

ORGANISER DETAILS

We are here to help, If you have any questions or require assistance please do not hesitate to contact a member of the Wounds UK team +44 (0) 7825 164 874 or email **Caroline Phelan** [cphelan@omniamed.com](mailto:cphelan@omniamed.com)

*This document has been sent to you as the lead logistical contact for your sponsorship of this event. If this is not correct, please accept our apologies and inform Caroline Phelan ([cphelan@omniamed.com](mailto:cphelan@omniamed.com)) immediately and provide contact details for the correct staff member.*

Caroline Phelan	Senior Project Director	+44(0) 7825 164 874	<a href="mailto:cphelan@omniamed.com">cphelan@omniamed.com</a>
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**If your stand will be built by a contractor, please send their name, phone number and email address to [cphelan@omniamed.com](mailto:cphelan@omniamed.com)**

**Construction design and management (CDM)**

As per the CDM 2015, all construction work, including events construction (build and breakdown), must comply with the current regulations.

- The regulations cover the management of health, safety and welfare when carrying out construction works
- ‘Construction works’ includes the assembly or disassembly of prefabricated elements to form a structure (this includes shell scheme)
- Organisers, as part of the organisation for whom the construction project is carried out, assume the role of ‘client’ under the regulations. (*eGuide*)

For more information regarding the CDM regulations, please visit their [website](#) and also the [eGuide](#) for event specific information.

**Further sponsorship opportunities**

There are a number of sponsorship opportunities still available, including inserts for the delegate bags. Should you wish to discuss these, please contact **Bowie Dee** at [bdee@omniamed.com](mailto:bdee@omniamed.com)

# USEFUL DATES AND DEADLINES

Item	Date Required
<b>DEADLINE FOR RECEIPT OF AWARD, POSTER AND FREE PAPER ENTRIES</b> Visit <a href="https://conference.wounds-uk.com/abstract-submission">https://conference.wounds-uk.com/abstract-submission</a> if you have any abstracts/posters you would like to submit for display and for free paper at the conference	
<b>COMPANY PROFILE AND LOGO</b> We will be using an app, you will receive a separate email requesting you to update your details for the event. We will also share additional advertisement support options.	<b>Must be completed 3 weeks prior to the event</b>
<b>HEALTH &amp; SAFETY FORM AND RISK ASSESSMENT</b> Please return the 'Health and Safety Declaration plus Risk Assessment' document to <a href="mailto:cphelan@omniamed.com">cphelan@omniamed.com</a>	<b>BY RETURN PLEASE</b>
<b>EXHIBITION STAND REQUIREMENTS</b> Login to the online stand ordering system <a href="https://www.pickardonline.co.uk/my-account/">https://www.pickardonline.co.uk/my-account/</a> <b>Exhibition Code:</b> Wounds25 You'll need to register as a new user, once you have registered enter the Exhibition code is: wounds25. Once in to the site you will be able to book, additional power, furniture, stand graphics and much more. Any questions email <a href="mailto:matt@pickardonline.co.uk">matt@pickardonline.co.uk</a> <b>AND</b> <a href="mailto:cphelan@omniamed.com">cphelan@omniamed.com</a>	<b>Login to Pickards to order any additional extras and confirm your fascia board</b>
<b>CONTRACTORS</b> Please send full details of your stand contractor (if applicable), including name, primary contact, phone number and email address to <a href="mailto:cphelan@omniamed.com">cphelan@omniamed.com</a>	<b>BY RETURN PLEASE</b>
<b>STAND DESIGN</b> Two scale copies of your proposed stand design must be submitted to <a href="mailto:cphelan@omniamed.com">cphelan@omniamed.com</a>	<b>BY RETURN PLEASE</b>
<b>DELEGATE AND STAFF REGISTRATION ONLINE</b> You can either book your passes direct on our website: <a href="https://conference.wounds-uk.com/book-tickets">https://conference.wounds-uk.com/book-tickets</a> or if you would like us to invoice you for tickets please complete the excel and we will provide you with a confirmation link to allocate passes to team members.	<b>PLEASE BOOK ONLINE</b>
<b>INSERTS</b> Please use 'Delivery label INSERTS' on all boxes. <b>Boxes must be clearly labelled to ensure inclusion of inserts.</b>	<b>BY RETURN PLEASE</b>
<b>DELIVERIES</b> Please use 'Delivery label EXHIBITION MATERIALS' on all boxes. The venue will accept deliveries for the Wounds UK Harrogate Conference from Saturday 8 <sup>th</sup> November. Items delivered prior to this date will not be accepted by the venue.	<b>Saturday 8<sup>th</sup> November</b>
<b>SETUP</b> The venue will be available for setup from <b>Saturday 8<sup>th</sup> November</b> between the hours of <b>08:00 and 18:00</b> . A member of Wounds UK and Pickard Event Services Limited staff will be onsite during these times to assist you with anything you may need. Setup <b>must</b> be completed by <b>16.00</b> on Monday 10 <sup>th</sup> November. All rubbish and debris must also be cleared by this time.	<b>Saturday 8<sup>th</sup> November</b>
<b>EXHIBITION OPENING</b> The exhibition will open officially at 17.15 on Monday 10 <sup>th</sup> Nov, with the conference opening drinks reception	<b>By 16.00 Monday 10<sup>th</sup> November</b>
<b>BREAKDOWN</b> Stand breakdown begins at <b>13:30</b> on Wednesday 12 <sup>th</sup> November. <b>No early breakdown due to H&amp;S reasons</b>	<b>Monday 10<sup>th</sup> November</b>
<b>COLLECTIONS</b>	<b>@ 13:30 Wednesday 12<sup>th</sup> November</b>

