



8-10 November 2021

Exhibition Manual

Edinburgh International Convention Centre

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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

Alex Renahan
BioScientifica,
Starling House,
1600 Bristol Parkway North,
Bristol, BS34 8YU

Tel: +44 (0) 1454 642 766
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@endocrinology.com

Venue

[Edinburgh International Conference Centre \(EICC\)](#)
The Exchange
Edinburgh
EH3 8EE

Tanja Kunze
Tel: +44 (0) 131 519 4032
Email: events@ eicc.co.uk

Accommodation Management

Online Link - <https://www.endocrinology.org/events/sfe-bes-conference/sfe-bes-2021/accommodation/>

Minos Psarakis

Email - conferences.hotels@endocrinology.org

Audio Visual

Kenneth Boak kennethb@eicc.co.uk

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

Outline Event Services Ltd

Station Yard, Station Road

Oldmeldrum

AB51 0EZ

Alex Macleod

Tel: + 44 (0)1651 872 475

Email: alex@outlineservices.com

Online shop for electrics <https://anchor-exhibitions.co.uk/online-ordering>

Shell Scheme Construction/Additions

Outline Event Services Ltd

Station Yard, Station Road

Oldmeldrum

AB51 0EZ

Alex Macleod

Tel: + 44 (0)1651 872 475

Email: alex@outlineservices.com

Online shop: <https://anchor-exhibitions.co.uk/online-ordering>

Stand Catering

Karen D'Ulisse

Leith's

Tel: + 44 (0)131 519 4003

Email: karend@eicc.co.uk

Freight Forwarding

DHL Trade Fairs and Events (UK) Ltd.

Unit 17 and 21 2nd Exhibition Avenue

Birmingham,

B40 1PJ

Matthew Spokes

Tel: +44 (0) 121 782 4626

Email: matthew@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	7 July 2021	Natalie Dass 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	3 September 2021	Natalie Dass SfEBESconference@endocrinology.org
Stand plans and contractor details	Mandatory (if space only)	Form C	16 Sept 2021	Natalie Dass SfEBESconference@endocrinology.org
Schematic plan	Mandatory (for shell scheme)	Form D	16 Sept 2021	Natalie Dass SfEBESconference@endocrinology.org
Method Statement	Mandatory – Space Only	Form E	16 Sept 2021	Natalie Dass SfEBESconference@endocrinology.org
Health and Safety Declaration	Mandatory	Form F	16 Sept 2021	Natalie Dass SfEBESconference@endocrinology.org
Risk Assessment	Mandatory	Form G	16 Sept 2021	Natalie Dass SfEBESconference@endocrinology.org
Copy of Insurance Certificate (incl. Public Liability up to £5m)	Mandatory	Send in copy of certification	16 Sept 2021	Natalie Dass SfEBESconference@endocrinology.org
Stand Catering	Optional	Email	1 October 2021	Karen D'Ulisse (Leith's) karend@eicc.co.uk
Rigging	Optional (Space Only)	Email	1 October 2021	Kenneth Boak kennethb@eicc.co.uk CC: SfEBESconference@endocrinology.org
Badge Scanner system	Optional	Email	Early bird 11 October 2021	Reftech scanners@reftech.co.uk
Power and Electrical order form	Optional (Space Only)	Order Form	15 October 2021	EICC events@eicc.co.uk
Exhibitor Registration Complimentary/Additional	Mandatory	Form A	15 October 2021	Natalie Dass SfEBESconference@endocrinology.org
Freight Forwarding, Delivery	Optional	Order Form Shipping Guidelines Tariffs	22 October 2021	DHL matthew@dhl-exh.com
Fascia board text	Mandatory (for shell scheme)	Email	22 October 2021	Outline Services fraser@outlineservices.com
IT equipment hire	Optional	Order Form	22 October 2021	Kenneth Boak kennethb@eicc.co.uk
Additional AV	Optional	Order Form	22 October 2021	Kenneth Boak kennethb@eicc.co.uk
Stand Cleaning	Optional	Order Form	22 October 2021	EICC events@eicc.co.uk
Furniture/ Branding/Graphics Orders	Optional	Email	22 October 2021	Outline Services fraser@outlineservices.com
Shell Scheme Extras	Optional	Link	29 October 2021	Outline Services fraser@outlineservices.com
Other stand services	Optional	Email	29 October 2021	Outline Services fraser@outlineservices.com
Delivery of Conference bag insert to DHL (contact organiser for quantity)	Optional	Bag insert information	29 October 2021 LATEST	DHL matthew@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 7 November 2021 Space only exhibitors/contractors Shell Scheme exhibitors/contractors	08:00 – 20:00 14:00 – 20:00
Conference/Exhibition Open days	
Monday 8 November 2021 Exhibitors' access Exhibitor badge collection Exhibition opens Welcome reception Exhibition closes	07:30 07:30 – 10:00 11:00 19:00 – 19:30 19:30
Tuesday 9 November 2021 Exhibitors' access Exhibition opens Exhibition closes	08:00 08:30 18:45
Wednesday 10 November 2021 Exhibitors' access Exhibition opens Exhibition closes	07:00 08:00 14:10
Breakdown	
Wednesday 10 November 2019 Removal of all exhibits and stands IMPORTANT: Due to venue requirements, all stands and equipment must be dismantled <u>and removed</u> in their entirety no later than 17:30. There is no extension possible on this time.	14:10 – 17:30

