



**British Society for Haematology
52nd Annual Scientific Meeting**

**The SECC
Glasgow
16th – 18th April 2012**

EXHIBITORS TECHNICAL MANUAL

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DEADLINE DATES

Specific to Joe Manby Limited

Shell Scheme and Fascia Boards Orders	16 March 2012
Standfitting Orders	16 March 2012
Furniture Orders	16 March 2012
Floral Design and Plant/Flower Orders	16 March 2012
Lighting & Electrical Fixture/Fitting Orders	16 March 2012

Specific to the SECC

Stand Catering/Bar Order Form	2 April 2012
Event Services Order Form	2 April 2012
Telecoms Order Form	2 April 2012

Specific to the Organisers

Company Editorial Form	20 January 2012
Exhibition Form A	5 March 2012
Plans for self build stands	19 March 2012
Risk Assessments/Method Statements	19 March 2012
Public Liability Insurance Certificate	19 March 2012
Badge Order Form	30 March 2012

INTRODUCTION

The 52nd Annual Scientific Meeting of the British Society for Haematology (BSH) will be held at the SECC, Glasgow from Monday 16th April until Wednesday 18^h April 2012.

The Exhibition, dedicated poster sessions on Monday and Tuesday, lunch and refreshments will all be held in Hall 2, which is located on the main concourse.

The build up of the exhibition will take place on the 14th & 15th April with the exhibition opening to the public at 08.15hrs on Monday 16th April. The exhibition will at 14.00hrs on Wednesday 18th April and breakdown of stands must be completed and the exhibition hall cleared by midnight the same day.

Definitions

In this document the following terms are defined as:-

BSH Conference Organiser: Sarah Lapsley, The British Society for Haematology

Exhibition Organiser: Sharon Forster, BSH Conference Secretariat

Exhibition Contractor: Geoff Lowe, Joe Manby Ltd

Exhibition: The industry exhibition being held in conjunction with the 52nd Annual Scientific Meeting of the British Society for Haematology

Exhibitor: Any person or company and its employees and agents to whom space has been allocated for the purpose of exhibiting at the industry exhibition

Venue: Those areas within the SECC licensed to the Conference Organisers

INTRODUCTION (cont)

Exhibition Dates and Opening Hours

Saturday 14 th April	11:00hrs – 20:00hrs	Exhibition build
Sunday 15 th April	08:00hrs – 20:00hrs	Exhibition build
Monday 16 th April	08:15hrs* – 19:15hrs	Exhibition open day
Tuesday 17 th April	09:45hrs – 18:45hrs	Exhibition open day
Wednesday 18 th April	10:00hrs – 14:00hrs	Exhibition open day
Wednesday 18 th April	14:00hrs – midnight	Exhibition break down

* Please note that stand personnel will be able to gain access to their stands from 07.30hrs on Monday 16th April.

Floor Loading

The floor loading capacity in Hall 2 is 5 tons per square metre.

Hall Dimensions

Hall 2 has a total gross area of 2315 sq mts and is 9mts high. Access doors are approximately 4mts high x 5.5mts wide and there are 3 emergency exits.

Registration Desk Opening Hours

The Registration Desks will be located in Hall 1 located on the main concourse of the SECC and will be open during the following hours:-

Monday 16 th April	08:15hrs – 19:15hrs
Tuesday 17 th April	07:45hrs – 18:45hrs
Wednesday 18 th April	08:00hrs – 16:00hrs

BUILD UP AND BREAK DOWN INFORMATION

Access

On arrival Contractors and Exhibitors should report to the SECC gatehouse where they will be directed to the back of Hall 2 via their service road. Please refer to the enclosed [site plan](#) for further details or visit www.secc.co.uk to download a location map and directions.

Loading/Offloading

Exhibitors will be allocated an arrival time for unloading during the build up period. Please complete the relevant section on Exhibition Form A (see [Order Forms](#) section for details) to request your preferred time slot. The Organisers will endeavour to allocate unloading times to comply with those requested but it is imperative that time slots allocated are adhered to and that exhibitors follow the instructions of the loading bay traffic marshals at all times. Notification of your allocated time slot will be sent to you two weeks before the event.

Parking

Once unloaded, vehicles must be moved to Car Park 5 (see enclosed [site plan](#)). Each Company will be allocated 2 parking vouchers. These will be issued in advance of the Conference and must be displayed in the vehicle window at all times. If the voucher is not displayed then the driver will be charged £6.00 on exit.

