



# Exhibitor Manual

Scottish Event Campus (SEC), Glasgow

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# 1. Introduction

## 1.1 Show management

Any general Health and Safety / construction queries regarding this manual should be addressed to the Sponsorship & Exhibition Manager:

Natalie Dass  
BioScientifica  
Starling House  
1600 Bristol Parkway North  
Bristol, BS34 8YU

Tel: +44 (0)1454 642 244  
Email: [conferences@endocrinology.org](mailto:conferences@endocrinology.org)

## Exhibitor Contact List

### Event Manager

Amelia Brunt  
BioScientifica  
Starling House  
1600 Bristol Parkway North  
Bristol, BS34 8YU

Tel: +44 (0) 1454 642 276  
Fax: +44 (0) 1454 642 222  
Email: [conferences@endocrinology.org](mailto:conferences@endocrinology.org)

### Sales Manager

#### Exhibition and Sponsorship

Sophie Tovey  
BioScientifica,  
Starling House  
1600 Bristol Parkway North  
Bristol, BS34 8YU

Tel: +44 (0) 1454 640 470  
Email: [sophie.tovey@bioscientifica.com](mailto:sophie.tovey@bioscientifica.com)

### Venue

#### Scottish Event Campus (SEC)

Kerry McNally  
SEC Scottish Event Campus  
Glasgow  
G3 8YW

Tel: +44 (0) 141 576 3872  
Email: [kerry.mcnally@sec.co.uk](mailto:kerry.mcnally@sec.co.uk)

**Accommodation**

Online Link - <https://www.endocrinology.org/events/sfe-bes-conference/sfe-bes-2018/accommodation/>

Email - [conferences.hotels@endocrinology.org](mailto:conferences.hotels@endocrinology.org)

**Audio Visual**

Outline Services Ltd.  
Station Yard  
Station Road  
Oldmeldrum  
AB51 0EZ

Tel: + 44 (0)1651 872475  
Email: [alex@outlineservices.com](mailto:alex@outlineservices.com)

**Badge Scanners**

RefTech  
1-3 The Pavilions  
Tamworth  
Staffordshire, B774RP

Tel: + 44 (0)1827 61666  
Email: [scanners@reftech.co.uk](mailto:scanners@reftech.co.uk)  
Web: [www.reftech.co.uk](http://www.reftech.co.uk)

**Electrical supply, Furniture, Graphic**

Outline Event Services Ltd.  
Station Yard  
Station Road  
Oldmeldrum  
AB51 0EZ

Tel: +44 (0)1651 872 457  
Email: [alex@outlineservices.com](mailto:alex@outlineservices.com)

**Shell scheme construction**

Outline Event Services Ltd.  
Station Yard  
Station Road  
Oldmeldrum  
AB51 0EZ

Tel: +44 (0)1651 872 457  
Email: [alex@outlineservices.com](mailto:alex@outlineservices.com)

**Stand catering**

Scottish Event Campus (SEC)  
Glasgow  
G3 8YW

Tel: + 44 (0)141 275 6220  
Email: [standcatering@sec.co.uk](mailto:standcatering@sec.co.uk)

**Freight Forwarding**

DHL Trade Fairs and Events (UK) Ltd  
Simon Latchford  
Unit 17 and 21 2nd Exhibition Avenue  
Birmingham, B40 1PJ

Tel: +44 (0) 121 782 4626  
Email: [simon@dhl-exh.com](mailto:simon@dhl-exh.com)

**1.2 Exhibitor checklist and deadlines** Failure to meet the deadline dates may result in surcharges or the contractors' inability to meet your precise requirements.

Item	Required	Online Form	Deadline date	SEND TO
Company profile, official name and logo	Mandatory	<a href="#">Form A</a>	21 Sept 2018	Natalie Dass <a href="mailto:conferences@endocrinology.org">conferences@endocrinology.org</a>
Fascia Board	Mandatory (for shell scheme)	Email	21 Sept 2018	Outline Services Ltd. <a href="mailto:alex@outlineservices.com">alex@outlineservices.com</a>
Stand plans and contractor details	Mandatory (if space only)	<a href="#">Form B</a>	21 Sept 2018	Natalie Dass <a href="mailto:conferences@endocrinology.org">conferences@endocrinology.org</a>
Schematic	Mandatory (for shell scheme)	<a href="#">Form C</a>	21 Sept 2018	Natalie Dass <a href="mailto:conferences@endocrinology.org">conferences@endocrinology.org</a>
Health and Safety Declaration	Mandatory	<a href="#">Form D</a>	21 Sept 2018	Natalie Dass <a href="mailto:conferences@endocrinology.org">conferences@endocrinology.org</a>
Risk Assessment	Mandatory	<a href="#">Form E</a>	21 Sept 2018	Natalie Dass <a href="mailto:conferences@endocrinology.org">conferences@endocrinology.org</a>
Method Statement	Mandatory – Space Only	<a href="#">Form F</a>	21 Sept 2018	Natalie Dass <a href="mailto:conferences@endocrinology.org">conferences@endocrinology.org</a>
Copy of Insurance Certificate (incl. Public Liability up to £5m)	Mandatory	No form – send in copy of Certificates	21 Sept 2018	Natalie Dass <a href="mailto:conferences@endocrinology.org">conferences@endocrinology.org</a>
PDF proof of Delegate Bag Inserts, Programme book Adverts and any sponsored items for approval.	Mandatory	Request advert specification from Natalie Dass	21 Sept 2018	Natalie Dass <a href="mailto:conferences@endocrinology.org">conferences@endocrinology.org</a>
Complimentary Exhibitor Passes	Mandatory	<a href="#">Form G</a>	5 October 2018	Natalie Dass <a href="mailto:conferences@endocrinology.org">conferences@endocrinology.org</a>
Additional exhibitor passes (£120 +VAT)	Optional	Include in Form G	5 October 2018	Natalie Dass <a href="mailto:conferences@endocrinology.org">conferences@endocrinology.org</a>
IT equipment hire	Optional	<a href="#">Form H</a>	22 October 2018	Scottish Event Campus <a href="mailto:Technical.services@sec.co.uk">Technical.services@sec.co.uk</a>
Rigging	Optional (Space Only)	<a href="#">Form I</a>	22 October 2018	Scottish Event Campus <a href="mailto:Technical.services@sec.co.uk">Technical.services@sec.co.uk</a>
Stand Cleaning	Optional	<a href="#">Form J</a>	22 October 2018	Scottish Event Campus <a href="mailto:Technical.services@sec.co.uk">Technical.services@sec.co.uk</a>
Power and Electrical order form	Optional (Space Only)	Email	22 October 2018	Outline Services Ltd. <a href="mailto:alex@outlineservices.com">alex@outlineservices.com</a>
Stand fitting and Furniture order form (shell-scheme only)	Optional	Email	22 October 2018	Outline Services Ltd. <a href="mailto:alex@outlineservices.com">alex@outlineservices.com</a>
Stand AV	Optional	Email	22 October 2018	Outline Services Ltd. <a href="mailto:alex@outlineservices.com">alex@outlineservices.com</a>
Graphics (shell scheme only)	Optional	Email	22 October 2018	Outline Services Ltd. <a href="mailto:alex@outlineservices.com">alex@outlineservices.com</a>
Stand catering	Optional	Email venue	22 October 2018	Scottish Event Campus <a href="mailto:standcatering@sec.co.uk">standcatering@sec.co.uk</a>
Other stand services	Optional	<a href="#">Form K</a>	22 October 2018	Scottish Event Campus <a href="mailto:Technical.services@sec.co.uk">Technical.services@sec.co.uk</a>
Freight Forwarding, Delivery and Bag Inserts	Optional	<a href="#">Order Form</a> <a href="#">Shipping Info</a> <a href="#">Tariffs</a>	2 November 2018	DHL <a href="mailto:simon@dhl-exh.com">simon@dhl-exh.com</a>
Badge Scanner system	Optional	<a href="#">Link to follow</a>	Early bird deadline 18 Sept 2017	Reftech <a href="mailto:scanners@reftech.co.uk">scanners@reftech.co.uk</a>
Accommodation	Optional	<a href="#">Online link</a>	First come basis	<a href="mailto:conferences.hotels@endocrinology.org">conferences.hotels@endocrinology.org</a>

