



ESPE 2011 Meeting
25 – 28 September 2011
SECC, Glasgow, Scotland

Exhibition Technical Manual

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INTRODUCTION

DATES

The European Society for Paediatric Endocrinology (ESPE) will be held at the Scottish Exhibition and Conference Centre, (SECC) Glasgow, from Sunday, 25 September – Wednesday, 28 September 2011. Exhibition build will take place on Friday, 23 and Saturday, 24 September with exhibitors being able to decorate stands on the morning of Sunday, 25 September.

DEFINITIONS

In this document, the following terms are defined as:

Meeting Secretariat: Congrex Sweden AB
Exhibition Organisers: Congrex Sweden AB

Exhibition: The Industry Exhibition being held in conjunction with the ESPE 2011 Meeting.

Exhibitor: Includes any person, firm, company or corporation and its employees and agents to whom space has been allocated for the purpose of exhibiting at the Industry Exhibition.

Premises/Venue: Those portions of the SECC, licensed to the Exhibition Organiser.

Exhibition Organiser

Congrex Sweden AB
Attn: ESPE 2011 Meeting
P.O. Box 5619
SE-114 86 Stockholm
Sweden
T: +44 7830 221032
F: +46 8661 9125
E: espe2011.industry@congrex.com. Contact: Josephine Gordon

EXHIBITION VENUE

The exhibition will take place in SECC Hall 4.

Scottish Exhibition and Conference Centre

Glasgow, G3 8YW

Tel: +44 (0) 141 248 3000

Fax: +44 (0) 141 226 3423

Please refer to the exhibition floor plan for the exact location of your stand.

EXHIBITOR LIST & FLOORPLAN

The Exhibitor Listing and Exhibition Floor plan can be viewed and downloaded on the website by accessing the ESPE 2011 official website, at the following link: www.espe2011.org

EXHIBITION DATES & OPENING TIMES (Provisional)

Build Up

Friday, 23 September 08.00–20.00

Saturday, 24 September 08.00–20.00

Sunday, 25 September 08.00–10.00

Exhibition Open

Sunday, 25 September 12.00–18.00

Monday, 26 September 08.30–17.00

Tuesday, 27 September 08.30–17.00

Wednesday, 28 September 08.30–12.30

Exhibition Breakdown

Wednesday, 28 September 13.00–22.00

BUILD UP AND BREAKDOWN

BUILD UP TIMES

Access to the exhibition hall will be available to exhibitors with **space only** stands from 08.00 hrs on Friday, 23 September 2011; **all other exhibitors** will have access from 08.00 hrs on Saturday, 24 September 2011. Basic shell scheme will be in place at 08.00 hrs on the Saturday. **All stands will be able to decorate their stands from 08.00 – 10.00 on Sunday, 25 September 2011 and stands should be completed to the satisfaction of the Organisers by 10.00hrs that morning.**

NOTE: All packaging crates must be removed from the aisles by **20.00hrs on Saturday, 24 September** to allow aisle carpeting to be laid. After this time, forklift trucks, cherry pickers, etc will not be permitted within the exhibition area in order to prevent the carpeting being damaged.

BREAK DOWN TIMES

The Exhibition will close officially at 12.30hrs on Wednesday, 28 September. Break down of stands **may not** commence before this time. Please allow 30 minutes for the exhibition to clear of all delegates. Due to Health and Safety Legislation, it is strictly prohibited for any exhibitor to break down before the official closing time. The exhibition area must be cleared of all exhibits/stands/materials by 22.00hrs on Wednesday, 28 September.

IMPORTANT: Any items remaining after break down will be removed and disposed of. Neither the Organisers nor Venue will be held responsible for any loss.

UNLOADING DETAILS

Exhibitors will be allocated a time and Vehicle Access Door 4.3 at which to unload. It is imperative that these times and locations are adhered to and that exhibitors follow the instructions of the traffic marshals at all times. Vehicles must be removed as soon as unloading is complete.

You must provide us with details of your preferred time slot and the size and type of vehicle which you intend to use for delivery of your goods and equipment. Please see the Vehicle Scheduling form in the Order Forms document. This form should be completed and returned by the date specified on the form in order to facilitate vehicle scheduling.

Contractors must report to the Gate House (Service Entrance) which is marked on the plan below at the SECC and is located to the west of site nearest Hall 3. Contractors will be cleared and checked by the SECC security personnel who will instruct the driver to the nearest available parking location in/next to or in the vicinity of the Hall (designated Vehicle Doors), dependent on the nature of the build/breakdown they are carrying out. Once the contractor is finished they will be directed back to the Gate House or to the exit barrier at Hall 5. If they need to remain onsite they will be directed to park in Car Park 5.

Exhibitors, like contractors, will report to the Gate House. The onsite SECC security personnel will ask to see their Access passes on arrival (passes will be forwarded closer to the event with Joining Instructions). All exhibitors must have and / or collect their Exhibitor Car Parking pass on the first day of build from the Organisers. Please note, that the amount of Exhibitor Car Parking passes is limited and they will be served on a first come, first served basis. They then must display this pass on their windscreen / dash of their vehicle for the duration of their stay and show the pass to Security on every entry onto site. Exhibitors that do not have a pass will be sent to a fee paying car park and have to pay £6.00 per visit. The vehicle entry door into Hall 4 is door 4.3 which is 4.9m high and 5.5m width.

IMPORTANT: *When unloading has been completed, vehicles must be removed from the service yards. Those remaining must be parked in the designated area for the purpose of unloading and all*

instructions given by the security staff must be adhered. Motor vehicles used for delivery of materials or equipment will not be permitted to remain inside the exhibition halls overnight. Vehicles should be removed to the designated vehicle park. Delivery vehicles may be left in the car park for the duration of the Meeting at your own risk.

Please see map below for directions to the Gate House which is on the plan as the Service Entrance and Car Parks at the SECC.



VEHICLE PASSES

Vehicle passes will be sent to you by email approximately four weeks prior to build up in the Joining Instructions email. These must be displayed prominently in your vehicle.

DELIVERIES & STOCK DELIVERIES

Deliveries cannot be made and will not be accepted by the Venue prior to Sunday, 25 September 2011.

Please be advised that neither the Exhibition Organisers, nor the SECC can accept deliveries on an exhibitor's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made and should give the courier company a contact name and phone number for them to contact onsite.

For any deliveries on or after Sunday, 25 September 2011, requiring **NO** handling assistance, the address is as follows:

- ESPE 2011
- Stand number & Company name
- Hall 4, Scottish Exhibition and Conference Centre
- Glasgow, G3 8YW,
- UK

For deliveries before Sunday, 25 September, requiring handling and storing, you can contact Meritex International Ltd; please refer to the Order Form included with this manual and/or contact:

Meritex International Ltd

The Coach House
20 Northernhay Street
Exeter EX17 4BT
United Kingdom
T: +44 1392 454999
F: +44 1392 454998
E: paul@meritex.co.uk
Contact : Paul Saunders

Exhibitors who find it necessary to re-stock their stands during the exhibition should make arrangements to do so prior to opening times. Deliveries will not be permitted during exhibition open hours.

MOVEMENT OF DELIVERIES / TROLLEYS

Exhibitors are advised to make their own arrangements for handling exhibits, brochures, etc. If you require forklift assistance, please contact our logistics company Meritex International for more information on paul@meritex.co.uk. Please note, forklifts and cherry pickers cannot be used in the exhibition hall after the aisle carpeting is laid.

CUSTOMS CLEARANCE

Meritex International Ltd can assist you with customs clearance into the UK. Please contact as above. It is the Exhibitor's responsibility to carry out correct customs formalities for equipment and products arriving from abroad. The HM Customs and Excise office requires 48 hours notice to process customs clearance. The Exhibition Organisers will not be held responsible for any difficulties which may arise in connection with such formalities. Further information should be obtained direct from the National Advice Service at HM Customs and Excise Office. Please telephone: +44 (0) 2920 501261.

