



SBNS AUTUMN MEETING

9-11 September 2015

Hosted by: Hull Royal Infirmary

The Royal York Sponsorship Prospectus

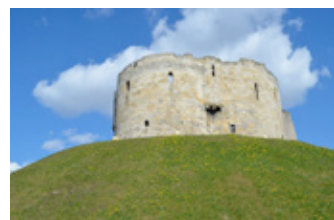


THE ROYAL YORK

Station Road
York
YO24 1AA
www.hotelroyalyork.co.uk

SOCIETY OF BRITISH NEUROLOGICAL SURGEONS

35-43 Lincoln's Inn Fields, London WC2A 3PE | www.sbns.org.uk
Sponsorship Enquiries: **Alix Gordon** admin2@sbns.org.uk Tel: **020 7869 6887**





9-11 September 2015

SBNS AUTUMN MEETING – YORK

Hosted by: Hull Royal Infirmary

Venue: The Royal York Hotel



Dear Industry Colleagues,

Our hosts at Hull Royal Infirmary are delighted to be holding the SBNS Autumn Meeting in York. The meeting will be held at The Royal York Hotel, an ideal venue for the meeting with a spacious plenary room and an intimate exhibition space.

The Royal York has some fantastic bedrooms on site so everyone will be more than comfortable with the Hotel bar at their disposal!! As usual accommodation is being managed by Julie Conroy at Intouch International and we have negotiated very favourable rates. Julie's contact details are listed at the back of the manual so book early to take advantage.

The SBNS Meeting App was a great success in Southampton with fantastic feedback about its usability and it offers multiple advertising opportunities for sponsors so check out the details in the back of the manual for how you can take advantage of this new technology.

In addition to the app we are also recording all of our presentations throughout the meeting; they will be published on line and accessible to all members of our association for twelve months on the Talking Slides platform. There is an opportunity for your logo to be on the front page of this site as a hyperlink directly to your website. This promises to be a very popular service for delegates and will offer a great opportunity for further brand awareness from our sponsors, not only to delegates who attended the conferences but also those who did not.

We continue to offer a variety of stand sizes and packages to suit all needs and budgets as well as the opportunity to sponsor two breakfast seminars on the Thursday and Friday of the meeting.

The Society is continuing its support of charities by offering 2 charity table tops free of charge on a first come first served basis.

The Sub-Specialty group hosting their meeting on the Tuesday prior to the main meeting will be the SBNS Neuro-Oncology Group headed by Colin Watts. To follow we have a great academic programme planned for our delegates, which includes renowned guests speakers and our Life Long Learning session on Wednesday morning will be on CJD.

As usual we have two social events planned. The Welcome Reception on Wednesday evening will be held at the National Railway Museum, a not to be missed venue with excellent opportunities to mingle with delegates and colleagues whilst viewing some of the most fantastic trains through the ages. The Gala Dinner on Thursday Evening is a more formal event (black tie) and will be held at The Merchant Adventurers Hall, over 650 years old we will be dining where the Medieval Merchants first gathered to conduct business and socialise.

Thank you in advance for your continued support of our meetings which is greatly appreciated and I look forward to seeing you in York.

Mr Christos Tolias

Meetings and Communications Secretary
Kings Hospital London

Accessibility

Exhibitors will need to unload any large equipment through the station road entrance they need to head towards the end of the car park and outside the Events Centre there will be a large space reserved for unloading. When the lorries are due to leave the gates close to the events centre will be opened for the lorries to drive straight out.

All deliveries should be marked for the attention of the concierge, with the name and the date of the conference as per below:

Attn: Concierge
SBNS Conference
Royal York Hotel
Station Road
York
YO24 1AA

Please include in your address:

Date of event
Title of event
Company name
Stand number
Contact name on the stand

All delivery & collection slots for large vehicles must be booked in with Alix Gordon (**admin2@sbns.org.uk**). Deliveries and collections not detailed and not adequately addressed may be refused at reception.

Travel

For more detail on travel and maps of how to access the venue follow the link below:

<http://www.hotelroyalyork.co.uk/location/>

Public Transport

The nearest mainline rail station is York which is next door to the venue. For more details on train times and for booking tickets visit:

www.thetrainline.com

By Car / Parking

The Royal York is just 20 minutes from the A1. Sat Nav users should enter YO24 1AA as the destination postcode. Parking costs £2.00 per day and there are 100 spaces available.