### 1.3 Exhibition timetable

<b>Build Up</b>	
<b>Sunday 18 November 2018</b> Space only exhibitors/contractors Shell Scheme exhibitors/contractors Exhibition health and safety inspection	<b>09:00 – 18:00</b> <b>12:00 – 18:00</b> <b>18:00 – 20:00</b>
<b>Conference/Exhibition Open days</b>	
<b>Monday 19 November 2018</b> Exhibitors' access Exhibition health and safety final inspection Exhibition opens Welcome reception (in addition to scheduled breaks) Exhibition closes	<b>08:00</b> <b>08:45</b> <b>09:00</b> <b>19:30 – 21:00</b> <b>21:00</b>
<b>Tuesday 20 November 2018</b> Exhibitors' access Exhibition opens Exhibition closes	<b>08:00</b> <b>08:30</b> <b>16:45</b>
<b>Wednesday 21 November 2018</b> Exhibitors' access Exhibition opens Exhibition closes	<b>08:00</b> <b>08:30</b> <b>15:00</b>
<b>Breakdown</b>	
<b>Wednesday 21 November 2018</b> Removal of all exhibits and stands	<b>15:00 – 20:00</b>

### 1.4 Registration desk opening times

The Registration Desk will be located in the Exhibition Hall at the SEC, and will be open during the following hours:

Monday 19 November 2018	09:00 – 21:00
Tuesday 20 November 2018	07:30 – 19:00
Wednesday 21 November 2018	08:00 – 17:30

## 1.5 Travelling to the Scottish Event Campus (SEC)

The Scottish Event Campus (SEC) is located just outside the centre of Glasgow, and is easily accessible from both land and air.

### By Car

Leave the M8 at junction 19 and join the westbound Clydeside Expressway (A814). Westbound on the Expressway (A814) take the cut off for the campus. Turn left at traffic lights and take the right lane to access multi-storey parking. View a map and directions.

### By Train

The SEC has its own dedicated railway station – Exhibition Centre – allowing easy access from the city centre and suburbs. There are six trains an hour from Glasgow Central station, departing from Platform 17 (low level).

Strathclyde Passenger Transport operates the Glasgow Subway providing quick and convenient connections from 15 points across the city (the St. Enoch stop is a few minutes' walk from Central Station for onward transfer to the campus).

### By Air

Glasgow Airport (GLA) serves most major international airlines.

Airport buses run from the airport to Glasgow city centre up to every 10 minutes, 24 hours a day, and take approximately 25 minutes.

The 747 AirLink service operates via Renfrew, Braehead, Partick, Kelvingrove Art Gallery, Charing Cross and the city centre. For more information on times and fares please visit the Scottish Citylink website.

Glasgow Taxis on arrival at the airport – bookings can be made by calling +44 (0) 141 429 7070. Alternatively, Glasgow Airport Taxis are located immediately outside the terminal building or can also be booked by calling +44 (0) 141 889 1813.

The airport also has an SPT Travel Desk, located at Domestic Arrivals (Check-in), where staff can provide you with details of buses and taxis.

Once in the city centre, the SEC is a five-minute cab or short train ride from Glasgow Central station. **For further travel and transport information, please visit the Scottish Event Campus website.**

### Venue Address

Scottish Event campus (SEC)  
Glasgow  
Scotland  
G3 8YW

### Environmental Policy

The Society for Endocrinology is committed to 'going green' – and you can help us - We encourage the use of public transport.