Contractor Passes

Contractor passes are not required at the SECC but we would strongly advise all Contractors and Exhibition Personnel to carry some form of ID with them.

BUILD UP AND BREAK DOWN INFORMATION

Build Up Period

Exhibitors will have until 20.00hrs on Sunday 15th April to complete the build of their stand and remove surplus materials/packaging crates etc. A full clean of Hall 2 will take place after 20.00hrs.

NOTE: IT IS STRICTLY FORBIDDEN FOR EXHIBITORS TO BUILD OR SET UP STANDS/MATERIALS ON THE MORNING OF MONDAY 16TH APRIL.

Break Down Period

The exhibition will officially close at 14.00hrs on Wednesday 18th April. Breakdown of stands **must not** commence before this time. All stand materials and exhibits must be removed from the venue by midnight the same day. The venue cannot store materials for collection at a later time. Any items not removed by midnight will be disposed of. The venue will not accept liability for any loss.

Freight Forwarding

Exhibitors wishing to bring goods into the UK and who require the services of a Freight Forwarding Agent should contact Sharon Forster at the [BSH Conference Secretariat](#).

Storage

There are no storage facilities on-site at the venue. All items and boxes must either be kept on your stand or brought in each day.

BUILD UP AND BREAK DOWN INFORMATION

Deliveries

Deliveries will not be accepted by the venue prior to **Saturday 14th April 2012**. If you are arranging any deliveries please ensure that these are scheduled to arrive from this date and that they are clearly marked as follows:-

British Society for Haematology Event
Hall 2
Stand No (?)
Company Name (?)
The SECC
Exhibition Way
Glasgow
G3 8YW

If possible please ensure that a member of your staff will be on-site to accept and sign for the delivery. **Neither the Exhibition Organiser nor the venue can accept responsibility for deliveries on behalf of exhibiting companies.**

Fork Lift Truck Hire

A fork lift truck is available to hire at the SECC. Please complete the SECC Events Services Order Form and return it directly to the SECC (see [Order Forms](#) section for details).

Trolley Hire

Trolleys are NOT available at the SECC for use by Contractors. If you require a trolley then you will need to hire this in from an external supplier, such as HSS (www.hss.com).

BUILD UP AND BREAK DOWN INFORMATION

Catering Arrangements

The Gallery Bistro will be open on Saturday 14th and Sunday 15th April where exhibitors and contractors will be able to purchase a range of hot and cold sandwiches, snacks and drinks.

The Bistro will open from 09.30hrs – 11.30hrs for breakfast and then from 12.00hrs – 14.00hrs for lunch.

There is also a Costa Coffee Shop located on the main concourse of the SECC.

GENERAL STAND INFORMATION

Stand Construction

The fee paid by exhibitors is for 'space only' in the industry exhibition. Companies can choose **either** to order a shell scheme or to build their own stand.

Stand Fee Inclusions

The stand fee paid includes the following:-

Exhibition badge for 1 person per 6 square metres

Tea/coffee for 1 person per 6 square metres

Lunch for 1 person per 6 square metres

Two copies of the delegate list

Free Company Editorial of not more than 80 words in the Conference Programme

Conference Programme, Book of Abstracts and List of Participants

Tea and coffee will be served at scheduled times in the programme from serving points within Hall 2.

Lunch for exhibitors will open 30 minutes before the scheduled lunch break for delegates. This will be served from buffet points within Hall 2.

GENERAL STAND INFORMATION

Exhibitors can request a copy of the delegate list via Exhibition Form A. The pre-conference registration deadline will be Friday 30th March and all on-site registrations will be added into the list within two weeks post conference. The list will be provided as an Excel spreadsheet free of charge.

The BSH Conference Organiser will require your Company Editorial by Friday 20th January 2012 (see [Order Forms](#) section for details).

Each stand is entitled to a full conference pack, which will contain a conference programme, list of participants and abstract book. Packs will be delivered to industry stands on Sunday 15th April.

Risk Assessments and Method Statements

Each Company that plans to build their own stand **must** submit a full risk assessment and method statement. Please email these to the [Exhibition Organiser](#) **no later than Monday 19th March 2012**. Companies using pop-up stands and those who order a shell scheme do not need to submit any documents. However, the *Risk Assessment and Method Statement* templates contain useful information regarding health and safety and site access and security.

Public Liability Insurance Certificates

All Companies exhibiting **must** provide a copy of their Public Liability Insurance Certificate. This is a [condition of exhibiting](#) at the Conference and companies will not be allowed to exhibit if this is not supplied. Please email this to the [Exhibition Organiser](#) **no later than Monday 19th March 2012**.

