



Leadership Summit

ACC LIVERPOOL

26

TUESDAY 17 TO WEDNESDAY 18 MARCH 2026



**UCISA26
Exhibitor
Booking Pack**

UCISA26 Exhibitor Booking Details

Bookings

UCISA26 Leadership Summit will be taking place at the ACC Liverpool, King's Dock, Port of Liverpool, Kings Dock St, Liverpool L3 4FP. The booking procedure will be the same as in previous years, in that you will only be booking the Exhibition space (which includes the shell scheme, carpet and a basic electrical package), with UCISA. **New for this year, you can book your exhibition space online, via the [UCISA Portal](#).**

Please note that if you book *space only* the electrical package and name boards are **not** included. For any extra shell scheme, stand fitting please deal directly with our Exhibition stand builders, [Index Group](#). For any extra electrical requirements, please deal directly with our electricians, [Meridian](#). Please visit Europa's website to view the available items and pricelist [Europa International](#).

Further details on all the suppliers together with order forms can be found at the end of this Booking Pack.

Terms

- **Your 2026 membership invoice must be paid before we confirm your booking. Membership for 2026 is £3,032 plus VAT.**
- **Stands and sponsorship must be paid for before the commencement of UCISA26. Deadline for receipt of payment Friday 06 March.**
- *On receipt of your signed booking form and official PO, stands will be offered to sponsors first (in order of value of sponsorship) and then in order of receipt of booking.*

Bookings will not be accepted, or space held without a completed Booking Form and copy of your official PO made out to Ucisa Services Limited, (N.B. NOT UCISA).

Exhibition

The **Exhibition** is open from 10.00 - 19.30 on Tuesday 17 March and 09.00 -16.00 on Wednesday 18 March. The **Conference** opens lunchtime on Tuesday 17 March until the afternoon of Thursday 19 March. The Exhibition will be held in Hall 2A, ACC Liverpool, where the Conference delegates will take their refreshments and lunch breaks. **There will be an early evening drinks reception followed by dinner (food stalls) on the Tuesday within the Exhibition** so please ensure your stand staff are aware of this.

1 x Exhibition stand space	£3,250 (+ VAT)
➤ Shell scheme included ➤ Electric socket ➤ 2x spotlight ➤ 2x exhibitor day passes per day ➤ 2x dinner tickets for the informal food in the exhibition on Tuesday evening ➤ Opportunity to purchase up to 3 additional day passes (to be booked online)	

The Exhibition package includes day passes for up to **2 exhibitors** over the 2 days (**names to be supplied to events@ucisa.ac.uk** as free places can no longer be booked on-line).

Up to 3 additional exhibitor day passes per day can be purchased via the [UCISA portal](#).

Price for Tuesday 17th day pass – from £170 plus VAT before the early bird deadline to £190 plus VAT after.

Price for Wednesday 18th day pass – from £120 plus VAT before the early bird deadline to £140 plus VAT after.

These tickets must be registered and paid for by the **early bird booking deadline of Friday 6th February 2026**. NB – Exhibitor passes can only be used for exhibiting company staff.

Pre-Conference meeting rooms

If you would like the opportunity to arrange pre-conference presentations or customer meetings on Tuesday morning, there will be a few rooms available at the venue from 10.00 - 12.00. The rooms will include a basic AV package (screen, data projector, sound, Wi-Fi connectivity and light refreshments – tea and coffee). The cost is £2,000 + VAT. Please note, these pre-sessions must be booked at least a month before the event and details regarding your session are supplied in time for a Pre-Session mailing which will go out at the end of February. Pre-session attendees are not entitled to access the Summit or Exhibition areas if they haven't registered for the Summit.

It is up to you to organise your own marketing of the session beyond the above-mentioned group mailing and the taking of registrations, if required. Please contact events@ucisa.ac.uk if you wish to book one of these rooms.

Mailings to delegates

Corporate member mailings to the primary UCISA mailing list are a great way to promote your attendance at UCISA26 and may be reserved as soon as your 2026 UCISA membership fee has been paid. We recommend that you schedule your slots with us well in advance as slots in the run up to the Summit fill up very fast. Please be aware that we send two mailings per day, and this membership benefit is allocated on a first- come, first-serve basis, subject to availability.

We would strongly urge you not to send unsolicited direct emails regarding your attendance at UCISA26. We appreciate the contribution our exhibitors make to the success of the event and your desire to publicise your attendance, however, in past years our members have complained about unsolicited communications which do not reflect well on the sender.

Deadlines

- **Friday 7 November 2025** – receipt of PO for 2026 membership renewal (£3,638 inc VAT)
- **Friday 7 November 2025** – 200-word proposal for sponsorship packages
- **Friday 12 December 2025** – Stand booking submission (please note stands may sell out before this date – they are on a first come first served basis)
- **Friday 6 February 2026** – Early Bird Bookings for extra paid for Exhibitor passes via UCISA portal
- **Friday 27 February 2026** – Submission of risk assessment form to UCISA
- **Friday 27 February 2026** – Submission of copy of Public Liability Insurance to UCISA
- **Friday 6 March 2026** – Final date for stand payment



UCISA26 Sponsorship Opportunities

From the engaging stands filling the exhibition hall, eye-opening partner case studies, and the enthusiasm your attendees all bring to the occasion, we know how important corporate members are to the continued success of UCISA's annual Leadership Summit. In turn, corporate members benefit from the unique exposure to key decision-makers from institutions across the UK when attending this long-standing and well-respected conference.

UCISA26 sponsorship packages are an excellent way to increase visibility with Leadership Summit delegates, who represent most budget holders within the community. Please note, these are only available to members who have already booked an exhibition stand.

All sponsorship packages include your company profile and logo on the event website, a mention in the welcome and your logo in the Conference App. Branding will also feature on the main stage.