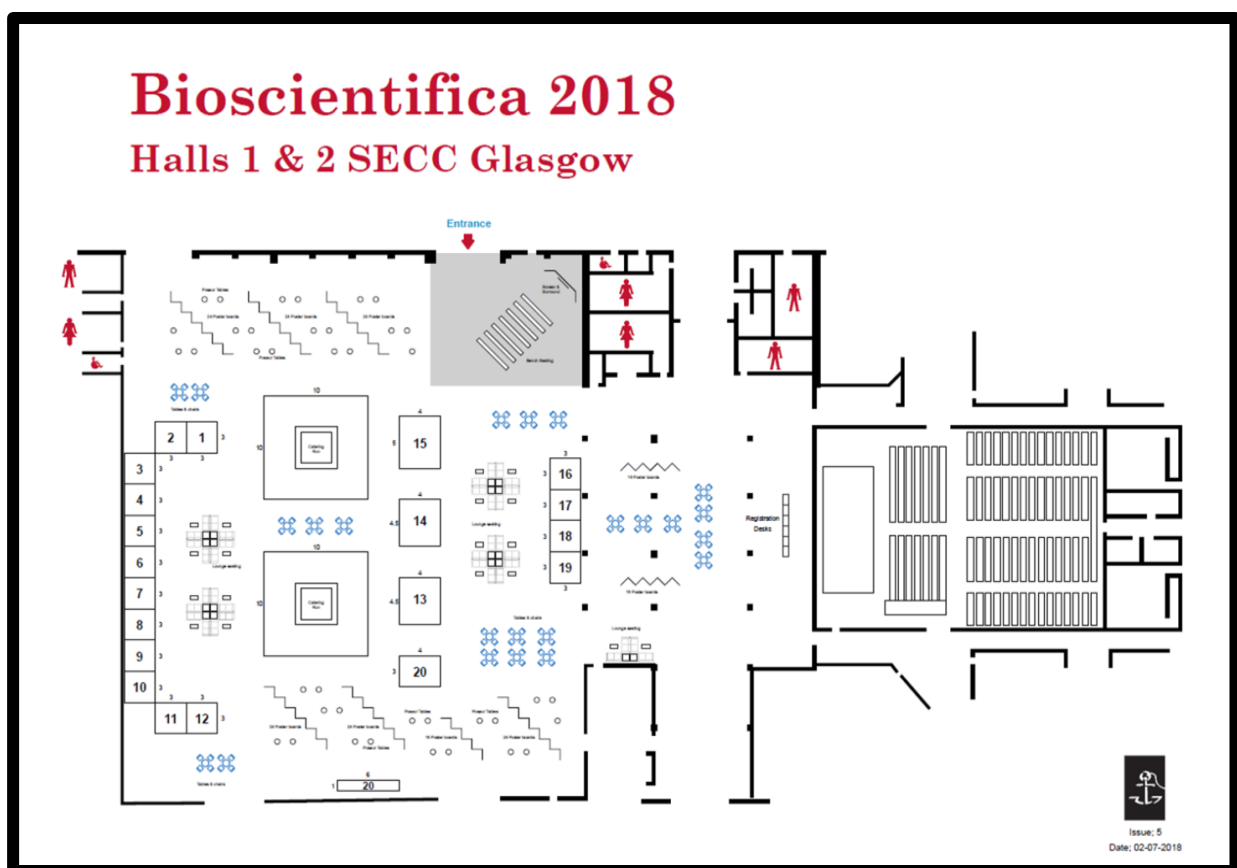


## 2. Venue Information

### 2.1 Scottish Event Campus (SEC)

- Main entrance: In front of the SEC Armadillo,
- Registration & Exhibition Hall (including Catering and Posters): Halls 1 & 2
- Session and Symposium Rooms:
  - Main session room: Lomond Auditorium
  - Satellite symposia rooms:
    - Alsh
    - Carron
    - Dochart

### 2.2 Exhibition floor plan (\*subject to change)



### 2.3 Exhibition Hall: Hall 1/2

The Exhibition, as well as registration, posters and catering, will be held in Halls 1 & 2

#### Key Specifications:

Circa: 3,090 sqm gross  
Length: 66 m  
Width: 27.9 – 51.3 m  
Height: 3.9 (registration) – 9 m (main exhibition space)

#### Access:

- Goods access from service road via SEC gatehouse located on Stobcross Road.
- Access is via VE 2.1 & VE 2.2, both doors are 4.5m (H) and 5.6m (w)

**Services:**

- All SEC services are from the floor. Electricity should be ordered via Outline Services: alex@outlinservices.com.
- Gas, water/waste, compressed air and telecoms/ISDN are available (again via the SEC floor service ducts).
  - These services should be requested via the venue: [technical.services@sec.co.uk](mailto:technical.services@sec.co.uk) using Form K (see [Checklist & Deadlines](#)).

**Lighting:**

- Artificial sodium lighting

**Floors & walls:**

- Floors: power floated reinforced concrete floor.
- Hall 1 (registration area) is carpeted. Hall 2 (exhibition area) is not carpeted.
- Walls: neutral finished block wall

**Heating & ventilation:**

- Fully air-conditioned and temperature controlled for comfort



## 3. Build up and break down information

### 3.1 Access

#### Build up: Sunday 18 November

Space only exhibitors/contractors	09:00 – 18:00
Shell scheme exhibitors/contractors	12:00 – 18:00

On arrival contractors and exhibitors should use the service road via SEC gatehouse, located on Stobcross Road. Access is via VE 2.1 & VE 2.2 (both doors are 4.5m (H) and 5.6m (w)) at the times stated above.

There is no dedicated space for storage, please ensure all boxes, packing materials etc. are removed from the exhibition area once stand build is completed.

We advise that all stands are set up ready to go by 18:00 on Sunday as set-up on Monday is limited to 30 minutes. However, if you do need to finalise details on Monday, Build up **MUST** be completed by 08:30am on Monday 19 November 2018. NB exhibitor access is from 8.00am.

#### Break down: Wednesday 21 November

Removal of all exhibits and stands from 15:00 until 20:00

The exhibition will officially close at 15:00 on Wednesday 21 November. Breakdown of stands **MUST NOT** commence before this time. Shell Scheme stands will only begin to be broken down once all delegates have left the hall. This is a health and safety requirement which will be strictly adhered to.

All exhibitors' stands, possessions and exhibits will need to be removed from the hall by 20:00 hours. No items will be permitted to remain in the hall. Items left after 20:00hours on Wednesday 21 November will be removed and disposed of.

### 3.2 Catering arrangements

There will be catering and refreshments available during the event's scheduled breaks for stand personnel. Should you require additional catering for your stand, please contact the venue: [standcatering@sec.co.uk](mailto:standcatering@sec.co.uk).

### 3.3 Contractor and delivery passes

We advise that personnel should carry some form of ID with them. The exhibition is NOT open to the general public, which includes anyone not directly employed by an exhibitor or sponsor or their agency, suppliers or associates, children under 16, partners and family.

### 3.4 Customs/ shipping/ freight forwarding

Exhibitors requiring assistance with bringing goods into the UK and requiring the services of a Freight Forwarding Agent, should contact DHL (see contact details on page 5).

DHL can also assist with UK deliveries.

### 3.5 Deliveries

The Venue and Organisers regret that, for security reasons, we cannot sign for deliveries on behalf of any exhibitor, or accept delivery of items of post.

**Deliveries will not be accepted at the SEC prior to Sunday 18<sup>th</sup> November 2018.**

If you need to deliver earlier than Sunday 18<sup>th</sup> November please contact the Venue who may be able to arrange storage and earlier delivery to the venue by arrangement. Any resulting costs will be the responsibility of the exhibitor.

