Exhibition & Sponsorship Prospectus

Association of Paediatric Anaesthetists of Great Britain and Ireland

45th Annual Scientific Meeting

hosted by

Alder Hey Children’s Hospital, Liverpool

16th – 18th May 2018
St George’s Hall, Liverpool, UK

Marking the centenary of the birth of Dr Gordon Jackson Rees

...become involved early in the planning of the event to gain maximum benefit from your firm’s association with the Conference.

At the 2017 Bristol meeting over 380 anaesthetists attended from over 80 departments...

It is the express intention of the Meeting Organising Committee to ensure that participating companies receive a return on the investment and their generous support.

www.apaconferences.com
Exhibition Only Packages
(See pages 4 – 8 for marketing and profile opportunities)

Benefits and Acknowledgements

“It is the express intention of the Meeting Organising Committee to ensure that participating companies receive a return on the investment and their generous support”.

General benefits will include the following:

- Full registration for 2 company executives (including access to scientific sessions)
- Access to over 300 delegates from the majority of paediatric anaesthesia departments over 2 days
- Acknowledgement, link and editorial on the meeting website pre and post conference dates

- Editorial in the Programme Book
- Acknowledgement with company logo in the Final Programme and against sponsored item with own branding
- Use of meeting logo on company communications relating to the APAGBI Meeting 2018
- Quarter page advertisement in the Programme Book
- Cleaning of gangways and common area
- Complementary two tickets to the Welcome Reception

Charges for space available from £300.00 per sqm. Minimum booth area available is 6 sqm.

Company Partner Pre-conference Activity

APAGBI wishes to be more proactive with regards the returns available to companies supporting the APAGBI Annual Scientific Meeting.

APA intends to profile further committed sponsors and exhibitors on the website by not only including the company logo but introducing from the outset a profile of your firm and a link to a particular product.

We will ask your firm to participate in promoting the conference in newsletters and company websites both in the UK and amongst your affiliates.

On booking we will ask you to send:

- a current high resolution file of the company logo plus
- an editorial for posting on the APA Meetings 2018 website (on receipt of payment).
- details of where the conference may be promoted through your company networks and mailing lists.
Of real importance is the contribution of companies to the specialty and we value not only the contribution of companies to the goals of the event – updating on skills and information by contributing to teaching sessions and sponsoring educational events throughout the conference, but also profiling products and services that advance our specialty.

We invite your company to become involved early in the planning of the event to gain maximum benefit from your company's association with the Conference. In return, your company's products and services will receive high profile and contribute to your marketing initiatives.

All members of the Organising Committee look forward to your participation and will welcome you to Liverpool.

Colin Dryden
Local Organising Committee Chair

General Information

Venue: St George's Hall, St George's Place, Liverpool, L1 1JJ.
To view the Hall visit: http://www.stgeorgesliverpool.co.uk/organise/rooms/Great_Hall/index.as

“The goal of the Association of Paediatric Anaesthetists of Great Britain and Ireland (APAGBI) for this event is to establish a creative educational environment and to bring together all the specialties and commercial contributors involved in the promotion of excellence in the perioperative care of children. St George’s Hall is a wonderful backdrop for delegates to meet colleagues and corporate executives during the event.”

Karen Bartholomew,
Meetings Secretary.

Delegates Attending APAGBI 2018

As a guide, in 2017 the APA Annual Scientific Meeting attracted over 380 delegates from the full range of paediatric anaesthetic practice; representing over 80 Children's Hospitals, Teaching and District General hospitals and single specialty units.

Our delegate practice encompasses anaesthetic and peri-operative care, paediatric intensive care and acute and chronic pain management

Exhibition Area

“The exhibition layout is designed to encourage delegates to relax, meet colleagues and corporate executives during the event”

The exhibition will be located in the Great Hall designed for exhibitions and adjacent to the main session theatre. To encourage flow of delegates, poster displays, and delegate lunches, coffee and tea are all being planned to be served in this area.