All items being collected from the venue **must** be removed before **22:00** on  
Wednesday 12<sup>th</sup> November.

By 22:00  
Wed 12<sup>th</sup> November

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## VENUE INFORMATION

The Wounds UK Annual Conference takes place at **Harrogate Convention Centre**, King's Road, Harrogate, North Yorkshire, HG1 5LA [www.harrogateconventioncentre.co.uk](http://www.harrogateconventioncentre.co.uk)



## TRAVELLING TO THE VENUE

**Bus** - For local bus routes please call Harrogate District Travel on 01423 566061.

**Car** - There is a pay and display car park located below the conference centre.

**Air** - The nearest airport to the centre is Leeds Bradford.

**Rail** - Harrogate station is a short distance from the centre.

For more detailed directions to the venue, please visit:

<https://www.harrogateconventioncentre.co.uk/visitors/getting-here>

For other driving directions, you may find the following websites

helpful: [http://www.theaa.com/route-planner/classic/planner\\_main.jsp](http://www.theaa.com/route-planner/classic/planner_main.jsp) <http://www.rac.co.uk/route-planner/>

## PARKING

Charges for Springfield Car Park, Harrogate Convention Centre's underground car park, are as follows:

Up to 3 hours £5.00	Up to 6 hours £9.00	Up to 12 hours £13.00	Up to 24 hours £15.00	Up to 48 hours £25.00	Up to 72 hours £35.00
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## EXHIBITION TIMETABLE

DATE	ACCESS FOR SETUP	EXHIBITION	ACCESS FOR BREAKDOWN
<b>Saturday 8<sup>th</sup> November</b>	08:00–18:00	n/a	n/a
<b>Sunday 9<sup>th</sup> November</b>	08:00–20:00	n/a	n/a
<b>Monday 10<sup>th</sup> November</b>	08:00–16.00	17.00–19.30	n/a
<b>Tuesday 11<sup>th</sup> November</b>		08.00–17.00	n/a
<b>Wednesday 12<sup>th</sup> November</b>		08:45–13.30	13.30–22:00

## BUILD AND BREAKDOWN – ACCESS FOR UNLOADING

**All** exhibitors, regardless of stand size, must proceed to Dragon Road Car Park (map below) where you will be met by a member of our Traffic Management Team (Crusade). On arrival you will be issued with an access pass to Studio One at the Harrogate Convention Centre and given clearance to drive your vehicle to the unloading/loading bay.

**Please note:** Any exhibitors who ignore this procedure and proceed to the unloading bay before visiting Dragon Road will be refused entry at the barrier.