Exhibitors wishing to have mail delivered should ensure it is addressed as follows:

Company Name  
**Stand Number**  
BES 2018  
Hall 2  
Scottish Event Campus  
Glasgow  
G3 8YM

**Please note that all deliveries are sent at the owner's own risk and the Venue / Exhibition Organisers will not accept responsibility for any items lost or damaged.**

### **3.6 Employment of Labour**

Exhibitors shall ensure that their Contractors and sub-Contractors conduct their industrial relations in accordance with good practice and observe codes of practice issued from time to time by the Secretary of State for Employment and the Advisory, Conciliation and Arbitration Service (ACAS). Any person whom, in the opinion of the Organiser, is carrying out work contrary to the requirements of the Organiser and of the local or other competent authority and of the Landlords of the building, will be required to stop immediately and may be directed to leave the exhibition site.

The Organisers recommend that all contractors employed by Exhibitors should be members of the British Exhibition Contractors Association (BECA). Any queries should be referred to BECA, BECA House, Uplands Business Park, Blackhorse Lane, London E17 5QJ.

### **3.7 Loading/ offloading**

In order to maintain a smooth traffic flow at the exhibition site during the build-up day (Sunday 18<sup>th</sup> November 2018) as soon as the vehicle has unloaded it must be removed from the loading bay in order to make space for other exhibitors. Car parks are located nearby (see below). You will not be allocated a specific time slot, other than the times stated below due to difficulties in managing exact arrival times. You or your contractors may be asked to wait until the loading bays are free, please be patient at these times, we will endeavour to make the process run as quickly and as smoothly as possible.

### **3.8 Parking**

Once unloaded, vehicles must be moved from the loading bays. Exhibitor car parking will be at the west of the campus and exhibitors will be directed to the nearest available car park once offloaded. Delegates will be required to park in the Mutli-Storey car park at the east end of the campus.

### **3.9 Storage**

Please note that there are no storage facilities available in Halls 1/2. All items must be kept on your stand or brought to the exhibition each day.

### **3.10 Trolleys**

We regret that there are NO trolleys for use, please bring your own if you require one. Hire of any equipment is at the exhibitor/contractors cost.

## 4. Stand information

### 4.1 Stand Packages

**All exhibition stand personnel MUST be registered in order to gain access to the exhibition.**

**Badges included in Exhibition Stand package:**

- Two (2) exhibitor badges per 9sqm – to request these you will need to fill out the exhibitor pass spreadsheet (see page6). Please note only ONE form per exhibiting company will be accepted.
- Additional badges for stand personnel can be purchased at £120 per person by adding these to the form above. They will be invoiced following the event.
- Exhibitor badges include lunch and refreshments at scheduled breaks according to the scientific programme for Monday, Tuesday and Wednesday.
- Exhibitor badges allow entrance to the exhibition area only. Company personnel who wish to attend scientific sessions must register as delegates online via the [SfE BES 2018 website](#).

### 4.2 Exhibition Stands: Shell Scheme stands

#### 4.2.1 The Shell Scheme package, per 9sqm, includes:

- Fascia name panel
- Modular wall panels with white Foamex infill panels
- 2 x spot light (50w)
- 1x 500w power socket
- 2 x chairs, 1 table
- Carpet
- Your stand will be hoovered during the evening – if you require additional cleaning please contact the venue
- Please leave any rubbish in the aisle at the end of the event and this will be collected by the venue

#### 4.2.2 Fascia name board

To order your stand name board, please email [alex@outlineservices.com](mailto:alex@outlineservices.com). If we do not receive this, then the name will be taken from your original booking form – any changes requested after that will be subject to a charge.

Exhibitors are reminded that either their registered name or trade name will be lettered on the name panel in standard style letters, up to a maximum of 34 characters including spaces.

Please ensure that any abbreviations are correct. Addresses will not be included. Display material may not be fixed to the fascia.

#### 4.2.3 Furniture

Included in the shell scheme package are: 2 x chairs and 1 table - If you wish to order additional or alternative furniture, please book this via Outline Services: [alex@outlineservices.com](mailto:alex@outlineservices.com).

#### 4.2.4 Specifications

[Click here to view the shell scheme specification.](#)

#### 4.2.5 Complex Shell Schemes

If you plan to erect additional walls, install flooring, lighting into the shell scheme booth (i.e. modify the space considerably from the usual wall panel graphics stuck to the shell scheme walls) this will be subject to the SAME rules as a self-build/space only stand.

A set of drawings as below are required, as well as the additional mandatory forms for a space only stand and insurance certification.

If you DO NOT require the elements noted in the shell scheme package please contact Natalie Dass in writing to discuss.

#### 4.3 Space only stands (self builds)

All work must be carried out in conformity with the requirements of the Venue and the Organisers. See below for a summary of these regulations. Failure to observe these regulations may result in delays, restrictions and criminal proceedings against the Exhibitor.

##### 4.3.1 General information

- Exhibitors must keep within the limits of the stand at all times. Encroachment into the aisles or neighbouring stand space by equipment or display materials is not permitted.
- **Height Restriction:** For the purpose of this Exhibition the **height limit for all self-build stands has been set at 4.0 metres** and any materials on display within the stand itself must not exceed this height without prior approval from the Exhibition Organiser.
- Please do not assume that your stand will adjoin shell scheme walling. Please ensure that you fully finish any display or walling you erect on the reverse side, in order not to impact adversely on neighbouring stands – see Partitions section below for full details.
- Exhibitors contracted to Space only sites are responsible for appointing stand contractors to plan and build their stands. We strongly recommend that you appoint contractors who are registered members of BECA (the British Exhibition Contractors Association).
- Electricity: No electricity is included in your space. Please order all your electrical requirements through Outline Services: [alex@outlineservices.com](mailto:alex@outlineservices.com).
- Stand drawings must be submitted for approval **no later than 4 September 2018**. Please include your stand number and stand dimensions on the plan. Electronic plans are required. **Once your plans have been approved any changes must be notified to BioScientifica immediately.**
- Exhibitors building their own stands should note that **no stand services** are included in the space allocated. Companies can order electricity, carpet, furniture, cleaning etc. directly through Outline Services: [alex@outlineservices.com](mailto:alex@outlineservices.com).

##### 4.3.2 Height restriction

Exhibitors should note the following guidelines will be enforced:

- A set of scaled stand plans with all dimensions marked is required to be submitted electronically for all space-only stands
- Self build stand height must not exceed 4 metres

- Any stand containing a platform whose height exceeds 0.6m (2ft) will need to supply structural calculations and other additional paperwork as set out in the Event Operations and Regulations Manual.

