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t.020 8874 1787

90th Annual Meeting of the British Association of Dermatologists
20th Annual Meeting of the British Dermatological Nursing Group
Manchester Central, Manchester

As the official event contractor for the BAD, Exhibition Services are pleased to provide the technical information for the Annual Meeting with links to various websites and order forms.

Technical information for Exhibitors

Build & Breakdown Times

Timings for build and breakdown are as follows;

<u>Build</u>	Free Design sites only	10.00 – 19.00 hrs – Sunday, 4 th July
	Free Design sites & Shell scheme	08.00 – 21.00 hrs – Monday, 5 th July
<u>Breakdown</u>	All sites	15.30 – 23.00 hrs – Thursday, 8 th July

Please note:

This year's Annual Meeting closes at 14:30 hrs on Thursday, 8th July. Breakdown and/or the use of trolleys will not be permitted until 15:30 hrs. The venue will not allow contractor's access to the hall until it is completely clear of delegates.

All stands must be cleared from Central Hall by 23.00 hrs latest on Thursday 8th July. Please ensure your contractors are aware of these timings and design stands accordingly.

Car Parking

Manchester Central operates a policy where NO vehicles belonging to exhibitors and their contractors can be accommodated once unloaded.

Vehicles delivering or collecting goods must display a Goods Vehicle Pass. Due to the pressure of traffic on pre-opening days, cars will be directed to the adjacent National Car Park Car Park once unloaded.

During the Exhibition Open Period parking will be restricted to National Car Park areas, but deliveries may be made before exhibition opening times as agreed with Manchester Central's Logistic Traffic Personnel.

All parking away from the site will be through National Car Parks.

As space is limited, commercial vehicles cannot be accommodated on site during the Open Period but nearby facilities are available at National Car Park Sheffield Street, Manchester. Please telephone National Car Parks in advance for further details (0161 834 4860).

Exhibitors / Delegates can obtain special Car Park vouchers at a reduced rate of **£12.00 per day including VAT** for the build up, breakdown and open days of the events at Undercroft Car Park, Lower Molsley Street. Tickets must be purchased before the **deadline date (10 before an event)** using the attached application form and paid for in advance by credit card or cheque made payable to **NATIONAL CAR PARKS M/CR LTD.** Tickets will be returned by post together with a full VAT receipt. Please note that only 250 vouchers will be issued per day.

Refunds will not be issued for unused vouchers.

PLEASE EMAIL COMPLETED APPLICATION FORM TO:

natalie.twist@ncp.co.uk

**OR RETURN BY POST TO: Natalie Twist, National Car Parks, NML House,
61 High Street, Manchester M4 1AZ**

Catering

Stand catering requirements should be ordered direct with MCCC. A form is available for you to download and complete.

Cleaning

General cleaning (vacuuming) will be carried out prior to opening and overnight during the conference. No exhibits, store areas or non carpeted floors will be cleaned unless ordered separately. Please leave any rubbish you wish removed in the aisles at the end of each day.

Contractor Passes

Manchester Central will issue wristbands to all exhibitors and contractors for build/breakdown; these will be available upon arrival from Security.

Contractor Information

To ensure we include your appointed contractor in all future correspondence, please complete the attached form and return to Con O'Sullivan by the deadline date shown. (con@exhibitionservices.com)

Latest submission date: 14th May 2010

Deliveries and Collections

Deliveries will only be accepted on the following days and during the times stated:

Sunday 4th July - 10.00 – 18.00 hrs
Monday 5th July - 08.00 – 18.00 hrs

Consignments should be addressed as follows: Exhibitor's name/Stand No.
Contact name & tel. no.
BAD 90th Annual Meeting
Manchester Central
Petersfield
Manchester
M2 3GX

Please note:

A member of the exhibiting staff or their contractor must sign for all deliveries. No provision for accepting deliveries on behalf of exhibitors will be made by the organisers.

Organisers and the venue will not be held responsible for the loss, damage or delay of any items sent to/collected from the venue via courier or carrier.