The amount of cover required is £5,000,000 for all self-builds, £2,000,000 for all shell scheme and £1,000,000 for all pop-up stands and table-top charity stands.

STAND CONSTRUCTION – SHELL SCHEME

The shell scheme **IS NOT INCLUDED** in the stand fee paid. Exhibitors wishing to order the shell scheme and shell scheme accessories should complete the appropriate order forms and return them directly to the Exhibition Contractor, together with full payment (see [Order Forms](#) section for details).

The Click Modular System will be used, which consists of white melamine pre-finished panels positioned in anodised aluminium frames. Please note that it is forbidden to affix anything to the panels using nails, screws or glue. Any damage caused to the panels will be charged directly back to the exhibitor.

The cost of the shell scheme includes blue carpet. If you require a different colour you must notify the Exhibition Contractor in advance of the event. Special requests will be subject to availability and may incur an additional charge.

Each shell scheme stand comes complete with fascia panel on which will be printed your company name and stand number. The fascia panel will be printed in blue on a white background.

The maximum height for materials being displayed inside the shell scheme is 2.4mts.

The order form for the shell scheme and accessories should be completed on-line **no later than Friday 16th March 2012.**

STAND CONSTRUCTION – SELF BUILD

Exhibitors wishing to build their own stands must submit drawings for approval to the [Exhibition Organiser](#) **no later than Monday 19th March 2012**. Please include your stand number and stand dimensions on the plan. Electronic plans are preferred but hard copy formats will also be accepted.

Exhibitors building their own stands should note that **no stand services** are included in the space allocated, however, companies can order carpet, furniture, electrics and floral items directly from the [Exhibition Contractor](#) by completing the appropriate order forms (see [Order Forms](#) section for details).

Please note that all orders must be placed and paid for **no later than Friday 16th March 2012**.

Self build stands should not exceed the dimensions of the area already allocated. Subject to approval from the Organisers, the height limit for self build stands within Hall 2 is 3.5mts and materials on display within the stand must not exceed this height without prior approval from the [Exhibition Organiser](#).

Exhibitors building their own stands must ensure that partition walls are provided between themselves and neighbouring stands. It is not permitted to span an aisle by either ceiling or floor covering.

A risk assessment and method statement must be submitted to the [Exhibition Organiser](#) **no later than Monday 19th March 2012**.

STAND SERVICES

Bar/Catering Services

The official caterer at the SECC is Leith's and, as such, has the sole right to provide food and drink (alcohol or otherwise) for consumption on stands and in offices. Except by written permission of the caterers, no company or individual may bring any food, drink or catering equipment into the exhibition for distribution.

Exhibitors wishing to offer refreshments, snacks or alcoholic beverages on their stand will need to complete the appropriate order form and return to Leith's **no later than Monday 2nd April 2012** (see [Order Forms](#) section for details).

Food to be served to customers must meet the following requirements:

- a) all hot food must be kept above 63⁰C
- b) all cold food considered to be high risk e.g. dairy foods should be kept under refrigeration at a temperature not exceeding 5⁰C
- c) all frozen food to be stored with the freezer operating at not less than -18⁰C
- d) a probe thermometer to be provided and temperatures of food recorded regularly

Companies requiring a power supply overnight (i.e for ice cream machines etc.) will need to contact Kerry McNally (see [Contacts](#) section) to arrange this.

STAND SERVICES

Cleaning

A full clean of Hall 2 will be carried out after the build-up days. Thereafter a daily clean of the public areas is done throughout the open period. Please note, however, that this does not include individual stands. Exhibitors requiring stand cleaning during the event should arrange this directly with the SECC by returning the appropriate form **no later than Monday 2nd April 2012** (see [Order Forms](#) section for details).

Electrical Supply

The Exhibition Contractors are the appointed electrical contractors. Spotlights, fluorescent fittings, sockets, etc., should be ordered directly from the [Exhibition Contractor](#) by completing the appropriate form (see [Order Forms](#) section for details). Orders should be placed by **Friday 16th March 2012 latest**. Please note that all electrical installations must be carried out by the official electrical contractors, Joe Manby Limited.

IMPORTANT: PLEASE READ ELECTRICAL INSTALLATIONS SECTION ON PAGES 27 & 28 OF THIS MANUAL FOR INFORMATION PERTAINING TO EXHIBITION LIGHTING.