#### 4.3.3 Stand-fitting regulations

1. All work must be carried out in conformity with the requirements of the Venue. All self build stand plans will be submitted to the Organiser ([conferences@endocrinology.org](mailto:conferences@endocrinology.org)) for approval.
2. All stand structures, signs, notices, etc., must be confined within the area allocated and may not project into or over the gangways.
3. No suspension may be made from the roof of the hall (WITHOUT PRIOR ARRANGEMENT – please contact Natalie Dass at [conference@bioscientifica.com](mailto:conference@bioscientifica.com) to discuss), nor may any fixings be made to the structure of the building.
4. Materials:
  - All timber less than nominal 25mm (1”) in thickness and plywood, hardboard, blockboard and chipboard less than 18mm (3/4”) must be rendered flameproof by a recognised process to a Class 1 standard when tested in accordance with BS 476 Part 7 1971.
  - Ply-hard and pulp boards which have been rendered flameproof in a manner approved shall be branded with a recognised mark.
  - The use of plastic of a grade less than Class 1, BS 476 Part 7 1971, whether in stand construction or display arrangements, is prohibited. Limited amounts of plastic materials of a grade better than Class 3 can be permitted providing the details are submitted prior to construction.
  - Textile fabrics – unless incombustible – may not be used for partitioning stands or for forming offices or the back or sides of stands and so far as they may be used for decorative treatment of such portions, the fabric must be backed with materials similar to that required for the construction of stands. They shall be fixed taut to the backing board and secured at floor level by a skirting board not less than 75mm deep.
  - All painting must be carried out in water paint. Finishes having oil or cellulose base are not permitted to be applied on site.
5. Platforms:
  - Platforms are not essential even with floor electrical or plumbing services. The general height may not exceed 100mm (4”) but areas may be super-elevated for display purposes. Details of super platforms, above the height of 600mm (24”) to which persons have access must be submitted to the Organiser for the approval of the Authorities.
  - The flooring must not be less than a nominal 25mm (1”) thick. Flooring must, in any case, be laid with close joints.
  - Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fitting, stand personnel and visitors and exhibits having regard to the loading limits of the floors. Please note that stands should conform to DDA legislation regarding the provision of ramps, where necessary, for wheelchair users.
6. Building Columns (*note there are no Columns in Hall 2 at the SEC*)
  - Where these fall wholly or partially within the area of allocated space, they may be encased by the Exhibitor on all four sides to a height of 2.5m (8’3”).

- The casing must be self-supporting and may not be fastened to the column. Only the face of the casings (not the column) that fall within the allocated space may be used for display of photographs or other pictorial matter.

#### 7. Partitions:

- Partitions separating stands may be erected up to 2.5m, (13'0") high, but where a wall abuts an adjoining stand and projects above the partition; it must be clad and decorated.
- It is the responsibility of Exhibitors who have taken "SPACE ONLY" sites to supply, erect and decorate free standing single clad partitioning to the periphery of their sites where they adjoin an adjacent stand.
- The minimum height of the partitioning must be 2.50m (8'3") with a maximum height of 4m (13'0) of which the area above 2.50m (8'3") must be of double-sided cladding and decorated to the choice of colour and material as agreed with the adjacent exhibitor.

#### 8. Multi-Storey Stands:

- Multi-storey stands, elevated gangways and stairways are NOT permitted.

### 4.4 Floor covering

The exhibition floor is not carpeted – shell scheme stands will be carpeted by the shell scheme supplier. Space only stand flooring should be incorporated into the stand design as required.

### 4.5 Distribution of materials

The display or distribution of any material in any form from any area within the Scottish Event Campus, other than banner sites and within the boundary of your stand, is strictly prohibited.

### 4.6 Hazardous items

Specific regulations exist concerning the exhibiting of hazardous items, such as compressed gases, laser products, radioactive substances, noxious substances, flammable liquids etc. The use of such materials is prohibited without prior permission. Please forward written requests to Natalie Dass, Sponsorship & Exhibition Manager.

Any exhibit or process which generates and blows out or otherwise emits fumes, exhaust or smoke is subject to the requirements of the Control of Substances Hazardous to Health Regulations 1988 and all such processes must be so arranged to have an effective system to the outside atmosphere as approved by the Venue.

### 4.8 On-site inspection

1. Shell scheme: Will be checked to ensure you have not overloaded the supplied electrical plugs, have affixed graphics securely and with the correct fixings and are contained within your allocated space.
2. Self build/Space only: The Contractor and Stand Plan form **must** be completed and returned with a set of plans, drawn to a recognised scale (e.g. 1:200) by the deadline for approval. The other mandatory forms and information must be supplied by the deadlines (see 1.2 [Exhibitor Checklist and Deadlines](#)).

Any modifications made to the plans after submission must be notified in writing to the Organisers (Natalie Dass), immediately for re-approval.



3. Designs incorporating long runs of gangway perimeter walling should be avoided and will not be approved if deemed by the Organisers to have a detrimental effect on the Show or neighbouring stands.
4. Your company name and stand number must be prominently displayed on each corner of the stand.
5. All mains electrical installations are handled by the official electrical contractor.
6. The overall height of stand fitting (including graphics and column cladding) must not exceed 2.5m in height from the floor for shell scheme and 4m for self build stands.
7. Existing building columns, where sited on stands, should be clad on all faces, allowing for access to fire points, etc., where necessary. Such cladding may surround the column, but may not touch it or be fixed to it in any way.
8. On stands of three open sides or less (part island), exhibitors are obliged to erect a wall (minimum height of 2.5m) between any other stand and are responsible for ensuring that their contractor leaves any face of any such wall in a clean and finished state (one colour with no graphics).
9. All work must be carried out within the timetable in this manual.
10. Approved carpet tape must be used – please contact the shell scheme contractor, details at the front of this manual, if you need advice on this.

All tape must be removed at the end of the Exhibition. Failure to do so will result in the exhibiting company being charged for its removal by the Venue.

## 4.9 Insurance

The Event Organisers, whilst taking every reasonable precaution, expressly do not accept any responsibility at all for any loss or damage which may befall the property of any Exhibitor from any cause whatsoever.

All exhibitors are required, as part of their contract, to insure their legal liability and are strongly advised to effect adequate insurance to include cover for all products and exhibits during the overall period of the Exhibition including transportation.

**Exhibitors will be required to produce an insurance certificate as proof of the above.** Please send this documentation as soon as possible to Natalie Dass, contact details p5, as soon as possible.

It is a condition of your contract that you must hold Public Liability Insurance to the value of £5,000,000. Exhibitors will be asked to provide proof of adequate public liability insurance to the Event Organiser.

## 5. Stand services

### 5.1 Audio Visual

Audio Visual equipment such as plasma screens etc. can be hired from Outline Services: [alex@outlineservices.com](mailto:alex@outlineservices.com) – please contact them directly.