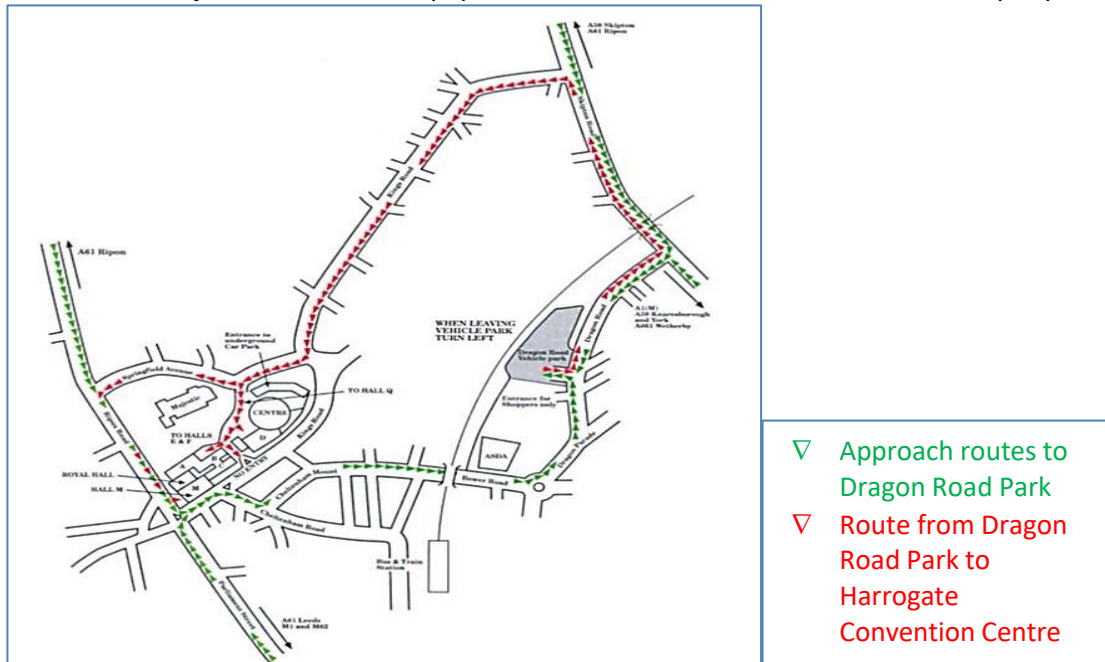
All contractors must be registered with Wounds UK prior to the event. Please send the name and contact details of your contractor to Caroline Phelan at [cphelan@omniamed.com](mailto:cphelan@omniamed.com) by **17<sup>th</sup> September**.

Parking of exhibitors' vehicles during the build-up, breakdown and for the duration of the conference, must not prevent access for emergency service vehicles.

Vehicles in the hall during the build-up and breakdown should display hazard lighting during manoeuvres. A speed limit of 5mph will be enforced. Vehicles will not be permitted in the hall when the exhibition is open to the public.

When unloading your materials in Studio One, please try to keep everything inside your allocated area and

ensure that any wires, boxes or equipment outside the stand area are visible to people walking past.



## STAND DESIGN

Your stand comes as a basic shell scheme. There are a number of options to add additional components to your stand. Create your ordering account. Login to the online stand ordering system

<https://www.pickardonline.co.uk/my-account/> You'll need to register as a new user, once you have registered enter the **Exhibition code is: wounds25**. Once in to the site you will be able to book, additional power, furniture, stand graphics and much more. Any questions email [matt@pickardonline.co.uk](mailto:matt@pickardonline.co.uk) AND [cphelan@omniamed.com](mailto:cphelan@omniamed.com)

Scale copies of your proposed stand design must be submitted to Caroline Phelan at [cphelan@omniamed.com](mailto:cphelan@omniamed.com) by **29<sup>th</sup> September**. Plans **must** be to scale and include full details of materials used, dimensions and an elevation.

## SHELL SCHEME DETAILS

The shell scheme is constructed of white panels fixed in an aluminium post and rail system, forming walls. White laminate fascia with aluminium rails is applied to open sides. Ceiling rails are provided for rigidity.

### Standard shell scheme hire includes the following:

- Strip lights and 1 x power socket
- Back and side partition walls (**white**) height **2.5m**
- Carpeted floor (**Grey**)
- Fascia name board (if required)
- Daily cleaning

You must not affix anything to the wall panels using nails or screws. Lightweight polyboard or card panels can be fixed with Velcro dots and strips.

Exhibitors will be charged for any damage to the hall or shell scheme walls, such as paint marks, bolt/screw, nail, staples, holes, etc.

**Room name:** Studio One (<https://www.harrogateconventioncentre.co.uk/organisers/our-venues/studio-1>)

**Ceiling height-** 5.85m **Shell scheme height –** 2.5m

**Access width and Height:** Height 4.90m / width 3.40m, If you would like further information please contact [cphelan@omniamed.com](mailto:cphelan@omniamed.com)

**Fascia nameboard** - Login to the online stand ordering system <https://www.pickardonline.co.uk/my-account/> You'll need to register as a new user, once you have registered enter the Exhibition code is: wounds25. Once in to the site you will be able to book, additional power, furniture, stand graphics and much more. Any questions email [matt@pickardonline.co.uk](mailto:matt@pickardonline.co.uk) AND [cphelan@omniamed.com](mailto:cphelan@omniamed.com)

**Layout** - Studio One layout is pre-determined as defined by the Fire Officer. You are only permitted to use the areas that define the extent of the build.