Our Location

Liverpool’s fortunes have historically been linked to shipping. However, imports such as sugar, spice and tobacco pale in comparison with Liverpool’s most famous export of all - The Beatles.

There is much to appreciate and enjoy in this great city, which added to its accessibility, makes for an attractive destination and wonderful backdrop to the Annual Scientific Meeting of the APAGBI.
Collaboration will be sought with Associate societies. The Royal College of Anaesthetists, Royal College of Paediatrics and Child Health, Royal College of Surgeons (Children’s Surgical Forum) and British Association of Paediatric Surgeons, Paediatric Intensive Care Society, European Society of Paediatric Anaesthetic will be approached to help promote the Conference.

MEDAL Investors will receive additional profile and benefits in association with this event: before, during and after the event.

Medal Investors acknowledge and give extra profile to companies that invest over and above the exhibition packages. Often associated with providing education (see page 5) or product launches. The Partnerships are designed to offer greater profile and status during the Conference but also before and after.

Such benefits include acknowledgment on stage banners and in the Programme Book and on the conference website, half and full page advertisements, 15% discount on listed sponsorship items over the minimum sponsorship along with more traditional marketing benefits.

Levels of investment

- **Platinum Medal**
  - £10,000, donation of £3,500 plus a minimum sponsorship of £6,500
  - Full page advertisement plus 6 delegate registrations

- **Gold Medal**
  - £7,500, donation of £2,000 plus a minimum sponsorship of £5,500
  - Full page advertisement plus 4 delegate registrations

- **Silver Medal**
  - £5,000, donation of £1,500 plus a minimum sponsorship of £3,500
  - Half page advertisement plus 2 delegate registrations

- **Bronze Medal**
  - minimum of £2,500 on sponsored items

All levels of investment excludes stand fees – see page 2

Collaboration will be sought with Associate societies. The Royal College of Anaesthetists, Royal College of Paediatrics and Child Health, Royal College of Surgeons (Children’s Surgical Forum) and British Association of Paediatric Surgeons, Paediatric Intensive Care Society, European Society of Paediatric Anaesthetic will be approached to help promote the Conference.

APAGBI Free Paper and Poster Awards 2018

The Conference Organising Committee is seeking collaboration for up to three years for the corporate sponsorship of the Specialists in Training Awards.

The Awards will be named after the sponsoring company for the duration of the partnership and profiles in the promotion of the Call for Abstracts. Each package has a minimum sponsorship of £1,200 each award for each year (package includes three awards for each year).

Awards will be tailored to those specialists in training in paediatric anaesthesia; companies will be able to sponsor the award and have the company name associated with the promotion of the awards into departments around the UK.

There will be three awards for each of the following categories:

- Specialist in Training Best Oral Presentations
- Specialist in Training Best Poster Presentations

Each award will be a Registration to APAGBI 2019 (Sheffield) including the Conference and Dinner, with the remainder subsidising the Conference.

The companies associated with these awards will be seen to encourage good research and reporting of clinical lessons and its communication for the benefit of patents.

Conference Recording

To reach more professionals the APAGBI will record the plenary sessions throughout the two days of the conference. This will be made available to APA Members free of charge and to non members on a pay per view basis depending on corporate support.

The plan is to have an advertisement page for all those visitors entering the site to view. The recording will be available for at least 11 months from the date of the meeting.

Please contact the secretariat to view an exciting recording to see how professional the product is.
Satellite Symposia in the main programme

Satellite Symposia can be up to 45 minutes long with up to three speakers plus chairperson. Held in the main hall a host can expect approximately 150 plus delegates to attend. These symposia will be plenary with no other session timetabled in.

The supporting company in addition to the support fee must cover all speakers’ expenses including registration, accommodation and travel expenses. This also applies if the speakers have already been invited by the Meeting organisers.

Symposium details distributed via the secretariat to registered delegates 1 week before the event in addition to the promotion on the website.