### 5.2 Building and aerial services

Any exhibitor requiring building or aerial services, e.g. floor bolting or fixing, rigging etc. should contact the venue– details are in the contact section at the front of this manual.

### 5.3 Catering services

Exhibitors are reminded that all food and drink, whether for eating or drinking within the Exhibition Hall, must be obtained via the venue. Details are in the contact section at the front of this manual should you wish to purchase any catering for your stand in addition to that provided on scheduled breaks.

### 5.4 Cleaning

Your stand will be vacuumed prior to opening, free of charge. During the Conference, your stand, public areas and gangways will be cleaned overnight. Any rubbish that is placed in the aisle will be removed overnight during close. If you require additional cleaning, please complete form J (see [Checklist & Deadlines](#)).

### 5.5 Compressed air/ water and waste

Any exhibitor requiring compressed air or water and waste services should contact The Scottish Event Campus - details are in the contact section at the front of this manual.

### 5.6 Electrical supply

All electrical work to your stand must be carried out by the official electrical contractors.

- A 500 watt socket is included in all shell scheme packages.  
If you are unsure whether a 500 watt socket will be sufficient for your needs, please contact Outline Services for advice. Any usage deemed above ordinary usage will need to be cleared in advance with Outline Services.
- Space only stands – please book electricity to your stand via Outline Services.

### 5.7 Floral decorations

Floral decorations contractor TBC – please contact the meeting Organiser.

### 5.8 Furniture

A table and two chairs are included in the Shell Scheme package. Additional or alternative furniture may be hired via Outline Services.

### 5.9 Graphics

If you require graphic panels or portable display systems to enhance your stand please order these through your own supplier or Outline Services.

### 5.10 Internet access

Exhibitors who wish to have internet access in the exhibition hall are required to book fixed or wireless connections from the Scottish Event Campus.

**IT equipment** such as hard wire internet, lap tops etc. must be ordered through the Scottish Event Campus.

### 5.11 Scanner system

Exhibitors wishing to use the scanner system to collect delegate information by scanning their barcode can order scanners from Reftech: [Link to follow](#). For any further enquiries please contact Reftech directly.

## 6. Health and safety information and other legal regulations

### 6.1 Responsibilities and policy

The Organisers take their responsibilities as laid out in accordance with the Health and Safety at Work Act, etc. 1974 (HASAWA74) very seriously and it is vital that Exhibitors and their Contractors do the same. The Build-up, Open and Breakdown periods are covered by these and other mandatory requirements.

The Health and Safety at Work Act, etc. 1974 (HASAWA74)

The Management of Health and Safety at Work Regulations 1992

The Manual Handling Operations Regulations 1992

The Personal Protective Equipment at Work Regulations 1992

The Workplace (Health, Safety and Welfare) Regulations 1992

The Provision and Use of Work Equipment Regulations 1998

The Control of Substances Hazardous to Health Regulations (COSHH) 2001

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995

The Building Regulations 1991 (England and Scotland)

Environmental Protection Act 1990

Local Authority Regulations (as relevant)

*The above is not exhaustive and thus any other legislation or best practice guidelines that may be relevant will apply.*

As Organisers, it is our policy to manage the event according to the above and make the environment safe so far as is reasonably practicable. This section has been produced to provide Exhibitors with clear, simple suggestions for understanding and implementing a suitable and sufficient safety management programme to comply with Health and Safety Procedures. To this effect we, the Organisers, have appointed a Health and Safety Officer for the event (see below) and both medical and security facilities are provided on site.

Some of the key risks areas are outlined overleaf, but it is vital that each Exhibitor:

- i) Undertakes their own Risk Assessment (see risk assessment section)
- ii) Obtains a suitable Method Statement from their Principal contractors – this must be submitted with all space only stand plans.
- iii) Completes and returns the Health and Safety Declaration form at the rear of this manual by the due date.

#### **On-site Contact**

The Organisers have an appointed person to monitor and assess Health and Safety Risks to all parties during the show and will impose appropriate measures in order to ensure safe Build-up, Open and Breakdown periods. Any queries on-site should be made at the Organisers' Office. In case of a query prior to going to site please contact: Natalie Dass, Sponsorship and Exhibition Manager.

#### **Appointed Contractors**

The Organisers have satisfied themselves that the show's appointed and recommended contractors/suppliers are competent in the tasks required of them. The Organisers have received and checked that their Risk Assessments and Method Statements are suitable and sufficient for the exhibition. Should any exhibitor wish to use the services of these appointed Contractors, then the Exhibitor at their discretion will not need to request these particular details.

### 6.2 Exhibitors health and safety checklist

All exhibiting companies/participants are responsible for their staff, their Contractors, sub-Contractors and visitors on or around their stand from the first day of Build-up through to the last day of Breakdown.

**All exhibitors must complete and return these mandatory forms – Please refer to exhibitor check list.**

**Both Space Only and Shell Scheme:** Exhibitors/participants must ensure that all individuals, companies, exhibits, special features and materials they bring to the event comply with the Health and Safety at Work Act 1974 to ensure that due thought and consideration is given to their own and others' health, safety and welfare throughout the event, and that their actions – or inactions – do not give rise to accidents, injuries or an unsafe working environment so far as is reasonably practicable.

**Shell scheme:** Exhibitors/participants are required to complete and return both the Health and Safety and Risk Assessment forms enclosed with this manual.

**Space Only:** Exhibitors/participants can best manage Health and Safety on-site by appointing a representative from their company to oversee every element of their exhibition stand construction with specific responsibility for managing Health and Safety – including the provision of proper information and instruction, training, guarding and supervision of all parties concerned throughout the event. This person will be responsible for undertaking a Risk Assessment and Method Statement for the company's activities on-site and for obtaining suitable Method Statements from your contractors prior to Build-up. Please note if necessary one person may be appointed to look after the Build-up and Breakdown periods and another for the Open period. Exhibitors/participants are also required to complete and return both the Health and Safety and Risk Assessment forms enclosed with this manual.

**Exhibitors/Participants' Checklist for Health and Safety:**

- Appoint a responsible person for the Build-up, open and Breakdown periods.
- Photocopy the Emergency Regulations contained within this manual and ensure that they are distributed to all your staff and contractors.
- Sign and return a copy of the Health and Safety declaration enclosed with this manual by return. Please note we will not be able to issue your badges and passes prior to the receipt of your health and safety declaration.
- At the tender stage ask to see your principal contractors' Risk Assessment specifically designed for the unique exhibition environment. Ask for the staff training record, accident statistics, take up references, ask to see proof of previous work standards – in short satisfy yourself that your Contractors are reliable and competent.
- Produce a Risk Assessment for your activities on-site and a suitable Method Statement and submit these to the Organisers along with your stand design.
- Provide suitable training and information to your staff and Contractors regarding the on-site risks in order for them to understand and fulfil their responsibilities.
- Plan your time during build-up and breakdown.
- Review your findings after the event to discover areas that need attention, where accidents occurred and take appropriate action for the future.