Lorry Parking

Lorries may offload onsite and if parking is required the venue can organise parking at the nearby National Railway Museum. Please contact Sarah Simpson (**Sarah.Simpson@principal-hayley.com**) to arrange.

By Air

Leeds Bradford is the closest airport 40 minutes drive from the venue.



Sponsorship and exhibition opportunities

Sponsors will be recognised at the meeting and on all meeting materials according to the total support provided.

Sponsorship Levels

In order to find out how you will be acknowledged (if "Gold", "Silver", "Bronze" or simply "Sponsor"), please follow the steps below:

STEP 1: Select your sponsorship opportunities

STEP 2: Select your stand package

STEP 3: Work out the total amount due

STEP 4: Check in the chart below which sponsorship level your company falls within

Total Support Provided	Sponsorship Level	Additional Benefits
Over £11,000	Gold Sponsor	<ol style="list-style-type: none">1. Sponsors logo on the meeting website with hyperlink to a website of their choice2. 4 full complimentary registrations (to be used to sponsor Doctors/Customers' registrations at the SBNS)
Over £7,500	Silver Sponsor	<ol style="list-style-type: none">1. Sponsors logo on the meeting website2. 2 full complimentary registrations (to be used to sponsor Doctors/Customers' registrations at the SBNS)
Over £6,000	Bronze Sponsor	<ol style="list-style-type: none">1. Sponsors logo on the meeting website
Less than £6,000	Sponsor	

In addition all sponsors will receive the following benefits:

- The right to use the meeting logo, subject to the Committee approval
- Acknowledgement on sponsor boards on-site
- Acknowledgement in the final program



Scientific Opportunities

2 x Breakfast Seminars (1 hr): £2,000 + VAT

Thursday 9th September and Friday 10th September

The breakfast seminars will be held on Thursday and Friday morning at approximately 08:20 to 09:20 at The Royal York

For this meeting we have two topics already chosen for the breakfast seminars that we are looking for sponsorship for:

The subject of the conference is to be “*Innovation*” with the underlying message of “*innovate or die*”.

Thursday - We plan a session with 2 or 3 speakers. The 2 that are confirmed are Sir Christopher O'Donnell (ex CEO of Smith and Nephew) and Gerard Laden (CEO of the Hull Hyperbaric Unit). We may have a third speaker who has designed the protective clothes for the Ebola outbreak in West Africa. The idea is to allow each speaker to present for about 12 minutes followed by a panel discussion on the pathway from innovation to marketing of new products. We think the common theme will be the concept of responding to specific market forces. Chris was at the helm of S&N when a new alloy joint was developed. This has sold well in the US but not in the UK as it could not be manufactured within UK NHS budgets. Gerard manufactures and sells giant hyperbaric chambers to international markets. Again the story is about innovative developments to meet changing health and safety requirements in the offshore industry. The Ebola story is about meeting a need that emerged as an acute crisis but may recur if there are future viral outbreaks given the constant possibility of leak of viruses between animal and human (i.e. HIV, Ebola, Lassa, Marburg, Yellow fever, Avian flu etc.)

Friday – The session is to be on Neurosurgical education and training. We have invited Mr Wilfred Mezue (Enugu Consultant & Director, Nigeria) and Mr Laxmi Tripathy (Kolkata Consultant & Director) to briefly present their training programme rotating from Southern Nigeria to India (Kolkata/Mumbai). They have already had 6 trainees rotate and this must be an excellent international example of what is possible. Mr Tom Caudoux-Hudson (Oxford Consultant and Chairman of SAC) will then present the UK training challenges including, quality assurance, sub-specialisation, the launch of an international examination etc.,. Again, we plan to have a panel discussion after the mini presentations.

Would you and your company wish to sponsor any of these presentations? If you have an innovative product on the way and think it could link into either topic then get in touch.

Companies sponsoring the breakfast seminars will receive the following benefits:

- 150 words in the final programme
- Seminar Programme on the meeting website
- Seminar invitation in the meeting bag (1 sheet only, max A4 format)
- Invitations emailed to registered delegates 1 week before the start of the meeting
- Room Hire
- Technical Assistance
- Standard AV package (to be confirmed in guidelines)
- Sponsoring companies will cover costs (Accommodation and Travel) for their speakers
- Sponsors of the Breakfast Seminars will provide breakfast for the delegates

Presentation: £800 + VAT

A five minute presentation slot in the main auditorium (4 slots available). This is an opportunity for Sponsors to present their products to the SBNS plenary session. Applications must be submitted by June 1st 2015 so they can be incorporated into the programme.

