



INVITATION TO EXHIBIT
Exhibition Prospectus

Infection Prevention 2012

1 - 3 October 2012
BT Convention Centre, ACC Liverpool

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Delegate Profile

This is the largest infection prevention and control exhibition in the UK and it is expected to attract over 700 professionals in this field. The audience is not only growing significantly it is also changing in delegate profile. Since changing to the Infection Prevention Society many more microbiologists and pharmacists have been attending this event and this trend is a direct result of the development of the programme. In addition, following the success of the care and nursing home lectures run in both 2010 and 2011, these will continue on Monday and Wednesday in 2012, attracting up to 150 additional exhibition visitors. A new addition for 2012 is a Dental Study Day stream on Tuesday 2nd October, this will encourage a range of new delegates to attend and also increase exhibition attendees.

Delegates include:

- Directors of Infection Prevention and Control
- Infection Prevention Practitioners working at all levels including operational and managerial and strategic roles
- Infection Prevention Practitioners working in the acute, community, mental health and commissioning settings
- Infection Prevention Surveillance Practitioners
- Infection Prevention Audit Practitioners
- Consultant Microbiologists
- Public Health Practitioners
- Quality and Patient Safety Leads
- Dentists
- Dental Nurses
- Nursing and Care Home Managers and Staff

Delegate/Exhibitor Feedback

Highlights of Infection Prevention 2011

- **739 Delegates** – including: 432 conference delegates, 182 exhibition visitors, 125 care home delegates
- **110 Exhibition Stands**
- **90%** of delegates found the exhibition good or very good
- **90%** of delegates rated their overall conference experience as good or very good
- **78%** of exhibitors found the 2011 event the same or better than previous years
- **71%** of exhibitors are considering attending IPS 2012

Exhibitor/Delegate Feedback from 2011

Delegate Comments on the Exhibition:

- *“Very informative with a good spread of exhibitors, they were all well briefed on their products.”*
- *“Very good day with informative presentations. An excellent exhibition.”*
- *“Excellent exhibition with many suppliers that we were able to get information from. Thank you!”*

General Delegate Comments:

- *“Enjoyed the whole experience, the sessions, networking and exhibition were great. Looking forward to Liverpool.”*
- *“The IPS conference is always a great venue to meet people look at new technology and listen to presentations - a must for someone in my job.”*
- *“Useful interesting and supportive conference; stimulated me to do more and better! Thank you.”*
- *“Great venue, programme and entertainment. Thank you”*

Exhibitor Comments:

- *“A well organised conference.”*
- *“The execution of the event was excellent.”*
- *“Overall service provided was very good with great help from the organisers.”*
- *“The organisers were as ever extremely helpful and the event ran very smoothly. Looking forward to next year!”*

Marketing to Delegates

The marketing campaigns undertaken by IPS will be geared towards

1. Attracting their core membership from infection prevention practitioners

This was successfully achieved in 2011 and will focus on the key benefits of attending, including:

- strong infection prevention content on the educational programme
- updating knowledge and skills
- linking competences to the programme content to make it easier for delegates to secure their attendance.
- recognised CPD activity
- unrivalled networking opportunity
- promoting a friendly and popular venue

2. Attracting medical colleagues by:

- gaining CPD Credits from one of the medical colleges
- having a strong infection prevention and control educational programme
- using a world class conference centre
- call for papers and posters

3. E-marketing

The successful e-marketing to delegates in 2011, will be continued for the 2012 event. This will involve:

- targeted email marketing to all members on a regular basis with incentives to register early
- direct mailing to the wider infection prevention audience
- development of a specialist conference website
- partnering with over 20 related websites
- sponsored links on medical websites
- viral marketing to members of other associations
- attending other events to promote the IPS Conference
- inserting programmes and application forms in delegate wallets for other events
- joint marketing initiatives with exhibiting partners