### **6.3 Health and Safety at Work Act 1974**

All Exhibitors and Contractors must be aware that they have a responsibility to ensure the Health and Safety of their employees, contractors and visitors to their stand, so far as is reasonably feasible. All Exhibitors/Contractors are reminded of their responsibilities under the Health and Safety at Work Act, especially in relation to working exhibits, product demonstrations and the preparation of exhibits and other materials whilst in the Exhibition Hall.

## **All Exhibitors/Contractors must complete and return the Health and Safety Form D**

### **Principal areas of note are:**

- The understanding of Fire and Emergency Procedures of the Venue and the location of the Venue's First Aid room.
- The need to maintain emergency gangways, as specified by the Organisers, through and to the centre of the Hall, especially during Build-up and Breakdown.
- The use of hard hats when working beneath or near overhead working or, if this is impractical, restricting access in such areas.
- The need for operatives to wear suitable protective clothing relevant to their job which includes eye, hearing, foot and hand protection.
- The safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.
- Ensuring that portable power equipment is used for the purpose for which it was designed and that safety guards are correctly fitted and used.
- Ensuring that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.
- That stacker trucks are not used by other than fully trained personnel.
- That disused fluorescent type lighting tubes are disposed of safely.
- That chemicals and flammable liquids are, after use, removed from the Venue by the user or, in exceptional circumstances, brought to the attention of the Venue's Cleaning Department for safe and proper disposal. Such products must not be placed in general rubbish bins or skips.
- That any work area is maintained free from general waste materials which could be a hazard to operatives.
- That proper scaffolding is used during the construction of any building within the Hall, and that the safety features of the scaffolding are provided, as per laid down standards, and that any tower scaffold in use is properly stabilised and propped.

### **6.4 Risk Assessment**

Each exhibitor (space only and shell scheme) must undertake a Risk Assessment prior to the Exhibition, identifying the hazards present on site and ways in which you will then minimise and control these hazards.

**All exhibitors must complete and return their mandatory Risk Assessment Form E.**

### **6.5 Method Statement**

If you are building a Space only stand or other complex structure at the exhibition, you must submit a full Method Statement to the Organisers at the same time as your stand plans, risk assessment and structural calculations. If you have any queries regarding this or need further information, please contact Natalie Dass, Sponsorship and Exhibition Manager.

**Space only exhibitors must complete and return their mandatory Method Statement Form F.**

## 6.6 Copyright

Please note that the Event Organisers have no copyright responsibility in respect of any exhibiting company.

Exhibitors are reminded that third party copyrights should not be infringed. Proper dispensation must be obtained and any royalties due, paid prior to the use of materials.

Should any copyright dispute arise, the Event Organisers will not be liable for any resulting loss or damages sustained by any Exhibitor or third party.

## 6.7 Electrical regulations

- All electrical work must comply with the new regulations of the Event Venues Association and Local Authorities.
- Electrical installation may only be carried out by fully qualified and approved personnel, properly supervised and appointed by the Organisers.
- All appliances must have been tested by a competent person before connection to the power supply.
- Flexible cord is not permitted for stand wiring unless it forms part of a purpose manufactured system and is fully in accordance with the appropriate BS standard.
- Socket outlet multi-way adaptors must be of the fused 4-way trailing block type and are limited to one per socket. Leads must not exceed 2m in length. Total load must not exceed the socket capacity.
- Flexible leads for static appliances must not exceed 2m in length. Extension leads are not permitted.
- Stand switches/ fuses must be accessible at all times.
- No light-fitting or other electrical appliance may be suspended from the roof of the Exhibition Hall.
- Flashing lights or signs are not permitted but sequence displays may be used, subject to prior approval by the Organisers.
- All lighting shall be designed and installed to avoid nuisance and discomfort to neighbouring exhibitors and visitors.
- Any prefabricated display units already wired must comply, in all respects, with the safety regulations as deemed by the Venue. The cost of any modification required to comply with the regulations will be charged to the Exhibitor by the Electrical Contractor.

## 6.8 Fire procedures

**Discovering a fire:** raise the alarm by breaking the glass at the nearest fire point.

If safe to do so tackle the fire with the appropriate extinguisher or evacuate the building and proceed to the nearest assembly area as instructed by the Venue staff. Do not collect baggage or personal belongings and do not use lifts or escalators.

## **6.9 Food safety**

All food and drink consumed within the hall must be provided by the Venue's caterers. Any exhibitor wishing to bring their own catering items on site will need to contact the Venue's catering team to discuss further.

## **6.10 Music and videos**

Exhibitors wishing to broadcast /play music whether live from records, tapes, CDs or videos on their stands are advised that the Event Organisers do not hold a licence for the performance of such music. Exhibitors are solely responsible for obtaining any licence(s) required to play music on their stand.

Under the conditions of the 1988 Copyright Designs and Patents Act, Exhibitors wishing to play music at the exhibition must inform and gain the permission of:

Phonographic Performance Ltd, and/or Video Performance Ltd, and the Mechanical Copyright Protection Society - The Performing Rights Society, MCPS-PRS

Exhibitors playing music on their stand must comply with the sound regulations detailed in the noise section of this manual.

## **6.11 Noise**

To ensure that disturbance to Exhibitors is kept to a minimum; the Organisers will enforce the following sound and music regulations for the duration of the event.

- Any company wishing to play music on their stand must have the appropriate licence(s) from PRS, PPL and VPL. Please see the Music and Videos section for further details.
- The Organisers reserve the right to alter/restrict sound levels on any stand at any time during the tenancy period of the event.
- Please give consideration to your neighbouring Exhibitors at all times.
- Please note that during the open period of the show, the public address system is for Organisers' announcements and emergency/police messages only.

## **6.12 Smoking**

Smoking is NOT ALLOWED within the Venue.

## **6.13 Water regulations**

If you are having a water feature or are using water in any other way on your stand, please contact the Scottish Event Campus for the necessary information regarding the risk of legionella bacteria (Legionnaires Disease).

# **7. General Information**

## **7.1 Accommodation**

A variety of hotels are available at specially negotiated rates for participants of SfE BES 2018.