Basic Audio Visual provisions will be made in your session room. Extra facilities can be requested and will be charged back to sponsor company.

- Position for roll up banner
- Advertisement in the Programme Book for the Symposium
- Insert in the delegate wallet
- Listing in the Programme

Satellite Symposia can be booked in two ways:

Traditional Package:
Fee £6,500
Companies have to undertake the management of their Symposium independently of the Conference, to include inviting their speakers and chairpersons, arranging print and mailings, branding the stage and marketing on site.

APAGBI Satellite Organised Package:
Organisational support is available: contact the secretariat.

Sponsored Scientific Sessions including Debates and other scenarios organised by APA £2,000
The Scientific Committee will prepare a ‘topic shopping list’ from which the companies can make a selection and propose the chairman for the Sponsored Sessions. The Scientific Committee will review the topic and chairman and give their approval or remarks.

Sponsored Sessions including: debates and other scenarios organised by supporting company To be negotiated
The Scientific Committee welcomes proposals from companies for the provision of educational sessions. These can range from scientific papers to product placement through to non clinical courses such as personal development such as presentation skills and team management.

Hosted Product Demonstrations or Skills Sessions Scenarios organised by supporting company from £1,500
The Scientific Committee welcomes proposals from companies for the provision of product demonstrations and other educational sessions. These can range from scientific papers to product placement through to non clinical courses such as personal development such as presentation skills and team management.

For Company Sessions the facilities include:

- Timetable in Programme
- Demonstration room with power and furniture (AV not included in rate)
- Booking facility provided to register delegates (restrictions apply)
- Company name and logo on website
- Delegate bag insert to advertise your session
- Position for roll up banner

Satellite Symposia in the main programme

We encourage all companies to discuss their ideas and options including their objectives for attending the meeting, so that we can support them in achieving greater returns on their time and investment.

Please contact Peter Mainprice at:
APAGBI 2018 Conference Secretariat
Index Communications Meeting Services, Crown House, 28 Winchester Road, Romsey, Hampshire, SO51 8AA
Tel: + 44 (0)1794 511331
E-mail: APA@indexcommunications.com
Additional activity to enhance your company’s attendance and returns.

“Exhibiting should be an integral part of a conference for the delegates, be fun, proactive and commercially beneficial. We would like to encourage participating companies to contact the Organisers well in advance to discuss what they need to achieve and how they would like to achieve it. Please inform the Organisers of your initiatives in order to achieve maximum publicity”.

Banner Advertising

Due to the space opportunities in the venue, planned ‘banner’ advertising is being offered. Artwork is to be provided by the advertiser. The charge includes locating of the roller banner at the selected positions. Space subject to availability and excludes materials and manufacture.

<table>
<thead>
<tr>
<th>Location</th>
<th>Rate</th>
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<tbody>
<tr>
<td>Foyer</td>
<td>£250</td>
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<tr>
<td>Registration</td>
<td>£250</td>
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<tr>
<td>Exhibition Foyer</td>
<td>£250</td>
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The organisers can source the materials at extra cost

Mobile Device Voting and Communication

Support £1,800

Today’s delegate more often than not carries a smart mobile device. To be introduced at this conference will be the facility for delegates to communicate with the chairman (and speaker) throughout a session. The range of communication will be from simple texting a comment to responding to ‘surveys’ with fast graphical displays or listings.

† Multiple Conference deals available.

Programme Advertisements

(upgrade to the inclusive ¼ page advert)

The Programme Book to be published will contain local information and guidance for the duration of the Conference. Sponsors are invited to place advertisements.

Advertising Rates, Full colour

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<tbody>
<tr>
<td>Full Page - Inside front cover</td>
<td>£550</td>
</tr>
<tr>
<td>Inside back cover</td>
<td>£550</td>
</tr>
<tr>
<td>Rear cover</td>
<td>£750</td>
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<tr>
<td>Inside publication</td>
<td>£400</td>
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Logo Stopper £150

(included in the exhibition package)

Supply your logo for it to be placed next to your Programme Editorial.

