96th Annual Meeting of the British Association of Dermatologists

ICC Birmingham

Technical information for Exhibitors

Build & breakdown times

Timings for build and breakdown are as follows;

Build:
- Space only sites: 10.00 – 18.00 – Sunday 3rd July
- Space only & Shell scheme: 08.00 – 20.00 – Monday 4th July

Breakdown:
- All sites: 15.00 – 21.00 hrs – Thursday 7th July

Please note:

This year’s Annual Meeting closes at 14:00 on Thursday, 7th July. Breakdown and/or the use of trolleys will not be permitted until 15:00. The venue will not allow contractor’s access to the hall until it is completely clear of delegates.

All stands must be fully cleared from The ICC by 21.00 latest on Thursday 7th July. Please ensure contractors are aware of these timings and design stands accordingly.

Catering

ICC Catering have the sole rights to all food and beverage consumed at the ICC and all food and beverages, and associated catering equipment, must therefore be ordered through them.

Should any company attempt to provide their own food, beverages or catering equipment in the venue, they will be asked to remove it or pay a corkage/facilities fee for it. Any breech of the agreed contract could put the exhibition tenancy in jeopardy, so please ensure that you comply with these instructions.

Catering can be booked on-line via The ICC website. Simply click on the link http://www.theicc.co.uk/organisers/exhibiting and type in the pass code 51336
CDM

You may be aware that CDM (Construction, Design, Management) 2015 Regulations came into effect from 6th April 2015 and are now enforced in the exhibition and events sector.

In order to comply with specific CDM requirements in relation to induction and site safety, all members of your team who will be onsite during build and/or breakdown are required to read The ICC Site Induction Presentation and return a Induction Declaration.

1. Site Induction Presentation & Site Rules - to be read by all contractors, subcontractors and workers who will be employed on your stand during the build and/or breakdown phases as well as any members of the exhibiting company who will be working on-site during these periods.

2. Site Induction Declaration - please complete and return this to us. Please note that without a completed copy of this declaration, your staff and contractors will not be allowed access to site.

Cleaning

General cleaning of stands will be carried out prior to the exhibition opening on each morning. This service is free of charge to all exhibitors and paper or packaging rubbish should be placed in the aisle at the end of the day (any bagged waste left on stands will not be removed).

Contractor Information – Submission deadline 6th May 2016

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

Contractor Wristbands / High Visibility Vests

Wristbands will be available to collect upon arrival for build/breakdown from loading bay A providing you have completed a site induction declaration.

The ICC requires all personnel entering the hall during build or breakdown to wear a hi-vis vest and suitable footwear. This ruling is applicable to all contractors and exhibitors.

Please ensure you bring sufficient PPL equipment with you for your team.

Hi-vis vests will not be available to purchase onsite

Contractor & Exhibitor Parking

Once offloaded, Exhibitors and Contractors will be required to remove their vehicles from the unloading areas.

For cars & small vans; the nearest car parks to The ICC are located at their sister venue, The Barclaycard Arena. The North car park is closest, alternatively simply follow the road round on to St Vincent Street for the West car park or carry on further around to Sheepcote Street for the South car park. Current charges are from £2.30 for up to 2 hours to £8.00 for 24 hours. Payment can be made by coin or card at the Pay and Display machines or via the Parkmobile App.

For larger vehicles; parking is available at the Brewery Street Lorry and Coach Park. Please see the attached information sheet for directions and charges.
Deliveries and collections

Deliveries

Courier/carrier deliveries will be accepted on the following days:

- Sunday 3rd July 10.00 – 18.00 hrs
- Monday 4th July 08.00 – 18.00 hrs

Consignments should be addressed as follows:

BAD 96th Annual Meeting
Exhibitor's name and stand number
Loading Bay A
Hall 3
The ICC
Broad Street
Birmingham
B1 2EA
Exhibitors contact tel. no.

If your stand is unmanned at the time of delivery, it will be accepted by the organisers and placed in a holding area.

Collections

We request that all exhibitor items that are due to be collected by courier are transferred to the Goods Inwards Area of ICC Bay B, which is next door to Bay A. Please do not leave any items on your stand once you have left the venue. For directions out of the exhibition hall to Bay B, please see an ICC Host for information.