STAND CONSTRUCTION – SHELL SCHEME

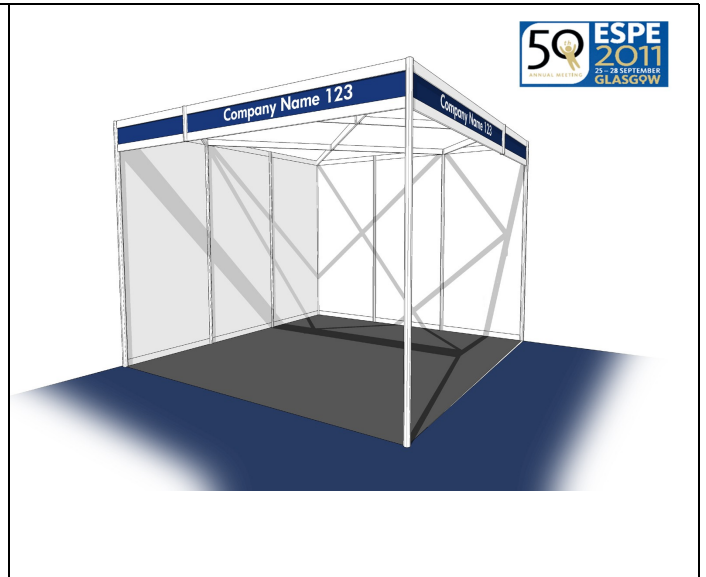
Stanco Exhibitions have been appointed as the official contractor for the provision of shell scheme and shell scheme extras:

Stand fitting – Sophie Watkins/Sharon O'Brien
Sophie Watkins
Tel: +44 1495 273655
Fax: +44 1495 271970
sophie.watkins@stanco.co.uk

Sharon O'Brien
Tel: 01495 273638
Fax: 01495 271970
sharon.obrien@stanco.co.uk

Website and online ordering:

<http://www.stanco.co.uk/options/ESPE2011/>



Basic shell scheme will be provided within the cost of hiring exhibition space, if required. The stands provided will consist of a modular system consisting of white infill panels with polished white uprights at 1m width intervals and blue fascia boards with white lettering displaying company name to all open sides.

To order the name board(s) for your exhibition stand, please complete Stanco's online form.

The maximum height for displays inside shell scheme stands is 2340mm and the maximum display width per panel is 950mm.

Please note that nothing may be screwed, nailed or glued to the face of the panels nor may any part of the shell scheme be damaged or disfigured in any way. If any such damage occurs the exhibitor concerned would be invoiced for any dilapidation costs. Any fixing to the panels should be by "Velcro". All materials used in display, construction work, etc must be effectively fireproofed or made of non-flammable materials in accordance with the standards of the appropriate authorities. Any display work or materials contravening this clause must be removed from the exhibition area at the exhibitor's own cost.

IMPORTANT INFORMATION

When designing your stand you should comply with the Association of the British Pharmaceutical Industry (ABPI) Code of Practice. For further information on the Code of Practice; Please visit: www.abpi.org.uk and download the code at <http://www.pmcpa.org.uk>.

NAME BOARDS

Any exhibitor may, if they wish, have their company name in logo style. Please contact Stanco for a quotation. For safety reasons, exhibitors will not be permitted to affix their own material to fascia boards.

ELECTRICS

Electrics will not be included in the shell scheme and space only packages. For any electric orders please order via the Stanco website.

SHELL SCHEME ACCESSORIES

Additional shell scheme items are available from the official shell scheme stand contractor, Stanco Exhibitions, at extra cost. Please refer to the Stanco online ordering service.

FLOOR COVERINGS

Hall 4 will be carpeted with blue carpet. Shell scheme Exhibition stands will have the carpeted with Grey carpet.

If you wish to order alternative flooring at an additional cost, Stanco offers a range of floor coverings including cord carpet, velour carpets, carpet tiles, laminate and vinyl. To discuss your stand requirements please contact Stanco directly by email Elizabeth Moran on Elizabeth.morgan@stanco.co.uk or Tel: +44 (0) 1495 273635.

STAND CONSTRUCTION – SPACE ONLY

SPACE ONLY STANDS

Free-build stands are allocated on a space only basis. This means that no stand services and carpeting are provided.

STAND HEIGHT

Free build stands cannot exceed 6m in height. If you have banners above the stand they cannot exceed the 6m limit.

STAND DRAWING SUBMISSION

Free-build exhibitors are reminded of the following points:

- a. Drawings of all free-build stands must be submitted for approval to the Exhibition Organisers no later than **Friday, 15 July 2011**. Electronic plans are preferred; please email your plans to **espe2011.industry@congrex.com**.
- b. Any stands with floors at 600mm or higher may be subject to local licensing authority. Please contact the Exhibition organisers. All Structures without this criterion must conform to current legislation, contractors' method statements/risk assessments and/or manufacturers conditions of use.
- c. *IMPORTANT: Exhibitors are advised that the procedure for obtaining approval can take a considerable amount of time. Working drawings should therefore be submitted as soon as they are available. All costs relating to obtaining approval will be met by the exhibitor.*
- d. All stand designs with a raised platform must incorporate a wheelchair access ramp on at least one of its open sides.
- e. Any stand incorporating closed rooms/theatres with covered ceilings must include a vision panel or window and may be subject to approval on emergency lighting and exit width. Please submit copies of the drawings as in b, above.
- f. All structures, materials, special designs, unusual constructions, and all signs shall conform to British safety standards and codes of practice and comply with all relevant statutory authority regulations. Any display work or materials contravening this clause must be modified to meet requirements.
- g. It is every free-build exhibitor's responsibility (if sharing a space only site) to provide partition walls between themselves and their neighbours. These walls **must** be built to the height of the highest point on their stand (minimum of 2.5m, maximum 6m high) and must be cleanly decorated on both sides.
- h. Banners are permitted above the stand but must be no higher than 6m.
- i. No exhibitor will be permitted to span an aisle by ceiling or floor covering.
- j. Please contact the Exhibition Organisers if you require a copy of the exhibition layout plans.
- k. It is the responsibility of free-build exhibitors to observe the building, fire and health and safety regulations of the Venue. Copies of these are available on request from the Exhibition Organisers.

Failure to comply with any of the afore-mentioned could result in approval of your stand being withdrawn.

EXHIBITOR SERVICES

OFFICIAL CONTRACTORS

For insurance, security reasons, and to adhere to the regulations stipulated by the Venue, the official contractors detailed below must be used for the following services:

- Shell Scheme, Furniture and Accessories - Stanco Exhibitions
- Electrical Mains, - Stanco Exhibitions
- IT and Telecommunications - SECC
- Audio Visual - Cameron Presentations
- Lifting services - Meritex International Ltd
- Catering - Leiths

ACCOMMODATION

Hotel rooms have been reserved at preferential rates for Meeting participants. You may choose according to your budget. Accommodation can be booked via the Meeting website at: www.espe2011.org.

ACCESS PASSES

A voucher will be emailed to you in PDF format; please print this off (one per member of staff) and bring the complete voucher on-site to exchange at the exhibition desk for a full Access Pass. The exhibition desk will be located in Hall 4. Access Passes will be valid for build up and break down.

Access Passes must be worn at all times during build up and break down; any personnel without a badge will not be permitted to remain in the exhibition areas. In addition, all personnel will be required to wear an access badge when entering in and out of the exhibition hall as there will be security guards on the loading bay doors during build up and breakdown and at the main entrance of Hall 4.

AUDIO VISUAL

Audio Visual services will be provided by Cameron Presentations, for further information and to place an order, please see the order form in the Order forms document.

BAR CODE READERS

Delegate badges will be both bar- and colour-coded. Exhibitors wishing to scan delegate details will need to hire a bar code reader. At the end of the Meeting, the scanned information is matched with the registration database to provide exhibitors with contact details for all visitors who have been at their stand or symposia, in excel format. In addition, exhibitors and sponsors will have the opportunity to define up to 20 marketing codes, for example, „wants product brochure, „contact by Telephone; interested in product category A’ etc.