1 x Primary sponsorship package

£15,000 (+ VAT)

- 45-minute keynote plenary presentation (One free speaker place for the day of the presentation)
- panel session involvement*
- access to a meeting room for a pre-conference session
- 5-minute Primary Sponsorship introduction
- advert in the Conference App
- logo included in UCISA attendee communication pre and during event
- logo as image on Main Stage
- pre-event email to primary UCISA mailing list

1 x International sponsor package

£12,500 (+ VAT)

- 40-minute keynote plenary presentation (One free speaker place for the day of the presentation)
- advert in the Conference App
- logo included in UCISA attendee communication pre and during event
- logo as image on Main Stage
- pre-event email to primary UCISA mailing list

1 x Technology sponsor package

£12,500 (+ VAT)

- 40-minute keynote plenary presentation (One free speaker place for the day of the presentation)
- advert in the Conference App
- logo included in UCISA attendee communication pre and during event
- logo as image on Main Stage
- pre-event email to primary UCISA mailing list

* The *Primary sponsorship package* will include a keynote presentation and the opportunity to be involved in a panel discussion, so long as a suitable presentation is agreed upon. We will require you to submit a 200-word proposal via [the online form](#) by Friday 7 November latest (including details of your presenters and a title) for consideration by the Summit Advisory Board.

6 x Platinum packages (parallel business showcase in breakout room)**£9,000 (+ VAT)**

- single 30-minute partner case study slot
- One free speaker place for the day of the presentation
- advert in the Conference App
- pre-event email to UCISA members

Platinum sponsorship includes a single 30-minute Partner Case Study slot and will require you to submit a 200-word proposal via [the online form](#) by *Friday 7 November latest* (including details of your presenter and title) for consideration by the UCISA26 Advisory Board. This is a parallel session within the main body of the Programme.

Other sponsorship items. Those sponsoring over £3,000 + VAT will be listed as Silver sponsors and those sponsoring over £6,000 + VAT will be listed as Gold sponsors.

Specific items which you may put your name against are:

Items	Price for Sponsorship
Name Badges	£4,500 + VAT
Registration desk sponsor	£4,500 + VAT
AV	£6,000 + VAT
Live Captioning	£6,000 + VAT
Wifi	£7,000 + VAT
Delegate bingo card	£4,000 + VAT
Conference App	£6,000 + VAT
Lunchtime video advertisement (x 5-8)	£2,500 + VAT
Opening keynote sponsorship	£3,000 + VAT
Closing keynote sponsorship	£3,000 + VAT
Speaker sponsorship (x 4)	£3,000 + VAT
Exhibition dinner sponsor (Tuesday)	£6,000 + VAT
Quiz Sponsor (Tuesday)	£2,500 + VAT
Awards Pre-dinner drinks reception	£6,000 + VAT
Awards dinner sponsored table	£1,750 + VAT
Awards Headline sponsor (includes CIO of the Year)	£6,000 + VAT
Awards sponsorship (one award)	£2,750 + VAT
Awards dinner wine sponsor	£4,000 + VAT
Conference lanyards	£4,500 + VAT
Conference bags	£6,000 + VAT
Notepads	£3,000 + VAT

Branded sponsorship items will be available once the other items have been taken.



UCISA26 Sponsorship packages brief

The UK Education sector continues to operate in a challenging period of sustained change. As a result, the need to seek out best practice from both within and outside the sector – as well as the best products and services – has never been greater, to ensure our community has the agility and creativity needed to meet the challenges of tomorrow. UCISA26 will attract around 250 senior IT staff from across c.100 HE and FE institutions. As in previous years, delegates will primarily be CIOs, Directors and Deputy/Assistant Directors for IT, and other senior managers with responsibility for either the whole or large parts of the digital service delivery in their institutions.

You will appreciate that the services these delegates oversee are extensive, including network and telephony; business systems; virtual learning environments; student computing; teaching & learning technologies; eLearning; communication & collaboration suites; portals; service desks; and statutory and legislative requirements – to name but a few! They play a major role in their institution's strategy and have procurement and purchasing responsibilities. The event programme will include a range of high quality, stimulating speakers on a wide variety of topics, as well as University and Partner Case Studies.

Rather than theming our focus for this year's sponsored sessions, we are taking on board your feedback, and that of our delegates by inviting companies to demonstrate their approach to any key topic currently circulating the sector. These could include, but are not limited to:

- Doing more with less
- Cybersecurity
- Using AI solutions in any part of the student journey
- Improving digital literacy
- Transforming the student learning experience
- Leveraging the cloud to reduce risks and improve agility
- Using AR and VR in teaching
- Managing the risks of GDPR
- Diversity and Inclusion
- Learning analytics
- Developing the workforce of the future

We would suggest that your presentation focuses on what your services, software or solutions may offer in support of these challenges, or any others you might identify.

Our Institutional members – your potential customers – have indicated that the most effective and best received presentations are those given in conjunction with an institution that has implemented or is currently implementing one of your solutions. So, to ensure you achieve maximum benefit from your case study, please ensure that your presentation is customer-led and benefits- focused. To this end we would ask that you inform us, when you submit your sponsor proposal, which institution you are partnering with for your session.

Please be aware that past feedback has clearly indicated that a direct sales pitch is likely to turn off your audience!

The deadline for sponsor proposals is Friday 7 November 2025.



UCISA Exhibitors Privacy Notice

Introduction

This Privacy Notice tells you what to expect in relation to personal information about you which is collected, handled, and processed by ucisa.

We acknowledge and agree that any personal data of yours that we handle will be processed in accordance with all applicable data protection laws in force from time to time; on 25 May 2018, the General Data Protection Regulation (2016/679) ("GDPR") and the Data Protection Act 2018 which now applies.

Who are we

Founded in 1992, UCISA is the member-led professional body for digital practitioners in education. Open and inclusive, we work together to use our collective technical knowledge and digital expertise to help transform teaching, learning and research by supporting operational efficiency and excellent student experience.

Almost all UK Higher Education institutions are UCISA members along with a growing number of Further Education and Sixth Form colleges.

UCISA is a registered not-for-profit charity and supports its community by running a wide range of events and conferences backed up with surveys, reports and best practice toolkits and guides that help our members better meet the ever-increasing digital demands of twenty-first-century education in the UK.

We also work closely with technology and digital service suppliers to the sector – helping them better understand our needs so that they can deliver the solutions that members need.

UCISA is a Registered Company in England No. 09349804, whose registered office is c/o Gravita Oxford LLP, First Floor, Park Central, 40-41 Park End Street Oxford, OX1 1JD. UCISA is registered as a charity with the Charity Commission of England and Wales, No. 1161218.

The correspondence address for data protection purposes is UCISA, University of Oxford, 13 Banbury Road, Oxford, OX2 6NN. Alternatively, you can email the Data Protection Officer at admin@ucisa.ac.uk.

Who collects data on behalf of UCISA?

