



Exhibitor Manual

The Brighton Centre, Brighton

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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 Team:

Charlotte Tite
BioScientifica,
Starling House,
1600 Bristol Parkway North,
Bristol, BS34 8YU

Tel: +44 (0)1454 640 481
Email: SfEBESconference@endocrinology.org

Exhibitor Contact List

Event Manager

Kalvinder Kour
BioScientifica,
Starling House,
1600 Bristol Parkway North,
Bristol, BS34 8YU

Tel: +44 (0) 1454 642 240
Fax: +44 (0) 1454 642 222
Email: SfEBESconference@endocrinology.org

Sales Manager

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

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

Venue

The Brighton Centre

Don Hurley
Brighton Centre,
Kings Road, Brighton
BN1 2GR

Tel: +44 (0) 1273 292649
Email: Don.Hurley@brighton-hove.gov.uk
Website: www.brightoncentre.co.uk/conference

Accommodation

Online Link - <https://www.endocrinology.org/events/sfe-bes-conference/sfe-bes-2019/accommodation/>

Email - conferences.hotels@endocrinology.org

Audio Visual

Steve Burrell

Qubes

The Coach House,
Dittons Road,
Pevensey, East Sussex
BN24 5ER

Tel: +44 (0) 1323 653660

Email: steve@qubes.events

Badge Scanners

RefTech

1-3 The Pavilions

Tamworth

Staffordshire, B774RP

Tel: + 44 (0)1827 61666

Email: scanners@reftech.co.uk

Web: www.reftech.co.uk

Electrical supply, Furniture, Graphics

Tim Bowen

X-hibit

Unit 10 Hall Court Farm

Ripe

Lewes, East Sussex

BN8 6AY

Tel: + 44 (0)1323 811406

Email: tbowen@x-hibit.com

Shell scheme construction

Tim Bowen

X-hibit

Unit 10 Hall Court Farm

Ripe

Lewes, East Sussex

BN8 6AY

Tel: + 44 (0)1323 811406

Email: tbowen@x-hibit.com

Stand catering

Imogen Lee

Kudos Hospitality

22 Kings Road

Brighton, BN1 2GR

Tel: + 44 (0)1273 292580

Email: imogen.lee@kudosknowhow.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