All items must be collected by 20.00 on Thursday 7th July. Any items not collected will be destroyed. There will be no provision for storage on-site after tenancy has expired.

The organisers will not accept liability for the loss, damage or delay of any deliveries or collections to/from The ICC.

Disposal of Waste

We are committed to environmental issues and as such, discourage the irresponsible discarding of materials on-site.

All 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. It is the named exhibitor’s responsibility to ensure their contractors are fully aware of this regulation.

e-Guide

Please follow the link to read the e-Guide which has been adopted by The ICC.

**Electrics – submission deadline: 27th May 2016**

Power is provided via ducts in the hall floor; you are advised to check your stand’s location to ensure they are in a suitable position for your design.

The electrical order form is available to download. Orders must be submitted **with full payment** before the above date to obtain the Early Bird rate. Orders received from this date up until 24th June will be charged at the standard rate. Orders received after 24th June – price on application.

If you have a requirement which is not listed, please contact Con O’Sullivan

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<tr>
<td>Fax:</td>
<td>020 8874 1587</td>
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<tr>
<td>Email:</td>
<td><a href="mailto:con@exhibitionservices.com">con@exhibitionservices.com</a></td>
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**Emergency Procedures**

In the event of an emergency evacuation please follow the instructions of ICC Hosts and Fire Marshals. You will be directed to the assembly point in Centenary Square.

If it becomes necessary to evacuate the building, the following message will be broadcast:

"Ladies and Gentlemen, may I have your attention please. We must ask you to leave the building by the nearest exit as quickly as possible. Do not use the lifts and do not stop to collect personal belongings."

**Exhibitor Deadlines and Checklist**

To avoid missing important deadlines or incurring late order surcharges, please complete all forms relevant to your organisation before the deadline dates shown on the downloadable form.

It is advisable to keep a copy of all completed forms to bring with you to the exhibition.

**Exhibition display equipment – sale or hire**

Exhibition Services have a complete range of quality modular display and exhibition systems available for sale and to hire.

Velcro for use on shell scheme walls is also available to purchase.

Please contact Nick Hancock to discuss your requirements;

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<th>Tel:</th>
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<tr>
<td>Email:</td>
<td><a href="mailto:nick@exhibitionservices.com">nick@exhibitionservices.com</a></td>
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<tr>
<td>Website:</td>
<td><a href="http://www.exhibitionservices.com">www.exhibitionservices.com</a></td>
</tr>
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Floral

Please order your floral requirements direct with Lily Jones Flowers. Their range can be viewed at www.lilyjonesflowers.co.uk

Tel: +44 (0) 121 448 7830
Email: info@lilyjonesflowers.co.uk
Website: www.lilyjonesflowers.co.uk

Forklift services

Please contact Andrew Harrison at The ICC (andrew.harrison@theicc.co.uk) direct if you require any forklift services. All prices are on application.

Furniture

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

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

Tel: 01923 851580
Fax: 01923 854681
Contact: Michelle Kaye
Email: michelle@jmtindisplay.co.uk
Website: www.jmtindisplay.co.uk

Health & Safety Declaration

All space & shell scheme sites – submission deadline: 6th May 2016

Declarations should be completed by all exhibitors and returned to:

Maelstrom Event Solutions Limited
Mercury House
Shrewsbury Business Park
Sitka Drive
Shrewsbury
Shropshire
SY2 6LG

Tel: 01743 606744
Fax: 01743 606749
Email: info@maelstromeventsolutions.co.uk
IT/Telecommunications/AV – submission deadline: 10th June 2016

Please order your services and equipment direct with The ICC via their website using the unique reference code 51336.

If you experience problems, please contact The ICC at onlineorders@theicc.co.uk

Rigging & Banners – submission deadline: 10th June 2016

Please contact Andrew Harrison at The ICC (Andrew.harrison@theicc.co.uk) direct for any rigging requirements. All prices are on application.

Banners: Vinyl, fabric, Foamex or Perspex banners are acceptable.