The hotels have been hand-picked by our accommodation manager based on their convenience for delegates attending SfE BES 2018 and all meet our accommodation standards. Prices are offered at negotiated rates during the dates of the conference. All hotels are located a short distance from the Scottish Event Campus.

## **7.2 Banks**

Please check with the Venue Reception or any member of Venue Staff for directions to the nearest bank.

### **7.3 Business Centre**

There is a business centre at the main reception area of the Venue for any urgent printing, faxing etc. for which a charge is applicable.

### **7.4 Car parking**

Exhibitor car parking will be at the west of the campus and exhibitors will be directed to the nearest available car park once offloaded. Delegates will be required to park in the Mutli-Storey car park at the east end of the campus.

### **7.5 Catering – general**

Exhibitors with passes are entitled to lunches and refreshment breaks which will be served in the exhibition hall approximately 15 minutes before delegates are scheduled to break out. There will also be a Welcome Reception being held in the exhibition hall on the Monday evening. Any additional catering must be purchased through the Venue caterers – contact details can be found at the start of the manual. On Sunday 18<sup>th</sup> November during build up, there will be a retail point open where snacks can be purchased.

### **7.6 Children/students/trainees**

Awaiting information

### **7.7 Cloakroom**

Located in the Venue Main Foyer, please note there will be a charge per item for this service.

### **7.8 Disabled facilities**

There are disabled parking spaces available in the car parks. These spaces are within easy access of the lift. Also, any blue badge holder can park free of charge in any car parking bay. There are lifts throughout all floors of the Venue, please notify a member of the registration desk or a member of staff from the Venue if you require any assistance.

### **7.9 First Aid**

The Event Organiser provides first aid and on public events there will be qualified staff on site. There are first aid rooms across the complex and these are manned during major conferences and exhibitions. In event of a medical emergency, please notify the organisers or any venue member of staff for assistance.

### **7.10 Internet access / WiFi**

The venue supply complimentary wifi during the conference which is suitable for 1mbps, this will be ok for emails/social media. If you require a more complex wifi package, please contact the venue.

### **7.11 Lost property**

If you have lost any items please check at the BES Registration Desk. If you find items please hand them in to the BES Registration Desk as well.

### **7.12 Security**

Although every reasonable security precaution is taken throughout the tenancy period of the event, the Event Organisers cannot be held responsible for any loss, damage or accident, which may occur to any exhibitors (or their Contractors), property or personnel. We strongly recommend that any valuable items, e.g. handbags, mobile phones and laptop computers are kept under constant supervision, (especially during build-up and breakdown) and are removed from the Exhibition Hall each evening.



Please survey your own area for any suspicious packages, bags etc. If you see anything suspicious, contact a member of the Venue, security or organising staff.

Please ensure that you have suitable insurance cover for yourself, your staff and your property.

## 7.13 Storage

Please note that there are no storage facilities available in the Hall. Prior arrangement with the Venue may be possible.

## 8. Social programme and networking

### 8.1 Welcome reception

**Monday 19 November 2018, 19:30 – 21:00. Hall 2 (Exhibition Hall)**

Join your fellow delegates for drinks and snacks in the Exhibition Hall at the Scottish Event Campus. This is a great introduction to the conference, and an opportunity to engage with your Corporate Supporters.

### 8.2 Conference dinner

Details to follow

### 8.3 Social media – twitter

Don't forget to tweet us your thoughts on the conference using **#sfebes18**  
Follow the Society for Endocrinology on twitter: @Soc\_Endo

### 8.4 SfE BES 2018 Mobile app

The mobile app will again be available at SfE BES 2018 for all exhibitors and delegates to access the congress information on their handheld devices. This mobile application is compatible\* with iPad, iPhone, iPod, Blackberry or Android.

This mobile application will allow you to do the following:

- **Programme:** Access the most up-to-date information on the programme and all sessions, and also the access the abstracts and presenters list
- **Overview:** summarised version of the programme at a glance
- **Exhibition:** Exhibition floor plan and exhibitors list
- **Network:** Social networking, access the list of participants, exchange messages with all participants, send private messages to individual participants, follow the twitter feed

An email will be sent to you approximately one week before SfE BES starts with details of how to download the app to your mobile device. This information will also be available online.

*\*Whilst the app has been tested on many portable devices some devices or a specific version of the software operating system may be incompatible. The app is designed to operate whilst connected to a mobile network or Wifi, therefore users should expect service interruptions where there is loss of the mobile or Wifi signal.*

## 9. Terms and conditions of exhibiting and hire

### 9.1 Cancellation policy

With regards to sale of exhibition space and sponsored items, all cancellations must be received in writing. Please refer to the Contract for details.

### 9.2 Cancellation of exhibition

In the unlikely event that the exhibition has to be cancelled, curtailed or postponed due to circumstances outside the control of the organisers, exhibitors agents or contractors. Exhibiting

companies will have no claim against the organisers for loss of incurred costs or expenses. It is therefore imperative that exhibitors provide insurance documentation.

### **9.3 Exhibition floor plan amendments**

The organisers reserve the right to alter the layout of the exhibition floor plan if absolutely necessary. Where this results in amendments to the exact location and size of individual stands, the exhibitor undertakes to agree to any such amendment to the location or the space re-allocated by the conference organiser.

### **9.4 Exhibition staff and property**

The organisers shall not be responsible otherwise than through negligence whatsoever caused in any way for:

- Personal injury to the exhibitor or the employees, agents, contractors or invitees of the exhibitor
- Loss or damage to exhibits or other property of the exhibitor, employees, agents, contractors or invitees

The exhibitor shall agree to effect appropriate Public Liability insurance to provide indemnity required with a reputable company. It is also recommended that insurance covers transit to and from the Venue.

### **9.5 Indemnity**

The exhibitor agrees to indemnify of the Organisers and Venue (including exhibition contractors) in respect of any action, costs, claims and demands of arising in connection with the erection, occupation and dismantling of the exhibition stand and anything permitted, omitted or done thereof or therefrom cause directly or indirectly by the exhibitor or any contractor, sub-contractor, agent or invitee of the exhibitor or visitor to the stand; or the act, omission or neglect of any such person by any exhibit or machinery or other item.

#### **PLEASE NOTE**

**This manual has been prepared by the organisers to assist exhibitors. Whilst every care has been taken in its preparation, the organisers shall not be liable or responsible for any exhibitor or any other person in respect of any inaccuracy or omission in the information contained herein, nor shall they be responsible or in any way concerned with any contract or arrangement made by the exhibitor with any person, firm or company who is described as the 'official contractor' or whose services are recommended in this manual.**