Advertisement on the meeting app

Home screen widget: £600 + VAT (Included in package A and package B)

Home screen widget is a company logo and app sponsor title. This is the first section all delegates will view. It also has the main features of the app on it. By clicking on this widget it will take the delegate through to the exclusive partners section of the app.

Company Logo on the Navigation Menu: £400 + VAT (Only 2 available)

When clicked once can either go to profile within the app or an external page (this could be company website).

Company Logo in all sessions (banner in 'Programme'): £400 + VAT (Only 3 available)

This is a banner add which will appear within the list of sessions (in 'Programme' section).

The banner (Company logo) can have different causes to action. It can link to either:

- Sponsor's profile page within the app
- Image - A 'pop-up' or overlay screen with the image will appear when users click on the ad. This is the 'pop-up' or overlay screen from the demo app as an example

If more companies express an interest to have this banner, they will be evenly distributed and rotate every 15 seconds.

Banner ads: £300 + VAT (only 4 available)

This is 1 banner (company logo) in 4 different locations. These will be located in '**Speakers**', '**Sponsors**', '**Attendees**' sections and on top of the menu bar within the app. These banners will be evenly distributed and rotate every 15 seconds.

Banners can have different causes to action. It can link to either:

- Sponsor's profile page within the app
- Any external website
- Custom - A 'pop-up' or overlay screen with the custom ad will appear when users click on the ad
- Image - A 'pop-up' or overlay screen with the image will appear when users click on the ad

Sponsored Alerts: £99.00 + VAT (only 4 available)

Sponsored Alerts will be sent to each delegate within the app and also to their email address. This can include images and a message with links to internal (within the app) or to an external destination.

Delegate Bag Inserts: £305 + VAT

To be placed inside the delegate bags (1 sheet only, max A4 format, subject to approval by Scientific Committee).



Registration Item Opportunities

Lanyards: Cost of production or provided in kind

Name badge cords are a perfect opportunity for a company wishing to gain high profile exposure at the meeting. All delegates will be given a sponsor company branded Lanyard when they register at the Meeting.

Meeting Bags: Cost of production or provided in kind

An opportunity which offers exposure far beyond the meeting, the bags will include all meeting print material and will be handed to delegates when they register. The Sponsor company logo will be printed on the bag.

Notepads: Cost of production or provided in kind

An opportunity to brand the writing pads that will be included in the delegate bags for use during the meeting. Sponsor will provide A4 notepad blocks or folders, which may be branded with their company logo.

Pens: Cost of production or provided in kind

An opportunity to brand the pens that will be included in the delegate bags for use during the meeting as well as on the registration desks. Sponsor will provide good quality pens, which may be branded with their company logo.

Talking Slides

We are continuing to record all presentations throughout the meeting; they will be published on line and accessible to all members of our association for **twelve months** on the Talking Slides platform <http://sbns.talkingslideshd.com/home>. There is an opportunity for your logo to be on the front page of this site as a hyperlink directly to your website.

This promises to be a very popular service for delegates and will offer a great opportunity for further brand awareness from our sponsors, not only to delegates who attended the conferences but also those who did not.

We have two levels of sponsorship that last for 12 months:

- **Gold** £250.00 + VAT (maximum of 4 available) your logo will appear at the top of the web page as people log on
- **Silver** £150.00 + VAT (maximum of 6 available) the logo swaps from the bottom of the page to the top after each refresh



Exhibition Opportunities

Exhibition Stand Packages

The cost of stand space has been divided into packages (A – E) as follows, there is going to be no shell scheme offered at this venue, power provision will be included in your stand package.