For the purposes of data collection, UCISA will be the Data Controller and is represented on behalf of UCISA by the Finance and Commercial Director. The Data Controller will ensure that the processing of data, carried out by Data Processors, on behalf of UCISA is fair and in accordance with the requirements of GDPR.

What information do we collect?

UCISA provide a wide range of events backed up by a series of publications. These events provide exhibitors with the opportunity to meet members of the organisation in person. UCISA will provide attendees with exhibitors marketing information on their behalf.

In order to provide these services, we need to collect personal information about your organisation and (where applicable) yourself. The information that we need to collect will include but is not limited to:

Institution details:

Name of organisation, address of organisation, telephone number, email address and representative contact name. This information is processed under the lawful basis of Contract.

Invoicee details:

Invoicee details including name, Finance department address, telephone number and email address. This information is processed under the lawful basis of Contract.

Correspondence:

We collect any additional personal data that you may provide to us from time to time if you contact us by email, letter or telephone, through our Site, or by any other means. This information is processed under the lawful basis of Legitimate Interest.

Lawful Basis for the collection of personal data

In order to collect the data that we do about you, we use the lawful basis of Contract in line with GDPR article 6(1)(b), as we consider that we are using your data in a way that is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

How do we use the personal details you provide us:

To provide you with the products and services you have requested.

We use your personal data to administer your request to exhibit at a ucisa event, conference or webinar.

To send you communications, including, in relation to changes to our Terms of Business

We use the contact details you have provided to us so that we can communicate with you about the services that we provide, including to let you know about major changes to those services or to our Terms of Business between us or to any related information.

To maintain our records and improve data accuracy

Like any business, we process personal data in the course of maintaining and administering our internal records. This includes processing your personal data to ensure that the information we hold about you is kept up to date and accurate.

To respond to enquiries, complaints and disputes

We use the personal data we hold about you to help us respond to any enquiries or complaints you have made, or deal with any dispute which may arise during us providing our products and services to you, in the most effective manner.

To investigate, detect and prevent fraud and comply with our legal obligations

In certain circumstances, we use your personal data only to the extent required in order to enable us to comply with our legal obligations, including for fraud detection, investigation and prevention purposes. This may require us to provide your personal data to law enforcement agencies if they request it.

We do not collect any Special Category data.

When do we share personal data?

We may disclose your personal data if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to protect the rights, property, or

safety, of our business, our members, or others. This includes, in specific cases, exchanging information with other organisations for the purposes of fraud protection.

Data Processor	Details
Disclosure to: <i>UCISA Services Limited (USL)</i>	Details: <i>USL, a wholly owned subsidiary of ucisa which provides events organisation services to UCISA. USL may engage with a 3rd party event management company or with potential event sponsors (see below). UCISA shares your data with USL for the purposes of enabling your attendance at events.</i>
Data Processor: <i>Barclaycard EDPQ</i> Barclays Bank	Details: <i>For the purpose of fulfilling membership or events payments by Credit Card.</i> <i>For the purposes of fulfilling membership or events payments or expenses by online bank transfer. Note: that ucisa does not retain any of your financial information.</i>

UCISA will not share your data with other third parties without your consent. Where it becomes necessary to make disclosures without your consent, these will always be in accordance with the provisions of the, the EU General Data Protection Regulation (2016/679), the Data Protection Act 2018 and any subsequent legislation.

Where do we store and process personal data?

Data is processed according to our privacy policy and the applicable law of the country where the data is located i.e., within the European Economic Area (EEA). No processing or storage of data takes place outside of the EEA.

How do we secure personal data?

UCISA takes data security seriously and uses the appropriate technologies and procedures necessary to protect the personal information that it holds about you. In order:

- to protect data against accidental loss
- to prevent unauthorised access, use, destruction, or disclosure
- to ensure business continuity and disaster recovery
- to restrict access to personal information
- to conduct privacy impact assessments (where necessary) in accordance with the law
- to train staff on data security

UCISA adheres to the standards and regulations of the General Data Protection Regulation (2016/679) and the Data Protection Act 2018.

How long do we keep your personal data for?

We retain your personal data for no longer than is necessary for the purposes(s) for which it

was provided. What this means in practice will vary between different types of data.

When determining the relevant retention periods, we consider factors including:

- legal obligation(s) under applicable law to retain data for a certain period.
- statute of limitations under applicable law.
- potential or actual disputes; and
- guidelines issued by relevant data protection authorities.

Where you have a contract to exhibit at a ucisa event, personal data will be retained for the duration of that event and for a further seven years from the end of that period.

Where you have made an enquiry to ucisa, personal data will be retained for as long as it is necessary to respond to that enquiry and for a further period of three months from the date of the response for us to provide you with additional information about our services after which time it is destroyed. You may withdraw your consent to receiving this additional information at any time during that period.

Therefore, we will securely erase your personal data from our systems when it is no longer needed. Paper-based information is securely shredded and disposed of, and electronic information is digitally destroyed, and a certificate of destruction is obtained (where applicable).

Your rights in relation to personal data:

1. Rights to be informed

You have the right to be provided with clear, transparent, and easily understandable information about how we use your personal data and your rights.

2. Right of access

You have the right to obtain access to your personal data (if we are processing it) and certain other information (like that provided in this Privacy Notice).

3. Right to rectification

You are entitled to have your personal data corrected if it is inaccurate or incomplete.

4. Right to erasure

This is also known as 'the right to be forgotten' and, in simple terms, enables you to request the deletion or removal of your personal data where there is no compelling reason for us to keep using it.

This is where the personal data is no longer necessary for the purpose for which it was originally collected or processed it for; and we are relying on consent as the lawful basis for holding your data, and you withdraw your consent or where we are relying on legitimate interests as the basis for processing, your data and you object to the processing of your data, and there is no overriding legitimate interest to continue this processing. There is no right to erase data collected under the lawful basis of Contract or Public Task where that purpose remains.

5. Right to restrict processing

You have the right to 'block' or suppress further use of your personal data in certain circumstances. When processing is restricted, we can still store your personal data but may not use it further.

6. Right of data portability

You have the right to obtain and reuse your personal data in a structured, commonly used and machine-readable format in certain circumstances where the lawful basis for processing the information is consent or for the performance of a contract; and the processing has been carried out by automated means. This right does not apply to paper-based files.

1. Right to object to processing

You have the right to object to our processing of your personal data for our legitimate business interests or for direct marketing purposes.

