ISPE UK Affiliate Annual Event 2026

ISPE® | United Kingdom Affiliate

Thursday 12th November 2026



EXHIBITOR & SPONSORSHIP MANUAL

Hilton Newcastle Gateshead, Bottle Bank, Gateshead, NE8 2AR

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North East Region



TABLE OF CONTENTS

3 MEET THE TEAM

4 ABOUT THE CONFERENCE

5 REGISTRATION, PROGRAMME & GETTING HERE

6 DEADLINE INFORMATION

7 IMPORTANT INFORMATION

9 EQUIPMENT DELIVERY & COLLECTION

10 UNLOADING & PARKING PROCEDURES

11 EXHIBITION FLOORPLAN

12 MEETING ROOMS

13 TRAVEL & ACCOMMODATION

14 TERMS & CONDITIONS

CFS events

Website: www.cfsevents.co.uk
Tel: +44 (0) 1438 751 519

Address: CFS Events Ltd, Mindenhall Court, 17 High Street, Stevenage, Hertfordshire, SG1 3UN

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MEET THE TEAM!

Georgee Hancock
Events Manager

Managing:
Awards Dinner Tickets
Conference Tickets
Exhibition
Sponsorship

Daisy Colagiovanni
Senior Events Manager

Managing:
Accommodation
AV
Venue

Hannah Arlick
Events Coordinator

Managing:
Charity
Entertainment
Speakers

Abi Ratcliffe
Senior Events Manager

Event Staff

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ABOUT

ISPE'S ANNUAL CONFERENCE AND AWARDS DINNER

The Annual Conference is open to anyone specialising in pharmaceutical engineering or working in the pharmaceutical industry.

This year's event is being held at the **Hilton Newcastle Gateshead on Thursday 12th November 2026.** The event will follow the established format of a full day of lectures, running alongside a bustling exhibition during the day; followed by the ISPE Annual Awards Dinner in the evening.

ISPE.ORG

This year's conference **"The Bridge to Innovation"** will spotlight cutting-edge developments across the life sciences sector and will be followed by the ISPE Annual Awards Dinner.

The UK continues to compete and lead in today's global pharmaceutical market, despite increasing pressures and competition.
As we move into 2026, success in the pharmaceutical sector will require manufacturers and suppliers to be bold and forward-thinking. Embracing innovation can unlock greater efficiency, accelerate development timelines, enhance product quality and reliability and strengthen resilience in an increasingly complex market. By adopting new technologies and approaches, organisations can better navigate the challenges ahead and seize emerging opportunities.

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Thank you for sponsoring or exhibiting at the ISPE event, we're very excited to see you there!

Final delegate lists will be sent to you prior to the meeting alongside all final information.

Registration

Exhibitor registration will take place from 07:15 on Thursday 12th November and delegate registration will open from 08:00. The events team will be on site from 18:30 Wednesday 11th November and from 07:15 on Thursday 12th November.

Programme

Please follow this link to view the programme updates.

Representative Details

You will be emailed a link to fill out all the exhibition representative details if you have not entered them on registration. This will be to provide the name, email address and any dietary requirements. The deadline for this information is **Thursday 8th October 2026.**

Please note - Platinum Sponsors of the event are permitted to bring matrix stands to the exhibition. All other exhibitors must ensure that their stand remains within the 2m (W) x 1.5m (D) space. Please make sure whatever you bring will fit within your stand area.

Exhibition Stand Tickets

Please check your confirmation email to see how many tickets are included with your package. The standard package includes one exhibition representative. The second package includes two exhibition representatives with no conference access. The third package includes two representatives, with one representative also receiving conference access.

The exhibition stand **does not** include any awards dinner or accommodation.

Getting There

Please follow this link for any information on getting to Hilton Newcastle Gateshead.

Contact

Please don't hesitate to contact Georgee Hancock at georgee@cfsevents.co.uk or by calling +44 (0) 1438 751 519.

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DEADLINE INFORMATION

Brochure Artwork - Thursday 17th September 2026

Drinks, Platinum, Gold Sponsorship Packages

Dimensions for a double page spread is 200mm W x 210mm H

Please make sure the artwork has a 3mm bleed.

Pre-Conference Dinner, Photo Booth, Eduhub & Silver Sponsorship Package

Dimensions for a single page spread are 100mm W x 210mm H

Please make sure the artwork has a 3mm bleed.