Stand Package	A	B	C	D	E	Table Top (Research Studies only)	Table Top (Charity Stands only)
Available	3	4	2	8	1	1	2
Stand Space	15 sqm	12 sqm	9 sqm	6 sqm	4 sqm	table	table
Number of company, name badges (lunch, tea & coffee included)	5	4	3	2	2	1	1
Number of tickets for the Welcome Reception*	5	4	3	2	2	1	1
Number of tickets for the Gala Dinner**	5	4	3	2	2	0	0
Power to your stand	✓	✓	✓	✓	✓	✓	✓
Editorial entry on Meeting App (unlimited text)	✓	✓	✓	✓	✓	✓	✓
Logo on Home Screen of Meeting App	✓	X	X	X	X	X	X
1 power point slide***	✓	✓	✓	✓	✓	✓	✓
Joint Sponsorship of the Welcome Reception	✓	✓	✓	✓	✓	✓	X
Cost	£6,600.00 + VAT	£5,400.00 + VAT	£4,096.25 + VAT	£2,747.50 + VAT	£1,915.00 + VAT	£250.00 + VAT	Free

* Welcome Reception, Wednesday 9th September 2015 at The National Railway Museum

** Gala Dinner, Thursday 10th September 2015 at The Merchant Adventurers Hall

*** Power point slide to be shown in the main Auditorium on a loop system during the breaks

THE BUILD-UP HEIGHT FOR ALL STANDS IS A MAXIMUM OF 2.6 METRES

Additional Social Event tickets are available to purchase:

- Welcome Reception tickets at £45.00 + VAT
- Gala Dinner tickets at £62.50 + VAT
- Additional Exhibitor badges are available to purchase at a cost of £50.00 + VAT per person

Proposed Dates (subject to change)

Set up timings (Delivery slots will be allocated beforehand)

Tuesday 8th September	10:00 – 18:00
Wednesday 9th September	08:00 – 09:30

Proposed Exhibition Opening Hours

Wednesday 9th September	10:00 – 17:00
Thursday 10th September	10:00 – 16:00
Friday 11th September	10:00 – 14:00

Dismantling/Breakdown Timings: Friday 11th September 14:30 – 19:00

Networking Opportunities within the Exhibition Hall

Tea and coffee. Exhibition. Internet facilities (Wi-Fi) free of charge throughout the venue.

Further Information

A manual giving further general and technical information, advice and full details about the exhibition and venue will be circulated in JULY 2015.

Terms of Payment

The contract should be signed and returned to Alix Gordon together with full payment. Stand package and location will be confirmed when full payment is received.

Payment may be made by the following methods:

- Cheque or banker's draft in pounds sterling only, drawn on a UK bank, made payable to:
The Society of British Neurological Surgeons
- Visa/Master Card (please note that a credit card fee of 3.5% will apply). We do not accept American Express
- Bank Transfer to The Society of British Neurological Surgeons (details will be on your invoice)

Cancellation Policy

All cancellations must be made in writing. The SBNS shall retain:

- 10% of the contract price if the cancellation is made before 1st June 2015
- 50% of the contract price if the cancellation is made between 1st June 2015 – 29th July 2015
- 100% of the contract price if the cancellation is made between 29th July 2015 – 8th September 2015

If the stand package or sponsorship item is resold a full refund will be made less a 10% administration charge.