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	Method	Deadline date	SEND TO
Company logo and profile (max 250 words)	Mandatory	Email	9 August 2019	Charlotte Tite SfEBESconference@endocrinology.org
PDF proof of Delegate Bag Inserts, Programme book Adverts and any sponsored items for approval	Mandatory – If required	Request advert specification via email	6 Sept 2019	Charlotte Tite SfEBESconference@endocrinology.org
Stand plans and contractor details	Mandatory (if space only)	Form C	19 Sept 2019	Charlotte Tite SfEBESconference@endocrinology.org
Schematic plan	Mandatory (for shell scheme)	Form D	19 Sept 2019	Charlotte Tite SfEBESconference@endocrinology.org
Method Statement	Mandatory – Space Only	Form E	19 Sept 2019	Charlotte Tite SfEBESconference@endocrinology.org
Health and Safety Declaration	Mandatory	Form F	19 Sept 2019	Charlotte Tite SfEBESconference@endocrinology.org
Risk Assessment	Mandatory	Form G	19 Sept 2019	Charlotte Tite SfEBESconference@endocrinology.org
Copy of Insurance Certificate (incl. Public Liability up to £5m)	Mandatory	Send in copy of certification	19 Sept 2019	Charlotte Tite SfEBESconference@endocrinology.org
IT equipment hire	Optional	Email	27 Sept 2019	Qubes steve@qubes.events
AV order form	Optional	Email	27 Sept 2019	Qubes steve@qubes.events
Rigging	Optional (Space Only)	Email	27 Sept 2019	Ben Love loverigging@icloud.com CC: SfEBESconference@endocrinology.org
Stand Cleaning	Optional	Fill Form	27 Sept 2019	Please enquire SfEBESconference@endocrinology.org
Power and Electrical order form	Optional (Space Only)	Email	27 Sept 2019	X-hibit tbowen@x-hibit.com
Stand Catering	Optional	Email	27 Sept 2019	Kudos Hospitality imogen.lee@kudosknowhow.co.uk
Exhibitor Registration Complimentary/Additional	Mandatory	Form A	27 Sept 2019	Charlotte Tite SfEBESconference@endocrinology.org
Freight Forwarding, Delivery and Bag Inserts	Optional	Order Form Shipping Info Tariffs	11 October 2019	DHL simon@dhl-exh.com
Fascia board text	Mandatory (for shell scheme)	Link	18 October 2019	X-hibit tbowen@x-hibit.com
Branding/Graphics	Optional	Link	18 October 2019	Xhibit tbowen@x-hibit.com
Furniture Orders	Optional	Link	18 October 2019	Xhibit tbowen@x-hibit.com
Shell Scheme Extras	Optional	Link	18 October 2019	Xhibit tbowen@x-hibit.com
Shell Scheme Additional Electrics	Optional	Link	18 October 2019	Xhibit tbowen@x-hibit.com
Modular Stand Upgrade	Optional	Link	18 October 2019	Xhibit tbowen@x-hibit.com
Other stand services	Optional	Email	22 October 2018	Xhibit tbowen@x-hibit.com
Badge Scanner system	Optional	Link	Early bird 24 October 2019	Reftech scanners@reftech.co.uk
Delivery of Conference bag insert (Quantity 1100)	Optional	Bag insert information	FINAL DEADLINE 1 November 2019	DHL simon@dhl-exh.com

Please help us to help you by returning the order forms as soon as possible. Failure to meet the deadline dates may result in surcharges or the contractors' inability to meet your precise requirements.

1.3 Exhibition timetable*

Build Up	
Sunday 10 November 2019 Space only exhibitors/contractors Shell Scheme exhibitors/contractors	08:15 – 14:00 14:00 – 20:00
Conference/Exhibition Open days	
Monday 11 November 2019 Exhibitors' access Exhibitor badge collection Exhibition opens Welcome reception Exhibition closes	07:30 08:30 – 09:00 09:00 19:15 – 19:45 19:45
Tuesday 12 November 2019 Exhibitors' access Exhibition opens Exhibition closes	07:30 08:30 19:00
Wednesday 13 November 2019 Exhibitors' access Exhibition opens Exhibition closes	08:00 08:30 15:00
Breakdown	
Wednesday 13 November 2019 Removal of all exhibits and stands	15:30 – 20:00

*All times are subject to change

Please note: manning your stand is only mandatory at [break and lunch times](#).

1.4 Registration desk opening times

The Registration Desk will be located in the Foyer at The Brighton Centre, and will be open during the following hours:

Monday 11 November 2019	09:00 – 21:00
Tuesday 12 November 2019	07:30 – 19:00
Wednesday 13 November 2019	07:30 – 17:30

Please note: there will be a scheduled 1-minute silence at 11am on Monday 11th November.

1.5 Travelling to the Brighton Centre

The Brighton Centre is located in the heart of Brighton, near the sea front and has good transport links however you choose to travel.

By Car

The Brighton Centre is about 45 minutes once you leave the M25; leave the M25 at junction 7 southbound onto the M23, which later becomes A23 directly into Brighton. The road will continue through the City straight to Brighton Seafront where the Brighton Centre is located.

Brighton and its closest neighbours to the East and West are linked via the A27. This is the easiest route to Brighton from both directions. Leave the A27 via the A23 ramp (signposted Brighton), take the 3rd exit on the first roundabout and 1st exit on the second roundabout, this will join you onto the A23 / London Road directly into Brighton. The road will continue through the City straight to Brighton Seafront where the Brighton Centre is located.