Bronze Sponsorship Package

Please send the most up to date logo if you have not already done so and contact details you would like to include in the brochure.

All names, dietary requirements and emails for attendees - Thursday 8th October 2026

Delegate pack insert - Thursday 29th October 2026

If you have purchased a delegate pack insert, please send your items to the CFS Events office using the address below.

Please **do not** send items to the CFS office if you have not purchased a delegate pack insert as they will not be included. Please send parcels to arrive between Monday - Friday 09:00 - 16:00.

[Your company name] - ISPE 2026

CFS Events Ltd, Mindenhall Court, 17 High Street, Stevenage, Herts, SG1 3UN

PowerPoint Slides - Thursday 8th October 2026

Drinks, Photography, Platinum Sponsorship Packages: 3 slides

Gold Sponsorship Package: 2 slides

Silver Sponsorship Package: 1 slide

Bronze Sponsorship Package: Logo inclusion only

Please send the PowerPoint slides in the standard size 16:9 to include in the ISPE sponsor's video loop, during the Awards Dinner (PowerPoint slides including information of your choice). Please note they are on a 10s loop per slide, so will need to be played automatically and will not have sound.

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IMPORTANT INFORMATION

Stand space

On arrival you will be shown to your allocated exhibition space. Please do not set up outside your designated space as this may contravene fire safety regulations and you will be asked to move your exhibition. Your exhibition stand space is 2m (W) x 1.5m (D) including your table and you must remain within this space.
Please make sure whatever you bring will fit within your stand area.
Exhibitors will not be able to build walls in the exhibition area.

Exhibition set up time

Exhibitors may access the exhibition hall between **18:30 - 21:00** on Wednesday 11th November. Alternatively, access is available between **07:00 - 08:00** on Thursday 12th November before the delegates arrive.

The venue has another event on Wednesday 11th November so do not turn up prior to this time as access will not be permitted.

Breakdown time

All equipment must be removed from the exhibition room by **15:30** on **Thursday 12th November**.

Storage

Goods should be stored on your stand and any empty cardboard boxes should be taken away with you and stored under your table top stand. It is the exhibitor's responsibility to ensure their stand area is kept clean, safe and tidy at all times.

Stand accessories and services

The below services are included in the exhibition fee:
6ft trestle table (W;183cm H; 72cm D; 76cm) including a table cloth, can withhold up to 130KG (evenly spread)
2 chairs included as a standard
Wi-Fi
Power socket
(Please bring your own extension cables - daisy chaining of extension leads is not permitted)

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ELECTRICAL EQUIPMENT

Any equipment brought on site must be PAT tested and an up-to-date certificate must be provided on site if asked, this includes extension cables.
All equipment will be checked by a safety officer prior to the exhibition opening.
All cables must be secured safely to avoid trip hazards.

This is a table top exhibition only and you should not exceed your stand space unless you are a platinum sponsor and have a matrix stand.

EXHIBITION HALL

The exhibition will take place in the The Hillgate, Oakwellgate Suite and Gateshead Suite Foyer. The rooms will be referred to as the Exhibition Hall on signage and in publications.

Venue WIFI: Hilton login page - enter your room number or the code: ISPE2026

Catering will be served within the Exhibition Hall and exhibitors will be served lunch 30 minutes before delegates.

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EQUIPMENT DELIVERY AND COLLECTION

All large deliveries must arrive on or after **Tuesday 10th November, not before** and be collected by **Friday 13th November** due to another event taking place that day.

Clearly mark your parcel with the name and date of the event and ensure any return labels are attached on each parcel for collection after the event along with your company name and address, the name of the courier and the total number of parcels to be collected.

All deliveries to the Hilton Gateshead Hotel should be clearly marked with the following:

12th November ISPE Annual Conference - Gateshead Suite
"Insert your company name and stand number"
Hilton Newcastle Gateshead
Bottle Bank,
Gateshead,
NE8 2AR

Boxed items (properly packaged and labelled) can be stored overnight at the venue but will need to be collected the day after due to another event taking place.

It is your responsibility to make sure your items have been collected. The hotel cannot accept responsibility for any items left behind.

The loading bay doors measure 2.2m x 3m, please see a picture of the venue map here.

Please DO NOT send any exhibition/medical equipment to the CFS Events Ltd office.