Disposal of Waste

With BAD's commitment to environmental issues, plus the ever increasing cost of waste disposal, measures will be in place at Manchester Central to discourage the irresponsible discarding of materials on-site.

Exhibitors and Contractors are responsible for the clearing of all their stand fitting items including floor coverings, literature and product at the end of the event. Any Exhibitor found to be in breach of this regulation will incur charges at the current rate of £300.00 + VAT per cubic metre or part thereof.

Exhibitors must supervise all collections of goods as anything left in the hall after 23.00 hrs on Thursday, 8th July will be deemed as rubbish and cleared accordingly. There will be no provision for storage on-site after tenancy has expired.

It is the Exhibitors responsibility to ensure Contractors are fully aware of this regulation.

Electrics - Latest submission date: 28th May 2010

The electrical order form must be completed and submitted with payment before the above date to obtain the Early Bird rate. Orders received after this date will incur a 25% surcharge.

Should you have a requirement that is not listed, please contact Con O'Sullivan at Exhibition Services (e. con@exhibitionservices.com) for a quotation.

Emergency Procedures

Please read and familiarise yourself with the attached MCCC Emergency Procedures.

Exhibition Deadlines & Checklist

To avoid missing important deadlines or incurring late order surcharges, a checklist will be made available for you. All forms relevant to your organisation should be submitted before the deadline dates shown.

It is advisable to keep a copy of all completed forms.

Floral

All floral enquiries should be directed to our official contractor, Peebles Exhibition Florists. Their range can be viewed at www.peeblesflorists.co.uk

Peebles Exhibition Florists
Fillongley Mill Farm
Tamworth Road
Fillongley
Nr Coventry
CV7 8DZ

Tel: 01676 542234
Fax: 01676 542456
Contact: Martin Peebles
email: martinpeebles@btinternet.com

Freight handling/forklift services

All enquiries should be directed to the official contractor, ILS Ltd. Further details can be viewed at www.i-l-s.co.uk

Please note that you will be allocated an unloading / loading time slot upon confirmation of order.

International Lifting & Shipping
Colonnade Point
Central Boulevard
Prologis Park
Coventry
CV6 4BU

Tel: 02476 337955
Fax: 02476 336795
Contact: Ray Beeching
Email: RayB@i-l-s.co.uk

Latest submission date: 18th June 2010

Furniture

All furniture enquiries should be directed to our official contractor, Indisplay Ltd. Their range can be viewed at www.indisplay.co.uk

Indisplay Ltd
Unit A Ventura Park
Old Parkbury Lane
Colney Street
St Albans
AL2 2DB

Tel: 01923 851580
Fax: 01923 854681
Contact: Hayley Tustain
email: sales@indisplay.co.uk

Health & Safety / Risk Assessment – free design & shell scheme sites

Health & Safety, Risk Assessment and Method Statement forms should be completed by all exhibitors and returned to:

Con O'Sullivan
Event Project Manager
Exhibition Services Ltd
Unit 6
271 Merton Road
London
SW18 5JS

Tel: 020 8874 1787
Fax: 020 8874 1587
email: con@exhibitionservices.com

Latest submission date: 14th May 2010

Internet Services

Internet connection can be ordered directly with Manchester Central; an order form is attached for completion.

Latest submission date: 20th May 2010

Photography

The official photographer appointed is Jide Ibitoye. Please contact him directly at:

Mr Jide Ibitoye
The British Association of Dermatologists
4 Fitzroy Square
London
W1T 5HQ

Tel: 020 7391 6353
email: jide@bad.org.uk

Rigging & Banners

Banners Vinyl, fabric, foamex or perspex banners are acceptable.

Rigging Rigged items include lighting rigs, trusses, light boxes, lit banners and suspended ceilings.