*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 Desks will be located in Strathblane Hall at The EICC, and will be open during the following hours:

Monday 8 November 2021	08:15 – 22:00
Tuesday 9 November 2021	07:30 – 19:30
Wednesday 10 November 2021	07:30 – 18:00

1.5 Travelling to the Edinburgh International Conference Centre

With excellent air links and rail and road network, getting to Edinburgh and the EICC from overseas or within the UK has never been easier.

By Car

The EICC is right in the centre of Edinburgh, located at 150 Morrison Street (EH3 8EE).

Parking near the EICC

There are many car parks in close walking distance to the EICC. Please access the following links for further details:

[National Car Parks \(NCP\)](#) in central Edinburgh

[Sheraton Hotel Car Park](#) located 150 meters from the EICC, with limited accessible parking spaces

[Simple Street Car Park](#) located 300 meters from the EICC

Cycling

There are bike racks which can accommodate ten bikes, at the main entrance on Morrison Street, and spaces for a further twenty bikes at the racks behind the Atria One office building next to the EICC. For nearby routes, take a look at [Edinburgh's cycle paths](#), many of which run close to the EICC.

By Bus

Edinburgh's main bus terminal is located at St Andrews Square. Bus connections stretch right across the UK. For details of these routes please visit: www.nationalexpress.com or www.citylink.co.uk.

For information on local bus services throughout Edinburgh visit www.lothianbuses.com

By Train

Edinburgh has two railway stations:

Waverley Station, which is 1.3 miles from EICC, is the city's main railway station and has direct routes to many cities across the country, including over 25 daily departures from London.

Haymarket Station, which is just 0.4 miles from EICC, is a stop for many commuter and some UK train routes. Please ensure that you check with your rail network provider to find out if your train will stop at Haymarket or Waverley.

By Tram

Edinburgh Trams run between the Airport and York Place every 8-10 minutes Monday to Saturday and every 12-15 minutes on a Sunday. The closest tram stop to the EICC is at Haymarket Station. [Please visit Edinburgh Trams website for more details.](#)

Walk to EICC from Haymarket Station

When exiting Haymarket Station head right (east), towards the pedestrian crossing. Walk straight up Morrison Street for a few minutes and you will find the EICC on the left hand side.

By Air

Edinburgh has one of the UK's fastest growing airports and new flights are always being added. At the EICC, we have the luxury of being located right in the heart of the city and within 10km (6 miles) of Edinburgh International Airport.

There is an excellent [taxi service from the airport](#) to the city. You'll find official airport taxis at the taxi rank outside the terminal building (follow the signs within the airport). It costs approximately £15 to get a taxi from the airport to the city centre and the journey takes 20 minutes depending on the time of day.