2011 Exhibitor List

1st Call Mobility Ltd	Distinctive Medical	Infectiousgame.co.uk	Rubbermaid Commercial Products
3M Health Care Limited	Diversey	JLA	Sage Products, Inc
A S Hardware Limited	Dyson UK Ltd	Kimberley-Clark Professional	SCA Hygiene Products UK Ltd
Activa Healthcare	E2P Carepulp Ltd	Kirton Healthcare Ltd	schulke
Albert Waeschle	Ecolab Ltd	M&A Pharmachem Ltd	Scot Young Research Ltd
Alupod	Electrolux Professional Laundry	Man and Machine UK	Sentra Medical Limited
Amity International Healthcare	Ethicon	Medichem International	Sharpsmart Ltd
Antimicrobial Copper	GAMA Healthcare	Medline Industries UK	Shermond
APC-Contech	Genesis Biosciences	Molnlycke Health Care	Silentia
Arann Healthcare	Genus Pharmaceuticals	MonoSol AF Ltd	Smith & Nephew Wound Management
Asep Healthcare Ltd	Germ Genie	Multiprac	Smiths Medical International Ltd
B Braun Medical Ltd	Getinge Lancer	Nanoclave Technologies	STERIS Limited
Bard Limited	GLANTA Ltd	NHS Supply Chain	Synergy Health Plc
Becton Dickenson	Glowtec Ltd	Opal Disposables	TEAL Patents LTD
BES Rehab Ltd	GOJO Industries-Europe	Ophardt Hygiene	Technical Textile Servies Ltd
Bio Technics Ltd	Goldshield Industries UK LTD	Oxford Diagnostic Laboratories	The Haigh Engineering Company Limited
Biomed Protect (UK) Ltd	Goldsworth Medical	Partners for Endoscopy Limited	The Learning Clinic
Bioquell UK Ltd	Grosvenor Contracts	PDI	Thompson Medical
Bristol Maid	Guest Medical	PH Medisavers Ltd	Tristel Solutions Limited
British Journal of Nursing	GV Health	Pierce Management Services	U Group Limited
CK Group	Healthcare Infection Society	Polti UK Ltd	Vernacare Ltd
CareFusion	Helapet Ltd	Proventec Healthcare	Vileda Professional
Clinimax Ltd	Henleys Medical Supplies	Pure Hold Limited	Vygon (UK) Ltd
Daniels Healthcare Ltd	Hollister Limited	Qualitis	Wybone
Danone	Horne Engineering Ltd	R-Biopharm Rhone Ltd	
DDC Dolphin Ltd	Hughes Saftey Showers Ltd	Robert McBride Ltd	
Deb Limited	Hygiena International Ltd	Robinson Healthcare	
Dekomed Limited	ICNet International Ltd	Roma Medical Aids	

Sponsorship Opportunities

Platinum Sponsorship - £8500 (one available)

Benefits

- Your logo on footer of Conference E-shot template
- Your logo on footer of Registration Form (If confirmed by end of January '12)
- Your logo on cover of Delegate Handbook
- Advert in Delegate Handbook (inside cover)
- Insert in Delegate Bag
- 200 word exhibitor editorial in the Delegate Handbook
- Logo on Infection Prevention 2012 Trade Adverts
- Literature can be placed in Main Hall
- Website Link on Conference website
- Verbal Mention at opening session
- Your logo displayed in Main Session Room
- Your logo in Registration Area
- Enhanced Exhibitor profile in Delegate Handbook
- Opportunity to select one speaker on the programme to sponsor – this will incur expenses including accommodation and travel. Guideline document available
- One Complimentary Delegate Ticket
- 10% of all other Sponsorship Packages

Value

- Exclusive to Platinum/Gold Sponsors
- Exclusive to Platinum Sponsor
- Exclusive to Platinum Sponsor
- £1,030
- £655
- Exclusive to Platinum Sponsor
- Exclusive to Platinum Sponsor
- Exclusive to Sponsors
- Exclusive to Sponsors
- Exclusive to Platinum Sponsor
- Exclusive to Platinum Sponsor
- Exclusive to Platinum Sponsor
- Exclusive to Sponsors
- £280
- £450
- Exclusive to Platinum/Gold Sponsors