## SPACE-ONLY STANDS

**Where a space-only stand adjoins another, a wall must be constructed and made good on both sides wherever visible**

## CONSTRUCTION DESIGN AND MANAGEMENT (CDM)

As per the CDM 2015, all construction work, including events construction (build and breakdown), must comply with the current regulations.

- The regulations cover the management of health, safety and welfare when carrying out construction works
- 'Construction works' includes the assembly or disassembly of prefabricated elements to form a structure (this includes shell scheme)
- Organisers, as part of the organisation for whom the construction project is carried out, assume the role of 'client' under the regulations. (*eGuide*)

For more information regarding the CDM regulations, please visit their [website](https://www.aev.org.uk/e-guide) and also the [eGuide](https://www.aev.org.uk/e-guide) for event specific information.

## BUILD-UP AND BREAKDOWN

Build-up and Breakdown are incredibly busy times during the event and care must be taken to ensure the safety of all.

Hi-Viz is mandatory for all during these periods and failure to wear it will result in the refusal of entry or removal from site.

To enable a safe and orderly exit from the venue after the event has closed, the breakdown procedure is as follows:

The first 30 minutes after the event closes is for visitors to exit the venue and exhibitors to remove product from their stands only. During this time there will be no access to the service road and contractors will not be allowed entry.

After this 30 minutes has elapsed, all spaces will become a Hi-Viz area and access to the service road and for contractors enabled.

Our Site Rules personnel are on-hand to ensure these rules are adhered to and we appreciate your cooperation in advance.

Abuse of any personnel will not be tolerated and will result in the immediate removal from site by an SIA licensed officer.

## COMPLEX STRUCTURES

A complex structure is any form of construction, either ground-based or suspended, that, through risk assessment has been found to present a significant risk.

It is the responsibility of the stand designer to determine whether a structure is complex or not.

Examples of complex structures:

- o Any structure, regardless of its height, which requires structural calculations
- o Multi-storey stands
- o Any part of a stand or exhibit which exceeds four metres in height
- o Custom-built/bespoke suspended structures

- o Sound/lighting towers
- o Temporary tiered seating (refer to Temporary Demountable Structures section)
- o Platforms and stages over 0.6m in height and all platforms and stages for public use (not including stand floor flats and platforms)

Complex structures need to be signed off by a structural engineer and a copy of certification given to your Event Manager. Please liaise with your Event Manager should you require this service. More information on complex structures can be found in the [eGuide](#).

## eGuide

The eGuide is a best practice document bringing together guidance for achieving common standards of health, safety and operational planning, management and on-site conduct for events at all participating UK AEV member venues. The eGuide is currently adopted by 18 at all participating UK AEV member venues. The eGuide is currently adopted by 18 venues, who meet twice a year to keep the guidance up-to-date; including Harrogate Convention Centre.

If you have any queries about any sections of the eGuide, please liaise with your Event Manager who would be happy to assist.

## PERSONAL PROTECTIVE EQUIPMENT (PPE) & HIGH VISIBILITY (HI-VIS)

All personnel are required to wear appropriate PPE such as high visibility clothing and appropriate footwear during event build up and breakdown periods. Hi-vis vests are available to purchase from the Harrogate Convention Centre reception (during business hours).

Please discuss the PPE requirements with your Event Manager at planning stage to ensure all measures are in place for your event.

Harrogate Convention Centre is a strict Hi-Viz venue during all build and breakdown periods. Failure to wear Hi-Viz during these periods will ultimately result in the removal from site. **There is an option to purchase a hi-viz jacket at the venue – at the price of £5**

## NEBOSH & IOSH

During the event build up and breakdown periods an IOSH or NEBOSH (level 3) health and safety manager will be on-site for the duration to ensure that safe practices are adhered to.

## HEALTH, SAFETY AND RISK ASSESSMENT

You must fill out the attached '**Health and Safety Declaration plus Risk Assessment**' document and return to Caroline Phelan at [cphelan@omniamed.com](mailto:cphelan@omniamed.com) by **29<sup>th</sup> September**.

It is a requirement of the hall that all exhibitors and contractors comply with the law and regulations covering health

& safety at Work at all times. Please see the attached '**Health and Safety Declaration plus Risk Assessment**' document for a copy of the Wounds UK Health and Safety Policy, including a list of regulations that must be adhered to at all times during the event.