All rigging requirements should be ordered directly with Manchester Central's appointed contractor, Outback Riggers. An order form is attached and should be returned 14 days prior to the first day of build-up and will be accepted provided the following are met:

- The height of rigged items will not exceed 8m from the top of the item to the ground
- They must remain within the boundaries of the exhibiting stand
- They must conform to standard fire regulations

Latest submission date: 18th June 2010

Security

It is important that Exhibitors & Contractors do not leave any valuable items unattended. Exhibitors & Contractors are responsible for the safety of their own goods and belongings, and items such as laptops should be removed and safely stored away each evening. The Organisers and the venue will not accept liability for any loss or damage.

Shell Scheme Package

Shell scheme exhibitors have the following included in their package price;

- Grey Velcro compatible Shell Scheme walling
- Carpeting to the stand area
- Nameboard complete with stand no. and Company name

Should you require additional Shell Scheme components, please contact Con O'Sullivan at Exhibition Services (e. con@exhibitionservices.com) who will be happy to provide a quotation.

Please note that as in previous years, no electrics or lighting are included in the Shell Stand package. All electrical requirements will need to be ordered separately.

Shell Scheme Nameboard

All shell scheme exhibitors have a nameboard included in their package price.

Your nameboard will be produced from details supplied to the BAD on your booking form. Should you require any alterations, please email Denise Benn (dee@exhibitionservices.com) no later than 4th June 2010.

Stand plans – All Free Design & Shell Scheme sites - Latest submission date of plans: 7th May 2010

- A height limit of 4m must not be exceeded, including platforms. No stand packing materials will be allowed to be stored on individual stands and must be cleared from site prior to opening.
- On divided sites, exhibitors must erect their own dividing walls to a minimum height of 2.5m. These walls must be dressed above 2.5m on the reverse, to a maximum height of 4m, in a plain, neutral colour with no logos.
- Open sides of stands should be kept predominately open. Walling constructed on open sides should run for no more than 50% of the total length.
- The general height of platforms should be 100mm. Platforms exceeding 38mm must have a disabled access ramp and any sharp, exposed corners where two sides meet must be rounded/curved to prevent slips, trips and falls. Disabled access ramps must have measures in place to ensure the ramp is clearly visible and does not present a trip hazard.

- The stand number must be prominently displayed on all stands to aid visitor navigation around the halls.
- All stands MUST comply with the Disability Discrimination Act. The DDA does not just apply to those in wheelchairs but disabilities across the board including impaired sight and hearing, walking difficulties etc. All of these factors need to be taken into consideration when designing and laying out the stand. Anything significant should be documented in the Risk Assessments.
- Scaleable plan and elevation view drawings should;

Show all dimensions;
 Building materials to be used;
 Position of any standfitting, exhibits and furniture;
 A suitable and sufficient risk assessment for the construction and dismantle of the stand.

- Scaled stand plans should be sent, preferably by email, for approval by the organisers to:

Con O'Sullivan
 Event Project Manager
 Exhibition Services Ltd
 Unit 6, 271 Merton Road
 London
 SW18 5JS

Tel: 020 8874 1787
 Fax: 020 8874 1587
 email: con@exhibitionservices.com

Power and services are provided via ducts in the floor. Please ensure that your stand design allows for this.

Storage

Storage facilities are available inside Central Hall at a cost of £100 per cubic metre and can be utilised by exhibitors for their products and literature. Please contact Christopher Garrett [ChristopherG@bad.org.uk] for further information and a quotation.

Technical Services

IT and Audio Visual requirements can be ordered through Manchester Central's appointed contractor, Blitz Communications.

Trisha Bailey
Blitz Communications
Manchester Central Convention Complex
Peterfield
Manchester
M2 3GX

Tel: 0161 834 2700
Fax: 0161 832 8476
email: Tbailey@blitzcommunications.co.uk

Water & Waste

All piped services should be ordered directly with Manchester Central's appointed contractor, Melville Exhibition Services. An order form is attached and should be returned 14 days prior to the first day of build.

Latest submission date: 18th June 2010

Contact Details

If you require assistance with any aspect of your exhibition stand, please do not hesitate to contact us.

Con O'Sullivan
Event Project Manager

Julie Finch
Event Director

e. con@exhibitionservices.com

e. julie@exhibitionservices.com

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