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UNLOADING & PARKING PROCEDURES

Exhibitors can unload in the turning circle outside the front of the Hilton Newcastle Gateshead, and move equipment straight into the Foyer on the left through the doors marked below with orange arrows.

Once unloaded, all vehicles must be removed immediately after loading / unloading. Any vehicles that are there for an extended period of time could incur a fine by the hotel of £100. We would also ask all vehicles are cleared before delegates start arriving at approximatley 7:50.

The exhibition foyer is on the ground floor, there are no steps between unloading and the room.

The ceiling height throughout is 3.1 metres, please keep this in mind with any banners and equipment.



Parking is a first-come, first-served basis at the hotel car park and charged at the rates below:
3-6 hours - £8
6- 9 hours - £9
Overnight - £15
The car park entrance is 1.9m in height.
There is also chargeable parking nearby at the sage car park.
This is where all exhibitors and delegates can park if they do not need to unload heavy equipment.

If you need any assistance please call Georgee Hancock on +44 (0) 7590 819 316

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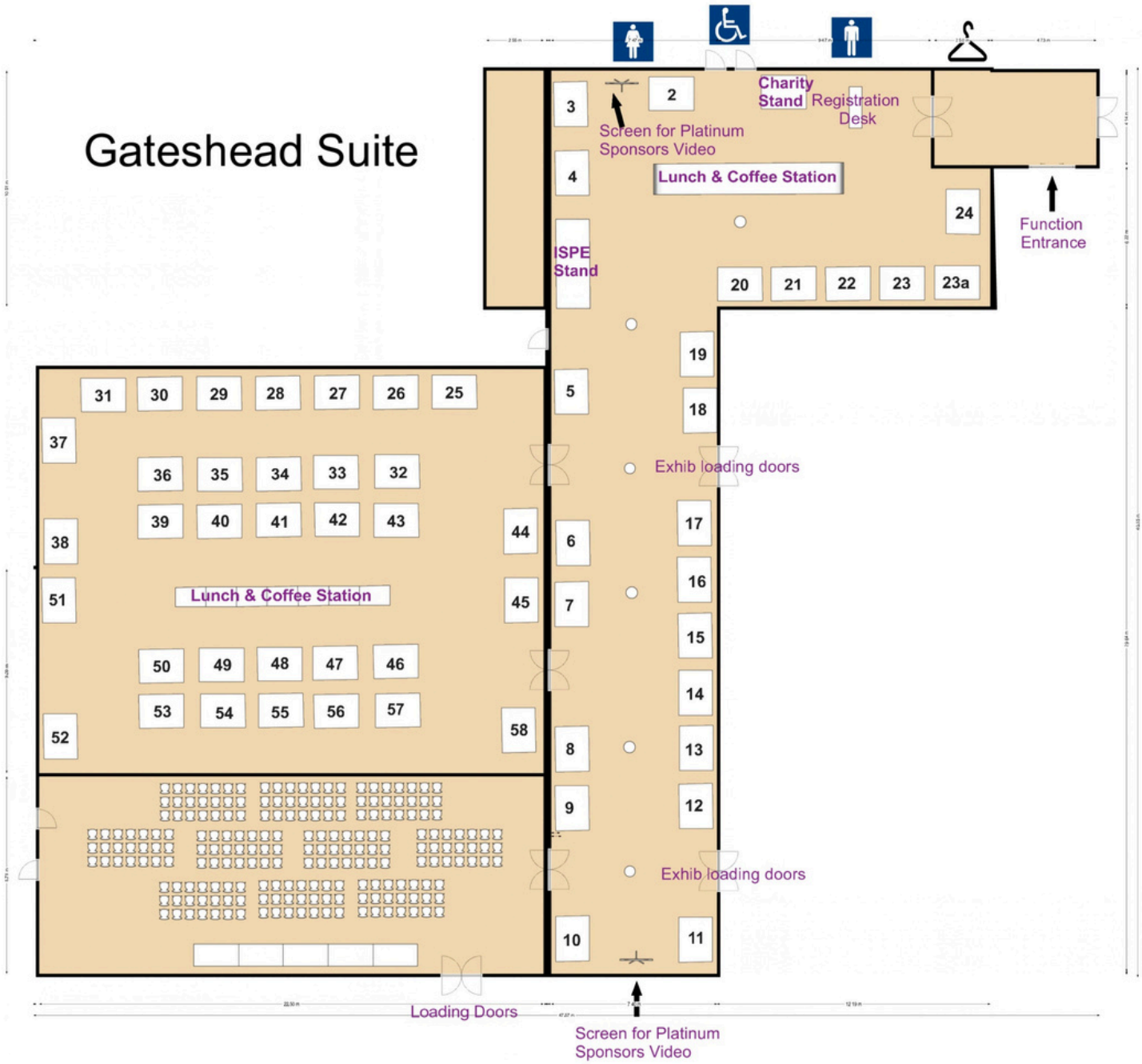
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EXHIBITION HALL FLOOR PLAN

