


British Society for
Haematology
Listening • Learning • Leading



EXHIBITION

 @BritSocHaem
www.bshconferences.co.uk



Exhibition

The exhibition and catering points will all be housed in Halls 1 & 2 in the SEC, Glasgow.

Opening and Closing Times (including build and dismantle times)

Date	Hours	Restrictions
Saturday, 30 March 2019	09:00-18:00	SPACE ONLY: Access/ Installation * Load in times will be communicated w/c 11 March 2019
Sunday, 31 March 2019	08:00-15:00	SPACE ONLY: Access/ Installation continued *
	15:00-18:00	SPACE & SHELL SCHEME: Cleaning / Decorating ONLY
Monday, 1 April 2019	08:00-18:00	Exhibition Open**
Tuesday, 2 April 2019	09:30-20:15	Exhibition Open**
Wednesday, 3 April 2019	09:30-14:30	Exhibition Open**
	14:30-16:00	SHELL SCHEME: Dismantle (material and pop-ups only)
	16:00-21:30	SPACE ONLY: Exhibition Dismantle* Load out times will be communicated w/c 11 March 2019
	21:30-22:00	Loading Bay access only

* During these time periods the exhibition floor will operate as a CDM site; therefore, appropriate Personal Protective Equipment (PPE) must be worn as instructed by the H&S Officer.

** All Exhibitors will have access to the exhibit floor 30 minutes prior to opening.

IMPORTANT NOTE: PENALTY COSTS FOR LATE EXHIBITOR INSTALLATION

If any exhibitor/contractor over runs past the exhibition close time (18:00) during build-up on Saturday 30 March 2019 or Sunday 31 March 2019 and have not vacated the Loading Bay by 18:00 hours, an immediate penalty of £1,000 + VAT per hour, per exhibitor, will be imposed from 18:00 until 22:59. After 23:00 access will be denied. This is non-negotiable. Payment must be paid for in full via credit card onsite. Permission to work past the standard exhibition close time must be agreed with both the Exhibition Manager and Health & Safety Officer by 14:00hrs on Saturday 30 March 2019. Permission for late exhibitor installation is at the discretion of the Exhibition Manager and Health & Safety Officer.

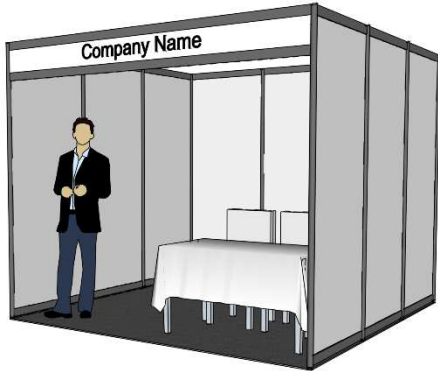
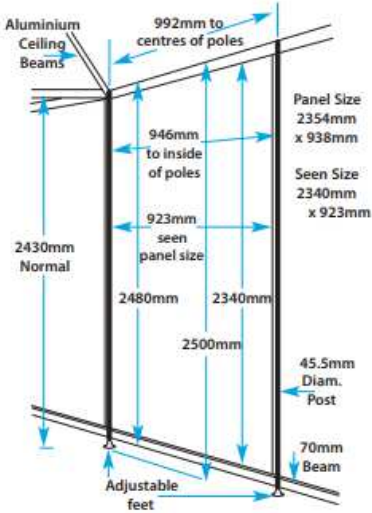
IMPORTANT NOTE: PENALTY COSTS FOR LATE EXHIBITOR DISMANTLE

If any exhibitor/contractor over runs past the exhibition close time during breakdown on Wednesday 3 April 2019 and have not vacated either the exhibition floor by 21:30 or the loading bay by 22:30 an immediate penalty of £5,000 + VAT per half an hour, per exhibitor, will be imposed from 21:30 (exhibition floor) and 22:00 (loading bay) until 22:59. After 22:59 access will be denied. This is non-negotiable. Payment must be paid for in full via credit card onsite. Permission to work past the standard exhibition close time must be agreed with both the Exhibition Manager and Health & Safety Officer by 17:00hrs on Wednesday 3 April 2019. Permission for late exhibitor dismantle is at the discretion of the Exhibition Manager and Health & Safety Officer.