2. Right to withdraw consent to processing

If you have given your consent to us to process your personal data for a particular purpose (for example, direct marketing), you have the right to withdraw your consent at any time (although if you do so, it does not mean that any processing of your personal data up to that point is unlawful).

3. Right to make a complaint to the data protection authorities

If you would like to exercise your data protection rights or if you are unhappy with how we have handled your personal data, please feel free to contact us by using the details set out at www.ucisa.ac.uk.

If you're not satisfied with our response to any enquiries or complaint or believe our processing of your personal data does not comply with data protection law, you can make a complaint to the Information Commissioner's Office (ICO):

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 Fax: 01625 524 510

STAND

OUT

Transform your stand
using IG graphics services
to maximise your impact



Event &
Exhibition
Solutions

✓ Your trusted partner

members of

ESSA

Event Supplier and
Services Association



As members of FESPA the Index Group
are completely committed to the
sustainable production & disposal
of all graphics. Currently recycling or
repurposing 95% of total production

Production costs include:

- detailed proof
- full colour digital print
- delivery to venue
- installation
and
if required
removal &
disposal

FLUSH from £341 per linear metre

Individual panels digitally printed
and buffed together to create a
continuous image

100% recyclable

TENSION from £248 per linear metre

Digitally printed tension fabric fitted to a
hired framework creating a seamless graphic

95% recyclable

INTEGRAL from £215 per panel

Produced to fit within the framework of the
shell scheme leaving upright poles visible

100% recyclable

COUNTERS from £94

Bespoke sized graphic
maximising all branding
opportunities

100% recyclable

20%
discount
for early orders

Contact the MyEvent team at:
myevent@IndexGroup.org

To see more of our graphical services visit:
ig.events/exhibitor/graphic-services-exhibitor

welcome to your stand



Event &
Exhibition
Solutions
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Head Office
1 LOMAX STREET
RADCLIFFE
MANCHESTER
M26 1PX
Tel: 0161 723 6105
ig.events

Please take a few moments to read the following important information which will help us to provide you with an efficient and successful service

additional shell scheme standfitting orders

If you have already pre-ordered any extras with the Index Group and the goods are not on your stand - please go to our Service desk for assistance.

Failure to collect goods will not warrant a credit being given after the event

fixings

If you have a problem with large graphics or fixings please contact our service desk, which is usually located near the organisers office or registration/entrance area.

if your panels are white with a smooth finish

Sellotape® Sticky Fixer foam pads or combined self adhesive hook & loop Velcro® 'type' fixings

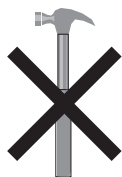
ONLY are permitted to be used on the panels and can be purchased from our service desk

if your panels are coloured with a material texture

Hook Velcro® 'type' fixings **ONLY** are permitted to be used on the panels and can be purchased from our service desk

do not use

Any of the following fixings on any part of the metal framework or either type of panel finish



NO NAILS



NO SCREWS



NO PAINT



NO STAPLES

No self adhesive tape of any kind can be used on the metal work of your stand

A minimum cleaning charge of £50.00 will be levied and payment will be required prior to the opening of this exhibition if the above is not observed

ALL DAMAGE WILL BE CHARGED

at the close of show

At the designated closing time we will commence dismantling stands immediately.

In your own interests, please remove all graphic panels etc and entrust their safety to a member of your own staff.

We **WILL NOT** accept any responsibility for anything left on your stand at the close of this exhibition

and finally... we hope you have a successful event and thank you for your co-operation

Index Use	3863/463
E.C.	
BOMPAC	
PAYMENT	

For Shell Scheme stands only

Stand No.	Deadline Date - Monday 16th February
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N.B. Abbreviations will be used in all cases i.e. Limited—Ltd.

[illegible]

Quantity

OPTION B Add your logo to standard nameboard above (artwork required in eps or illustrator format)	£66.00 (each)	
OPTION C Add your logo to the stand fascia	£38.50 (per lin.m)	

Company Name:
Address:
Postcode:
Telephone:
Contact Name:
Email:

Nameboards cannot be altered on site

For your convenience nameboards can be submitted online at <http://ig.events/content/nameboard>

INDEX GROUP LTD
1 Lomax Street, Radcliffe, Manchester, M26 1PX
Telephone: 0800 085 9885
E-mail: myevent@indexgroup.org



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UCISA26 LEADERSHIP SUMMIT 17th & 18th MARCH 2026 ACC, LIVERPOOL

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E.C.	
BOMPAC	
PAYMENT	

ADDITIONAL STANDFITTING ORDER FORM

For Shell Scheme stands only

Stand No.

Deadline Date - Monday 16th February

* to qualify for 20% early order discount please see information below.

Item	Price	Quantity	Total
1. Extra Panels - 1000mm (graphic image optional extra - see 11) (Full height)	£68.00		
2. Extra Panels - 500mm (Full height)	£44.00		
3. 1m Wire Display Rack (not into corners of stands)	£38.50		
4. Shelves - 1000mm x 240mm	£31.00		
5. Garment Rail (1m section)	£31.00		
6. A4 Zed-Up Lite (free standing literature rack)	£73.00		
7. A4 Wallmount Leaflet Dispenser	£17.00		
8. Store Room with Lockable Door (into corner-1m x 1m)	£198.50		
9. Fold up Counter	£57.75		
10. Click Integral Counter with Sliding Doors	£80.00		
11. Full Colour Graphic Options Available (please call for details)	POA		
12. Lockable Computer Plinth with Internal Shelves & Perspex Logo	£205.00		
13. Colour Change (stock) to existing panel (Per 1m x 2.4m face—colour on app.)	£60.00		
14. *Slat Walling (Per 1m x 2.4m face)	POA		
*Muslin/Casement/Twill Ceiling-Black or White (Size: ___m x ___m, price per m.sq.)	POA		
*MDF clad panel (unfinished or painted white available) (Per lin.m)	POA		

* Please note the early order discount does not apply to these items

Deadline Date for Cladding: Monday 16th February 2026

NB: Any MDF Clad panels or Slat Walling ordered after 16th February 2026 will be subject to a 50% surcharge.

No goods will be supplied unless full payment is received

Please return this form to the address below with full payment
by the above deadline date to receive 20% discount.

Any items requested on site will be supplied subject to availability and will incur a 25% surcharge.