Sponsorship Opportunities

Gold Sponsorship - £5250 (4 available)

Benefits

- Your logo on footer of Conference E-shot template
- Select one speaker on the programme to sponsor – this will incur expenses including accommodation and travel. Guideline document available
- Advert in Delegate Handbook (Half page)
- Insert in Delegate Bag
- 100 word exhibitor editorial in the Delegate Handbook
- Website Link on Conference website
- Enhanced Exhibitor profile in Delegate Handbook
- 10% off all other Sponsorship Packages

Value

- Exclusive to Platinum/Gold Sponsors
- £280
- £720
- £655
- Exclusive to Gold Sponsors
- Exclusive to Sponsors
- Exclusive to Sponsors
- Exclusive to Platinum/Gold Sponsors

Advertising Opportunities

Featured Exhibitor Email

Promote your attendance to delegates prior to conference (Max 3 companies)

£445

Delegate Handbook

- Full Colour Double Page Spread
- Full Colour Full Page
- Full Colour Half Page
- Full Colour Quarter Page

- £1,675
- £1,030
- £720
- £520

Conference Application Mail Out, Copy Deadline: January 31st

- Full Colour Full Page
- Full Colour Half Page

- £835
- £415

Inserts In Delegate Bag (10% Discount for Exhibitors)

- One Item (4pp maximum)
- Two Items
- Product Samples & Larger Items

- £655
- £1,095
- Individually Priced

Additional Sponsorship Opportunities

Delegate Bags	£3300
Pens (supplied by sponsor) 600 required	£330
Post-it notes (supplied by sponsor) 600 required	£220
Stamp competition	Included within cost of specified stands. Please see floor plan for designated stands
Entry into the IPS stamp competition. Each day delegates can participate in this competition by collecting a stamp from the participating companies. Their completed stamp forms are then placed into a daily prize draw. 6 or 7 companies will be selected to participate each day.	
Breakfast Sponsor	£800
Provide tea/coffee and danishes at 07.30 for meet the expert parallel session attendees prior to session beginning at 08.00 (an alternative menu can be supplied at a supplement)	
Lanyard Sponsor	£2200
Logo on Delegate Lanyards	
Internet Café	£2000
Situated on the main concourse foyer, signage will indicate the sponsors logo and name	
Infection Prevention Conference 2012 Web Sponsor	£550
Company banner on each page of website with links to your company's site. Your logo in Sponsor Section of delegate handbook	
Keynote Speaker Sponsorship	£280 + Speaker Expenses
Your logo on screens before and after presentation	

Session Sponsorship	£280
Your logo on screens before and after presentation	
Poster Area Sponsor	£825
Your logo prominently displayed in the poster area throughout the exhibition	
Your logo will be acknowledged in the opening section on the abstract publication	
Refreshments Point Sponsor	£995
Your logo/branding prominently displayed at the refreshment stands	
Branding displayed on signage to refreshment points	
Mineral Water Sponsor	£1995
Your logo/branding prominently displayed on merchandise	
Bottles available to all delegates at the conference	
Thank you from IPS President at official opening	
Listing and hyperlink on official conference website	
Bespoke Sponsorships	£POA
Unique sponsorships available to companies (subject to availability)	
Pricing available on request	

Provisional Programme

Day 1 Monday 1st October 2012

Time	Main Session Room	Breakout 1	Breakout 2	Care Home Study Day Stream
08.45 - 09.00	Conference Opening Tracey Cooper			
09.00 - 09.30	Session 1			Care Home Study Day Sessions
09.35 - 10.05	Session 2	Session 3	Session 4	
10.10 - 10.45	Session 5	Session 6		
10.45 - 11.30	Refreshments and Exhibition Viewing			
11.30 - 12.05	Session 7			Care Home Study Day Sessions
12.10 - 12.45	Session 8	Session 9	Session 10	
12.45 - 14.00	Refreshments and Exhibition Viewing			
14.00 - 14.20	IPS AGM			Care Home Study Day Sessions
14.20 - 14.55	Session 12			
15.00 - 15.35	Poster Viewing & Exhibition Viewing			
15.35 - 16.20	Refreshments and Exhibition Viewing			
16.25 - 17.25	Session 14	Session 15		