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

Please note the following BAD regulations:

- Rigged items must remain within the boundaries of the exhibiting stand
- On stands with adjoining / shared walls, banners facing the adjoining stand must be hung a minimum of 1.0m inside the stand perimeter
- All pockets for weighting down banners should be stitched and not glued
- Rigged items must conform to standard fire regulations
- All rigging is subject to final approval from BAD

Risk Assessment /Method Statement – submission deadline 6th May 2016

A suitable and sufficient risk assessment and method statement should be completed by all space only and enhanced shell scheme exhibitors and/or their contractors and returned to:

Maelstrom Event Solutions Limited
Mercury House
Shrewsbury Business Park
Sitka Drive
Shrewsbury
Shropshire
SY2 6LG

Tel: 01743 606744
Fax: 01743 606749
Email: info@maelstromeventssolutions.co.uk

Guidelines are available online to assist you in completing the forms correctly.
Shell Scheme Packages

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

- Black Velcro compatible shell scheme walling
- Nameboard complete with stand number and company name
- Carpeting to the stand area

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

Please note that no electrics or lighting are included in the shell stand package. All electrical requirements will need to be ordered separately.

Shell scheme nameboard – submission deadline for changes 17th June 2016

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 amendments, please email Dee Howes (dee@exhibitionservices.com) before the deadline shown.

Stand build regulations – submission deadline 6th May 2016

Stand plans should be submitted by all space only and enhanced shell stands adhering to the following regulations;

1. There is a build height restriction of 3.3m on all stands with space underneath the gallery. This is indicated by a broken line on the floorplan.
2. Solid runs of stand walls along gangway edges are forbidden. All stands, irrespective of height, must have at least 50% of each frontage either open or fitted with an approved transparent material, with no more than a 4m continuous run of solid walling.
3. A height limit of 4m must not be exceeded, including platforms & any rigged stand fitting items.
4. Stands with floors 600mm or higher may be subject to local licensing authority approval. The organisers accept no responsibility for any cost incurred for this approval.
5. On divided stands, exhibitors must erect their own continuous walls to a minimum height of 2.5m and must not rely on any neighbouring walls or displays to provide distinction between stands. All dividing walls must be finished above 2.5m on the reverse, in a plain, neutral colour with no logos.
6. Hall 3 is carpeted and as such, any sites wishing to lay floor coverings must first lay a platform floor to the entire stand area.
7. Space only sites which back onto shell scheme stands are not permitted to attach any material’s to the shell scheme. They must not assume that panels facing their stand will be finished below 2.5m.
8. Stand packing materials are not allowed to be stored on individual stands and must be cleared from site prior to show opening.
9. Suitable floor covering must be laid to the entire stand area. The general height of platforms should not exceed 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.

10. 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.

11. Scalable plan and elevation view drawings should show;
   - all dimensions;
   - building materials to be used;
   - the position of any stand fitting exhibits and furniture;

12. A suitable and sufficient risk assessment for the construction and dismantle of the stand should accompany your drawings.

13. A scaled stand plan should be sent by email for approval by the organisers to:

   Maelstrom Event Solutions Limited
   Mercury House
   Shrewsbury Business Park
   Sitka Drive
   Shrewsbury
   Shropshire
   SY2 6LG

   Tel: 01743 606744
   Fax: 01743 606749
   Email: info@maelstromeventsolutions.co.uk

   All stand designs are subject to final approval by The British Association of Dermatology

**Storage**

Fire Regulations prohibit the storage of packing cases, literature, etc. in areas behind stands. Limited storage facilities are available in the hall at a cost of £100 per cubic metre and can be utilised by exhibitors for their products or literature. Please contact Chris Garrett (ChristopherG@bad.org.uk) for further information.

**Water & waste – submission deadline: 10th June 2016**

Please contact Andrew Harrison at The ICC (andrew.harrison@theicc.co.uk) direct if you require any piped services. All prices are on application.
Exhibition Services Ltd details – ESSA Member

Exhibition Services Ltd
Unit 6, 271 Merton Road
London SW18 5JS
Tel: 020 8874 1787
Email: Con O'Sullivan - Event Project Manager
con@exhibitionservices.com
Julie Finch – Managing Director
julie@exhibitionservices.com
Website: www.exhibitionservices.com