Insurance

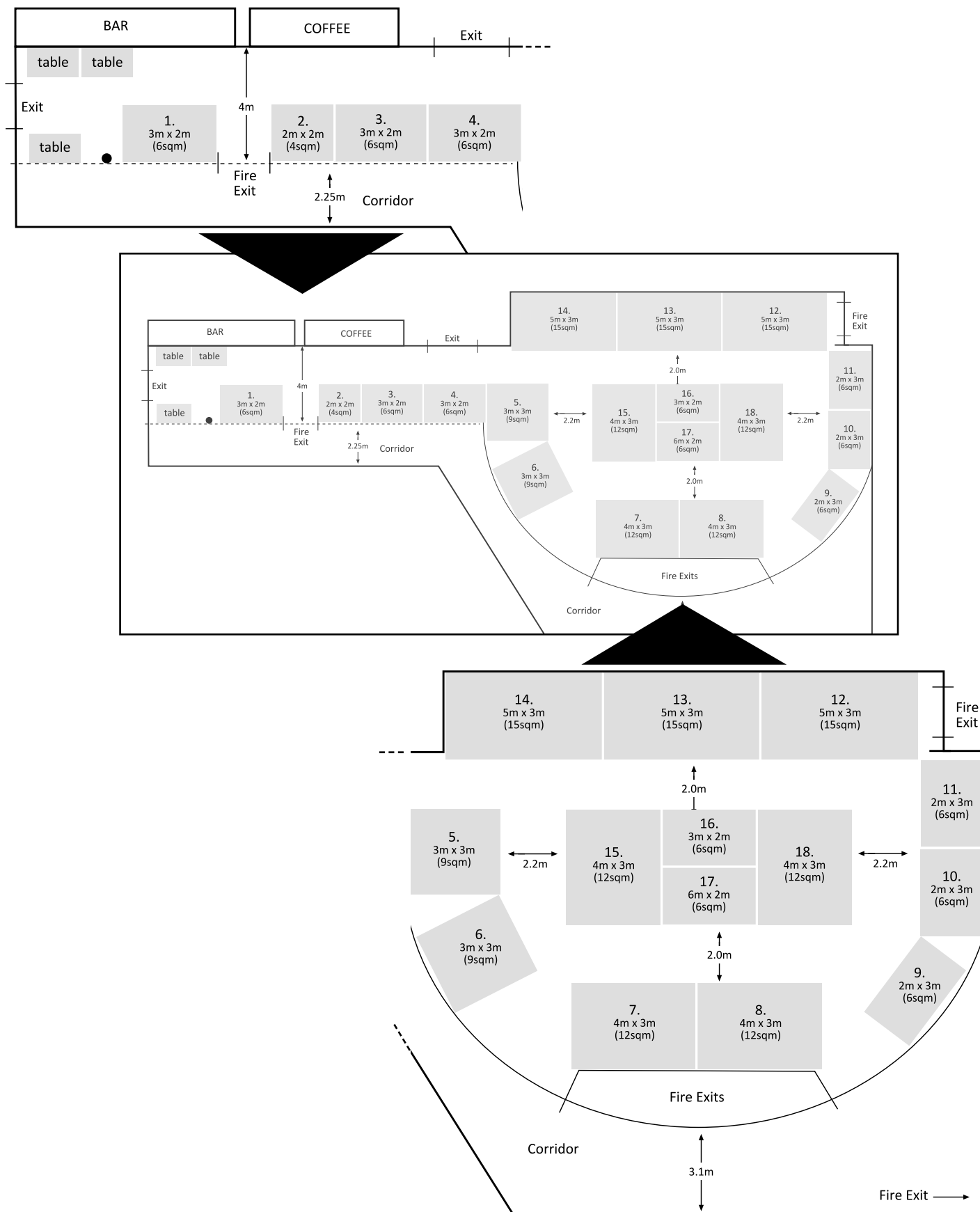
In accordance with the terms and conditions contained within this prospectus it is recommended that insurance be affected with minimum delay.

Terms and Conditions

Attention is drawn to the Exhibition Terms and Conditions contained in this prospectus. Signature of the Exhibition and Sponsorship Contract implies acceptance of these conditions.

Exhibition plan (subject to change)

Application for Stand Packages and Sponsorship Items should be made on the enclosed booking form and should be signed and either faxed or emailed back to Alix Gordon.



Exhibition Package and Sponsorship Form Contract

SBNS Autumn Meeting 2015 • The Royal York Hotel • 9th – 11th September 2015

Please note that all acknowledgements of your Company and listing of Company name and address will be generated from the following information. Please complete and return to:

Alix Gordon, SBNS, 35-43 Lincoln's Inn Fields, London, WC2A 3PE

T: +44 (0)20 7869 6887, F: +44 (0)20 7869 6888, E: admin2@sbns.org.uk

COMPANY NAME

(for invoicing)

COMPANY NAME

(for exhibition listing and sponsor acknowledgement)

CONTACT PERSON

MAILING ADDRESS.....

.....

POST CODE COUNTRY

TEL

Including country and area codes

FAX.....

Including country and area codes

EMAIL

WWW.....

