



British Cardiovascular Society

**Exhibition Technical Manual
2008**

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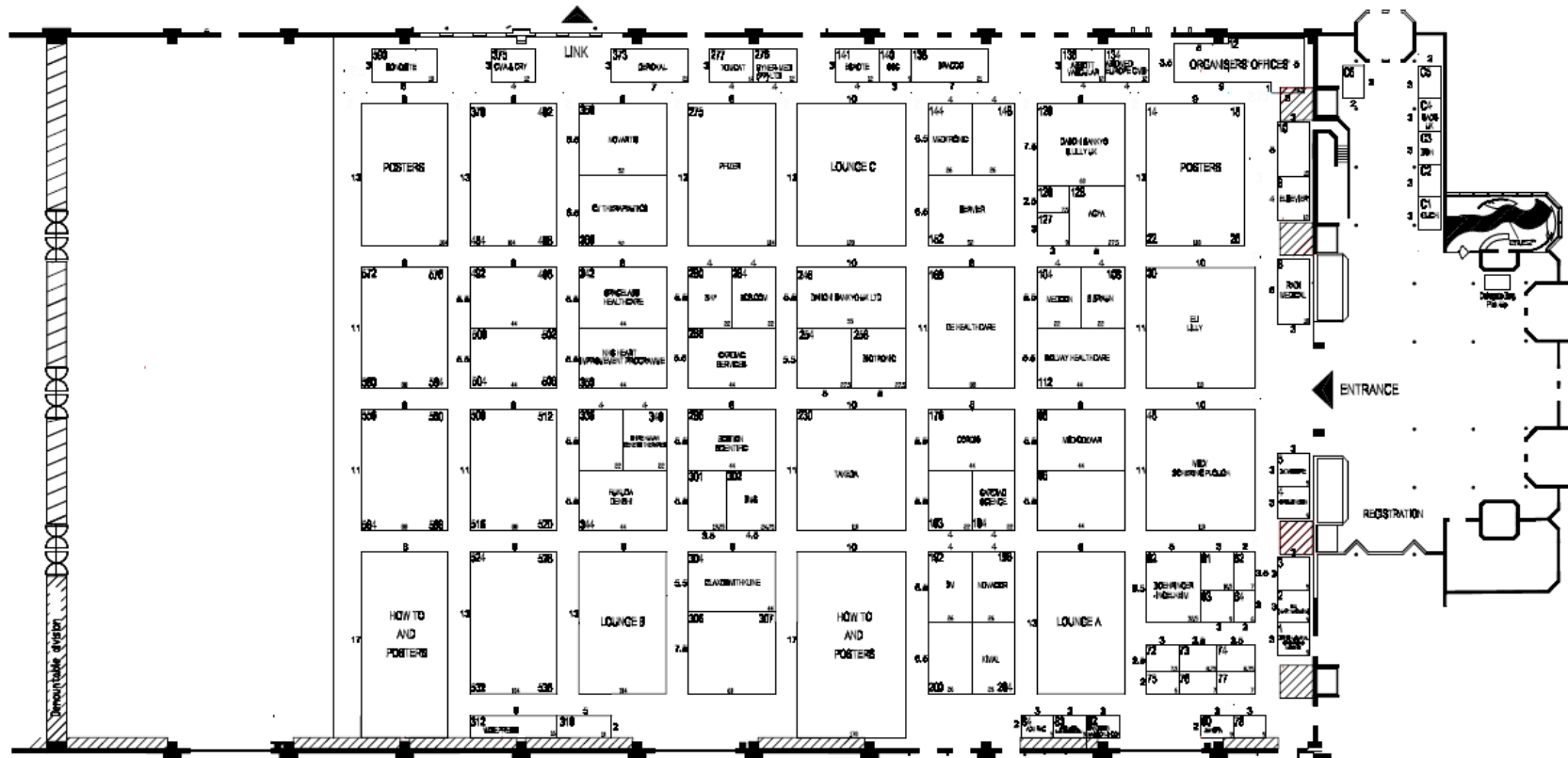
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EXHIBITOR LISTINGS