Shell Scheme

Included in the shell scheme package is:

Components	Description
Structure	GES Complete System (aluminium metal structure with white infill panels)
Panel Dimensions	Each white infill panel is 938mm wide x 2354mm high, the viewable area of the panel, once inserted into the shell scheme structure, is 923mm wide x 2340mm high.
	  <p>NB: bespoke branded printed panels are possible but is subject to an extra cost; they do not form part of the shell scheme package.</p>
Carpet	Light grey
Branding	1 x name board (showing company name) fascia NB: Your company name will be displayed on a white background using upper and lower case black characters (max 34) in font Arial. Unfortunately, we cannot accept any bespoke branded artwork.
Furniture	2 x chairs, 1 x 4'x30" skirted table, 1 x waste bin
Lighting	4 x spotlights (dependent on stand size)
Power	1 x 500w UK socket with 4 way block

Extras (including printed panels)

Shell scheme extras; furniture, graphics and power can be ordered one of two ways; either via Espresso, GES online exhibitor ordering portal; <https://ordering.ges.com/000026243> or alternatively by using the appropriate form. In order to take advantage of the early bird discount, please make sure all orders are placed by Friday, 8 March 2019. All ordering, payment and logistics should be coordinated directly with GES, our preferred partner for exhibition services.



Space Only

All space only stands are allocated on a space only basis; no stand services are included.

Build Height

Maximum constructible build height in Hall 1 is set at 2.5m. Maximum constructible build height in Hall 2 is set at 4.00 metres. Stands over 2.5m high must submit full construction plans for approval to the appointed health and safety officer (carol@onsitex.co.uk), together with full health and safety documentation, by Friday, 15 February 2019. Stand components can be supported by overhead rigging (see Rigging Structures, below). Double-decker stands (two level stands) of any kind are not permitted at BSH 2019.

Use of Rented Space & Height Limitation

The use and branding of rented space may not exceed the rented surface and space in three dimensions. The height limitation as communicated here above, must be respected both for physical and visual devices (e.g. lasers, gobos etc.).

Rigging Structures

All rigging requirements need to be ordered prior to the conference using the appropriate order form. In Hall 2, banners can be suspended between 6 to 7.5 metres high within your rented space. Rigging of banners is not permitted in Hall 1. The venue, Exhibition Director and the event Health & Safety Officer will need to approve all plans according to the SEC Glasgow Exhibition Rigging Guidance prior to commencement of anyone building in the exhibit hall.

All supporting documentation must be submitted by Friday, 15 February 2019 to technical.services@sec.co.uk, carol@onsitex.co.uk and BSH2019AV@mci-group.com

BSH OR THE ORGANISERS (MCI UK) CANNOT BE HELD RESPONSIBLE FOR ANY BREACH OF CONTRACT BETWEEN THE PREFERRED PARTNERS AND/OR VENUE (SEC GLASGOW) AND EXHIBITORS.

Stand Transparency

For Island and Peninsular raw space stands, the line of sight through the stand must be possible from aisle to aisle for at least 30% of the stand width when viewed from each open side.

Adjacent Stands

The wall height between adjacent stands should not exceed 4.00m. It is the exhibiting companies' responsibility to build its own adjacent wall. Anything above 2.25m on the back of the wall has to be cleanly dressed and finished in flat white. All raw space stands must be neatly finished and closed on top.



General Requirements

Children

For Health and Safety reasons, children aged 16 and under are not permitted in the hall during build-up or break-down periods. Children are permitted in the exhibition hall within exhibition opening hours as long as they are accompanied by an adult. No children are permitted to enter the scientific sessions.

Demonstrations

Exhibitors intending to use televisions or any other potentially loud appliances for stand demonstrations or who wish to hold live demonstrations must contact the congress organisers for approval at least one month prior to the show to gain written permission.

Dismantle

Exhibition stands can start to dismantle from 15:30 on Wednesday, 3 April 2019; however, from 14:30-15:30 literature and materials that can be hand carried, such as pop-up stands, can be removed. From 15:30 onwards the exhibition floor will become a CDM site and full dismantle of all stands can commence. Under no circumstances should you commence breakdown prior to this time – unless the Congress Secretariat is aware of your contract. Please do not leave any goods or equipment in shell scheme cupboards or leave display material on the walls or stand. The organisers cannot be held responsible for the loss of exhibits. All goods must be cleared by 22:00 on Wednesday, 3 April 2019.

Exhibitor Responsibilities

As an exhibitor, you must ensure the health, safety and welfare of your employees, contractors and visitors as far as is reasonably practicable throughout the exhibition. You should ensure that your actions (or inactions) do not give rise to accidents, injuries or unsafe working environments; you should provide proper information, instruction and training and supervise all parties throughout the event.