Exhibition – I wish to apply for the following Stand Package at SBNS 2015:

Stand Package	Number	Total Cost
A - £6,600.00 + VAT		
B - £5,400.00 + VAT		
C - £4,096.25 + VAT		
D - £2,747.50 + VAT		
E - £1,915.00 + VAT		
Table top - £250.00 + VAT		
Table top - Free – Charities Only		

Preferred Stand Numbers: **1st Choice** **2nd Choice** **3rd Choice**

Sponsorship – I wish to sponsor the following items:

Sponsorship Item	Number / Day/ Level	Total Cost
Breakfast Seminar 9th September or 10th September - £2,000 + VAT		
Presentation - £800 + VAT		
Delegate Bag Inserts - £305 + VAT		
Home Screen Widget - £600 + VAT		
Company Logo on Navigation Menu or In all sessions - £400 + VAT		
Banner Advert - £300 + VAT		
Sponsored Alert - £99 + VAT		
Talking Slides: Gold - £250 +VAT Silver - £150 + VAT		

I also wish to purchase additional Items as follows:

Additional Item	Number	Total Cost
Exhibitor Badge - £50.00 + VAT per person		
Welcome Reception Ticket - £45.00 + VAT per person		
Gala Dinner Ticket - £62.50 + VAT per person		

Total overall cost excluding VAT	
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- ☐ Enclosed is our cheque made payable to 'The Society of British Neurological Surgeons'
- ☐ A Bank Transfer will be made to 'The Society of British Neurological Surgeons' (details will be available in the invoice)
- ☐ We would like to pay by credit card (you will be sent a credit card authorisation form, please note that credit card fees will apply as detailed in Terms of Payment)

Signature Date.....

An invoice will be issued on receipt of this Application Form and Contract. Signature of this Application Form and Contract for exhibition space confirms acceptance of the Terms and Conditions of Exhibiting.

Accommodation

Accommodation for exhibitors and sponsors at the SBNS Spring Meeting 2015 has been reserved at a preferential rate with Intouch International.

The main conference hotel is the Royal York Hotel where the main meeting is being held, next door to the train station in York.
The current rate for The Royal York Hotel is £118.00 B&B

This rate is only guaranteed until the 13th July 2015 so please book early to take advantage of this special rate.



As York is a busy tourist town we are offering 2 other hotel choices in order to accommodate all of our exhibitors and delegates.

The Hampton by Hilton £115.00 B&B

5 minute walk from the conference venue. **This rate is only available until the 24th of July** (45 days prior to the event).

The Park Inn £84.00 per night with B&B

10 minute walk from the conference venue. **This rate is available until 8th of August** (30 days prior to the event).

To reserve accommodation please contact:

Julie Conroy

Intouch International

Email: julie@intouch-international.com

Tel: 01756 795 512

ROOMS MUST BE RESERVED WITH INTOUCH AND NOT DIRECTLY WITH THE HOTEL.

Julie will confirm directly back to you, please book early to avoid disappointment. THIS IS A FREE SERVICE.



Terms and Conditions of Exhibiting at SBNS 2015

1. Definitions

In these Regulations the term Exhibition in all cases refers to the aforesaid Trade Exhibition, being held in conjunction with the aforesaid Meeting. The term Exhibitor/Sponsor includes any person, firm, company or corporation and its employees and agents to whom space(s) has been allocated for the purpose of exhibiting at the Exhibition or sponsorship items have been sold. The term Organisers means The Society of Neurological Surgeons. The term Premises refers to those portions of the stated venue licensed to the Organisers.

2. Installation and Removal of Exhibits

Exhibitor/Sponsors will be advised of when they may commence installation of exhibits. Exhibitor/Sponsors are prohibited from commencing such installation until the time nominated to them. The Organisers will use their best endeavours to adhere to the nominated date for the commencement of Exhibitor/Sponsors work but will accept no responsibility for any costs, claims or expenses arising from any variation to such date. Exhibits which do not reasonably satisfy the Organisers shall be modified forthwith by the Exhibitor/Sponsor in such manner and within such time as the Organisers may require and in default the Organisers may remove such exhibits at the expense of the Exhibitor/Sponsor who shall forfeit all sums paid by way of deposit, rental or otherwise. No Exhibitor/Sponsor shall erect any sign, stand, wall or obstruction, which in the opinion of the Organisers interferes with or over shadows an adjoining Exhibitor/Sponsor. The Exhibitor/Sponsor is responsible for the safety of his products, display and stand. During breakdown period NO material should be left unattended at anytime. It is the responsibility of the Exhibitor/Sponsor to leave his stand space clean and tidy during the Exhibition and after dismantling. All exhibits, displays, stand fittings and materials must be removed from the Premises by the time and date stated by the Organisers. Removal of exhibits and dismantling may not commence until after the official closing time. Any special arrangements for installation or removal of exhibits must be made in consultation with the Organisers.