## CONFERENCE HAND BOOK ENTRY

New for this year we will be using an app, you will receive a separate email asking for update and completion of your company profile. Any difficulty on updating your profile, please email [cphelan@omniamed.com](mailto:cphelan@omniamed.com)



## DELEGATE BAG INSERTS

If you have booked to insert a flyer into the delegate bags, we will need to receive 1,000 copies by **27<sup>th</sup> September** at the latest to allow sufficient time for collation, fulfilment and shipping. If your insert is bigger than A4 or more than six pages please contact Caroline Phelan ([cphelan@omniaimed.com](mailto:cphelan@omniaimed.com)) in advance. Please use 'Delivery label INSERTS' on all boxes. **Boxes must be clearly labelled to ensure inclusion of inserts in the delegate bags. \*\*PLEASE NOTE: the venue we cannot accept pallets \*\***

<p><b>WUKH25</b> inserts from &lt;&lt;Company Name&gt;&gt; C/o Wounds UK OmniaMed Communications., Ground Floor   108 Cannon Street   London   EC4N 6EU</p> <p>Box _____ of _____</p>
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## NAME BADGES AND EVENT ENTRY

Please book tickets here: <https://conference.wounds-uk.com/book-tickets>

Exhibitors are allocated **two places (unless otherwise additional have been agreed)** at the event for personnel to man the stand. These places are full three-day conference passes and include a Gala Dinner ticket each. An additional charge will apply for any additional staff members you require at the event. Please book passes here: <https://conference.wounds-uk.com/book-tickets>

All stand personnel must wear identification badges showing their name and company. Badges should be collected at a designated point in the registration area. Individuals will only be able to pick up their own badges as there will be security in place and no one will be allowed into the exhibition/conference without a name badge.

## GALA DINNER

The Wounds UK Gala Dinner takes place on the evening of Tuesday 11<sup>th</sup> November in Hall A of the Harrogate Convention Centre. It will be preceded by a reception in the Royal Hall. Tickets for this prestigious event are available. For a full list of prices and packages, please see <https://conference.wounds-uk.com/book-tickets>

## DELIVERIES TO VENUE

We would like to recommend Mail Resource, who we also use for all our courier requirements. Contact Nick Bevan on 020 8897 9002 or [nick@mailresource.co.uk](mailto:nick@mailresource.co.uk)

**Please use on all boxes.**

<p>ATTN: Caroline Phelan Wounds UK Harrogate – Exhibitor boxes &lt;&lt;COMPANY NAME &amp; STAND NUMBER&gt;&gt; Security Gate House Springfield Avenue Harrogate Convention Centre Kings Road Harrogate HG1 5LA</p> <p>Contact Name (on site)..... Contact Mobile No. (on site).....</p>
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**\*\*\*The centre has numerous deliveries coming in, so please clearly label items**

The venue will accept deliveries for the Wounds UK Harrogate Conference from Saturday 9<sup>th</sup> November. Items delivered prior to this date will not be accepted by the venue.

**Damage and loss** –The organisers do not accept any responsibility to damage or loss of any property sustained by exhibitors.

**Collection** –All items being collected from the venue **must** be made before **22:00** on Wednesday 8<sup>th</sup>

November. Please clearly label all items and leave them at your stand – please ensure that your courier is informed of your stand number. Any goods/materials/deliveries or miscellaneous items left on site at the centre without proper authority will be treated as abandoned and disposed of accordingly.

**Please note:** stands may not be removed from the exhibition area until 13.30 on Wednesday 8<sup>th</sup> November when all delegates have left the exhibition hall. **Failure to comply with this will result in a penalty charge.**

## RECOMMENDED SUPPLIERS

<b>Deliveries Mail Resource</b> 61 Phoenix Distribution Park Phoenix Way, Heston, Middlesex, TW5 9NB7 T: 020 8897 9002 F: 020 8759 0772 Email: <a href="mailto:nick@mailresource.co.uk">nick@mailresource.co.uk</a>	<b>Shell Scheme, Exhibition Services</b> Pickard Event Services, Unit 1 Brickyard Road, Roecliffe, North Yorkshire, YO51 9NS Tel: 01423 290300 Email <a href="mailto:eventservices@pickardonline.co.uk">eventservices@pickardonline.co.uk</a>
<b>Accommodation</b> <i>Reservation</i> Highway T: 01423 525577 F: 01423 525599 W: <a href="http://www.reservation-highway.co.uk/wounds24">www.reservation-highway.co.uk/wounds24</a>	<b>IT/Audio Visual</b> Harrogate Convention Centre T: 01423 500500.
<b>Catering</b> Laura Warren, Catering Planner T: 01423 537224 M: 07525987943 P: Kings Road, Harrogate, HG1 5LA <a href="mailto:Laura.Warren@harrogateconventioncentre.co.uk">Laura.Warren@harrogateconventioncentre.co.uk</a>	

## KEY INFORMATION

**Badges** -You can collect your badges from the registration desk. New registrations are required to complete a registration form, with payment taken on site.