To hire a bar code reader would be an excellent opportunity for you to capture delegate details who attended your stand. If you wish to order a bar code reader, please see the Order Forms document.

CARPET

Shell scheme stands will have a grey carpet. Aisle carpet will be dark blue. If you are a space only stand you must order your own carpet from Stanco.

CATERING

Leiths are the appointed Caterers at the SECC. No company or individual may bring any food or drink into exhibitions for distribution, except with written permission from Leith’s. For further information on Exhibitor catering, please see Leiths order form at the SECC website – www.secc.co.uk. Catering order forms can be found by clicking on ‘Organise an Event’ and then ‘Downloads’.

ELECTRICAL SERVICES & LIGHTING

All electrical mains connections will be carried out by the officially appointed contractor, Stanco. Should you require details and costs for their services, please refer to their link: <http://www.stanco.co.uk/options/ESPE2011/>

Note: For safety reasons, the use of coiled extension leads and double adaptors are not permitted in the exhibition area. System multi-points of four outlets may be used. The total loading must not exceed the wattage of the socket ordered and multi points must not be connected from an adjacent multi point.

The daily supply of electricity operates from 30 minutes prior to the Exhibition opening until 30 minutes after the Exhibition closes each day and is the principal supply for all equipment and lighting on stands. 24 hour supply, if required, must be requested from Stanco by Exhibitors (e.g. for refrigerators, security equipment, etc.)

FLORAL DISPLAYS

Stanco can provide a variety of floral arrangements; please contact Stanco's furniture department for further information. Please refer to their link: <http://www.stanco.co.uk/options/ESPE2011/>

FURNITURE

Stanco can provide a variety of stand furniture items which can be viewed and ordered online via the link: <http://www.stanco.co.uk/options/ESPE2011/>.

GRAPHICS

Stanco Exhibitions are able to provide a full and comprehensive graphic service. Design and quotations are available on a job by job basis through their graphic studios. Please contact Stanco for more details.

IT / TELECOMMUNICATIONS

IT and Telecommunications services will be provided by the venue, for further information and to place an order, please see the SECC's order form on the SECC website – www.secc.co.uk. IT/Telecommunications order forms can be found by clicking on 'Organise an Event' and then 'Downloads'.

JOINING INSTRUCTIONS – ON-SITE INFORMATION FOR EXHIBITORS

These will be sent to you by email, approximately four weeks in advance of the meeting and will contain useful information concerning your participation, including confirmation of loading bay schedules.

PASSPORT, VISA AND INVITATION LETTER

Participants are advised to make their own arrangements with respect to entering the United Kingdom. Individuals requiring an official letter of invitation in order to obtain a visa and authorisation to attend the meeting are kindly asked to visit the meeting website at: www.espe2011.org.

PUBLIC LIABILITY INSURANCE

All Exhibitors **must** have Public Liability Insurance. Please ensure that your Insurance Certificate is brought on-site as the Exhibition Organisers may ask you to produce it for inspection during exhibition build. Please consult your insurance company or brokers to cover you fully against all risks at the Exhibition. If you do not have a broker, you could contact Hiscox at <https://www.hiscox.co.uk/events>.

RISK ASSESSMENT

All Exhibitors must complete EITHER a shell scheme OR a space only Risk Assessment Form, which should be returned to the Exhibition Organisers by **Friday, 15 July 2011**.

RIGGING

Banners can be suspended above the stand however must remain directly above the stand area and must stay within the 6m height limit.

If you are planning to use the rigging facilities within the SECC, please be aware that you are required to submit an order to the Technical Services Department of the SECC, 14 days prior to commencement of build up as well as a full description of the item (Please see the SECC's order form on venue website – www.secc.co.uk. Rigging order forms can be found by clicking on 'Organise an Event' and then 'Downloads'.

SECURITY

Exhibitors are requested to use common-sense precautions at all times and to ensure that all stand personnel wear identity badges. Should any suspicious or unidentified articles be discovered, they must be reported to the Organisers' Office immediately. The security provided by the Organisers has been implemented to prevent unauthorised access to the hall and not to secure the contents of your stand. Each Exhibitor is responsible for their property and necessary precautions should be taken. Exhibitors wishing to hire additional security personnel to patrol individual stands, please contact Kristina Rudolfson at espe2011@congrex.com.

STAFFING REQUIREMENTS

If you require any hostesses or staff at your stand or at your symposia session, there are some agencies that can provide you with this service. Please contact Malin Rosen for more details at espe2011@congrex.com.

STAND CLEANING/WASTE REMOVAL

The Venue will be responsible for the cleaning of the aisles and public areas within the exhibition. If you wish for any rubbish to be removed please leave it on the aisles at the end of each day. Should you require your stand to be cleaned daily during the exhibition, please contact Jo Gordon at espe2011.industry@congrex.com.

TRANSPORT, LIFTING, SHIPPING & STORAGE

Meritex International Ltd has been appointed as the official transport, lifting, shipping, and storage contractors for this event. Should you require a quote for their services, contact Paul Saunders at paul@meritex.co.uk.

Please note that there are no storage facilities at the SECC prior to the meeting however Meritex can assist with this and storage of large items/pallets etc during the meeting. For on-site storage during the meeting please contact soe2011.industry@congrex.com.

VENUE SOURCING FOR MEETINGS AND ADDITIONAL SERVICES

Congrex Sweden AB can provide you with all the services you need to ensure your participation is worthwhile and successful. With 25 years experience working with prestigious pharmaceutical and commercial companies, we can assist you with any event catered for whether it is Meeting Participation, Sales Meeting, VIP Dinner, Internal or External Meetings or Product Launch. You can be assured that your enquiry will be handled professionally and with all sensitivities handled in a confidential manner. You can make your experience successful without the stress and benefit from:

- Saving you the time and money in locating the best venue for your meeting
- Knowledge and experience of many global destinations
- Flight bookings
- Preferential rates on hotel bookings and group accommodation requests
- Registration coordination
- Ground agents for buses/transportation and external dinners can be arranged.



If you require any additional services, please contact us at espe2011@congrex.com.

EXHIBITOR EDITORIALS/DELEGATE BAG INSERTS

EDITORIALS – FINAL PROGRAMME

Each Exhibitor may have a maximum of 50 words of free editorial copy in the Exhibitor Catalogue / Final Programme. Editorial should be submitted in the following format:

Name of Company
Stand Number
Address
Contact Tel/Fax/Email and Contact name
50 words of editorial

Sponsors are entitled to a 75 word editorial. **Text should arrive NO LATER THAN 24 JUNE 2011.** Editorials should be emailed to Josephine Gordon via email on espe2011.industry@congrex.com.

DELEGATE BAG INSERTS

Exhibitors wishing to include an insert in the delegate bags are welcome to do so at a cost of 2 500 EUR excl VAT. Please contact the Meeting Secretariat for further information.

Contact: Malin Rosen
T: +46 (0) 8 459 66 00
F: +46 (0) 8 661 9125
Email: espe2011@congrex.com.

MEETING INFORMATION

REGISTRATION PROVISIONAL OPENING TIMES

On-site registration will take place in the Exhibition Hall 4. The registration desks will be open during the following times:

Saturday	24 September	15:00–19:00
Sunday	25 September	07:30–18:00
Monday	26 September	07:00–18:00
Tuesday	27 September	07:00–18:00
Wednesday	28 September	08:30–12:30

SCIENTIFIC SESSIONS

All session halls are located within the SECC. Details of plenary and parallel sessions are available online at www.espe2011.org and will be printed in the Final Programme.

EXHIBITOR NAME BADGES

Exhibitors will receive two company name badges for every 9 square metres of exhibition space purchased. These badges will give exhibitors access to the exhibition only. Additional badges can be purchased for EUROS 135 including VAT per badge. Exhibitor name badges will be prepared in advance for all exhibitor personnel. To register your exhibitor personnel, please complete the spreadsheet that will be sent to you by email.