3. Stand Construction and Services

For insurance and to adhere to regulations stipulated by the stated venue the Organisers will appoint an official contractor for marking out stand areas and all electrical services, NO other contractors will be permitted to undertake any of this work without prior consent of the Organisers.

4. Application

The Organisers reserve the right to refuse any application or prohibit any exhibit without assigning any reason for such refusal or prohibition. An Exhibitor/Sponsor may not, except by express written permission of the Organisers display directly or indirectly, advertise or give credits to any products other than his own or his named principals. The display of acknowledgement or credit indicating membership of organisations or Trade Associations is not allowed except by express written permission of the Organisers. The Organisers reserve the right to have masked or removed from the Premises any product or sign violating this regulation. The Organisers reserve the right to postpone the Exhibition from the set dates, and to hold the Exhibition on other dates as near to the original dates as possible, utilising the right only when circumstances necessitate such action and without any liability to the Organisers. The Organisers reserve the right to change the exhibition floor layout if necessary. The Organisers reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the stand and the Exhibitor/Sponsor undertakes to agree to any alteration to the site or the space reallocated by the Organisers.

5. Cancellation

Cancellations must be made in writing. In the event of the stand being re-let and the exhibition is fully sold or sponsorship being resold, 90% of the contract price will be refunded. The Organisers shall retain 10% of the contract price if the cancellation is received more than 12 months prior to the Exhibition. 50% of the contract price if the cancellation is accepted after that time. 100% of the contract price if the cancellation is accepted within 3 months prior to the Exhibition Opening.

6. Bankruptcy or Liquidation

In the event of an Exhibitor/Sponsor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the Receiver appointed, the contract with such an Exhibitor/Sponsor will terminate forthwith, the allotment of stand space will be cancelled and all sums paid by the Exhibitor/Sponsor under contract shall be forfeited.

7. Occupation and Payment of Stand Space

The Exhibitor/Sponsor, his servants, agents, employees and contractors may enter the building at a time which will be nominated to them for the purpose of stand dressing and fitting. In the event of an Exhibitor/Sponsor failing to take possession of his stand the Organisers have the right to reallocate the stand and all monies paid shall be forfeited. No Exhibitor/Sponsor shall occupy his stand space in the Exhibition until all monies owing to the Organisers by the Exhibitor/Sponsor are paid in full.

8. Obstruction of Gangways and Open Spaces

Exhibitor/Sponsors will not be allowed to display exhibits in such a manner as to obstruct the light or impede or affect the displays of neighbouring Exhibitor/Sponsors. Exhibitor/Sponsors will not be allowed to project onto the gangways, ceilings or walls, which are not part of their stand. Gangways must at all times be kept clear and free for passage. All emergency exits and access to service areas are to be kept clear at all times. They must not be restricted or rendered unrecognisable. Public gangways shall remain the means of escape even during installation and dismantling periods. Any Exhibitor/Sponsor who continues to cause obstruction or nuisance after notice has been given will be liable to have his stand closed by the Organisers at the Exhibitor/Sponsors expense and risk.

9. Conduct of Exhibitor/Sponsors and

Representatives Annoyance: The Organisers reserve the right to stop any activity on the part of any Exhibitor/Sponsor that may cause annoyance to other Exhibitor/Sponsors or visitors. Business must be conducted only from the Exhibitor/Sponsors own stand and under no circumstances may this be carried out from a gangway or elsewhere within the Exhibition. Microphones/Audio Visual Equipment: The use of microphones/audio visual equipment is permitted, but the volume must not be such as to cause annoyance to other Exhibitor/Sponsors. The Organisers reserve the right to prohibit their use if in the Organisers opinion any annoyance is being caused. Publicity Material: Any publicity material shall be displayed and /or given away only from the Exhibitor/Sponsors own stand.

10. Trade Union Labour

All stand fitting, construction or display work should be carried out by members of the appropriate Trade Unions recognised by the Exhibition Industry at the rates of pay and overtime and conditions in accordance with the Terms of the Working Rules Agreement currently in force.