**Security** – The organisers do not accept any responsibility to damage or loss of any property, nor are the organisers responsible for any loss sustained by exhibitors. The venue will provide security cover, but this is to control access into Studio One and not to secure stands. It is the responsibility of the exhibitor to ensure the safety of their stand and any belongings.

**Aisles**– Must be kept unobstructed at all times and exhibits must not project into gangways. Exhibits must be kept within the boundaries of your stand.

**Catering** – If you are bringing external catering suppliers/supplies, you must pay ‘corkage’ on all items served and/or equipment in the building. A full list of ‘corkage’ prices can be obtained through Kudos direct at the number above.

**Vehicles** – If you are planning to bring a vehicle into the venue for the duration of the exhibition, the following rules must be adhered to:

- The fuel tank must contain only sufficient fuel to move the vehicle in and out of the hall
- The fuel tank must be sealed, wherever possible with a lockable cap
- A drip tray must be positioned underneath the vehicle to catch any leaks
- The vehicle is not permitted to travel within the hall during the open period
- The running of engines during the open period of an exhibition is strictly prohibited
- Filling or emptying of fuel tanks inside the hall is strictly prohibited

**Cleaning** - Bulk rubbish will be cleared during the build-up and breakdown periods of the exhibition. General stand cleaning is included in the cost of your stand and will be carried out each morning before the exhibition opens.

**Helium balloons** - May be blown up in the Exhibition Hall, with canisters stored outside the hall.

**Copyright** - If you wish to use copyright music on your stand, you are obliged to obtain a licence. To obtain an application form or tariff rate call the PRS linkline on 0345 581868. For general enquires call PRS Head Office on 0207 580 5544.

**Electrical and lighting services** - All sites in Studio One are provided with a number of spotlights and power points – the exact allocation is based on the size of your stand. Please call Pickard Event Services for further information.

Tel: 01423 290300

Email [eventservices@pickardonline.co.uk](mailto:eventservices@pickardonline.co.uk)

All portable equipment used on build ups and breakdowns must be used via a 110-volt transformer and must conform to all current regulations. Please ensure all electrical equipment has been turned off before leaving Studio One at the end of the day.

**Fire Regulations** - All materials used on exhibition stands must be Class 1 fire retardant. For a comprehensive list of fire regulations, please see the **Health and Safety Declaration plus Risk Assessment** document. Smoking will not be permitted in the exhibition area. Firefighting equipment will be provided at key locations and in high-risk areas, e.g. in the locality of sources of oxygen and catering areas.

Exhibitors **MUST** not restrict access to or cause obstruction of fire exits.

Exhibitors wishing to connect into Harrogate Convention Centre electrical systems must have a current, up-to-date PAT Certificate. This service can be provided by Harrogate Convention Centre at a cost of £10 plus VAT per item.

## Insurance

The company's insurance policy will include the event with respect to public liability insurance cover. Whilst both Wounds UK and the Harrogate International Centre take every precaution to protect exhibitors' property during the exhibition, we are not responsible for any loss or damage. Exhibitors should affect their own insurance against any risk, loss, damage, injury or liability.

## Contractors

Please send full details of your stand build contractor (if applicable), including name, primary contact, phone number and email address to [cphelan@omniamed.com](mailto:cphelan@omniamed.com)

All contractors must be registered with Wounds UK prior to the event, along with agreed build dates and times of arrival before access to Studio One will be granted by venue. Please email this information to [cphelan@omniamed.com](mailto:cphelan@omniamed.com)

# EVENT RULES AND REGULATIONS

## 1. DEFINITIONS

In these Standard Terms and Conditions the word 'Sponsor/Exhibitor' means any company, organisation or person who has applied for space allocation in an exhibition and/or to sponsor an event, or their agent, contractor or employee. The word 'Organiser' means Wounds UK.

## 2. STAND BOOKINGS

Sponsors/Exhibitors must complete sign and return the booking form. Provisional bookings can be held for 14 working days; however no application will be considered valid until a signed booking form and full payment is received. The Organiser reserves the right to refuse any bookings at any time without stating a reason. A booking is only confirmed when accepted by the Organiser in writing.