Flooring

The Organisers will arrange to cover all the public areas and gangways in Hall 2 in royal blue carpet. Carpet is also included in the shell scheme price but Exhibitors building their own stands will need to order carpet from the [Exhibition Contractor](#) via their website (see [Order Forms](#) section for details).

Exhibitors wishing to carpet their own stands are responsible for advising all Contractors that **only LOWTAC SELLOTAPE** can be used to adhere carpet to the venue's floors. Any damage incurred to the floor during the event will result in the cost of repair/cleaning to be charged to the Exhibitor concerned.

STAND SERVICES

Flowers

Any floral items can be ordered directly from the [Exhibition Contractor](#) by completing the appropriate form (see [Order Forms](#) section for details).

Furniture

All items of furniture including tables and chairs can be ordered directly from the [Exhibition Contractor](#) by completing the appropriate form (see [Order Forms](#) section for details).

Gas and Compressed Air

Natural gas and compressed air are not permitted in the SECC.

Internet Access

A sponsored Internet Café will be provided to delegates throughout the open period. Exhibitors are therefore **prohibited from offering free Internet access on their stands**. Companies wanting to have an Internet connection for private use should complete the SECC Telecom Form (see [Order Forms](#) section for details).

Sound Systems

Out of consideration for other stands, Exhibitors are **NOT PERMITTED** to use PA systems and microphones anywhere within the Exhibition area.

Stand Telephones

Exhibitors requiring telephone connections on their stand should complete the SECC Telecom Form (see [Order Forms](#) section for details).

Water and Waste

Exhibitors requiring this service should complete the SECC Event Services order form (see [Order Forms](#) section for details).

GENERAL INFORMATION

Accommodation

Information about hotels, which are available to book at negotiated rates, is provided on the [Accommodation](#) section of the website.

The headquarters hotel is the Crowne Plaza Glasgow. Rooms are limited and will be allocated on a 'first come, first served' basis.

Business Centre

The SECC has a Business Centre located on the main concourse at the east entrance. All charges for photocopying, faxing etc. must be settled directly with the Business Centre.

Catering

During the Exhibition open days, refreshments and lunches will be served from catering points within Hall 2. Please note that lunch for stand personnel will be served 30 minutes before the scheduled lunch breaks in the programme.

Cloakroom

Cloakroom facilities are located on the main concourse of the SECC. The cost per item will be £1.00.

First Aid

Fully trained first aid personnel will be present throughout the event. A medical centre is located on the main concourse just inside the east entrance.

Public Telephones

Public telephones are located at several locations within the SECC.

REGISTRATION INFORMATION

Conference Registration

All stand personnel must be registered in order to gain access to the exhibition. Exhibitors are entitled to a complimentary allowance of badges; the allowance is as follows:

Exhibitors - 1 badge for every 6 square metres

Complimentary exhibitor badges will not be personalised and should be collected from the 'Exhibitor/Satellite Help Desk' on arrival.

Any additional badges over your free allowance are charged at £100.00 per badge, per day. All extra badges ordered on-site will also be charged at £100.00 per badge, per day – NO EXCEPTIONS. The badge price includes lunch and refreshments each day.

Additional badges can be pre-ordered via the Badge Order Form (see [Order Forms](#) section for details).

Exhibitor badges grant access into the Trade Exhibition only. Company personnel who wish to attend any of the scientific sessions will need to register as delegates via the on-line [Registration Form](#).

Conference Documents

Each Company will be issued with a Conference Pack that will include a Conference Programme, Abstract Book and List of Participants. Any tickets that have been ordered for the Conference Dinner will also be included in the Pack. Conference Packs will be delivered to the stands on Sunday 15th April.

REGISTRATION INFORMATION

Lapel Badges

Name badges will be colour-coded as follows:-

Blue	Delegates (permitted access to all sessions and industry exhibition)
Red	Speakers (permitted access to all sessions and industry exhibition)
Red	Organising Committee (permitted access to all sessions and industry exhibition)
Orange	Staff (permitted access to all sessions and industry exhibition)
Green	Exhibitors (permitted access to industry exhibition only)
Purple	Satellites (permitted access to all sessions on day of satellite and industry exhibition)
Yellow	Visitors (permitted access to industry exhibition only)
Pink	Guests of delegates (permitted access to industry exhibition only)

Anyone wanting to gain access to the scientific sessions but who does not have the correct badge coding will be directed back to the On-site Registration Desk where they will be able to register.

Exhibition badges that have been pre-ordered via the Badge Order Form should be collected from the Exhibitor/Satellite Help Desk. These badges will not be personalised but must be worn at all times during the Exhibition hours.