11. Electrical Requirements

Power services will be available to the Exhibitor/Sponsor through the official electrical contractor. A schedule of these services will be available once application has been made. Exhibitor/Sponsors may provide their own electrical fittings where such fittings are in the form of made up units, showcases and / or signs complete and ready for connection to the mains supply. Electrical devices, which interfere with radio or television systems, must be switched off immediately if requested by the Organisers. The use of electrical appliances such as coffee machines, etc. shall only be permitted if they conform to the conditions concerning electrical appliances as laid down by the appropriate authority and other statutory bodies. Before such appliances are used, permission must be obtained from the Organisers. The use of immersion heaters and electric heaters with unguarded elements are not permitted.

12. Dangerous Materials and Exhibits

The Exhibitor/Sponsor must conform to the conditions concerning explosives and dangerous combustible materials as laid down by the appropriate authority and other statutory bodies. Any material or exhibit not approved by the appropriate authority or by the Organisers must be removed from the building at the request of the Organisers.

13. Fire Precautions

In accordance with the requirements of the appropriate authority, all material used in construction work, display materials etc. must be effectively fire proofed or made of non-flammable materials in accordance with the standards of every appropriate authority. Fire extinguishers will be provided by the Organisers in the display areas and placed as regulations require. The Exhibitor/Sponsors must comply with any reasonable instructions given by the appropriate authority or the Organisers to avoid the risk of fire.

14. Damage to the Premises

No nails, screws or other fixtures may be driven into any part of the Premises including floors; nor may any part of the premises be damaged or disfigured in any way. Should any such damage occur, the Exhibitor/Sponsor responsible would be invoiced for any reparation charges incurred.

15. Cleaning

The Organisers will arrange for the daily cleaning of the aisles outside the Exhibition open hours. Exhibits will not be cleaned.

16. Storage

There are no storage facilities available within the Exhibition area or premises (unless space has been purchased from the Organiser prior to the Exhibition and only if available). Exhibitor/Sponsors are advised to make their own arrangements for removal and storage of packing cases, etc. Under no circumstances may packing materials of any kind be left in the aisles or on the stands.

17. Liability

Whilst the Organisers will endeavour to protect exhibition property whilst on display at the Exhibition, it must be clearly understood that the management of the Premises and the Organisers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever. Exhibitor/Sponsors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the Organisers against all claims and expenses arising therefrom. In the event of it being necessary for any reason whatsoever for the Exhibition to be abandoned, postponed or altered in any way in whole or in part, or if the Organisers find it necessary to change the dates of the Exhibition or vary the hours the Exhibition is open, the Organisers shall not be liable for any expenditure, damage or loss incurred in connection with the Exhibition. The Organisers shall further not be liable for any loss, which the Exhibitor/Sponsor or Exhibition Contractors may incur owing to the intervention of any authority, which prevents or restricts the use of the Premises or any part thereof in any manner whatsoever.

18. Insurance

Exhibitor/Sponsors are required to take the appropriate insurance and ensure the Organisers are sent a copy of the documents. Particular attention is drawn to the need for the following: Abandonment Insurance: Exhibitor/Sponsors will have seen from paragraph 19 above that the Organisers are not obliged to return any monies paid for space in the event of cancellation or restriction of the Exhibition. Stand, Fixtures and Similar Insurance: All risks on loss or damage to Exhibitor/Sponsors property, fixtures, fittings and all other property of a similar nature such as personal effects of directors, principals and employees whilst on the Premises and transit risks from the Exhibitor/Sponsors premises to the Exhibition and return. Public Liability: Liability to the public may arise out of the Exhibitor/Sponsors activities and should be covered by insurance.

19. General Conditions

The Organisers are responsible for the control of the Exhibition area. Exhibitor/Sponsors are responsible for the control and supervision of their own stands. The decision of the Organisers is final and decisive on any question not covered in the foregoing regulations. The Organisers may from time to time add to or vary these rules and regulations and do anything at their sole discretion they deem desirable for the proper conduct of the Exhibition, provided that such amendments or additions do not operate to diminish the rights reserved to the Exhibitor/Sponsor under this agreement and shall not operate to increase the liabilities of the Organisers. Exhibitor/Sponsors must comply in all respects with the requirement of every appropriate authority, with the Terms of Agreement by which the Organisers may occupy the Premises and with the policies of insurance effected by the Organisers. Signature of the Exhibition Contract implies acceptance of these Conditions