and VAT will be applicable. Duty and VAT % rates are available. Giveaways are not always exempt from Duty and VAT.

### Commercial Invoice & Packing List

In order to assist you in the preparation of documents, we can supply you with a combined commercial invoice and packing list.

This must show full description of goods, including unit price and totals. Restrictions apply on quantities of giveaway items allowed which should be appropriate to the duration and attendance of the exhibition. The following must be shown:-

- Package number - it must match the case / markings mentioned
- Full description of contents and harmonisation codes
- Dimensions and gross weight

A copy of the commercial invoice / packing list should be firmly attached to the case beneath the case mark. Customs may examine the goods on importation, so it essential that a detailed packing list is provided to avoid delays in clearance. When cargo is shipped as an LCL / FCL container, a container packing list / manifest is required.



Telephone: +44 (0) 208 508 2224 | Email: [info@wes-group.com](mailto:info@wes-group.com)

5

Incorporated in England No: 2326770 VAT Registration No: 506 4059 65  
All business undertaken in accordance with our conditions of trade, a copy of which is available upon request

## LendIt Fintech 2018 - Logistic Services

## Tariff & Payment Options

### Tariff

Comprehensive quotations will be supplied upon receipt of consignment details where requested or a copy of our tariff of charges can be sent by e-mail.

### Payment Options

Unless freight is routed via our appointed agent or you have an account with us, we will require immediate payment of all charges upon receipt of invoice. Bank details are specified at the bottom of the invoice. Credit cards are also accepted for account settlement. All business, without exception, is handled subject to the WES Group trading terms and conditions whether we act as agents or otherwise, a copy of which is available upon request.



## LendIt Fintech 2018 - Logistic Services

# Download Order Form & Shipping Labels

### Insurance

It is recommended that all exhibitors should arrange a comprehensive cover for their goods which cover shipment to the United Kingdom for the period of display and which allows either the return to the country of origin or an appropriate disposal period at the conclusion of the exhibition.

### Order Form Download

Please note that this link will launch your web browser and the Order Form can be downloaded as a PDF.

### Shipping Label Download

Please note that this link will launch your web browser and the Labels can be downloaded as a PDF.

### Commercial Invoice Download

Please note that this link will launch your web browser and the Commercial Invoice can be downloaded as a excel.