By Train

Brighton Train Station is centrally located within a 10 minute walk of the Brighton Centre.

Directions from Brighton Train Station to the Brighton Centre: Walk out of the station and head south down Queens Road, when you get to the Clock Tower cross over and follow West Street directly south until you get to the seafront. The Brighton Centre is to the right and less than a minute walk and is situated on Kings Road.

There is a taxi rank situated directly outside of the front of Brighton Station.

By Air

All of the major London airports are within easy reach of Brighton. London Gatwick is the closest and the journey to Brighton is only 30 minutes by train or 45 minutes by coach making it easy to reach from international destinations.

London Heathrow is 2 hours by train and London Stansted is around 2 hours 30 minutes.

Venue Address

Brighton Centre,
Kings Road,
Brighton,
UK
BN1 2GR

Environmental Policy

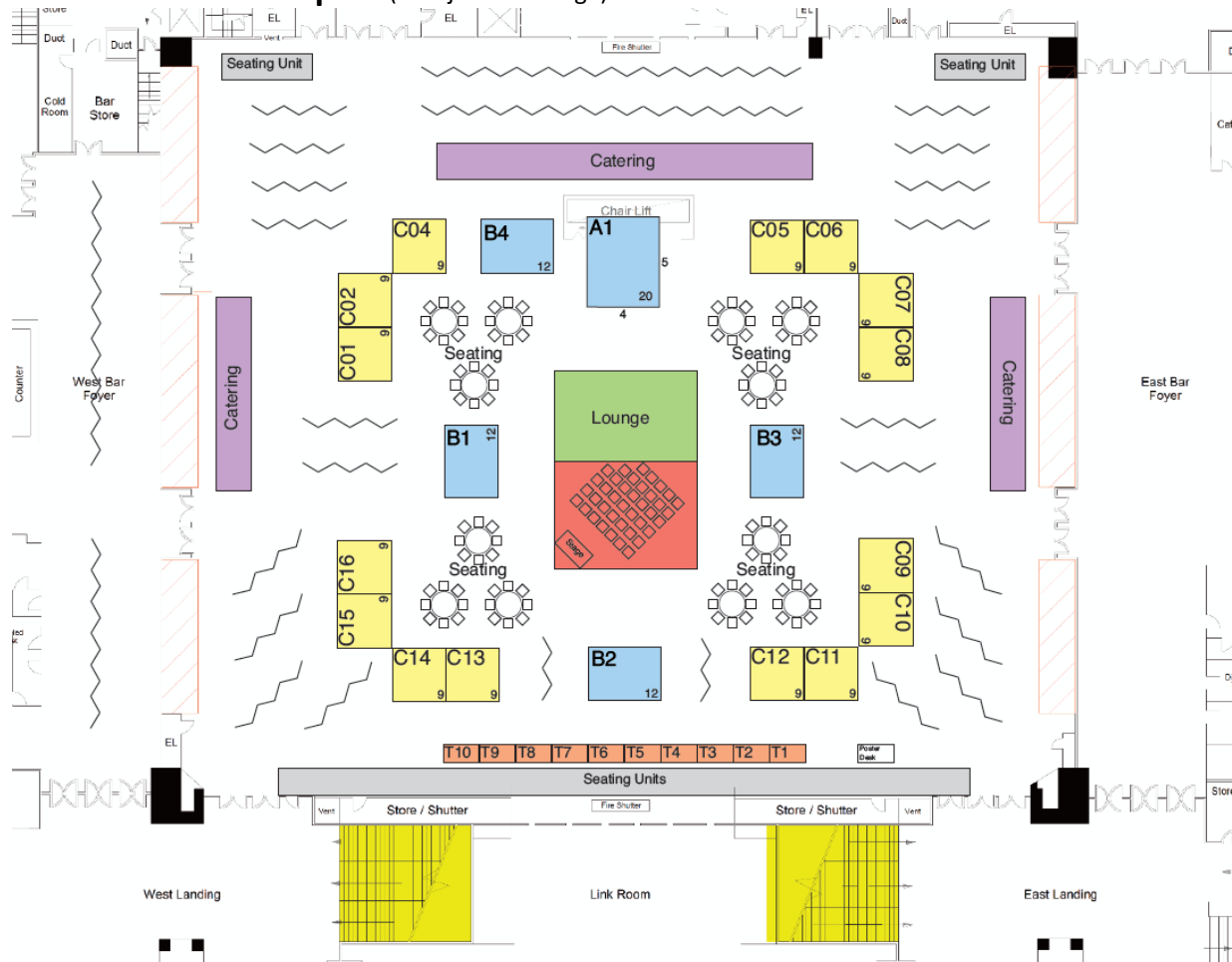
The Society for Endocrinology is committed to 'going green' – and you can help us. We encourage the use of public transport.