20% discount (if applicable)	
Sub Total	
3% surcharge for credit card payments	
1.9% surcharge for AMEX card payments	
Total	
Vat 20%	
Total	

For your convenience all of the above can be ordered at <http://ig.events/content/standfitting-order-form>

Please return to:

INDEX GROUP LTD
1 Lomax Street, Radcliffe, Manchester, M26 1PX
Telephone: 0800 085 9885
E-mail: myevent@indexgroup.org



UCISA26 LEADERSHIP SUMMIT 17th & 18th MARCH 2026 ACC, LIVERPOOL

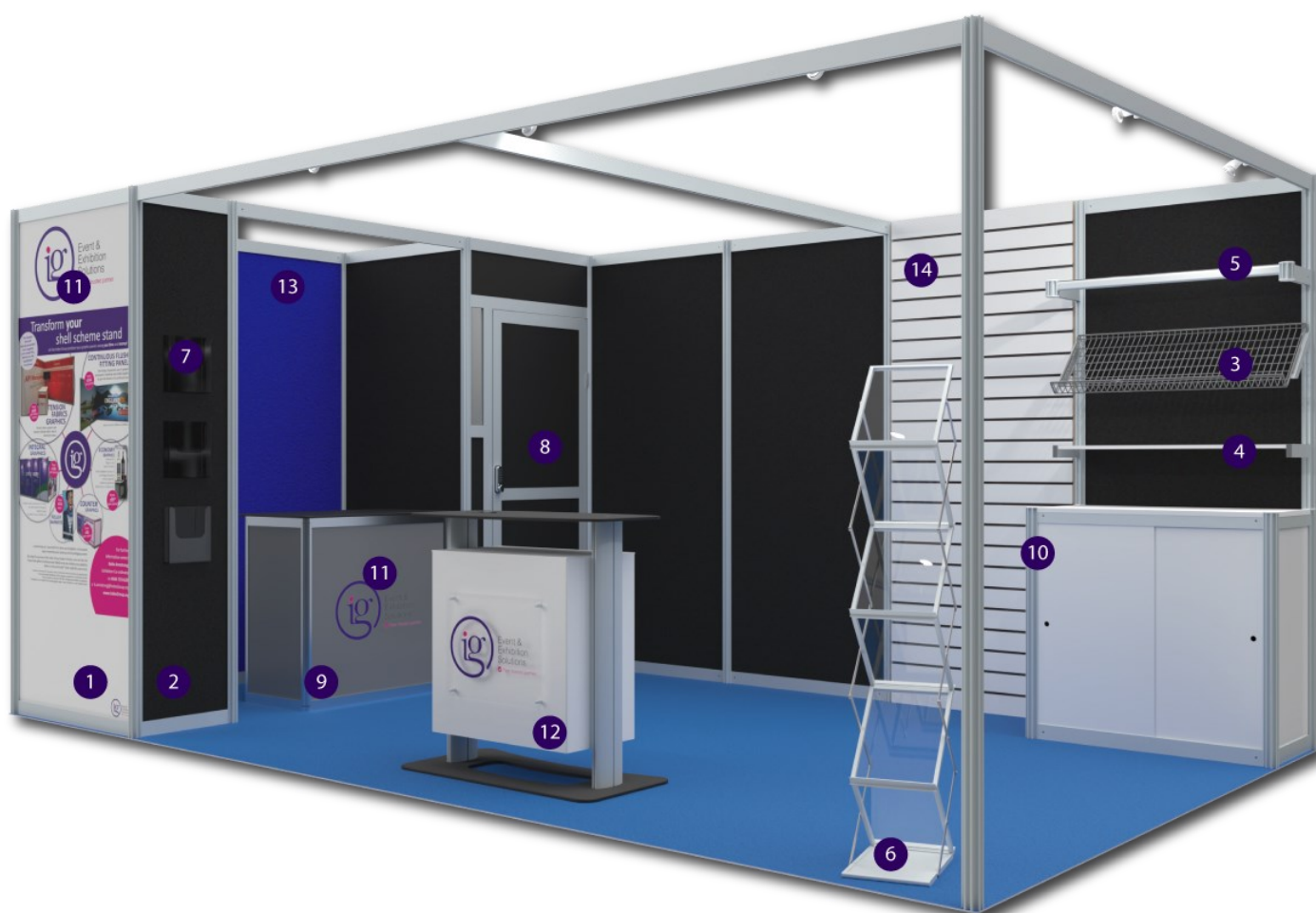
Index Use	3863/463
E.C.	
BOMPAC	
PAYMENT	

EXAMPLE OF A TYPICAL STAND WITH OPTIONAL EXTRAS

Corner Site Stands

All Corner sites will be open to the gangways with fascia to the perimeters overhead.

Should you require additional walls please complete the additional stand fitting order form and return with payment.



Dimensions

Overall Panel Size: 2400mm high x 1000 wide

Useable Panel Size: 2270mm high x 945mm wide

Upright: 55mm wide

www.IndexGroup.org

Please return to:

INDEX GROUP LTD

1 Lomax Street, Radcliffe, Manchester, M26 1PX

Telephone: 0800 085 9885

E-mail: myevent@indexgroup.org



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UCISA26 LEADERSHIP SUMMIT

17th & 18th MARCH 2026

ACC, LIVERPOOL

Index Use	3863/463
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SHELL SCHEME INFO

Stand No.

FRONT OF STAND

Please use the 1 square = 1m grid in conjunction with your exhibitor order form to indicate the extras you require.
Please give the position and heights of shelves & wire racks etc.

Panels

Panels in Black, Grey, Red and Blue are covered in fire retardant material which accepts Velcro fixings. Graphics can be attached to stands directly with Velcro (maximum width between uprights is 945mm).

White panels are smooth faced, graphics can be attached directly with 'sticky tabs' or blu-tack (maximum width between uprights is 945mm).

Under no circumstances must anything be nailed, screwed or glued to the shell scheme panels or metalwork of the stand. All damage will be charged to the exhibitor at full replacement cost. Panels are attached to each other by aluminium uprights which stand 20mm proud.

Exhibitors with larger graphics should contact Index for advice.

Space Only Sites

Space only sites are not permitted to attach anything to the adjoining shell scheme.

Exhibitors taking space only sites backing onto, surrounded by or adjoining shell scheme stands, should not assume that panels facing their stand will be finished. We are not contracted to supply finished panels (i.e covered with material) to these sites.

Space only exhibitors booking stands between shell scheme sites must deduct 55mm from overall measurements to fit within the allotted space (e.g. a 3m x 2m space only site would in fact have a floor dimension of 2945mm x 1945mm).