CATERING

Tea/coffee will be provided for each badged exhibitor during morning and afternoon breaks. However lunch is not provided for exhibitors.

MEETING DOCUMENTATION

Exhibitors are entitled to one Meeting bag per stand containing the documentation that will be given to delegates; this will ensure that exhibitors have relevant Meeting information. You will receive your Meeting bag when you collect your exhibitor name badges from the Exhibition Desk onsite.

SOCIAL EVENTS

Welcome Reception

Sunday 25 September 19.00

The Glasgow Science Centre located on the banks of the historic River Clyde will be the venue for the Welcome Reception as you are cordially invited to attend. The Glasgow Science Centre is situated across the river footbridge from the SECC. The evening will allow delegates to socialise, renewing old friendships and making new ones prior to the ESPE meeting commencing.

Beverages and various small snacks will be served.

Price: Included in the registration fee for exhibitors

Location: Glasgow Science Centre

Date: 25 September

Time: 19.00

Dress: Casual

Concert and ESPE Evening

Tuesday 27 September

This year's ESPE Evening is truly a gala event to mark the 50th "birthday" of the society. There is something for everyone, including a few surprises. Scots are famous for their hospitality - we like to throw a party!

Tickets for the concert and the ESPE Evening can be purchased when register online: www.espe2011.org or contact espe2011.registration@congrex.com
Early purchase is advised as this is an evening not to be missed!

ESPE Benefit Concert for the Children of Japan

The ESPE Evening begins with a classical concert by members of the prestigious Chamber Orchestra of Europe, who will perform an exciting programme with an ESPE theme. The concert will take place in the Clyde Auditorium adjacent to the SECC.

At the request of Professor Chris Kelnar, the ESPE President, this event has been chosen to support the 'Save the Children' and 'UNICEF' charities with the specific intention of benefiting the children of Japan.

It is estimated that around 100,000 children were displaced and homeless as a result of the earthquake and tsunami disaster. In addition many children, including those as yet unborn, could be exposed, potentially, to radiation in the air, water supplies and milk with possible future consequences in terms of the increased risk of cancers, leukaemias and endocrine (including thyroid) problems.

Thus, rather than the concert being included in the registration fee, entrance will be by ticket for which a donation of a minimum of €10 will be required and given to the above charities for these purposes. Of course larger donations will be accepted with gratitude.

Thank you for your understanding and support.

Price: Donation of a minimum of 10 EUR to support the "Save the Children" and UNICEF charities with the specific intention of benefiting the children of Japan.

Location: Clyde Auditorium, SECC

ESPE Evening

Price: 95 EUR before 3 May, 115 EUR after 3 May

Location: SECC

Dress: Smart Casual

OPTIONAL TOURS

There will be optional tours available for delegates to attend. For more information please visit the tours section on the Meeting website – www.espe2011.org.

GENERAL VENUE INFORMATION

ATM FACILITIES

There is a cash machine located outside McColls shop on the East side of the concourse inside the SECC. A Bank of Scotland banking lobby is also located on the east concourse (between Box Office and Loch Suite) and also offers an ATM service. Both of these ATMs offer a free of charge service.

The ATM services the following:

Amex, Barclays, Clydesdale, CIRRUS, EC, Euro MasterCard, Link, Lloyds TSB, Maestro, MasterCard, NatWest, PLUS, Royal Bank of Scotland, VISA.

Additional machines are positioned at the VIP doors under the escalators on the South side of the building and at the West entrance. Both charge £1.75 per withdrawal.

Express pay-in and direct phone banking facilities are also available at the SECC.

BUSINESS CENTRE

There is an office that provides fax and photocopying facilities located on the Concourse just inside the East entrance at the North side of the building. It offers a comprehensive range of business services. These services are used at your own expense.

CLOAKROOM

The cloakroom is located on the Concourse. The cloakroom is open 30 minutes before the event open time and until the Meeting closes.

DISABLED ACCESS / FACILITIES

Parking is available and is defined by the International parking symbol for disabled patrons. Car Park 7 is the main car park for all delegates and there are disabled bays available in CP 1, 5 & 7.

The parking charge will be £6.00 per car per day incl. VAT. Entrance doors at east and west entrances are automatic. Inside the main building, all public areas are accessible by lifts situated at two points on the main concourse. The direct link to the Crown Plaza hotel from the main SECC is fully accessible to wheelchair users via various lifts. Exhibitors should use the West Entrance and report to the Security Gate where they will be directed to the designated car park(s). Lorries and delivery vehicles may be left overnight at Exhibitors'/Contractors' risk. Exhibitors and Contractors can collect parking passes for designated car parks from the Exhibition desk in Hall 4.

For further information on costs, please contact the Exhibition Organisers.

Disabled toilets are available in the main concourse, Loch Suite Foyer and in Hall 4.

FIRST AID

An equipped Medical Centre is located on the concourse just inside the East Entrance to the SECC and will be staffed during build up, event open, and break down periods.

FIRE SAFETY

Flammable Materials / Gases

Exhibitors are advised that the SECC has stringent regulations governing materials used on-site during an Exhibition.

The use of flammable materials must be in accordance with the manufacturer's instructions and with regard for the safety of others.

The use of compressed gasses will only be allowed with prior permission from Security. Storage of these materials should always be outside the building, special arrangements for this will need to be made. No flammable liquid or liquid petroleum gas shall be used within the SECC without prior written consent. All materials must be fire rated and flame testing certification available where applicable. You must comply with the current regulations on fire treated materials.

GAS AND COMPRESSED AIR

Natural gas and compressed air are permitted in Exhibition areas. You can obtain details and costs for this by contacting:

Kenny Dickson
Building & Technical Services Department
Tel: 0141 275 6218

Please note that any additional supplies are to be retained in SECC Gas Bottle Store until required.

INTERNET

If you wish to order cabled Internet facilities at your stand this is available and can be ordered online from the venue website – www.secc.co.uk.

PHOTOGRAPHY

If you are planning any filming or photography within the hall, please inform Congrex, the Meeting Secretariat for approval. Please email espe2011@congrex.com.

PUBLIC TELEPHONES

Public telephones are located throughout the Venue. They are located on the Concourse at the north east corner of Café Ritazza, at the entrance to Hall 1, and also along from Hall 1.

SMOKING POLICY

ESPE 2011 is a non smoking event. Exhibitors should note that there is also a no smoking policy throughout the SECC Premises.

WATER AND WASTE

SECC currently supply a half inch water pipe and a 1 and a half inch waste pipe if you require this service. This includes one connection to your own appliance. For more detailed information on water and waste supplies, please contact:

Kenny Dickson
Building & Technical Services Department
Tel: 0141 275 6218

FIRE AND EMERGENCY PROCEDURES

The SECC in house security will visit each Exhibitor on site and will provide an Evacuation Procedure leaflet on each stand prior to the first day of open.

ALL EMERGENCY PUBLIC ANNOUNCEMENT MESSAGES ARE PRECEDED BY CHIMES

IF YOU DISCOVER A FIRE:

- a) Break the glass on the nearest fire call point.
- b) Telephone the Control Room in the Security Suite (extension 444), giving the location of the fire, or inform a member of the SECC Staff in the Hall.
- c) Advise other persons in the vicinity of the emergency.
- d) Do not attempt to extinguish the fire unless this can be accomplished without personal risk.
- e) As soon as the instruction to evacuate the SECC has broadcasted, you must leave the premises by the nearest available exit and make your way to the nearest Fire Assembly Area. Provisional areas include the East Assembly Area (Car Park 1) and the West Assembly Area (the avenue in front of the West entrance between (Car Parks 5 and 7). These may alter due to several reasons such as site construction work or adverse effects of the fire, (smoke drift etc).
- f) You must not attempt to return to the SECC until the Senior Officer in charge of the Fire Brigade Detachment says that it is safe to do so.