## 3. PAYMENT TERMS

An invoice will be raised on receipt of a booking form and should be paid in full within 21 days of the invoice date. Where the invoice amount is not paid within the prescribed time, stands and sponsorship packages may be reallocated and any loss incurred by the Organiser by such non-payment shall be claimed from the defaulting Sponsor/Exhibitor.

## 4. CANCELLATION

All cancellations must be made in writing and are subject to a 25% administrative cost withheld from the original payment for the stand or package. Cancellations made within 60 days of the opening of the event will be liable to a further 50% cancellation fee. Cancellations made within 30 days of the opening of the event will be liable for payment of the total invoice amount for the original booking.

## 5. AMENDMENT OF EXHIBITION FLOOR PLAN

While every endeavour is made to retain the published plan of the exhibition, the Organiser shall be entitled to vary the layout if it believes such variation to be in the general best interests of the exhibition as a whole.

## 6. SECURITY AND INSURANCE

Neither the Organiser nor its contractors shall be responsible for the safety and security of the exhibit or of any other property of any Sponsor/Exhibitor, its agents or employees, or for the loss, damage or destruction by theft or fire, or from any other cause, to such exhibits or other property, or for loss, damage or injury sustained by any sponsor/Exhibitor or any other person save where proved to be caused by the negligence or breach of duty of the Organiser. The Sponsor/Exhibitor shall indemnify the Organiser and its contractors against any liability incurred by the Organiser or its contractors to third persons, as a result of any act or omission of the Sponsor/Exhibitor, its employees or agents. The Sponsor/Exhibitor should effect its own insurance against the risk of any loss, damage or injury or liability.

## 7. POSTPONEMENT OR ABANDONMENT

The Sponsor/Exhibitor shall have no claim against the Organiser or its contractors in respect of any loss or damage caused by the prevention, postponement or abandonment of the event, for reasons beyond the control of the Organiser or its contractors.

## 8. SUBLETTING AND SHARING OF STANDS

The Sponsor/Exhibitor shall neither share with, nor part with possession of the whole or any part of the stand allocated to it, to another organisation, company or person without the written consent of the Organiser.

## 9. STAND FITTINGS REGULATIONS

Under no circumstances may the Sponsor/Exhibitor alter or add to the external structure of the exhibition stands. Further interior design fittings, lighting and decoration may be added at the Sponsor/Exhibitor's expense subject to the compliance with current regulations, and any requirements of the local or other authority at the time. The sponsor/Exhibitor is deemed to have knowledge of such requirements and regulations and is to be bound thereby, and shall indemnify the Organiser and its contractors against any claim, action, loss or liability occasioned by any breach thereof. The Sponsor/Exhibitor and its contractors may not interfere with the exhibition building in any way whatsoever, and any damage caused by their acts of negligence shall require them to indemnify the Organiser and its contractors against any claim arising from such damage.

## 10. ACCESS AND STAND DISPLAYS

The Sponsor/Exhibitor must ensure that its stand is ready before the opening of the exhibition each day. Stands must be fully staffed and stocked at all times. The Sponsor/Exhibitor must comply with build up, breakdown and delivery times, as set out in the Sponsor/Exhibitor manual. Late build up and early breakdown creates problems in exhibition halls, contravenes health and safety regulations and is discourteous to other Sponsor/Exhibitors. If late setup is unavoidable, a suitable time slot will be allocated by the Organiser at its discretion. Exhibits are not to be removed until the exhibition is closed, and any Sponsor/Exhibitors closing the stand before that time without the permission of the Organiser will be liable for an early closing fee of 25% of the total invoice amount. The Sponsor/Exhibitor must vacate its stand, and ensure that all exhibit items are removed from the premises, within the time specified for exhibition breakdown. An Sponsor/Exhibitor failing to do so will be liable for additional rental costs.

## 11. UNDESIRABLE ACTIVITIES

The Organiser expects all Sponsor/Exhibitors to engage with delegates in an ethical and lawful manner. The Organiser considers the Association of British Healthcare Industries guidance on Interactions with Healthcare Professionals as a useful measure of conduct (please visit [www.abhicodeofpractice.org.uk](http://www.abhicodeofpractice.org.uk) for a copy). If it appears to the Organiser that the Sponsor/Exhibitor may be engaged in activities which it considers to be contrary to the best interests of the Exhibition or event, or which appear unethical or unlawful, the Organiser may without being under any liability to refund or reduce any costs, cancel any stand booking or sponsorship package and require the Sponsor/Exhibitor to vacate the event forthwith and to refuse the Sponsor/Exhibitor the right to participate further in the event.