New Product Highlight £250

If your company has launched a new product within 6 months of the Conference a flag will be placed next to your Exhibition listing on both the Website and Editorial in the Programme Book.

Conference Folder or Bag £750 + Cost of Bags

To make sure your company name is ‘up front’ throughout the Conference. A Delegate Bag displaying the conference logo along with the sponsoring company logo.

Insert in the Conference Bag £300

To ensure every delegate receives your product literature an insert or cd may be placed in the conference bag.

Delegate Badges 350 Badges £500

Have your company logo or name printed on all the delegates’ badges. This acts as a constant reminder to delegates of your company’s support during the event and is one of the highest profile items to take up.

Sponsored Lanyards Investment of £400 plus costs of lanyards

Ensure that all delegates have your company name on them at all times – sponsor lanyards that will provide high profile throughout the duration of the Conference.

Conference Note pad and Pen for Conference Folder £450 plus cost of items

Supplied by sponsor with name/logo of company and APAGBI Conference logo (on exclusivity basis).

First Announcement sponsorship £1,500

This will include outline programme and details of the Conference. The sponsor of the First Announcement will be able to advertise using a strap advertisement on the rear page.

Signage within the venue £700

Sponsorship required covering the cost of conference banner, and internal conference centre signs. The sponsorship company’s logo to be placed on all internal signs.
Welcome Reception – **Bluecoat**  *Liverpool's contemporary arts centre*

**Wednesday 16th May 2018**

On the first evening of the Conference, delegates will be invited to a Welcome Reception at the Bluecoat, Liverpool’s centre for the contemporary arts.

Dating from the early 18th century, the building’s architectural importance is illuminated by its UNESCO world heritage and Grade One listed status. Light refreshments will be offered and a registration desk for the conference will be available. Sponsors will be able to profile themselves within the venue and on ticketing.

**Suggested support of £2,400**

**Conference Evening and Dinner: ** **Liverpool Town Hall**

**Thursday 17th May 2018**

A flagship building in the heart of the city, Liverpool’s Town Hall - home to the Lord Mayor of Liverpool - makes a grand setting for a dinner to celebrate our speciality.

The Liverpool Organising Committee are keen to host a Summer Conference Evening to bring together delegates and Faculty members to enjoy a good menu and entertainment in one of Liverpool’s most interesting and well known attractions. A drinks reception and dinner will be held at Liverpool Town Hall. This will be a very special celebratory evening and then all guests will be invited to take part in this.

We invite companies to support the highlight at the networking events. Please contact the secretariat to discuss options.

The highlight of the social events.

- **Reception prior to the Dinner**  
  **£2,250**

- **Entertainment**  
  **£1,500**

**Applications**

Application for space and facilities must be made on-line using the Exhibition Booking Form: Invoices will be sent for payment that must be made to secure the space prior to the event.

APAGBI Conference
C/o Index Communications Meeting Services, Crown House, 28 Winchester Road, Romsey, Hampshire  SO51 8AA, U.K.
Tel: +44 (0)1794 511331
E-mail: APA@indexcommunications.com
Cancellations and Refunds

Notification of cancellation or reduction of stand space must be submitted in writing. Cancellation or reduction of stand space will be accepted until 31st March 2018 with a refund of the total fee less 25% administration fee. No refunds will be made for cancellations or reductions after 1st April 2018.