MEDICAL PROBLEMS

The First Aid is located at the East end of the Concourse close to the Information Desk. If medical assistance is required, the Nurse / First Aider should be contacted immediately at Ext 333 or via the Control Room on extension 290 or 888.

EVACUATION

If evacuation is necessary, a pre-recorded message will be broadcast in the halls. Please leave the building by the nearest exit and assemble in a safe area as directed by the venue stewards. Exhibitors and Contractors should account for all their staff.

CANCELLATION – STAND DOWN

An announcement will be made by Public Announcement when the emergency situation has ended.

For full SECC Emergency Procedures please contact the Meeting organizer on espe2011.industry@congrex.com.

RULES AND REGULATIONS

1. PAYMENT OF STAND SPACE

Exhibitors have 14 days in which to make their final payment when it falls due. After this time, and only when monies have not been paid, the stand will be available for sale to another company. No Exhibitor shall occupy their stand space in the Exhibition until all monies owing to the Exhibition Organisers by the Exhibitor are paid in full. Should an Exhibitor not be allowed to occupy their stand space, all deposits paid will be forfeited automatically and no refund will be made.

2. OCCUPATION OF STAND SPACE

The Exhibitor, his servants, agents, employees, and contractors may enter the building at a time which will be nominated to them for the purpose of stand fitting and dressing. In the event of an Exhibitor failing to take possession of their stand the Exhibition Organisers have the right to reallocate the stand and all monies paid shall be forfeited.

In the event of the Exhibitor failing to occupy the said space by the advertised opening time of the show the Exhibition Organisers are authorised to occupy or cause the said space to be occupied in such manner as may be deemed best for the interest of the Exhibition without refund to the said Exhibitor and without releasing the Exhibitor from any liability within these Rules and Regulations.

Unless otherwise agreed in writing by the Exhibition Organisers, Exhibitors are not authorised to sublet, share, or transfer their stand space.

3. BUILD UP AND BREAK DOWN OF EXHIBITS

Exhibitors will be advised when they may commence build up and break down of exhibits. Exhibitors are prohibited from commencing such build up and break down until the times designated.

The Exhibition Organisers will use their best endeavours to adhere to the nominated date for the commencement of Exhibitor's 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 Exhibition Organisers shall be modified by the Exhibitor in such manner and within such time as the Exhibition Organisers may require and in default the Exhibition Organisers may remove such exhibits at the expense of the Exhibitor who shall forfeit all sums paid by way of deposit, rental or otherwise.

No Exhibitor shall erect any sign, stand, wall, or obstruction which in the opinion of the Exhibition Organisers interferes with an adjoining Exhibitor.

During break down at the SECC, Exhibitors and Contractors must wait until the Exhibition Hall is officially closed and free from members of the public before commencing breakdown.

There should be no material left unattended at any time. The Exhibitor is responsible for the safety of his products, displays, and stand. It is the responsibility of each Exhibitor to leave his stand spaces clean and tidy during the Exhibition and after break down. All exhibitors must remove their waste e.g. carpet, wood, pieces of unwanted stands or displays, stand fittings, and materials must be removed from the Premises by the time and date stated by the Exhibition Organisers. No materials should be lying in gangways during the Meeting. All gangways should be cleared at the end of build up, and during the Meeting for Health and Safety reasons and to allow the SECC's cleaning contractor to sweep the Gangways and general circulation areas within the Exhibition Hall. Break down and removal of exhibits may not commence until after the official closing time. Any special arrangements for build up or break down and removal of exhibits must be made in consultation with the Exhibition Organisers.

4. BUILD RESTRICTIONS

Any stand that has more than one level (multi-storey); viewing/service platforms; suspended items (E.g. lighting rigs); raised walkways; ramps; sound/lighting towers; temporary tier seating; and/or a raised platform or stage over 600mm is considered to be a complex structure. Exhibitors wishing to build stands which fall into one or more of these categories must have the prior approval of the Exhibition Organisers and Local Authority Department of Planning, which is under the Civic Government Scotland Act 1982 Section 89. Please submit stand drawings as detailed in the 'Stand Construction – Space Only' section of this manual at least 8 weeks prior to the Meeting. A fee shall be charged by the Local Authority for Section 89 approvals.

5. STAND CONSTRUCTION AND SERVICES

For insurance and security reasons, and to adhere to regulations stipulated by the stated venue, the Exhibition Organisers have appointed official contractors for all shell scheme stand construction, all electrical services (mains and fittings), and all ancillary services. Due to the necessity of coordinating all such activities during build up and break down periods, and for security purposes, no other contractors will be permitted to undertake any of this work without the prior consent of the Exhibition Organisers.

6. BANNERS AND POSTERS

Exhibitors may not utilise any poster sites within the exhibition area unless they have been given permission to do so by the Exhibition Organisers. Posters and/or notices, including sponsors' logos, may not be displayed in the foyer, session hall foyers, corridors, or any other public areas within the Premises.

7. ELECTRICAL REQUIREMENTS

Full lighting and power services are available to Exhibitors through the official electrical contractor. Exhibitors may provide their own electrical fittings only 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 Exhibition Organisers.

The use of electrical appliances, such as coffee makers, 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 Exhibition Organisers. The use of immersion heaters and electric heaters with unguarded elements is not permitted.

Exhibitors must not use, or install, or permit; or suffer to be used, or installed, any supplementary plant for the generation or supply of electricity from the Premises unless they have obtained the written consent of the Exhibition Organisers and/or the Venue. Electrical sockets are British standard, three pin sockets, and adaptors must be used where required, these can be hired from the venue's relevant contractors, see contact details appended with this document.

8. MOVING EQUIPMENT

Exhibitors are required to provide information to the Exhibition Organisers of all displays involving moving equipment. Displays involving equipment must not be left unsupervised at any time.

9. 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.

10. OBSTRUCTION OF GANGWAYS AND OPEN SPACES

Exhibitors will not be allowed to display exhibits in such a manner as to obstruct the light or impede or project over gangways or affect the displays of neighbouring exhibitors. 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 and must not be restricted or rendered unrecognisable. Public gangways shall remain the means of escape even during build up and break down periods. Any Exhibitor who continues to cause obstruction or nuisance after notice has been given will be liable to have his stand closed by the Exhibition Organisers at the Exhibitor's expense and risk.

11. VEHICLES ON THE CONCOURSE

No vehicles, hand propelled or motorized, are permitted to traverse the Concourse without the prior approval of the Company and then only those fitted with rubber or similar tyres and with an axle loading of less than 10 tons will be authorised.

12. VEHICLE ENTRY DOORS

All vehicle entry doors to the Halls shall be operated only by the Company's security staff or such other persons as the Company shall designate in writing. This does not apply to the emergency exit doors set into the lower section of the vehicle entry doors. Wheeled vehicles, whether motor driven or hand propelled, shall not be take through any of the emergency pedestrian exit doors set in the lower section of the vehicle entry doors.

13. DELIVERY, UNPACKING, STORAGE AND REMOVAL

Unloading and loading of delivery and service vehicles may be carried out in the service yards adjacent to the Halls, provided that no undue obstruction is caused to the free flow of traffic. When unloading has been completed, vehicles must be removed from the service yards. Those remaining at the Centre must be parked in the designated area for that purpose and/or as directed by the Company's security staff.

All private cars must be parked as directed by the Company's security staff when loading and unloading. When unloading has been completed, vehicles must be removed from the Service Yards. Those remaining at the centre must park in the area designated for that purpose and/pr as directed by the Company's security staff.

Delivery or service vehicles will only be permitted to enter the premises with the Company's approval and under the direction of its security staff. Delivery or service vehicles will not be admitted into the Premises whilst the Premises are open to the public. Exhibits and similar materials may only be delivered and unpacked at times outside the open period.

Motor vehicle used to deliver exhibits or stand fitting materials will not be permitted to remain in the Halls overnight. Vehicles remaining at the Centre overnight must be parked as directed by the Company's security staff.