Provisional Programme

Day 2 Tuesday 2nd October 2012

Time	Main Session Room	Breakout 1	Breakout 2	Dental Study Day Stream
08.00 - 09.00	Session 16	Session 17		
09.00 - 09.30	Session 18			
09.35 - 10.05	Session 19	Session 20		
10.10 - 10.45	Session 21	Session 22	Session 23	Dental Study Day Sessions
10.45 - 11.30	Refreshments and Exhibition Viewing			
11.30 - 12.05	Session 24	Session 25	Session 26	Dental Study Day Sessions
12.10 - 12.45	Session 27	Session 28	Session 29	
12.45 - 14.15	Refreshments and Exhibition Viewing			
14.20 - 14.55	Poster Viewing & Exhibition Viewing			Dental Study Day Sessions
15.00 - 15.35	Session 30	Session 31	Session 32	
15.35 - 16.20	Refreshments and Exhibition Viewing			
16.25 - 17.15	Session 33			

Provisional Programme

Day 3 Wednesday 3rd October 2012

Time	Main Session Room	Breakout 1	Care Home Study Day Stream
09.00 - 09.30	Session 34		Care Home Study Day Sessions
09.35 - 10.05	Session 35		
10.10 - 10.45	Session 36	Session 37	
10.45 - 11.30	Refreshments and Exhibition Viewing		
11.30 - 12.05	Session 38	Session 39	Care Home Study Day Sessions
12.10 - 12.45	Session 40	Session 41	
12.45 - 14.15	Refreshments and Exhibition Viewing		
14.20 - 14.55	Session 42		Care Home Study Day Sessions
14.55 - 15.30	Session 43		
15.35	Close of conference		

Event Details

Social Programme

Monday evening

2012 sees a new format to Monday evening, details are currently being confirmed and further information will be sent to you in the New Year.

Tuesday evening IPS Gala Dinner

The IPS Annual Gala Dinner will be held in a prestigious Liverpool location, a sumptuous three course meal will be followed by entertainment and dancing. Further information will be sent to all exhibitors in the New Year.

Venue

BT Convention Centre, ACC Liverpool, Kings Dock, Liverpool Waterfront, Liverpool, L3 4BX

Website: www.accliverpool.com

ACC Liverpool is a uniquely flexible venue; it is the only directly interconnected arena and convention centre in Europe. To date, ACC Liverpool has secured a reputation as one of the leading multi-purpose venues in the UK. Liverpool consistently ranks amongst top UK destinations for weekend breaks and shopping, with a truly diverse range of attractions.

Organisers

Scientific Planning Committee chair: Debbie Wright

Conference & Exhibition Secretariat team:

Paul Harrison for sales enquiries,

Stacy Martin for enquiries after booking space

Fitwise Management Ltd, Drumcross Hall, Bathgate, EH48 4JT

Tel: 01506 811077 Fax: 01506 811477

E-mail: paul.harrison@fitwise.co.uk, stacy.martin@fitwise.co.uk

Event Details

Exhibition open hours

Provisional open times	Opening	Closing
Monday 1st October	10.45	17.25
Tuesday 2nd October	08.00	17.15
Wednesday 3rd October	09.00	14.15

In line with the provisional programme in this prospectus, delegates will have a morning break of up to 45 minutes each morning. There is also at least a 45 minute afternoon break on Monday and Tuesday. Lunch on Monday, Tuesday and Wednesday will be for around 1 hour 15 minutes each day. During these times, there will be no lectures. Delegates will also be able to view the exhibition first thing in the morning. In addition the event is attracting an increasing number of day visitors to the exhibition who will visit the event solely to meet companies. There are designated 35 minutes sessions within the programme to allow delegates to view posters; this will also be valuable viewing exhibition time as there are no parallel sessions running with the poster viewing.