Personnel who have been registered as delegates to attend the scientific sessions should collect their lapel badge and conference pack from the main delegate registration desk in Hall 1 when it opens at 08:15hrs on Monday 16th April.

SOCIAL PROGRAMME

Welcome Drinks Reception – Monday 16th April

A complimentary Drinks Reception will be held between 18:30 – 19:15 on Monday 16th April in Hall 2. This will give delegates and exhibitors an opportunity to network and you are encouraged to attend. Please indicate the number of personnel who will attend on Exhibition Form A (see [Order Forms](#) section for details).

The remainder of Monday evening is left free for delegates and so presents an opportunity for Companies who wish to organise hospitality events.

Conference Dinner – Tuesday 5th April

This year, the BSH Conference Dinner will be held at Stirling Castle. One of Scotland's grandest castles due to its imposing position and impressive architecture, Stirling Castle commands the countryside for many miles around. It towers over some of the most important battlefields of Scotland's past including Stirling Bridge, the site of William Wallace's victory over the English in 1297, and Bannockburn where Robert the Bruce defeated the same foe in the summer of 1314.

The Drinks Reception will be held in the Chapel Royal, which was commissioned by James VI in 1594 for the baptism of his son, Prince Henry. The chapel was redecorated in 1628 and a frieze was painted by the artist Valentine Jenkin, which still survives. It includes the Honours of Scotland (the nation's crown jewels) and the monogram CR1 (for 'King Charles I'). The trompe l'oeil window in the west gable mimics the real one in the east wall.

SOCIAL PROGRAMME

The dinner will take place in the Great Hall. This magnificent banqueting hall is the largest of its kind ever built in Scotland. It was the crowning achievement of James IV's building scheme at Stirling, completed around 1503.

As this promises to be a high profile event and an excellent opportunity to meet with key personnel, you may wish to consider booking a table to accommodate 10 guests. Please note that there are a limited number of tables available under these terms and allocations will be made on a 'first come, first served' basis.

As this is the main social event on the programme, hosted by the BSH, the Organisers would respectfully request that Exhibiting Companies refrain from arranging alternative hospitality events on this evening.

Tickets for the Conference Dinner are priced at £60.00 each (inc. VAT) for Companies who are Corporate Members of the BSH and £80.00 each (inc. VAT) for non-corporate members. The cost of a table of 10 tickets is £600.00 (inc. VAT) for corporate members and £800.00 (inc. VAT) for non-corporate members. Please indicate on Exhibition Form A the number of individual tickets/tables you require (see [Order Forms](#) section for details).

TERMS & CONDITIONS OF EXHIBITING

Cancellation of Contract

Where an exhibitor needs to cancel their stand space the following conditions must be observed:-

Cancellation must be received **in writing** by the Conference Organiser

Cancellation must be received **at least** 3 months prior to the event start date

Where a stand space can be re-let in its entirety the Conference Organiser shall provide a full refund of monies paid less a 10% administration fee.

If cancellation is received within 3 months of the event start date no refund will be given.

Cancellation of Exhibition

In the event of the Exhibition having to be cancelled, curtailed, postponed or abandoned due to circumstances outside the control of the Organisers, the Exhibitor, his Agents or Contractors shall have no claim against the Organisers for loss of incurred costs or expenses. It is recommended that the Exhibitor arrange appropriate insurance to cover their loss of all potential costs, expenses and deposits arising out of the cancellation, curtailment, postponement or abandonment of the Exhibition, including such costs which may arise as a result of the Exhibitor failing to vacate the venue by the end of the tenancy period.

TERMS & CONDITIONS OF EXHIBITING

Exhibition Floor Plan Amendments

The Conference Organiser reserves the right to alter the layout of the exhibition floor plan if such action is deemed necessary. Where this results in an amendment to the exact site of the location of individual stands the Exhibitor undertakes to agree to any such amendment to the location or the space re-allocated by the Conference Organiser.

Exhibitors Staff and Property

The Organisers shall not be responsible otherwise than through negligence howsoever caused in anyway 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 the indemnity required with a Company of repute. The Exhibitor is also recommended that insurance be effected to cover loss or damage to exhibits and other property being taken to the Exhibition including direct transit to and from the venue.