ABPI Code of Practice


Please refer to the conference website on the APAGBI policy in working with companies.
EXHIBITION BOOKING AND CONTRACT

16th – 18th May 2018

Liverpool, UK

(Please, type or use BLOCK letters)

Company Name: ______________________________________________________

Address: ________________________________________________________________

____________________________________________________________________

Country: ___________________ Post Code: _____________

Phone: _____________________ E-mail: ___________________________________

Contact Person Name: __________________________________________________

All correspondance will be via: E-mail: _____________________________________

Special Interests: _______________________________________________________

We wish to make a reservation for:

*The provisional stand selection will be held for 14 days awaiting payment after which the stand may be re-allocated to another client*

1st choice package booth/s No(s) ................................................................. sq. meters

2nd choice package booth/s No(s) ................................................................. sq. meters

3rd choice package booth/s No(s) ................................................................. sq. meters

We do not wish to have our booth near the following companies:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

We would like our booth near the following companies:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Website Requirements: Please attach a high resolution company logo for use on the APAGBI Website plus an 80 word editorial.

Webcast Programme: please allocate promotional advertising space associated with the APAGBI 2018 Annual Scientific Meeting at £350 plus VAT. Please tick here

Marketing Options and Conference Services: Please reserve the following opportunities

1) ________________________________________________________________ 2) ________________________________________________________________

We wish to attend the site visit scheduled for March 2018 ○ Yes ○ No
Financial Details

Rental Fee:
Stand/Space Fee
__________

Total Exhibit Fee
__________

Webcast Programme Advertisement:
__________

Sponsored Options:
__________

Total
__________

VAT (the host is not VAT Registered)

Total Amount Due:

Purchase Order Number/Reference:

PAYMENT Options:  Payment of the total amount due is to be made with your exhibition booking. The Organisers will be free to allocate the space reserved to another exhibitor(s) and the deposit forfeited should payment not be received.

All payments should be made in Sterling payable to “Index Communications Meeting Services: APAGBI Conference”. Your name must accompany the payment.

BACS Transfers
Sort Code: 20 79 31
Account Number: 33654257

Account Name: APAGBI Conference – Index Communications Client A/c

PLEASE GIVE INVOICE NUMBER AS A REFERENCE WITH PAYMENT

Please note NEW account details

Cheques and bank charges are on the account of the sender.

INVOICING DATA

Billing Address (if different from above):

Postal code: ______________ City: __________________________ Country: ______________

I, the undersigned ____________________, authorized representative of the aforementioned company, hereby applies for an Exhibition booth at the APAGBI Conference and hereby agrees to be bound to the Terms and Conditions of Exhibiting as outlined in this Prospectus and posted on www.APAConferences.com

Signature ____________________________ Date ____________________________

CANCELLATION AND REFUNDS

Notification of cancellation or reduction of stand space must be submitted in writing to the Conference Secretariat. Cancellation or reduction of stand space will be accepted until 1st March 2018 with a refund of the total fee less 25% administration fee. No refunds will be made for cancellations or reductions after 1st March 2018

Please send the completed form with relevant payment to:
APAGBI Conference Secretariat, Index Communications Meeting Services,
Crown House, 28 Winchester Road, Romsey, Hampshire SO51 8AA, U.K.
Phone: +44 (0)1794 511331/2, E-mail: APA@indexcommunications.com
**Terms and Conditions**

**DEFINITIONS**

In these regulations the term “Exhibition” in all cases refers to the Exhibition being held in conjunction with the Paediatric Intensive Care Society Annual Conference & Exhibition. The term “Exhibitor” includes any person, firm, company, association, organisation and its employees, servants or agents to whom space has been allocated for the purpose of exhibiting at the Exhibition. The term “Organisers” means Index Communications Meeting Services on behalf of the Organising Committee of the Association of Paediatric Anaesthetists of Great Britain and Ireland (APAGBI) Annual Conference & Exhibition. The term “Premises” refers to those portions of Colston Hall, Liverpool, licensed to the Organisers.

**DATES AND HOURS OF OPENING**

See Prospectus for details on www.APAConferences.com

**APPLICATIONS FOR AND ALLOCATION OF STAND SPACE**

Applications for stand space must be made on the form provided which should be returned to the Organisers as soon as possible with your payment. Acknowledgement of the booking and an invoice as your receipt will be sent to you by return.