From Edinburgh Airport by Bus

The Airlink 100 operates a frequent bus service (every 10 minutes at peak times) between Edinburgh Airport and the city centre, with designated stops en route. The service starts at 04.30 and runs until 00.22 at night, with the journey taking 20 minutes. Tickets cost £4.50 single and £7.50 return.

Delegates are advised to disembark at Haymarket Railway Station and to follow signs for EICC on foot (5 minute walk). See city centre map for directions.

The N22 bus also departs from outside the Airport entrance and runs every half an hour through the night until the Airlink service starts again. For more information about these services visit www.flybybus.com.

Environmental Policy

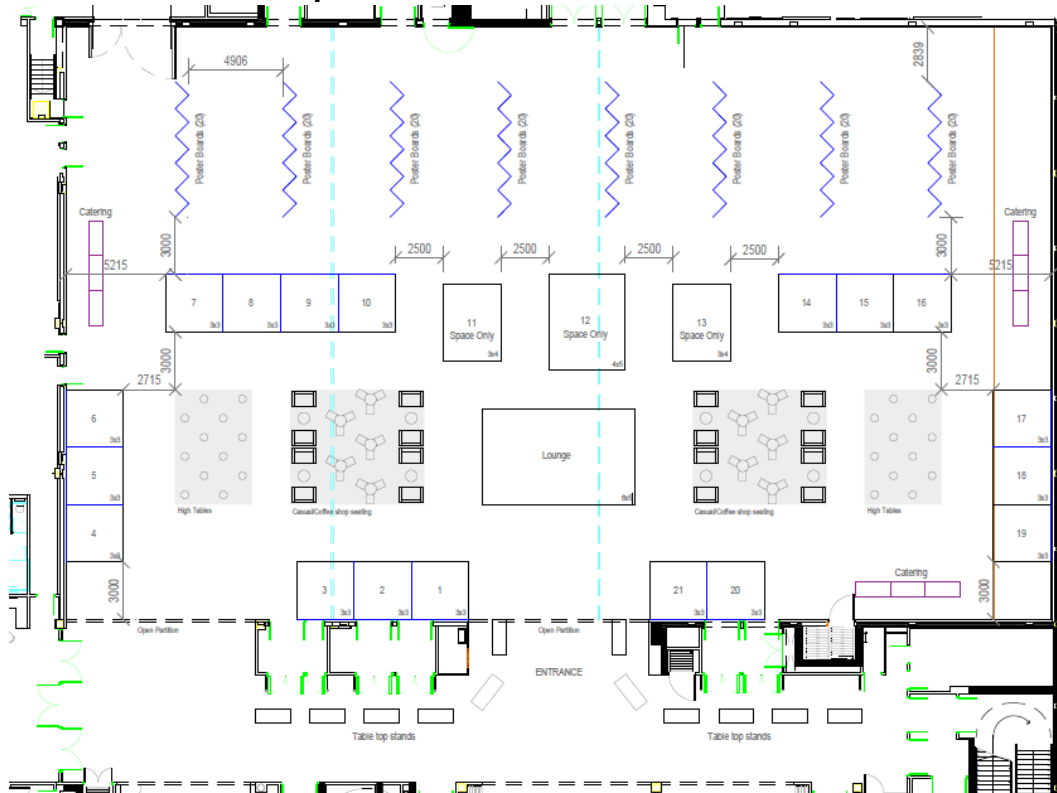
The Society for Endocrinology is committed to 'going green' – and you can help us. We encourage the use of public transport.

2. Venue Information

2.1 Edinburgh International Conference Centre

- Main entrance: 150 Morrison Street (B700), in the centre of Edinburgh
- Registration: Foyer (Strathblane Hall), Level 0
- Exhibition Hall (including Catering and Posters): Lennox Suite and Concourse, Level -1
- Session and Symposium Rooms:
 - Main session room: Pentland Auditorium and Fintry Auditorium together (Level 3)
 - Satellite symposia rooms:
 - Kilsyth and Moorfoot together (400 theatre – Level 0)
 - Sidlaw Auditorium (300 theatre – Level 3)

2.2 Exhibition floor plan (*subject to change)



2.3 Exhibition Hall: Lennox Suite and Concourse

The Exhibition, posters and catering will be in the Lennox Suite and Concourse (circa 1,905 m² combined).