Canvassing for orders, except by the Sponsor/Exhibitor on his own stand in the normal course of his business is strictly prohibited and in any such case the right to expulsion

referred to above will be exercised at once. The distribution or display of printed or other placards, flyers or circulars or other articles except by the Sponsor/ Exhibitor on its own display space is prohibited, except by prior written agreement with the Organiser.

*We ask you to be considerate of others and behave professionally and respectfully to all other participants. Remember that sexual language and imagery is not appropriate for any event venue, including talks.*

*Participants violating these rules may be sanctioned or expelled from the event without a refund at the discretion of the organizers.*

*Harassment includes offensive verbal comments related to gender, gender identity or expression, sexual orientation, disability, physical appearance, body size, race, religion, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention. Participants asked to stop any harassing behaviour are expected to comply immediately.*

*If a participant engages in harassing behaviour, the event organizers may take any action they deem appropriate, including warning the offender or expulsion from the event with no refund. If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a member of the event staff immediately.*

*Event staff will be happy to help participants address concerns. All reports will be treated as confidential. We strongly encourage you to address your issues privately with any of our staff members who are organizing the event. We encourage you to avoid disclosing information about the incident until the staff have had sufficient time in which to address the situation. Please also keep in mind that public shaming can be counter-productive to building a strong community. We do not condone nor participate in such actions.*

## 12. SAMPLING CONSUMABLES

If the Sponsor/Exhibitor wishes to sample consumables it must ensure that it complies with sampling regulations as laid out by the venue's contract and caterers. Consumables may be subject to corkage.

## 13. HEALTH & SAFETY AT WORK ACT

It is the responsibility of the Sponsor/Exhibitor to ensure that its contractors' employees' and agents', displays and exhibits comply with current legislation regarding Health & Safety at Work.

## 14. DISPOSAL OF WASTE

It is the responsibility of the Sponsor/Exhibitor to ensure that all debris and waste material arising from its own stand fitting is completely removed from exhibition area prior to the opening of the exhibition. Failure to comply with this procedure shall render the Sponsor/Exhibitor liable for the cost of clearance by the Organiser.

## 15. SPECIAL HAZARDS

Any exhibit that may be regarded as constituting a special risk or hazard must be notified to the Organiser at least one month in advance of the opening of the exhibition. The Sponsor/Exhibitor must at its own expense, comply with any conditions or safety precautions the Organiser, venue licensor or local authority may impose.

## 16. DELEGATE NUMBERS

Whilst the Organiser will make every effort to secure a high level of attendance of delegates, there can be no guarantee of delegate numbers and no discounts or refunds are available if delegate numbers do not reach the projected levels.

# **Harrogate Convention Centre Site Rules**

## **Traffic rules**

- All contractors are required to sign in at security/reception before being allowed access on to the service Road.
- Please follow the instructions of Traffic Management /Security Personnel
- The maximum speed limit is 10mph on the service road and 5 mph within the halls
- Vehicles should follow the one way system, unless instructed by Traffic Management/Security personnel. All reversing vehicles must be guided by a banksman.
- Do not park on paths, pedestrian walkways or yellow lined areas
- Do not park your vehicle blocking points of access and egress.
- Please beware of Pedestrians and Fork Lift Trucks at all times
- No persons are permitted to operate Fork Lift Truck unless they have received the relevant training.
- Please use the designated pedestrian walkways and crossing points provided.
- Use of mobiles whilst driving is strictly forbidden

## **Site Rules**

- Smoking, including e-cigarettes, is only permitted in designated smoking areas adjacent to cigarette bins
- All personnel are required to wear high visibility clothing and appropriate footwear during event build up and breakdown periods.
- High visibility clothing is required at all times on the service road.
- Be aware of pedestrians, fork lift trucks and other moving vehicles at all times.
- Pedestrians must keep to marked walkways and crossing points on the service road
- Staff, contractors and drivers must follow instructions given by traffic marshalling & security personnel
- The maximum speed limit is 10mph on the service road and 5mph in halls
- No parking on paths, pedestrian walkways, yellow lined or hatched areas, or in front of fire exit doors
- Vehicles should follow the one-way system, unless instructed otherwise by traffic marshalling & security personnel and reversing vehicles must be guided by a banksman
- Fork lift trucks must only be operated by trained and licensed personnel
- Use of hand held mobile phones whilst driving any vehicle is strictly forbidden
- Aisles, gangways, fire exit routes and doorways must be free from obstruction at all times