Flow of delegates around the exhibition

Much consideration goes into encouraging delegates to move easily and freely around all areas of the exhibition. Catering and water cooler points are placed strategically to draw delegates to all areas of the exhibition hall and seating areas are designed to allow delegates somewhere to enjoy their refreshments but not to linger. Thus every effort is made to facilitate the successful flow of delegates around the exhibition.

In order to encourage delegates to reach the outlying areas of the exhibition, based on the success of 2011 the stamp competition will continue. The stands which are involved in this scheme have been preselected and will draw delegates throughout the exhibition.

Ways to Exhibit

A copy of the floor plan is enclosed with this pack

1. Space with shell scheme
2. Space without shell scheme

Space with shell scheme

If you have a pop up stand, banner stand, table top stand, display cabinets or literature racks, this is the method for you. The majority of exhibiting companies will use this method. Stand sizes range from 6m² to 54m².

The shell scheme stand includes up to 3 walls, name fascia board with your company name, electrics, lighting and carpeting. Where it is situated on a corner or at the end of a row of stands, it will normally be left open on two sides unless other instructions are received from the exhibiting company. Price includes:

- Shell scheme
- Name fascia board
- Carpeting
- Catering for 1 company representative per 3m² of space booked
- General Purpose Spotlights allocation based on m² (spotlights are positioned on the back of the fascia board)
- 500w Socket/s supplied dependant on m² sold (socket/s are positioned on any perimeter wall panels)

Price does not include:

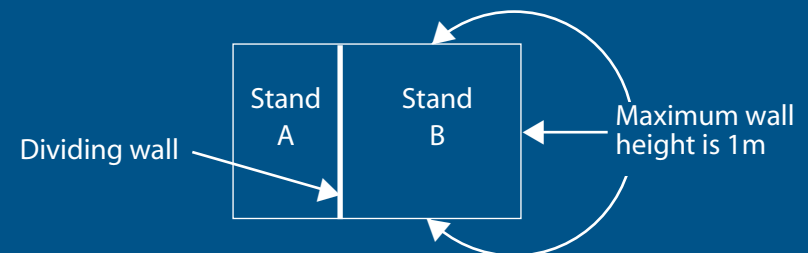
- water and waste supply, furniture, display equipment and floral displays

All these additional services can be hired from the official exhibition contractor. Further details will be sent once your stand booking has been confirmed.

Space without shell scheme

This is for companies who wish to build their own bespoke stand only. ***The minimum size for this method of exhibiting is 15m².*** A scaled (1:200) floor plan and design visuals will need to be provided 6 weeks before the start of build.

Please note that where the space opens onto a common corridor or walkway, the maximum height of any walling built there is to be no more than 1m. Where the space backs onto another stand, dividing walls will need to be built by both parties.



Catering will be provided for 1 company representative per 3m² of space booked. Sockets, lighting, carpeting and shell scheme are **NOT** included in the cost.

How to Book Exhibition Space

Make a provisional booking

Stands will be allocated on a first come, first served basis. Bookings can be made by the following methods and will be held for 7 days:

- Phone Fitwise on **01506 811077**
- Fax booking form to Fitwise on **01506 811477**
- E-mail: **paul.harrison@fitwise.co.uk**

Confirm your provisional booking

Send us the completed stand booking form within 7 days by post, fax or email.

What happens next

Once Fitwise has received your completed booking form with payment or a copy of an official purchase order we will write to you confirming your space allocation and enclose a vat invoice or receipted vat invoice as appropriate.

Around the beginning of July 2012 we email the main contact a link to the exhibitor website that will contain further details and forms such as badge name form, company editorial form, additional catering form, maps, information about getting your packages to the venue and information about exhibition services (name fascias, electrics, furniture, foliage etc). These forms will have return deadlines which will be clearly marked on the home page of the website. Your assistance in meeting these deadlines would be appreciated.

Cancellations

Refunds for stands, which are cancelled, will only be made in the event of the event being sold out. Every effort will be made to re-sell all stand space.