The Organisers regret that it is not possible for applicants to select the exact position of their stand(s) although it will help the Organisers if applicants indicate on their application forms their preferred location.

Attention will be paid to the order in which forms and payments have been received when allocating space.

Notification of stand(s) allocated will be circulated to Exhibitors as soon as possible after the end of March 2018.

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

An Exhibitor may not, except by express written permission of the Organisers, display or give credit directly or indirectly to any goods, products or services other than his own or his named principal’s.

The display or acknowledgement or credit or advertisement indicating membership of any Organisation, Society or Trade Association is not allowed except by express written permission of the Organisers.

**TERMS OF PAYMENT**

The total rental at the applicable rate must be forwarded with the application for stand space. A non VAT invoice will be issued on your receipt. The host is not VAT registered. All payments must be made by BACS, cheque or bankers draft drawn on a UK bank in STERLING ONLY and made payable to “APAGBI Meeting Account”.

**CANCELLATION OR REDUCTION OF STAND SPACE**

An Exhibitor cancelled stand once his application has been received and acknowledged is liable for the total booking charge unless the stand can be re-let. Cancellation charges are given on the Booking Form. In the event of an application being refused by the Organisers previous deposits will be returned to the applicant in full.

**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 forfeit.

**SUB-LETTING**

Sub-letting or licensing the use of stand space is not permitted, neither may the products or service of firms not exhibiting in their own rights be promoted or displayed as exhibits, except where the Exhibitor is the SCS United Kingdom selling agent for such products or firms, or express written permission has been obtained from the Organisers.

**OCCUPATION OF STAND SPACE**

The Exhibitor his servants, agents, employees and contractors may enter the building at a time nominated to them for the purpose of stand fitting and dressing. In the event of an Exhibitor failing to take possession of his stand the Organisers have the right to relet the stand and all monies paid shall be forfeited. All exhibits, stands, fittings and materials must be removed from the building by 20:00 hrs on 9th May 2018.

**INSTALLATION AND REMOVAL OF EXHIBITS**

Exhibitors will be advised of when they may commence fitting up and arrangement of exhibits. Exhibitors are prohibited from commencing such fitting up until the time nominated to them. The 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 Organisers shall be modified by the Exhibitor in such manner and within such time as the Organisers may require and in default the Organisers may remove such exhibits at the expense of the Exhibitor who shall forfeit all sums paid by way of deposit, rental or otherwise. Exhibits may not be removed until the Exhibition has been closed. Any special arrangements for installation or removal of exhibits must be made in consultation with the Organisers.

**STAND CONSTRUCTION AND SERVICES**

The Organisers will appoint official contractors to undertake the following work:

- Stand construction, electrics, provision of water and waste services, compressed air services, furniture, floral arrangements, carpeting and all other services.
- No contractor will be permitted to undertake any work of this nature.

**OBSERVATIONS OF GANGWAYS AND OPEN SPACES**

Exhibitors will not be permitted to display exhibits in such a manner as to obstruct the light or impede or project over gangways or affect the displays on neighbouring stands. Gangways must at all times be kept clear and free for passage. Any Exhibitor who causes a nuisance or obstruction after notice has been given will be liable to have his stand cleared by the Organisers at the Exhibitor’s own risk and expense.

**TRADE UNION LABOUR**

All stand fitting construction or display work should be carried out by members of the appropriate Trade Union recognised by the Exhibitions Industry at rates of pay and overtime in accordance with the terms of the Working Rules agreement currently in force.

**ELECTRICAL REQUIREMENTS**

Lighting and power services will be available to the Exhibitor through the official electrical contractor. A schedule of these services will be available once application has been made. Exhibitors may provide their own electrical fittings where such fittings are in the form of made up units, showcases and/or signs complete and ready for connection to the mains supply. Exhibitors whose display requires plumbing, compressed air or heavier weight loading are advised to contact the Organisers before selecting their preferred site.