View the live floorplan here



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MEETING ROOMS

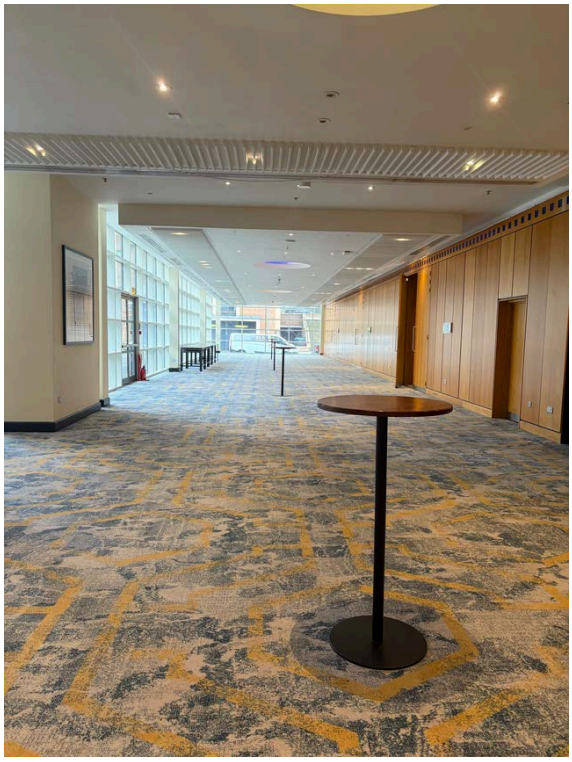
The exhibition rooms are located on the Ground Floor and split between the two rooms below:



Pipewellgate Suite
(Main Conference Room)

Oakwellgate & Hillgate Suite
(Split for the Exhibition and Catering)

Oakwellgate, Hillgate and Gateshead Suite Foyer
(Exhibition, Catering)



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VENUE TRAVEL INFORMATION AND ACCOMMODATION

By Train

Newcastle Central Station is the closest train station and is only a 12-14 minute walk from the venue.

By Bus

From Newcastle Central Station catch the Line 53 bus from Central Station Westgate Road directly to the Hillgate Quay stop. This trip takes about 9 minutes, dropping you a short 3 minute walk from the hotel lobby.

By Airport

Newcastle Airport is the closest airport, take the green line Metro directly from the airport station to Gateshead Interchange, the journey takes approximately 30 minutes.

By Car

Take the A1(M) north towards Gateshead. Take the A184/B1288 exit from the A194(M) and follow the A184 (Felling Bypass) straight toward Gateshead town centre and the Tyne Bridge. Follow local signs for Bottle Bank / Curzon Place just before crossing the bridge.

Newcastle's Clean Air Zone

You'll need to pay a charge if your vehicle doesn't meet the zone's emission standards unless you have an exemption. You can use the government's checking tool to check if you will be charged to drive your vehicle in Newcastle’s Clean Air Zone.

Accommodation

Please note, accommodation is not included in the exhibition or sponsorship package and needs to be booked separately.

Please follow this link to view information on accommodation.

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CFS EVENTS - TERMS AND CONDITIONS

Please see the terms and conditions by following this link and all cancellation policies here.

Exhibition and Sponsorship Payments

Cancellations are non-refundable. All cancellations must be made to *refunds@cfsevents.co.uk.*
All invoices must be paid within 28 days of the invoice being issued, or prior to the meeting, whichever comes first.

CFS Events Ltd requires all Exhibitors / Sponsors to pay in full, prior to the meeting.

If there is any more information you need, please don't hesitate to contact Georgee Hancock at CFS Events either by email **georgee@cfsevents.co.uk** or by calling on +44 (0)1438 751 519.

Further information can be found on the website here!

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Look Forward to seeing you in November 2026



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