Essential Dates, Times and Restrictions

Set up times

Sunday 30th September 2012

Space only exhibitors and their contractors	08.00 – 20.00
Exhibitors with shell scheme stand	12.00 – 20.00

Monday 1st October 2012

	08.00 – 10.15
Exhibition opens	10.45

Breakdown times

Wednesday 3rd October 2012	14.15 – 20.00
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All exhibitors must have cleared the premises by 20.00 on Wednesday 3rd October. Any additional charges levied by the venue as a result of missing this deadline will be passed onto the exhibiting company.

Stand restrictions for space only stands

Any stand over 4m has to comply with the health and safety requirements for a complex temporary structure and must have a full risk assessment and structural plan approved by a qualified structural engineer. This is the responsibility of the exhibitor. More details can be obtained from the venue.

When booking stand space, it is the responsibility of the exhibitor to ensure that there is adequate and suitable access to all services including water and waste supply. We strongly recommend that a site survey be undertaken if you are planning a complex structure.

Floor plans

Detailed floor plans of your space only self build stand must be submitted to the organisers by 20th September 2012. The plans will then be forwarded to the venue for a health and safety check and for compatibility check with adjacent stands.

Risk assessment

All space only stands must submit a risk assessment for their stand. A Risk Assessment template will be forwarded as part of your exhibitor manual.

Vehicle access to the ACC

Parking is available in the adjacent ACC Liverpool car park, please note parking is not free for Blue Badge holders. A number of spaces are available for ease of use and visitors may also be dropped off at the drop off point on the river side of the building.

Catering/ Additional Information

Catering within the exhibition

All daytime catering for delegates will be served in the exhibition areas. Tables and seating will be distributed around the exhibition floor for delegates to use during this time. (See floor plan)

Exhibitors

Coffee/tea and lunch for one representative per 3m² of exhibitor stand space per day is included in the cost of both the shell stands and space only stands. Additional staff members above this number will have to be invoiced to cover the cost of catering which will be incurred by IPS.

Further requirements for catering are available to exhibiting company representatives directly from the official venue caterers. An order form will be provided on booking a stand. Corkage charges will apply to all food and beverages brought onto the premises by exhibiting companies for delegate consumption. Both the official caterers and the organisers must be informed of any intention to supply delegates with food or beverages on your stand during the event.

Additional Information

Parking

Accessible parking is available in the adjacent ACC Liverpool car park with 1,600 spaces, it is not free for Blue Badge holders. **There is also additional parking at Liverpool ONE.**

Disabled facilities

The route from the car park to the entrance is accessible for wheelchair users, although assistance may be needed as the route does include some ramps.

Attendance at conference sessions

Conference sessions are open to all exhibiting company representatives as part of the exhibition stand fee; priority is given to delegates in busy sessions.

Conference and exhibition handbook

Each delegate will receive a copy of the handbook which will include full details of the conference / programme / exhibition plan / exhibiting company details. This handbook is often used as a reference throughout the year. Exhibiting companies or organisations are invited to submit a free editorial entry of up to 75 words for inclusion in the specially prepared Conference and Exhibition Handbook 2012. Further information and deadlines will be sent to you in due course.

Rules & Regulations

Definitions

In these regulations the term “Exhibition” in all cases refers to the exhibition being held in conjunction with the ‘Infection Prevention Society’. The term “Exhibitor” includes any person, firm, company, association, organisation and its employees, servants or agents to whom space has been allocated for the purpose of exhibiting at the exhibition.

The term “Organisers” means Fitwise Management Ltd on behalf of the scientific programme committee of ‘The Infection Prevention Society’. The term “Premises” refers to the ACC.

Applications for and allocation of stand space

Applications for stand space must be made on the form provided which should be returned to Fitwise Management Ltd, Drumcross Hall, Bathgate EH48 4JT as soon as possible. Full payment should be made within 30 days of the confirmation of booking. Acknowledgement of the booking and a VAT invoice will be sent to you within 7 working days.

Attention will be paid to the order in which forms have been received when allocating space.

Notification of stand(s) allocated will be circulated to exhibitors as soon as possible after the booking date. The organisers reserve the right to refuse any application or prohibit any exhibit without assigning any reason for such refusal or prohibition.