Failure to note this will mean that your stand may not fit in the allotted site.

Index reserve the right to amend specification without notice

Please return to:

INDEX GROUP LTD
1 Lomax Street, Radcliffe, Manchester, M26 1PX
Telephone: 0800 085 9885
E-mail: myevent@indexgroup.org



Event &
Exhibition
Solutions

✓ Your trusted partner

Payment & Credit Card Charge Authorisation

Exhibition Name:

Stand Number:

Company Name:

Address:

Country:

Postcode:

Telephone:

Contact Name:

EU VAT Number (if applicable):

Email:

PO Number:

PAYMENT POLICY

Payment for services —
Index Group Ltd requires full payment prior to the build up of the show.

Method of payment— Index Group Ltd accepts all major credit / debit cards and bank transfers. Purchase orders are not considered payment.

We require your payment authorisation to be completed and returned even if you are paying by bank transfer. You do not need to complete your card details unless you wish to pay by this method and are ordering electrics. Please tick the box below to indicate your preferred method of payment.

Bank Transfer

☐

Debit Card (surcharge)

☐

Credit Card (surcharge)

☐

American Express (surcharge)

☐

Card payment link to be sent

☐

(not available for electrical order payments)

Bank Transfer Payment Information:

Bank details will be provided on your invoice for BACS payments. Please include your invoice number in your payment reference.

Payment link for card payments

If you would like a payment link to be sent please confirm in the details above the email address this should be sent to.

Cancellations/Refunds— Please note that refunds will not be made on cancellation of any non stock items. Any item ordered prior to and transported to the event is not eligible for a refund.

I agree in placing this order that I have accepted the Terms & Conditions of the Index Group Ltd:

Signed: _____

Print Name: _____

Date: ____/____/____

CREDIT CARD CHARGE AUTHORISATION

To be completed for Electrical orders only

A payment link for card payments will be sent for all other Index Group services

All information must be provided. Your order will not be processed if any information is missing.

Please note that there is a surcharge for Credit and American Express card transactions.

Please ensure this form is returned with all orders.

Debit Card (surcharge)

☐

Credit Card (surcharge)

☐

American Express (surcharge)

☐

Card Number: _____

Expiry Date: ____/____

Security Code (Last 3 digits on signature strip) _____

Start Date (if shown): ____/____

Issue Number (if shown): _____

Cardholders Name: _____

Cardholders billing address (If different to above):

_____ Post Code: _____

Cardholders Signature: _____

Date: ____/____/____

Please note this form will be destroyed once payment has been processed/received.

If you have any questions relating to any of the information on this form please contact us on: 0800 085 9885

Please return this form and completed order form to corresponding email/postal address which can be found on the bottom of the relevant order form.



Event &
Exhibition
Solutions

✓ Your trusted partner

DEADLINE: 17th FEBRUARY 2026

Price list now online

VAT No 205 3716 90

CONDITIONS OF HIRE

1. **Europa International** herein after **the company** let furnishings on hire only on the following terms and conditions and will not accept or be bound by other conditions so far as they conflict with the following.
2. The period of hire commences from the time of delivery to the person destination or site indicated on the order form from the hirer or where ordered on the telephone by the instructions of the person placing the order. This shall continue until the furnishings (comprising of furniture, carpet and modular) are accepted back by the company. RISK OF LOSS OR DAMAGE will be on the part of the hirer throughout the period of the hire until collected or delivered back to our premises.
3. The hirer shall rent the furnishings at the rates quoted by the company or any subsequently increased rate in force at the commencement of the hire period. The company reserves the right at any time without notice to increase charges (particularly where there is a change in the value of the pound sterling). The hirer undertakes to fully insure all furnishings for the hire period plus at least 3 days prior and 1 day after the conclusion of the event for a sum of not less than five times the hire price.
4. The hirer shall provide at the specified destination a duly authorised representative to accept the furnishings and to give a written receipt. If the hirer fails to provide for this the company shall issue a delivery note to the hirer as conclusive proof of time and delivery by the company.
5. The company rents furnishings in good order and condition. The receipt signed by the representative of the hirer or in the absence of such a receipt the company's delivery note shall be conclusive evidence of such good order and condition unless at the time of delivery or within 24 hours the hirer shall notify any defect to the company by telephone or fax whereupon all responsible efforts will be made to rectify the problem. The hirer undertakes to take care to avoid damage or theft of hired items and to take all reasonable steps to keep and return the furnishings to the company in first class condition. If items of furniture are broken, damaged or lost then the hirer is liable to repair or replacement costs as agreed between Europa International and the hirer. NOTE: - We reserve the right to upgrade or change any item that is out of stock.
6. The company will endeavour to effect delivery of hired furnishings at the time indicated by the hirer but will not under any circumstances be liable for any delay in delivery caused by circumstances beyond the company's control. Liability for any delay in any case will be limited to the refund of any hire charges already paid by the hirer relating to periods of non-delivery or late delivery.
7. Instructions of the hirer (different from those on the requisition) cannot be carried out unless given in writing to the company 7 days prior to action required and accepted by the company in writing. The company shall not be liable for any failure to perform its obligations under this Agreement due to circumstances beyond the parties' reasonable control including, but not limited to, acts of God, war, government regulations, disaster, disease, pandemics, epidemics, quarantine restrictions, terrorist actions, strikes, civil disorders, curtailment of transportation facilities or other emergencies that make it illegal or impossible for a party to perform its obligations under this Agreement. At the discretion of the company a charge of not less than 25% may be made on all orders cancelled prior to delivery. For on-site cancellations where delivered correctly NO refund will be issued.
8. If the hirer fails to make available for collection the furnishings at the end of the hire period the hirer shall be liable to pay loss of hire charge at a pro-rata rate until such time as the furnishings are returned to the company or notifies the company by recorded delivery of the loss of furnishings.
9. The hirer will be expected to empty all lockable items of their property at the close of show. The company can not be held responsible for goods left in said items and removed to effect collection.
10. The furnishings shall remain the property of the company and the hirer shall at all times keep the furnishings in their possession and free from any lien charge or other encumbrance whatsoever. The period of hire shall cease forthwith in the event that any winding up procedures (compulsory or voluntary) are commenced in respect of the hirers business or if any receiver trustee or liquidator is appointed of the hirers business or of any substantial part of its assets.
11. CARPETS & TILES. - All skirting to platforms must be removed to allow carpet to be fitted over the edge. Extra cutting due to machines, stand building etc. plus any damage to carpets or tiles: - i.e. oil, ink, ripping etc. we reserve the right to charge. Fitting to design or walls will be charged as extra. All carpets (not tiles) are laid on an outright sale basis unless arranged otherwise.
No liability shall be attached to Europa International for:
 - (1) Skirting which has to be removed for the purpose of laying carpets.
 - (2) Loss or damage however caused to customer's own goods.
 - (3) Any dilapidation for fixing to hall floors (we use low tack tape, as specified).All carpets are charged by using full widths of carpet (normally 4 metres wide) in the most economical method.
12. Hire period is up to 7 days and thereafter a supplementary hire charge may be applied on a daily pro-rata basis. Prices include delivery and collection within the UK where we are the appointed contractor. On international and other events there may be a delivery charge, subject to value, which we will inform you of before processing the order.
13. Unless otherwise agreed all charges as per invoices shall be paid 21 days prior to delivery.
14. As part of our ongoing commitment to data privacy, secure document storage & processing in line with the GDPR regulations which came into effect on the 25th May 2018, we have created a new privacy policy which is available upon request or viewable online www.europainternational.com/privacy-policy.aspx.... If you wish to have your personal data removed from our database after the event is completed, please put this in writing to Europa International, Meaford Way, London, SE20 8RA or alternatively please e-mail us on privacy@europainternational.com. If you don't make contact and request the removal of your personal information post event, we will securely store it & only use it in accordance with legitimate ongoing business.