Access:

- **Roller Shutter Doors - LB A and B - clearance on both doors are:**
 - Height 4.6 metres, approximately.
 - Width 6.9 metres, approximately.

- **Roller Shutter Doors - LB C:**
 - Height 4.2m
 - Width 8m

Loading Bay: Suitable for parking for 4 x 40ft trucks or equivalent – note, trucks cannot be left at the venue and should be removed as soon as they are unloaded/loaded.

Services:

- **Rigging** Kenneth Boak kennethb@eicc.co.uk
CC: SfEBESconference@endocrinology.org
- **Stand Cleaning** Please email: events@eicc.co.uk
- **Power and Electrical order form** Outline Services fraser@outlineservices.com
- **Stand Catering** Leith's karend@eicc.co.uk

Floors & walls:

- Floor in the exhibition hall is carpeted

Heating & ventilation:

- Fully air-conditioned

Main Entrance:



3. Build up and break down information

3.1 Access

Build up: Sunday 7 November

Space only exhibitors/contractors	08:00 – 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 4 trucks at any one time. **Please liaise with us on your approximate time of arrival so we can create a loading schedule.** You will be handed access passes by security upon arrival, please use the loading bay entrance at all times.

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 but there is time for additional set-up on Monday between 07:30 – 10:00. Build-up **MUST** be completed and any rubbish removed by 10:00 as we will need time to run a final Health and Safety check before the exhibition opens at 11:00.

Break down: Wednesday 10 November

Removal of all exhibits and stands from 14:10 until 17:30

The exhibition will officially close at 14:10 on Wednesday 10 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 **MUST** be removed from the hall by 17:30 hours. No items will be permitted to remain in the hall. Items left after 17:30 on Wednesday 10 November will be removed and disposed of and may incur a charge.

IMPORTANT: Due to the set-up of another event in the hall, there cannot be any exceptions or extensions to the break down and removal times.

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 Leith's at karend@eicc.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 18, 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 7th November 2021.

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 7th 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 that they use the [delivery label](#).

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 4 trucks at any one time so there is plenty of space for vehicles. Please be advised that trucks must be moved once loading/unloading has finished. 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 trolleys available for use from the venue, please let the venue know on arrival if you need to use these and bear in mind these are allocated on a first come first served basis.

4. Stand information

4.1 Stand Packages

All exhibition stand personnel MUST be registered in advance 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 page 6). 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 2021 website](#) or by contacting the Event Organiser.

4.2 Exhibition Stands: Shell Scheme stands

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

- Fascia name panel
- Modular white wall panels
- 3 x spot light
- 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 fraser@outlineservices.com. If we do not receive this, then your generic company name will be used – any changes requested after printing 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 20 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 – Fraser@outlineservices.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 SfEBESConference@endocrinology.org 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

- Exhibition stands must keep within the limits of the allocated space without exception. Encroachment into the aisles or neighbouring stand space by equipment or display materials is not permitted.
- All space only stands at this event are island stands and as such do not adjoin any other stands. 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: mains power will be available to space only stands however sockets and connections must be booked via the exhibition supplier through their [order form](#).
- Stand drawings and schematics must be submitted for approval **no later than 16 September 2021**. Please include your stand number and all stand dimensions on the plan. Electronic plans are required. **Once your plans have been approved any changes must be notified to the Event Organiser immediately (SfEBESConference@endocrinology.org).**
- 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 Outline Services (see page 6 for relevant contact details and forms).

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 via email to SfEBESConference@endocrinology.org 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 written 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 appropriate.