Empty crates, cartons, boxes, shavings or other packing materials shall not be stored on, under or behind any Stand. Storage for packing cases, if provided within the Premises, shall be to the satisfaction of the Company and the relevant Authorities; packing cases thus stored must be complete with lids nailed back into place and must be stored at least 3 metres away from any Stand. If so required by the Company or the relevant Authorities, "No Smoking" or other warning notices must be displayed in positions which shall be notified by the Company or the relevant Authorities. The Company will not permit deliveries to the Premises of exhibits, standfitting or any other materials required for the staging of an Event prior to the first day of the Hire Period except in accordance with specific arrangements made in writing between the Company and the Hirer. Such arrangements will be made only with the Hirer, who will also be responsible for any charges the Company may make for extending the Hire Period and for any additional services provided.

The Hirer shall procure that all exhibits, stand fitting and other materials brought into the Premises for the Event including materials scrapped at the end of the Event shall be removed from the Premises in sufficient time for the Company or its Contractor to clean the floors by the end of the Hire Period (unless specific arrangements to the contrary are made between the Company and the Hirer). The Hirer will be responsible for any charges the Company may make for extending the Hire Period and for any additional services provided if the Premises are not vacated by the end of the Hire Period.

14. FLOOR LOADINGS

No load in excess of 5 tons per square metre shall be placed on the floor of the Halls at the Centre. No vehicle having an axle load in excess of 20 tons shall be brought into the Halls at the Centre. Floor loadings in excess of the above may be permitted on application to and with the approval of the Company.

15. PETROL FUELLED MOTOR VEHICLE EXHIBITS

The exhibiting within the Premises of petrol fuelled vehicles or other petrol engine equipment shall be subject to the following conditions:

- The SECC shall be advised by the Hirer of all Stands where these exhibits will be shown;
- The fuel tanks of such motor vehicles must be fitted with a locked cap and the fuel content must not exceed a quarter of the capacity of the tank; and
- Batteries on such vehicles must be disconnected on all terminals before and throughout the time that the Public is admitted to the Premises.

16. CONDUCT OF EXHIBITORS AND REPRESENTATIVES

Annoyance: The Exhibition Organisers reserve the right to stop any activity on the part of any Exhibitor that may cause annoyance to other exhibitors or visitors. Business must be conducted only from the Exhibitor's own stand and under no circumstances may this be carried out from a gangway or elsewhere within the Exhibition.

Exhibition stands should create the opportunity for the company to show and display information relevant to both the company and their products, and other scientific information that they may choose. Activities not related to the practice of medicine are deemed inappropriate under this Code of Practice. The standard of exhibition stands will be under the scrutiny of the ESPE Meeting organisation. Partially or wholly subleasing or otherwise relinquishing a stand to a third party as well as private arrangements for exchange of stands or floor space between Exhibitors without the express permission and acceptance of ESPE is prohibited. Advertising material or signs of persons or companies other than those actually renting the space are prohibited.

Microphones/Audio Visual Equipment: The use of microphones/audio visual equipment is strictly prohibited at ESPE Meetings. Exhibitors may not use audible equipment which may be heard outside the exhibitors' assigned space.

Live presentations: Presentations are not permitted without prior approval from the ESPE Meeting organization.

Give-aways and distribution of printed Materials

Give-aways and printed material may only be distributed in the space rented by the exhibitor in the exhibition hall, in hospitality suites, or at Satellite Symposia. No such material may be distributed in any hotel used by the ESPE Meeting Organiser.

Contests, lotteries, raffles are subject to the approval by the ESPE Meeting Organiser.

Political propaganda may not occur in the stand or in any other place within the exhibition area.

Projected Images: Projected images, however generated, may not play on to aisles or on to other stands. An Exhibitor may not, except by express written permission of the Exhibition Organisers, display directly or indirectly, advertise or give credits to any products other than his own or his named principal's. The

display of acknowledgement or credit indicating membership of organisations or trade associations is not allowed except by the express written permission of the Exhibition Organisers. The Exhibition Organisers reserve the right to have masked or removed from the Premises any product or sign violating this regulation.

Scientific Events organised by the Industry

The ESPE Meeting Organiser will not allow the organisation of any other scientific meetings than the Satellite Symposia for the delegates during the Meeting dates.

The ESPE Meeting Organiser will not agree to any other scientific meetings taking place prior or after the Meeting dates that would interfere with the ESPE Scientific Programme.

Should you be interested in organising a scientific event, please contact the ESPE Meeting Organiser.

17. PRS / PPL LICENCES

Performing Rights Society Licence

For Exhibitors who intend having music on their stand, even for demonstration purposes only, a Performing Rights Society (PRS) Licence is required by law to authorise such use of its international copyright repertoire. Licences can be obtained for the duration of the Exhibition by completing the application form online at www.prs.co.uk or contact them by Tel: +44 (0) 845 309 3090.

Phonographic Performance Ltd (PPL) License

A PPL license is needed for the playing of original sound recordings; e.g. CD's tapes or records, including jukeboxes and background music systems. It is PPL's policy to license event organisers for all sound recordings used at any event, not the owner of the venue where the event takes place.

Contact PPL, Tel: +44 (0)20 7534 1000

In most circumstances when music is provided, both the PRS and PPL licenses are required.

18. CHILDREN AND ANIMALS

It is strictly forbidden for children under the age of 16 and all animals except Guide Dogs to be brought in to the Exhibition during build up, open days, and break down periods.

19. FIRE PRECAUTIONS – STAND MATERIALS

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 Exhibition Organisers in the display areas and placed as regulations require. The Exhibitors must comply with any reasonable instructions given by the appropriate authority or the Exhibition Organisers to avoid the risk of fire. Exhibitors are advised to acquaint themselves with the legislation in respect of the Fire Precautions Act 1971.

All materials used in the construction of stands and stand interiors must be fireproofed to the satisfaction of the local Fire Authority. Plastics should not be used in the construction of stands without the special permission of the Exhibition Organisers. Failure to abide by these regulations may result in the removal of offending materials.

All fabrics dressing stand walls or ceilings should be fire retardant. Any person, whether Exhibitor, staff, contractor or worker, discovering an outbreak of fire should make immediate use of the exhibition area fire alarm system and, if it is safe to do so, endeavour to put out the fire by the use of extinguishers located throughout the exhibition area. The Exhibition Organisers should be notified immediately. Exhibitors are reminded that they must comply with any reasonable instructions to avoid the risk of fire and are advised that the venue has stringent regulations governing materials used on site during an exhibition.

20. DANGEROUS MATERIALS AND EXHIBITS

The Exhibitor 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 Exhibition Organisers must be removed from the building at the request of the Exhibition Organisers.

21. RADIOACTIVE SUBSTANCES

Radioactive substances shall not be brought into or used at the Centre unless the following conditions are observed;

Full details of the substances including arrangements for the protection of persons are submitted in a COSHH Assessment, [Control of Substances Hazardous to Health Regs. 1992], to the SECC for approval prior to the substances being brought to the centre;

The submission shall include a copy of either registration under the Radioactive Substances Act 1960 or conditional exemption under the Radioactive (Exhibitions) Exemption Order 1961; and

Fire extinguishers and warning notices as notified by the Company or the relevant Authorities are provided in the locations determined by the SECC or the relevant Authorities.

22. LASER PRODUCTS AND SMOKE MACHINES

Any Exhibitor demonstrating or using laser products or smoke machines must note and observe the following requirement:

Full details of equipment that will be used must be submitted to the Exhibition Organisers for final approval no later than four (4) weeks prior to the commencement of the Exhibition. The Organisers must have the SECC's approval; therefore the application for such approval must be accompanied by full details of the equipment to be used and a layout plan identifying the location of the equipment within the exhibition hall.

Any approval by the SECC will be conditional upon compliance by the user with all current regulations governing the use of laser beams and appropriate warning notices shall be displayed in locations determined by the SECC or the relevant Authorities.