ELECTRICS & AV EXTRA ORDER FORM (PAGE 1 OF 2)

UCISA 2026
17th - 18th March 2026 / Liverpool ACC

PLEASE EMAIL ORDERS TO:
accounts@meridianexhibitions.co.uk
GENERAL ENQUIRIES:
info@meridianexhibitions.co.uk

ELECTRICS		PRICE £	QUANTITY	TOTAL £
POWER	2 AMP (500W) RATED SOCKET OUTLET	£134.00		£0.00
	8 AMP (2 KW) RATED SOCKET OUTLET	£231.00		£0.00
	13 AMP (3 KW) FULLY RATED SOCKET OUTLET	£303.00		£0.00
	13 AMP 4-WAY EXTENSION LEAD HIRE	£15.00		£0.00
N.B. ONE FOUR WAY EXTENSION LEAD ALLOWED ON A FULLY RATED 13 AMP SOCKET OUTLET ONLY				
	SINGLE & THREE PHASE ELECTRICAL SUPPLIES	POA		
	24 HOUR SURCHARGE	£97.00		£0.00
LIGHTING	1 X LED LONG ARM FLOODLIGHT FOR GRAPHICS (PANEL MOUNTED)	£66.00		£0.00
	4 X LED LONG ARM FLOODLIGHTS FOR GRAPHICS (PANEL MOUNTED)	£216.00		£0.00
	1 X LED SPOTLIGHT (FASCIA MOUNTED)	£68.00		£0.00
	2 X LED SPOTLIGHT (FASCIA MOUNTED)	£98.00		£0.00
	4 X 6 LED SPOTLIGHT (FASCIA MOUNTED)	£144.00		£0.00
	6 X 6 LED SPOTLIGHT (FASCIA MOUNTED)	£185.00		£0.00
MISC	1 KW (4 AMP) RATED CONNECTION TO EXHIBITORS OWN FITTING	£133.00		£0.00
	TRACK MOUNTED COOLING FAN UNIT	£37.00		£0.00
	MAINS CONNECTION (FREEBUILD STANDS & ISLAND SITES ONLY)* DELETED AS REQUIRED			£95.00
AUDIO VISUAL / IT (INCLUDES ON-SITE TECHNICAL STAND-BY)				
AV	32" TFT FLAT SCREEN (INCLUDES HDMI LEAD & ACCEPTS USB INPUT)	£195.00		£0.00
	40" TFT FLAT SCREEN (INCLUDES HDMI LEAD & ACCEPTS USB INPUT)	£240.00		£0.00
	43" 4K TFT FLAT SCREEN (INCLUDES HDMI LEAD & ACCEPTS USB INPUT)	£290.00		£0.00
	50" 4K TFT FLAT SCREEN (INCLUDES HDMI LEAD & ACCEPTS USB INPUT)	£400.00		£0.00
	55" 4K TOUCHSCREEN (LANDSCAPE ORIENTATION)	£900.00		£0.00
	43" DIGITAL DISPLAY TOTEM (PORTRAIT)	£490.00		£0.00
	SCREEN HANGING BRACKET (HANGS THE SCREEN DIRECTLY OVER THE SHELL SCHEME STAND)	£30.00		£0.00
	EMBEDDED SCREEN MOUNTING (SCREEN MOUNT IS HIDDEN BEHIND GRAPHICS)	£95.00		£0.00
	MONITOR STAND ON WHEELS (INCLUDES SEPARATE SHELF FOR MEDIA PLAYER)	£70.00		£0.00
	MEDIA PLAYER	£60.00		£0.00
IT	14" DELL INSPIRON LAP-TOP	£400.00		£0.00
	11.5" SAMSUNG GALAXY TABLET	£200.00		£0.00
	EPSON A4 PRINTER / COPIER / SCANNER	£120.00		£0.00
* The obligatory Electrical Testing Charge is now required to meet the revised minimum testing requirements in line with BS7671 (2008) & applies to electrical line items only INDICATE POSITION OF ELECTRICS ON PLAN FRONT OF STAND		SUB TOTAL		£0.00
		TESTING CHARGE*		£15.00
		20% SURCHARGE		£95.00
		SUB TOTAL		
		VAT		
		TOTAL		
STAND NUMBER COMPANY				

ORDERS TO BE RECEIVED WITH PAYMENT 21 DAYS PRIOR TO THE EVENT
FAILURE TO DO SO WILL INCUR A 20% SURCHARGE

ELECTRICS & AV EXTRA ORDER FORM (PAGE 2 OF 2)