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 Event 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 Kenneth Boak (kennethb@eicc.co.uk) should you wish to discuss rigging. No materials may be fixed 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 more than 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 also be carpeted in a different colour. 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 Edinburgh International Convention 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 the Conference Organiser.

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 Conference 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 Conference or neighbouring stands.
4. Your company name must be prominently displayed on 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 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 the Conference Organiser (sfebesconference@endocrinology.org).

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 the venue, please contact Kenneth Boak (kennethb@eicc.co.uk).

5.2 Building and Aerial Services

Any exhibitor requiring building or aerial services, e.g. rigging etc. should contact Kenneth Boak (details at the start of the manual) 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 or throughout the venue, must be obtained via the specified venue caterers. 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.

Should you wish to provide a barista service on your exhibition stand, you are permitted to do this however we would require a full risk assessment in advance and all the usual allergen information must be clearly displayed alongside the service point. You will need to liaise with the exhibition contractor to ensure that you have the appropriate electrical supply. The onsite caterers will be happy to supply milk if required (please contact Leiths to arrange this: karend@eicc.co.uk)

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. Details can be found in the [Exhibitor Checklist and Deadlines](#).

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 Outline Services for advice.
- Space only stands – please book electricity to your stand via Outline Services.

5.6 Graphics

If you require graphic panels or portable display systems to enhance your stand please order these through your own supplier or Outline Services (contact details on page 5 of this manual).

5.7 Internet access

Free Wifi will be available throughout the venue. The wifi in place for this event is intended for use by delegates and not for exhibitions/displays which require an internet connection in order to function. For such displays we advise a wired connection to ensure uninterrupted service.

Wired connections are available to be ordered for sponsor/exhibitor use and are always recommended where fast and critical service is required for things such as exhibition stands.

Wired connections for your exhibition stand can be ordered by contacting the venue (kennethb@eicc.co.uk).

5.8 Scanner system

Exhibitors wishing to use the badge scanner system to collect delegate information by scanning their barcode can order scanners from [Reftech](#). For any further enquiries please contact Reftech directly (see page 6 for contact details).

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)

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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 the Conference Organiser.

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 the Meeting Organiser.

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 Conference 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. Companies are permitted to provide a barista service on their stand but must provide a full risk assessment and all allergen information must be clearly displayed at the point of service. Milk can be provided by the on-site caterers if required.

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 2021 on event days. These hotels have been hand-picked by our Accommodation Manager based on their convenience for delegates attending SfE BES 2021 and all meet our accommodation standards. All hotels are located a short distance from the EICC. Please get in touch with Minos Psarakis for further details (conferences.hotels@endocrinology.org).

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.

There are many car parks in close walking distance to the EICC. Please access the following links for further details:

[National Car Parks \(NCP\)](#) in central Edinburgh

[Sheraton Hotel Car Park](#) located 150 meters from the EICC, with limited accessible parking spaces

[Semple Street Car Park](#) located 300 meters from the EICC

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 Leith's: karend@eicc.co.uk.

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 registration area on Level 0. This space is intended for delegate luggage/coats only and is not a storage facility for exhibitors.

7.7 Disabled Facilities

There is a hearing induction loop fitted in the main Auditorium only. 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 staffed 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 and Found Property

If you have lost or found any items please check at the SfE BES Registration Desk.

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 Conference Organisers.

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 Exhibition Hall. Storage by prior arrangement with the Venue may be possible.

7.13 Smoking

Smoking is not permitted anywhere inside the venue.

8. Social Programme and Networking

8.1 Welcome Reception

Monday 8 November 2021

Time: 19:00-19:30

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

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8.3 Social Media – Twitter

Don't forget to tweet us your thoughts on the conference using **#SfEBES2021**
Follow the Society for Endocrinology on twitter: @Soc_Endo

The Society for Endocrinology will not post on social media about your company however we are happy to retweet your related social media posts if they use the above tags.

8.4 Sfe BES 2021 Mobile Access

The mobile website/app will again be available at Sfe BES 2021 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 your Contract for details or contact Sophie Tovey (Sophie.Tovey@endocrinology.org).

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 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 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.