Failure to submit adequate details may result in the display being prohibited. Exhibitors must provide suitable fire extinguishers and warning notices.

23. GAS CYLINDERS

Prior approval from the SECC Safety Officer is required before CO₂ gas cylinders can be used. The use of compressed gas cylinders other than CO₂, e.g. LPG, or of other explosive or highly flammable materials will not be permitted except under exceptional circumstances and with the prior approval of the SECC Safety Officer.

24. FUMES, EXHAUST AND SMOKE

The Halls are equipped with smoke detectors and a sprinkler system. The following procedure shall be complied with in all cases where exhibits emit fumes, smoke or dust particles.

Any exhibit or process which emits noxious or toxic fumes, exhausts or smoke shall be so arranged as to have an effective exhaust system to the outside atmosphere and if required by the SECC shall be sited adjacent to an external wall of the Hall adjacent to one of the extract louvers. Full details of the exhibit or process and proposed exhaust system shall be submitted to the Company for approval. Any attachments or fixings to the building structure or openings through the fabric of the buildings for the flue shall be made by the Company at the expense of the applicant requesting the service.

The SECC will quote, upon request, for supplying any materials, installing and later removing flues, exhaust ducting, extraction fans, etc. Detailed requirements should be sent to the Company's Building Services Manager who will prepare a quotation.

The use of compressors, sprayers, auto trucks and similar plant powered by internal combustion engines is prohibited during periods when the Public is being admitted to the Premises. At any time when the use

of internal combustion engines is permitted, all such vehicles and plant shall be fitted with a fire extinguisher of the type stipulated by the SECC or the relevant Authorities. Vehicles and plant using liquid fuel must be refueled in the open air and well away from buildings at the Centre.

25. BOILERS, STOVES, FURNACES, ETC.

Where an exhibit comprises boilers, stoves, furnaces and similar equipment in operating conditions, the Licensee shall take precautions to prevent the transmission of heat to any combustible part of the Stand and the floor of the Premises. A suitable non-combustible insulating material of sufficient thickness shall be inserted between the equipment and the Stand. If in the opinion of the SECC the floor surface of the Premises is liable to be or is damaged by such equipment, the SECC will be entitled to protect and/or reinstate the floor surface of the Premises at the expense of the Licensee.

Full details of the proposed equipment shall be submitted to the SECC for approval prior to any such demonstration under working conditions. It shall be at the discretion of the SECC and the Authorities to determine if fire extinguisher(s) will be located in the area of such demonstration.

26. HEALTH AND SAFETY

Exhibitors are reminded that it is a recommendation of the Health and Safety Executive that each stand is equipped with a fire extinguisher and a first aid kit.

27. HEALTH AND SAFETY AT WORK ACT

Exhibitors are reminded that the Health and Safety at Work Act 1974 and The Management of Health Safety at Work Regulations 1999 requires that any equipment being operated or demonstrated shall be inherently safe and not create a hazard for the demonstrator or visitor. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 as from January 1981, an employer (the Exhibitor) is required to notify the enforcing authority when there is an accident resulting in death, major injury, or a notifiable dangerous occurrence. Moreover, false claims, related to suitability or safety of use in the UK, or to performance, quality, strength etc., may be subject to action under the Trade Description Act 1968. It is a requirement of the venue that all Exhibitors and Contractors comply with the law and regulations covering Health and Safety at Work at all times.

28. RISK ASSESSMENT

All Exhibitors are required to complete a Risk Assessment form. Risk Assessment forms are enclosed with this manual – please complete the appropriate form for **Shell Scheme** or **Space Only** stands and return to the Exhibition Organisers.

29. DAMAGE TO THE VENUE PREMISES

You must ensure that exhibitors take care to avoid damage to any part of the SECC. At the end of the Hire Period, the SECC will prepare a list of dilapidations which have occurred within the Premises during the Hire Period and will report this back to the Organisers. If there are any necessary repairs, this will result in additional charges being made to the exhibitor.

You are, therefore, requested to notify the SECC in writing when a potentially dangerous exhibit or working demonstration involving substances of a dangerous, explosive or objectionable nature (including x-ray machines) is being considered. You should be also aware that the provisions of the COSHH Regulations (1989) must be recognised when substances that may be considered hazardous to health are being used.

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, including the use of Sellotape, Velcro, gaffa tape, etc. Should any such damage occur, the Exhibitor responsible will be invoiced for any reparation charges incurred. Exhibits, displays, stand fittings, and materials must not be stored against the exhibition hall walls, any damages caused from such action will be charged.

30. LIABILITY

The Exhibition Organisers will endeavour to protect exhibition property while on display at the Exhibition. However, it must be clearly understood that the Management of the Venue, the Organising Committee and the Exhibition Organisers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever. Exhibitors 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 Exhibition Organisers against all claims and expenses arising there from.

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 Exhibition Organisers find it necessary to change the dates of the Exhibition, or vary the hours the Exhibition is open, the Exhibition Organisers shall not be liable for any expenditure, damage, or loss incurred in connection with the Exhibition. The Exhibition Organisers shall further not be liable for any loss that the Exhibitor 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.

31. INSURANCE

Exhibitors are reminded of the need to consult their insurance company or brokers to cover themselves fully against all risks at the Exhibition. Particular attention is drawn to the need for the following:
Public Liability Insurance: All Exhibitors must have Public Liability Insurance. The Organisers will have the right to ask you for this onsite. Please consult your insurance company or brokers to cover you fully against all risks at the Exhibition. If you do not have a broker, you could contact Hiscox at <https://www.hiscox.co.uk/events> for more information.

Abandonment Insurance: Exhibitors will have seen from above that the Exhibition 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 Exhibitors 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's premises to the Exhibition and return. Exhibitors must not use or permit or bring into the Premises or any part thereof any act or thing which may render any extra or increased premium payable for any of the Exhibition Organisers and/or the exhibition area's insurance policies, including but not limited to material damage, consequential loss or public liability insurance.

32. RESTRICTED USE

All obligations under the Terms and Conditions shall not be cancelled or affected by any reason relating to the use of the Premises or any part thereof being prevented or restricted by any Exhibitor's failure to obtain, or the failure of any local authority or other body to grant, any necessary licence, permission, or approval.

33. WORKS

No Exhibitor shall object to the construction, demolition, repair, or replacement of any buildings or plant, or the carrying out of any other activity or undertaking of any vibration, noise, or other nuisance arising there from or in relation thereto, whether under or over or (in the case of emergency only) within the Premises or any other adjoining or neighbouring premises and whether by the Premises or any other owner or occupier.

If the Exhibitor fails to comply in any substantial respect with the terms of these Rules and Regulations, the Exhibition Organisers have the right to sell the stand space. The Exhibitor, however, will be liable for any loss suffered by the Exhibition Organisers thereby and all monies paid by the Exhibitor shall be absolutely forfeited to the Exhibition Organisers.

34. STORAGE

Meritex International may provide storage for Exhibitors at cost. If you require storage for pallets etc during the Meeting, please contact Meritex International. No empty crates, cartons, boxes, shavings or other packing materials may be stored on the Premises. Exhibitors should make their own arrangements for the removal of all boxes and packing materials prior to the opening of the Exhibition. Exhibitors are advised to store packing cases, cartons, boxes, etc. in their delivery vehicles if at all possible. Please note that it is contrary to fire regulations for any packing materials to be stored on or behind the stands, in gangways, or to obstruct fire exits. If you require storage during the Meeting close to the exhibition area please contact the Meeting Secretariat.

35. ITEMS LEFT ON SITE

Any goods/materials/deliveries or miscellaneous items left on the Premises without proper authority will be treated as abandoned and disposed of accordingly.

36. COMPLIANCE WITH RULES AND REGULATIONS

If the Exhibitor fails to comply in any substantial respect with the terms of these Rules and Regulations the Exhibition Organisers have the right to sell the stand space. The Exhibitor, however, will be liable for any loss suffered by the Exhibition Organisers thereby, and all monies paid by the Exhibitor shall be absolutely forfeited to the Exhibition Organisers.