ALL FIELDS NEED TO BE FILLED IN BEFORE WE CAN PROCESS YOUR ORDER

COMPANY NAME		STAND NO.	
BILLING ADDRESS & POSTCODE			
AUTHORISED SIGNATURE		PRINT NAME	
TELEPHONE		DATE	
EMAIL			

TERMS AND CONDITIONS

PAYMENT MUST BE MADE IN FULL PRIOR TO MERIDIAN SUPPLYING ANY GOODS OR SERVICES
SOME LINE ITEMS ARE SUBJECT TO AVAILABILITY AND WE RESERVE THE RIGHT TO SUBSTITUTE ITEMS ORDERED
ANY ORDERS RECEIVED AFTER 21 DAYS PRIOR TO THE EVENT START DAY WILL INCUR A 20% SURCHARGE

PAYMENT OPTIONS

CARD PAYMENTS

Please use the Secure On-line Payment Portal "Stripe" embedded to your Invoice

BANK TO BANK TRANSFERS (BACS)

HSBC BANK

Account: MERIDIAN EXHIBITIONS LTD
Sort Code: 40-21-05
Account No: 91697013
Swift Code / BIC: MIDLGB22

CHEQUE PAYMENTS

Cheques payable to "Meridian Exhibitions Ltd"

PAYMENTS IN FOREIGN EXCHANGE

Payments are subject to an £9.00 surcharge
IBAN No: GB38MIDL40210591697013

AT YOUR SERVICE...

EXCELLENCE AS STANDARD



How to place orders online

Are you due to exhibit at an event at ACC Liverpool?

If so, you can now order any additional requirements for your exhibition stand online.

These services include, stand cleaning, stand catering, exhibition furniture, IT orders and stand AV.

To take advantage of ACC Liverpool's online ordering please visit:

Exhibitor Online Ordering Portal

If it is the first time that you are using this service you will be required to create a login profile.

To make an order you will be required to register via the portal. You will also be required to input your stand name and number and you will then be taken to an additional page where you will be given a list of items or services that you can select from. You then may be asked to provide some further details regarding the order, for example, time the service is required.

Once you are signed in, you will then proceed to a page where you can input your payment details for your order.

Please note, your order will not be confirmed until payment has been taken. If you are having troubles processing the payment, please contact our Business Centre team by phone (0151 239 6001), or via email (businesscentre@accliverpool.com) and the team will be able to complete your order manually*.

As per our ordering system, all items are subject to an early and late order price**. Please note that online ordering will close 3 days prior to the exhibition opening. If you do wish to place an order after this deadline please contact our Business Centre team who will be able to process your order manually*.

If you have any further questions regarding this document please do contact our Business Centre team who will be happy to assist.

*All items are subject to venue availability.

**Late order pricing becomes effective 14 days prior to exhibition opening.





Exhibition Stand Risk Assessment

Stand Name:	Stand Number:
Person Responsible for Health & Safety:	Work Number: Mobile Number: Email:

Exhibitors Responsibilities

An exhibition stand is a workplace covered by health and safety legislation. As the exhibitor it is your responsibility to ensure that a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately the closure of your stand.

This template is for a simple **shell scheme exhibition stand or a table-top stand** which does not require any structural approval from the organiser or the venue. More **complex stands** (such as those 4m in height or above or double decker stands) require a detailed risk assessment, method statement, elevation plans with structural calculations and are subject to onsite approval by a structural engineer (please contact the organisers for further details).

If your shell scheme stand includes any of the following elements you must complete a risk assessment (a template is attached on the reverse of this form)

	Yes/No
Alcohol sampling or sale	
Live animals	
Balloons	
Children e.g. performers or the provision of crèche facilities	
Compressed gasses	
Food/Drink sampling or demonstration	
Heat source of any kind including cookery demonstrations, naked flames or gel burners	
Mascots (people dressed in costume etc.)	
Noise e.g. amplified or acoustic music, vehicle demonstrations, machinery, pyrotechnics etc.	
Performers e.g. stilt walkers	
Simulators or rides	
Special effects e.g. pyrotechnics, lasers, haze or strobe lighting	
Special treatments e.g. body piercing, acupuncture, tattooing, micro-dermabrasion, tooth jewellery / whitening, botox, cholesterol testing or blood testing	

AT YOUR SERVICE...

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Vehicles	
Waste e.g. hazardous waste or excessive waste products from working machinery	
Weapons (including replica weapons) and sharp objects	
Working machinery of any kind, even if static	

Please note this is not an exhaustive list. You are responsible for identifying any aspect of your stand which could present a hazard.

If you have answered **NO** to the above, please sign below. If you have answered **YES** to the above you must submit a risk assessment.

I declare to the best of my knowledge there are no significant risks relating to this stand.

Signed:	Name:	Date:
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Risk Assessment for Simple Exhibition Stands

Stand Name:	Stand Number:
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Risk:
Who could be harmed:
Control measures in place:

To the best of my knowledge the information provided is correct. The control measures in place control risk to an acceptable degree.

Signed:	Name:	Date:
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Please note:

This is a very basic risk assessment format for simple risks only. Multiple or complex risks will require a more detailed risk assessment.

AT YOUR SERVICE...

EXCELLENCE AS STANDARD



King's Dock Multi-Storey Car Park Joining Instructions

Address:

King's Dock Multi-Storey Car Park
Monarchs Quay
Liverpool
L3 4FP



ENVIRONMENT, SUSTAINABILITY & CLIMATE ACTION



We want to deliver real impact and action, in line with the UN's Sustainable Development Goals, playing our part in the global fight against climate change. On a local level we want to be a beacon for sustainability and to ensure we offset any negative impact our events and operations may have on the local environment.

OUR ACHIEVEMENTS SO FAR:

- ☑ 100% renewable energy certified
- ☑ We send ZERO waste to landfill
- ☑ We have eliminated single plastics use in our Convention Centre
- ☑ 925 photovoltaic panels installed in Exhibition Centre Liverpool providing renewable energy for our venue campus for the next 20 years
- ☑ Rainwater harvesting across our venues to support reusable water usage, providing 40% of water for flushing across the venue campus

OUR ACTION PLAN COMMITMENTS FOR 2022

- 🎯 Achieve and maintain ISO50001 certification
- 🎯 Increase the amount of recycled waste from 50% in 2019 to 75% by 2022
- 🎯 Reduce the amount of waste to energy by 50%
- 🎯 Installation of LED lighting across all venues
- 🎯 Reduce energy consumption and improve the energy efficiency of our venue campus by 50%
- 🎯 Become a Zero plastic and Zero waste campus of venues
- 🎯 Source 100% physical sustainable certified palm oil (CPSO)
- 🎯 Continually develop more paper free event solutions for promotional materials and delegate communications