An exhibitor may not, except by express written permission of the organisers, display or give credit directly or indirectly to any goods, products or services other than his own or his named principals.

The display or acknowledgement or credit or advertisement indicating membership of any organisation, society or trade association is not allowed except by express written permission of the organisers.

The organisers retain the right to alter the layout of the exhibition if it is deemed to be in the best interests of the exhibition. Exhibitors should note, however, that every effort will be made to maintain the published exhibition plan layout.

Bankruptcy or liquidation

In the event of an exhibitor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the receiver appointed, the contract with such an exhibitor will terminate forthwith, the allotment of stand space will be cancelled and all sums paid by the exhibitor under contract shall be forfeit.

Sub-letting

Sub-letting or licensing the use of stand space is not permitted, neither may the products or service of firms not exhibiting in their own rights be promoted or displayed as exhibits, except where the exhibitor is the United Kingdom selling agent for such products or firms, or express written permission has been obtained from the organisers.

Occupation of stand space

The Exhibitor, his servants, agents, employees and contractors may enter the building at a time nominated to them for the purpose of stand fitting and dressing. In the event of an Exhibitor failing to take possession of his stand the organisers have the right to re-let the stand and all monies paid shall be forfeit. All exhibits, displays, stand fittings and materials must be removed from the building by Wednesday 3rd October 2012 at 19.59pm. Failure to occupy your allocated stand space by 9.00am on Monday 1st October 2012 may result in the allocated stand space being re-let or otherwise used.

Installation and removal of exhibits

Exhibitors will be advised of when they may commence fitting up and arrangements of exhibits. Exhibitors are prohibited from commencing such fitting up until the time nominated to them. The organisers will use their best endeavours to adhere to the nominated date for the commencement of exhibitor’s work but will accept no responsibility for any costs, claims or expenses arising from any variation to such date. Exhibits which do not reasonably satisfy the organisers shall be modified forthwith by the exhibitor in such manner and within such time as the organisers may require and in default the organisers may remove such exhibits at the expense of the exhibitor who shall forfeit all sums paid by way of deposit, rental or otherwise. Exhibits may not be removed until the exhibition has been closed. Any special arrangements for installation or removal of exhibits must be made in consultation with the organisers in order that no liability arises in terms of the health and safety regulations applying at the venue.

Stand construction and services

When booking the stand space it is the responsibility of the exhibitor to ensure that there is adequate and suitable access to water and waste should they require it by undertaking an onsite survey.

The organisers will appoint official contractors to undertake the following work: shell scheme construction, electric, provision of water and waste services, compressed air services, furniture, floral arrangements, carpeting and all other services. No other contractor will be permitted to undertake any of this work other than one deemed appropriate by the organisers.

Obstruction of gangways and open spaces

Exhibitors will not be permitted to display exhibits in such a manner as to obstruct the light or impede or project over gangways or affect the displays on neighbouring stands. Gangways must at all times be kept clear and free for passage. Any exhibitor who continues to cause a nuisance or obstruction after notice has been given will be liable to have his stand cleared by the organisers at the exhibitor’s own risk and expense.

Trade union labour

All stand fitting construction or display work should be carried out by members of the appropriate Trade Union recognised by the exhibitions industry at rates of pay and overtime in accordance with the terms of the working rules agreement currently in force.

Electrical requirements

Lighting and power services will be available to the exhibitor through the official electrical contractor. A schedule of these services will be available once application has been made. Exhibitors may provide their own electrical fittings where such fittings are in the form of made up units, showcases and/or signs complete and ready for connection to the mains supply. Exhibitors whose display requires plumbing, compressed air or heavier weight loading are advised to contact the organisers before selecting their preferred site. All electrics are required to be PAT tested.

Dangerous materials and exhibits

The exhibitor must conform to the conditions concerning explosives and dangerous combustible materials as laid down by the organisers and every appropriate authority or the item will be removed from the building at the exhibitor's risk and expense.