2. Venue Information

2.1 The Brighton Centre

- Main entrance: On the Seafront, Kings Road
- Registration: Foyer
- Exhibition Hall (including Catering and Posters): Auditorium 1
- Session and Symposium Rooms:
 - Main session room: Auditorium 2
 - Satellite symposia rooms:
 - Syndicate Room 1&2
 - Syndicate Room 3&4

2.2 Exhibition floor plan (*subject to change)



2.3 Exhibition Hall: Auditorium 1

The Exhibition, posters and catering will be in Auditorium 1.

Key Specifications:

Circa: 1,941 sqm
Length: 40.7 m
Width: 47.7 m
Height: 14.8 m

Access:

Direct loading access: Width 22.8m / 74' 10"
 Height 5.2m / 17' 1"
 Depth 13m / 42' 8"

Height of raised loading deck 1.04m / 3' 5"

Loading bay doors: Width 6m / 19' 8"
 Height 3.8m / 12' 5"

Loading Bay: Parking for 5 x 40ft trucks or equivalent

Services:

- **Rigging**
- **Stand Cleaning**
- **Power and Electrical order form**
- **Stand Catering** Kudos Hospitality

Ben Love loverigging@icloud.com

CC: SfEBESconference@endocrinology.org

Please email SfEBESconference@endocrinology.org

X-hibit tbowen@x-hibit.com

imogen.lee@kudosknowhow.co.uk

Lighting:

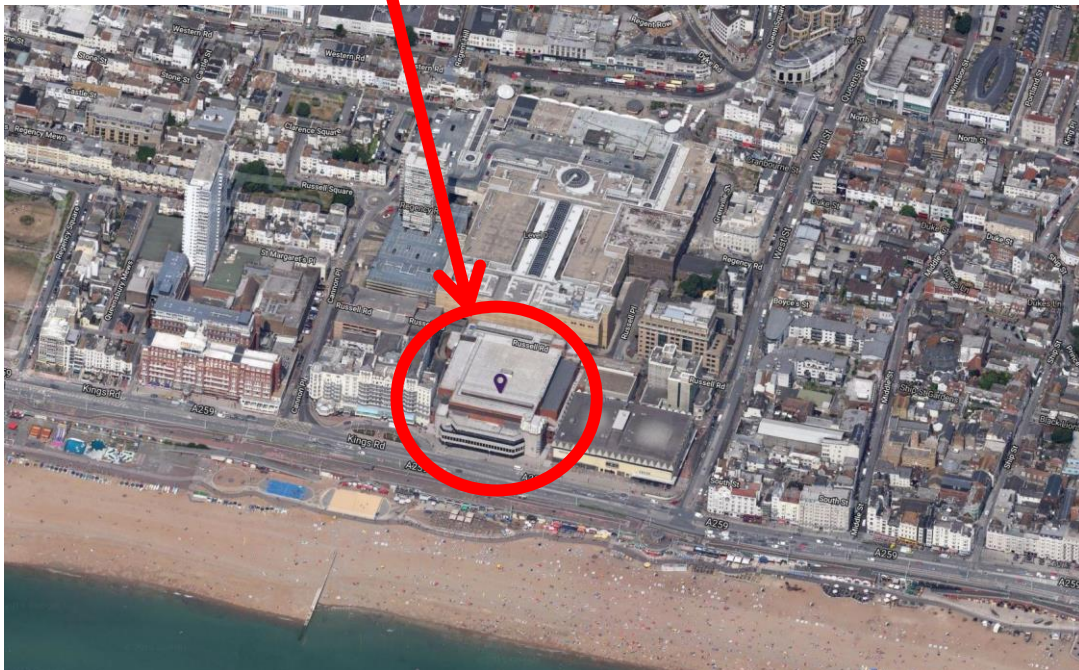
- Fluorescent house lighting

Floors & walls:

- Floor in the exhibition hall is carpeted
- Walls are block wall with soundproofing curtains

Heating & ventilation:

- Fully air-conditioned and temperature controlled for comfort

BES Venue

3. Build up and break down information

3.1 Access

Build up: Sunday 10 November

Space only exhibitors/contractors	08:15 – 20:00
Shell scheme exhibitors/contractors	14:00 – 20:00

On arrival contractors and exhibitors should load/unload via the holding bay which holds up to 5 trucks at any one time. This can also be done from the front of the building but there is limited space and no parking available there (More details on point 3.7). Contractors will need to sign in at the VIP Entrance on Russell Road and will be given a wristband which must be worn throughout the day so that security and staff know who they are.

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 20:00 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 08:00am on Monday 11 November 2019. NB exhibitor access is from 07.30am.

Break down: Wednesday 13 November

Removal of all exhibits and stands from 15:30 until 20:00

The exhibition will officially close at 15:00 on Wednesday 13 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 20:00 on Wednesday 13 November will be removed and disposed of and may incur a charge.

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: imogen@kudosknowhow.com

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 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 before Sunday 10th November 2019.

Deliveries will only be accepted by the venue from Sunday and throughout the duration of the event.

If you need to deliver earlier than Sunday 18th 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 2019
Brighton Centre - VIP Entrance
Russell Road
Brighton
BN1 2GR

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/unloading

Loading/unloading can be done from the loading bay which holds up to 5 trucks at any one time so there is plenty of space for vehicles. There can also be loading/unloading from the front of the building but there is no parking available and please be advised that trucks must be moved once loading/unloading has finished or they will be liable to receive a parking ticket. Car parks are located nearby (see point 7.3).

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 Storage

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

3.9 Trolleys

There are limited trolleys available for use from the venue, so please bring your own to avoid delays in build time if you require one.

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 2019 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
- 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 Name Board Fascia

To order your stand name board, please email tbowen@x-hibit.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 X-hibit tbowen@x-hibit.com

4.2.4 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 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.
- 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: 1x500w power socket will be supplied to your stand, if you require extra, please contact X-hibit on tbowen@x-hibit.com.
- Stand drawings must be submitted for approval **no later than 17 September 2019**. 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 extras via the venue and X-hibit.

4.3.2 Height Restrictions

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
- **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.
- 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 must be submitted to the Organiser (SfEBESconference@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 Charlotte Tite at SfEBESconference@endocrinology.org 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.
 - Any flooring that is raised by 100mm (4”) must have an access ramp for disabled users.
 - 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. 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 this 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.

7. Multi-Storey Stands:

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

4.4 Floor Covering

The exhibition floor is carpeted – shell scheme stands will not be carpeted but if you would like them to be, please contact the shell scheme supplier ([Contacts Page](#)). 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 Brighton Centre, 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 , 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.

4.7 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 (), 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.

4.8 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 /Charlotte Tite 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 can be hired from Qubes: steve@qubes.events. Please contact them directly.