The Exhibition Organisers are responsible for the control of the Exhibition area. Exhibitors are responsible for the control and supervision of their own stands. The decision of the Exhibition Organisers is final and decisive on any question not covered in the foregoing Rules and Regulations.

The Exhibition 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 under these Rules and Regulations and shall not operate to increase the liabilities of the Exhibition Organisers. Exhibitors must comply in all respects with the requirements of every appropriate authority, with the Terms of Agreement by which the Exhibition Organisers may occupy the Premises and with the policies of insurance affected by the Exhibition Organisers. Copies of the Agreement and policies of insurance may be inspected at the Exhibition office 30 days prior to the opening of the Exhibition.

All Exhibitors should note that participation at the Exhibition implies acceptance of these Rules and Regulations.

TERMS AND CONDITIONS

DEFINITIONS

The term „Exhibition in all cases refers to the Industry Exhibition being held in conjunction with ESPE 2011. The term ‘Exhibitor’ includes any person, firm, company or corporation and its employees and agents to whom space has been allocated for the purpose of exhibiting at the Exhibition. The term ‘Organiser’ means Congrex Sweden AB on behalf of the Organising Committee. The term „Premises refers to those portions of the stated venue licensed to the Organisers.

APPLICATION

The Organisers reserve the right to refuse any application or prohibit any exhibit without assigning any reason for such refusal or prohibition.

EXHIBITION DATES & CANCELLATION

The Organising Committee reserves the right to change the venue, time and date of reservations up to six months before the start of the Meeting.

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 accept no responsibility for any damages if the event is not performed due to any obstacle or hindrance outside the control of the Organisers, which the Organisers could not reasonably have foreseen and which the Organisers could not have avoided at a reasonable effort of cost. Such obstacles and hindrances include, but are not limited to, the outbreak of war, civil riots, governmental or other obstacles for the freedom of travel, union actions, natural disasters, fire, flooding and any other circumstances that fall within the meaning of the above.

EXHIBITION LAYOUT

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 undertakes to agree to any alteration to the site or the space re-allocated by the Organisers.

CONTRACT CANCELLATION

In exceptional circumstances the Organisers will be prepared to consider cancellation of their Contract with Exhibitors, but only if the following conditions are complied with:

1. that the request for cancellation is submitted by registered post
2. that the exhibitor agrees the organization shall retain: 30% of the contract price if cancellation is received more than 3 months before the exhibition.
3. that the Exhibitor agrees the organisation shall retain: 100% of the contract price if the cancellation is received less than 3 months prior to the opening of the exhibition unless the exhibition is fully sold and the stand space can be re-let, in which case 50% will be retained.
4. that the Organisers are able to re-let the cancelled space in its entirety
5. that the reason given for the request of the cancellation is, in the opinion of the Organisers, well founded

In the event of an application for stand space being refused by the organisers, previous deposits will be returned to the applicant less administrative costs

BANKRUPTCY OR LIQUIDATION

In the event of an exhibitor 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 will terminate forthwith, the allotment of stand space will be cancelled, and all sums paid by the Exhibitor under contract shall be forfeited.

USEFUL CONTACTS

ACCOMMODATION

Congrex Travel Ltd
Contact: Elise Björk
Tel: +46 (0) 8 459 66 00
Fax: +46 (0) 8 661 91 25
E-mail: espe2011.hotels@congrex.com

AUDIO VISUAL

CAMERON PRESENTATIONS
Unit 4/5
West Street Industrial Estate
Glasgow
G5 8LG
Tel: +44 (0) 141 420 6500
Fax: +44 (0) 141 420 6900
Email: hire@cameronpres.co.uk

CATERING

Leith Ltd
Scottish Exhibition + Conference Centre
Glasgow
G3 8YW
Scotland
Tel: +44 (0) 141 576 3141
Fax: + 44 (0) 141 226 3812
Email: standcatering@secc.co.uk

DELEGATE REGISTRATION / SOCIAL EVENTS

Congrex Sweden AB
Contact: Åsa Törnstrand
Tel: +46 (0) 8 459 66 00
Fax: +46 (0) 8 661 91 25
Email: espe2011.registration@congrex.com

ELECTRICS AND ELECTRICAL FITTINGS

Stanco
Tel: +44 (0) 121 782 3388
Fax: +44 (0) 121 782 3443
Email: electrics@stanco.co.uk
Website and online ordering:
<https://secure2.info-fx.com/ESPE2011/>

EXHIBITION ORGANISERS

Congrex Sweden AB
Attn: ESPE 2011 Meeting
P.O. Box 5619
SE-114 86 Stockholm
Sweden
T: +44 7830 221032
F: +46 (0) 8 661 9125
E: espe2011.industry@congrex.com.
Contact: Josephine Gordon

FURNITURE & FLORAL

Stanco Stand fitting
Contact: Sophie Watkins and Sharon O'Brien
Tel: +44 (0) 1495 273655 / +44 (0) 1495 273638
Fax: +44 (0) 1495 271970
Email: sophie.watkins@stanco.co.uk or
Sharon.obrien@stanco.co.uk
Website and online ordering:
<https://secure2.info-fx.com/ESPE2011/>

GRAPHICS

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Fax: +44 (0) 1495 271970
Email: sophie.watkins@stanco.co.uk or
Sharon.obrien@stanco.co.uk
Website and online ordering:
<https://secure2.info-fx.com/ESPE2011/>

INSURANCE

Hiscox
Web address: at
<https://www.hiscox.co.uk/events>

IT / TELECOMMUNICATIONS

SEC Ltd
Scottish Exhibition and Conference Centre
Glasgow, G3 8YW
Tel: +44 (0) 141 275 6218
Fax: +44 (0) 141 576 3555
Contact: Kenny Dickson
Email: technical.services@secc.co.uk
Website:
www.secc.co.uk/organise/downloads.aspx

MEETING SECRETARIAT

Congrex Sweden AB
Attn: ESPE 2011
Franzégatan 5
P.O. Box 5619
SE-114 86 Stockholm
Sweden
Tel: +46 (0) 8 459 66 00
Fax: +46 (0) 8 661 91 25
E-mail: espe2011@congrex.com

RIGGING

SEC Ltd
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Contact: Kenny Dickson
Email: technical.services@secc.co.uk

DISCLAIMER

The information provided in this Technical Manual has been prepared by Congrex Sweden AB to assist the exhibitors.

Whilst every care has been taken to ensure that the details are correct at time of issue, Congrex Sweden AB shall not be liable or responsible to any Stand Organiser, Exhibitor or any other person in respect of inaccuracy or omission in the information contained herein, nor shall they be responsible or in any way concerned with any contract or agreement made by Stand Organiser or Exhibitor with any person, firm or company whose services are described herein.

CONGREX SWEDEN AB – FEBRUARY 2011

SHELL SCHEME AND FLOORING

Stanco Stand fitting
Contact: Sophie Watkins and Sharon O'Brien
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Fax: +44 (0) 1495 271970
Email: sophie.watkins@stanco.co.uk or
Sharon.obrien@stanco.co.uk
Website and online ordering:
<https://secure2.info-fx.com/ESPE2011/>

TRANSPORT, LIFTING, and SHIPPING

Meritex International Ltd
The Coach House
20 Northernhay Street
Exeter EX17 4BT
United Kingdom
T: +44 (0) 1392 454999
F: +44 (0) 1392 454998
E: paul@meritex.co.uk
Contact : Paul Saunders

VENUE

Scottish Exhibition and Conference Centre
Glasgow, G3 8YW
Tel: +44 (0) 141 248 3000
Fax: +44 (0) 141 226 3423

WATER AND WASTE SUPPLIES

Building & Technical Services Department
SEC Ltd
Scottish Exhibition and Conference Centre
Glasgow, G3 8YW
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Fax: +44 (0) 141 576 3555