Fire precautions

In accordance with the requirements of every appropriate authority, all materials used in construction work display material etc. must be effectively flameproof or made of non-flammable materials. Drapes and curtains must be at least 6" (150mm clear of the floor). Fire extinguishers will be provided by the organisers in the areas and placed, as regulations require. The exhibitor must comply with all reasonable instructions given by the organisers or any appropriate authority to avoid the risk of fire.

Security

The organisers have engaged security guards to patrol the exhibition area during the hours the exhibition is closed. Notwithstanding this the organisers will not be responsible for the safety of any exhibit, or any property of any exhibitor, or the loss, damage, or destruction by fire of other property. Nor will the organisers be responsible for any damage or injury to any exhibitor or any other person. It is recommended that exhibitors affect their own insurance to cover any potential loss. Exhibitors must obey all reasonable requests of both the organisers and security services in all cases.

Damage to premises, fixtures, fittings and shell scheme

No nails, screws or other fixtures may be driven into any part of the halls including floors nor may any part of the premises be damaged or disfigured in any way. Should any such damage occur the exhibitor concerned would be invoiced for any reparation charges incurred. Exhibitors may not alter the external shell scheme by adding or removing any part.

Competitions

Exhibitors who wish to run competitions at the exhibition such as prize draws, quizzes etc. must advise the nature of the competition to the national organising committee and obtain approval of the committee.

Cleaning

The organisers will arrange for the daily cleaning of public areas of the exhibition hall outside the exhibition opening hours. Normal practice is for all aisles surrounding stands to be cleaned and as far onto stands as possible without moving or touching any stand equipment. Stands should be dressed by 10.15am on Monday 1st October 2012 to allow cleaning to take place prior to the opening of the exhibition at 10.45am on Monday 1st October.

Insurance

Exhibitors are reminded of the need to consult their insurance company or insurance broker to cover themselves fully against all risks at the exhibition. Particular attention is drawn to the need for the following:

ABANDONMENT INSURANCE: Exhibitors should note below that the organisers are not obliged to return any monies paid for space in the event of cancellation or restriction of the exhibition.

STANDS/FIXTURES AND SIMILAR INSURANCE: All risks on loss or damage to exhibitor's property, fixtures, fittings and all other property of a similar nature such as personal property of directors principals and employees whilst on the premises and transit risks to and from the exhibition.

FAILURE TO VACATE: If the exhibitor should fail to remove all his property or otherwise fail to vacate the exhibition premises by 19.59pm on Wednesday 3rd October 2012 due to any cause whatsoever, the exhibitor shall be fully responsible for any penalties imposed by the premises or any other losses and costs incurred by the organisers as a result of the exhibitor failing to vacate the premises by the agreed time and without prejudice to any other right or remedy of the organisers on demand.

PUBLIC LIABILITY: Liability to the public may arise out of the exhibitor's activities and should be covered by insurance. Insurance should be affected with the minimum delay

Liability

Whilst the organiser will endeavour to protect exhibition property whilst on display at the exhibition it must be clearly understood that the management of the premises, the organising group and the organisers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever. Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the organisers against all claims and expenses arising as a result. In the event of it being necessary for any reason whatsoever for the exhibition to be abandoned, postponed or altered in any way in whole or part or if the organisers find it necessary to change the dates of the exhibition, the organisers shall not be liable for any expenditure, loss or damage incurred by an exhibitor or exhibition contractor resultant upon such change. Nor shall the organisers be liable for any expenditure, loss or damage resultant upon the intervention of any authority which restricts the use of the premises in whole or in part in any manner whatsoever.

Exhibitors technical manual

Further technical information concerning the exhibition together with order forms for all ancillary services available to exhibitors will be forwarded to exhibitors following final stand allocation.

General conditions

The organisers are responsible for the control of the exhibition areas. Exhibitors are responsible for the control of their own stands. The decision of the organisers is final and decisive on any question not covered in the foregoing regulations.

Exhibitors must comply in all respects with the requirement of every appropriate authority, with the Terms of Agreement by which the organisers may occupy the premises and with policies of insurance affected by the organisers.