5.2 Building and Aerial Services

Any exhibitor requiring building or aerial services, e.g. rigging etc. should contact Ben Love on loverigging@icloud.com and cc SfEBESConference@endocrinology.org.

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, only public areas and gangways will be cleaned overnight. If you require stand cleaning this must be ordered via the venue.

5.5 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 X-hibit for advice.
- Space only stands – please book electricity to your stand via X-hibit.

5.6 Graphics

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

5.7 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.

5.8 Scanner system

Exhibitors wishing to use the scanner system to collect delegate information by scanning their barcode can order scanners from [Reftech](#). 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: Charlotte Tite, Sponsorship and Exhibition Assistant.

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.

Please refer to exhibitor check list for a link to the H&S Declaration.

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.

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.

Please refer to exhibitor check list for a link to the form.

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 /Charlotte Tite.

Please refer to exhibitor check list for a link to the form.

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.

7. General Information

7.1 Accommodation

A variety of hotels are available at specially negotiated rates for participants of SfE BES 2019 on event days. These hotels have been hand-picked by our accommodation manager based on their convenience for delegates attending SfE BES 2019 and all meet our accommodation standards. All hotels are located a short distance from the Brighton Centre.

7.2 Banks

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

7.3 Car Parking

Once unloaded, vehicles must be moved from the loading bays. Exhibitor car parking will be at the Regency Car Park which is a 5 minute walk from the venue and discounted parking is available for exhibitors at £14 for 24 hours. There is an NCP opposite the venue also, which will charge a different price.

Upon entering the car park, take a ticket from the barrier. On the last day of the conference, or any day prior, should you wish to exit the car park sooner (anytime this day to help avoid queues), take your ticket to the information desk located in the ground floor Foyer of the Brighton Centre where you can pay for your parking and have your ticket validated. You will then be able to use it at the car park exit barrier when you leave (this must be on the same day that your ticket is validated).

Please be aware that if you pay and validate your ticket at the car park, you WILL pay the standard car parking tariff. Tickets must be validated and paid for at the Brighton Centre to get the reduced rate.

Please note tickets are unable to be validated *after* the last day of the conference; all tickets must be paid for and validated on the final conference day (or before, should you wish to leave sooner).

7.4 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.

7.5 Children

Any persons under the age of 18 will not be allowed access to the exhibition area or any of the session rooms for the duration of the event. If we do find under 18s in these areas, we will be kindly asking them to leave. Please speak to a member of the team if you have any queries regarding this.

7.6 Cloakroom

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

7.7 Disabled Facilities

There are disabled parking spaces available in the car parks. These spaces are within easy access of the lift. 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.

7.8 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.

7.9 Internet Access / Wi-Fi

The venue supply complimentary Wi-Fi during the conference which will be suitable for emails/social media. If you require a more complex Wi-Fi package, please contact the venue.

7.10 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.

7.11 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.

7.12 Storage

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

7.13 Smoking

Smoking is not allowed inside the venue.

8. Social Programme and Networking

8.1 Welcome Reception

Monday 11 November 2019

Time: TBC

Location: Exhibition Hall

This is a great introduction to the conference, and an opportunity to engage with your fellow delegates. Drinks and snacks will be provided

8.2 Conference Dinner

Details to follow

8.3 Social Media – Twitter

Don't forget to tweet us your thoughts on the conference using **#SfEBES2019**

Follow the Society for Endocrinology on twitter: **@Soc_Endo**

8.4 SfE BES 2019 Mobile Access

The mobile website/app will again be available at SfE BES 2019 for all exhibitors and delegates to access the congress information on their handheld devices. This mobile website/application is compatible with iPad, iPhone, iPod, Blackberry or Android.*

This mobile website/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:** View a summarised version of the programme at a glance
- **Exhibition:** See the exhibition floor plan and exhibitors list

**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 Wi-Fi, therefore users should expect service interruptions where there is loss of the mobile or Wi-Fi signal.*

9. Terms and Conditions of Exhibiting

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.