TERMS & CONDITIONS OF EXHIBITING

Indemnity

The Exhibitor agrees to indemnify the Organisers, the Conference Centre and the Exhibition Contractors in respect of any action, costs, claims and demands of whatsoever nature arising in connection with the erection, occupation and dismantling of the Exhibition stand and anything permitted, omitted or done thereof or therefrom caused directly or indirectly by the Exhibitor or any contractor, sub-contractor, servant, 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 article or thing of the Exhibitor or any servant or agent of the Exhibitor.

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 to 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.

CONDITIONS OF HIRE

Code of Practice

No signs, notices or posters shall be affixed to the internal fabric of the building, nor nails, screws or pins driven into the walls, floors or furniture. All such signs and notices should be free-standing. No articles may be displayed on or fixed to the walls of the Exhibition Halls without the consent of the Organisers. The use of paint/paint sprayers during construction of the exhibition stands is prohibited in any part of the Conference Centre.

The utmost care must be taken when transporting equipment around the building, especially with regard to doors, doorways, stairways, corridor walls and carpeted areas.

Electrical Installations

In accordance with BS 7671 2008 electrical regulations all light fittings, which generate a high surface temperature (spotlights, floodlights and low voltage spotlights), must be fixed above 2.5mts from the ground. If your stand is 2.5mts or below then you will not be permitted to use any high surface temperature lamps and can only use fluorescent fittings or energy saving lamps (which can be hand held).

- Shell scheme stands can order fluorescent fittings or energy saving spotlights from the [Electrical Contractor](#).
- Stands with 'pop up system' lighting will not be permitted to use either floodlights or low voltage spotlights that accompany the system.
- Self-build stands are permitted to build up to 3.5mts high and, in order to comply with the above regulations, must ensure that lights are positioned above 2.5mts from the ground.

CONDITIONS OF HIRE

Please note that it is the responsibility of each exhibiting Company to ensure that company personnel and stand contractors adhere with these regulations. The Organisers will inspect each stand and any that do not comply with the regulations will have their lights disconnected.

BS 7671 2008 regulations

711.559.5 Protection against thermal effects

Luminaires mounted below 2.5mts (arm's reach) from floor level or otherwise accessible to accidental contact shall be firmly and adequately fixed, and so sited or guarded as to prevent injury to persons or ignition of materials

711.422.4.2.1 Heat generation

Lighting equipment, such as incandescent lamps, spotlights and small projectors, and other equipment or appliances with high temperature surfaces, shall be suitably guarded and installed and located in accordance with the relevant standard.

All electrical fittings, wirings and appliances must be constructed and maintained in a safe condition and comply with the Local Authorities and applicable Acts and the current edition of the British Standard 7671 2008 (IEC364) 'Requirements for Electrical Installations' issued by the British Standards Institute **with any amendments thereto**, The Health and Safety at Work etc. Act 1974, The Electricity at Work Regulations 1989 and the Exhibition Venues Association Regulations for Stand Electrical Installations'. Particular attention must be paid to the nature of temporary electrical wiring and the need not to overload the electrical sockets. The Conference Centre's Electrical Engineers must be given access at all times to electrical equipment installed on the stands. All on site electrical installations must be carried out by Joe Manby Limited.

CONDITIONS OF HIRE

Fire Precaution Regulations

All material used must be fire resistant and susceptible to sprinklers. All timber under 1 inch thick, boards, plywood and chipboard under three quarters of an inch thick must be impregnated to Class 1 standard and stamped BS476 (part 7) and conform to Class 1 standard. **Perspex must not be used without prior permission from the venue.** Plastics must conform to Class 1 fire regulations. Plastic/silk and dried flowers must be pre-proofed to BS476 (part 7) and marked as such.

All textile fabrics used for display must be fixed securely and/or in tight pleats to a solid backing and secured three inches above floor level. Stands must not be draped with fabrics at any time. No fabric must touch light fittings at any time. No lightings shall be placed so that the lighting surface is in direct contact with the stand construction or display materials.

General Conditions

Exhibitors shall keep clear all fire alarms, extinguishers, fire hydrants, sprinkler system valves and house telephones together with their control switches. All entrances to sub-stations, switchrooms, plantrooms and all emergency exit doors shall be kept clear. Exit notices must not be obscured by stands, decorations, or exhibits in any way. Access to all switched fuses and other electrical switches shall be maintained.

Radioactive and Noxious Substances, Laser Beams

The storage or use of radioactive matter, combustible or inflammable liquids likely to generate noxious or toxic fumes, is strictly forbidden. Permission to use lasers must be sought from the venue at least one month prior to the event.

CONTACT DETAILS

Exhibition Organiser

Contact: Sharon Forster

BSH Conference Secretariat

1, Chapel Court

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