Check that any contractors, suppliers, agents, etc. which you may have contracted have a Health and Safety Policy, applicable to the exhibition environment.



The BSH 2019 Congress Secretariat wish to stress the importance of a **CONSTANT CHECK** being made on the contents of your exhibit stand to see that no unidentified package, case or bag has been left unattended. In any case of doubt, the article should not be handled – inform the BSH 2019 Congress Secretariat or a member of the SEC Glasgow staff.

Fabrics

Please ensure that all fabrics used on stands have the relevant fire proofing solutions. It is a requirement that all drapes brought into the venue conform to BS 5867 Specifications for Fabrics for Curtains and Drapes.

Fixings

Exhibitors may attach posters to the shell scheme infill panels providing the following is adhered to:

FIXING IS PERMITTED BY:

Melamine/Vinyl Panels

- Double sided tabs
- Velcro hook and loop
- Panel brackets
- Hanging chains for heavy exhibits

Loop Nylon Panels

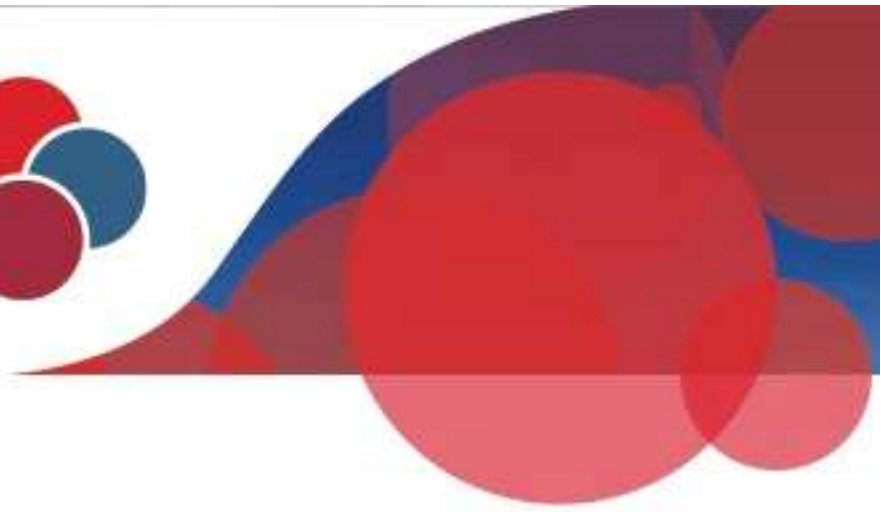
- Velcro hook
- Panel brackets
- Hanging chains for heavy exhibits

The use of the fixings below is strictly forbidden on this system:



Gangways

The gangways used in this venue are the minimum permissible by law and have been subject to approval by the Local Authority. Under no circumstances will exhibits, stand dressing, tables and chairs, etc. be allowed to encroach into the gangways. All exhibits must be kept inside your space at all times.



Health & Safety

All stands must complete and submit the relevant Health and Safety documentation. Space only stands will incur an additional charge for Health and Safety approval. The charge will be determined by the level of complexity of your plans and onsite construction, and is for approval and sign off by a Health and Safety Officer or structural engineer.

Music

Exhibitors wishing to play any recorded material (including CD/record/ Cassette/Video) must obtain a license from the Phonographic Performance Limited (PPL) and Performing Rights Society (PRS). Exhibitors are solely responsible for obtaining any license required to play music on their stand.

Noise

Exhibitors may not produce noise and/or use amplification of music and/or voice which may be heard outside the space assigned to the exhibitors, or which may interfere with or be felt objectionable to attendees or other exhibitors. The volume level must not exceed 70dB (A) at the boundaries of the stand. The Organisers (MCI UK Ltd) reserve the right to require exhibitors to discontinue any such activity. Live presentations at the stand are not permitted without prior approval from the Organisers (MCI UK Ltd).

The use of microphones, videos or music is permitted, but the volume must not cause annoyance to other exhibitors. The organisers reserve the right to prohibit their use if, in the organisers' opinion, any annoyance is being caused and remove the offending equipment and/or exhibitor from the Hall.

Sporting Events

Broadcasting of National, European or World Sporting events is NOT permitted in the exhibition.

Stand Activities

"Meet the Expert" sessions or press briefings at the stand are not allowed during the official scientific programme. A request to hold such sessions must be submitted to the Organisers (MCI UK Ltd) for approval.