**DANGEROUS MATERIALS AND EXHIBITS**

The Exhibitor must conform to the conditions concerning explosives and dangerous combustible materials as laid down by the Organisers and every appropriate authority or the item will be removed from the building at the Exhibitor’s risk and expense.

**FIRE PRECAUTIONS**

In accordance with the requirements of every appropriate authority, all materials used in construction work display material etc., must be effectively flame proofed or made of non flammable materials. Drapes and curtains must be at least 6” (150mm) clear of the floor. Fire extinguishers will be provided by the Organisers in the areas and placed as regulations require. The Exhibitor must comply with all reasonable instructions given by the Organisers or any appropriate authority to avoid the risk of fire.

**SECURITY**

The Organisers will arrange for full security services throughout their tenancy of the Premises and Exhibitors must obey all reasonable requests of both the Organisers and the Security Services in all cases.

**DAMAGE TO PREMISES, FIXTURES FITTINGS AND SHELL SCHEME**

No nails, screws, or other fixtures may be driven into any part of the Halifax including floors nor may any part of the Premises be damaged or defaced in any way. Should any such damage occur the Exhibitor concerned will be invoiced for any reparation charges incurred.

**CLEANING**

The Organisers will arrange for the daily cleaning of public areas outside Exhibition opening hours.

**STORAGE**

There are no storage facilities available within the Exhibition area and Exhibitors are advised to make their own arrangements for removal and storage of packing cases, etc. Under no circumstances may packing materials of any kind be left in the aisles or on the stands.

**INSURANCE**

Exhibitors are reminded of the need to consult their Insurance Company or Insurance Broker to cover themselves fully against All Risks at the Exhibition. Particular attention is drawn to the need for the following:

**ABANDONED/INSURANCE​**

Exhibitors should note below that the Organisers are not obliged to return any monies paid for space in the event of cancellation or restriction of the Exhibition.

**STANDS/​FITTINGS AND SIMILAR INSURANCE**

All Risks on loss or damage to the Exhibitor’s property fixtures fittings and all other property of a similar nature such as personal property of directors principals and employees whilst on the Premises and transit risks to and from the Exhibition.

**FAILURE TO VACATE**

If the Exhibitor should fail to remove all his property or otherwise fail to vacate the Exhibition premises on 9th May 2018 by 20.00 hrs due to any cause whatsoever, the Exhibitor shall be fully responsible for any penalties imposed by the Premises or any other losses and costs incurred by the Organisers as a result of the Exhibitor failing to vacate the premises by the agreed time and without prejudice to any other right or remedy of the Organisers, the Organisers may remove any property of the Exhibitor left at the Exhibition Hall by the Exhibitor after the said time and the costs of such removal shall be paid by the Exhibitor to the Organisers on demand.

**PUBLIC LIABILITY**

Liability to the public may arise out of the Exhibitor’s activities and should be covered by insurance.

**LIABILITY**

1. INFORMATION SUPPLIED

Information supplied by the organiser in relation to any exhibition is accurate to the best of their knowledge and belief but shall not constitute any warranty or representation by the organiser and any inaccuracy or mistake therein or omission therefrom shall not entitle the exhibitor to cancel his space booking.

2. ABANDONMENT OF STANDS

The Exhibitor will not be entitled to abandon his stand after the expiration of the Exhibition.

3. INSURANCE

The Exhibitor is advised to take out and maintain insurance against public liability to the public areas outside Exhibition opening hours.

**GENERAL CONDITIONS**

The Organisers are responsible for the control of the Exhibition Areas. Exhibitors are responsible for the control of their own stands. The decision of the Organisers is final and decisive on any question of refusal or prohibition.

**EXHIBITORS TECHNICAL MANUAL**

Further technical information concerning the Exhibition together with order forms for all ancillary services available to Exhibitors will be forwarded to Exhibitors following final stand allocation in March 2018.