Stand Number	Exhibitor	Stand Number	Exhibitor
192	3M Healthcare	304	Glaxosmithkline
136	Abbott Vascular	C1	GUCH PA
134	Abiomed Europe GmbH	204	Kimal Plc
84	Advance Recruitment	104	Medcon UK (A Mckesson Company)
108	B Braun Medical Ltd	83	Medis Medical Imaging Systems bv
258	Biotronik UK Ltd	144	Medtronic Ltd
2	BMJ Publishing (<i>Heart</i> magazine)	88	MSD COZAAR
62	Boehringer-Ingelheim	46	Merck, Sharp & Dohme Ltd/Schering Plough Ltd
296	Boston Scientific	350	NHS Heart Improvement Programme
138	Bracco UK Ltd	196	Novacor UK Ltd
302	Bristol-Myers Squibb Medical Imaging	358	Novartis Pharmaceuticals UK Ltd
280	British Heart Foundation	4	OrbusNeich
1	British Journal of Cardiac Nursing	275	Pfizer Ltd
C3	British Society for Heart Failure	6	Radi Medical Systems Ltd
184	Cardiac Science Corporation	C4	SADS UK
288	Cardiac Services Ltd	82	Sandison Easson & Co.
375	Cardiomyopathy Association & CRY	340	Shire Human Genetic Therapies
176	Cordis	152	Servier
366	CV Therapeutics Europe Ltd	112	Solvay Healthcare Ltd
246	Daiichi Sankyo UK Ltd	590	SonoSite
120	Daiichi Sankyo & Lilly UK	342	Spacelabs Medical
5	Datascope Medical Co Ltd	140	SSC Scientific Staff Consultants
373	DeRoyal Europe Ltd	276	Syner-Med (PP) Ltd
30	Eli Lilly	230	Takeda UK Ltd
8	Elsevier Ltd.	277	TOMCAT Systems Ltd
141	Esaote Europe BV	312	Wisepress Online Bookshop
344	Fukuda Denshi UK	80	Zenopa
168	GE Healthcare		

EXHIBITION FLOOR PLAN

BCS 2008 Manchester Central 2-4 June 2008



INTRODUCTION

Dates

The British Cardiovascular Annual Scientific Conference 2008 will be held at Manchester Central from Monday 2 – Wednesday 4 June. Exhibition build will take place on Saturday 31 May, Sunday 1, and the morning of Monday 2 June.

Definitions

In this document, the following terms are defined as:

Conference Organisers: British Cardiovascular Society

Exhibition Organisers: Concorde Services Limited, (CSL).

Exhibition: The industry exhibition being held in conjunction with the British Cardiovascular Society Annual Scientific Conference 2008, (BCS 2008).

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

Premises/Venue: Those portions of Manchester Central, Manchester, licensed to the Conference Organisers.

Exhibition Office

BCS 2008
Concorde Services Limited
4B, 50 Speirs Wharf
Port Dundas
Glasgow, G4 9TH
Tel: +44 (0) 141 331 0123
Fax: +44 (0) 141 331 0234
Email: exhibition@bcs.com
Contact: Jillian Nicol / Helen Fullerton

Exhibition Venue

The exhibition, together with poster displays and catering, will take place in Manchester Central, in the Central Hall.

Manchester Central
Petersfield
Manchester, M2 3GX
Tel: +44 (0) 161 834 2700
Fax: +44 (0) 141 833 3168
Email: N.Yorke@manchestercentral.co.uk
Contact: Nicky Yorke

Please refer to the exhibition floor plan on page 4 for the exact location of your stand.

Exhibition Dates and Opening Times

Exhibition Hours

Saturday 31 May	08.00 – 19.00	Exhibition Build (Free-build stands only)
Sunday 1 June	08.00 – 11.00	Exhibition Build (Free-build stands only)
Sunday 1 June	11.00 – 20.00	Exhibition Build (All stands)
Monday 2 June	08.00 – 10.00	Dressing of stands only!!! (All stands)
Monday 2 June	10.00 – 19.00	Exhibition Open
Tuesday 3 June	08.00 – 19.00	Exhibition Open
Wednesday 4 June	08.00 – 16.00	Exhibition Open
Wednesday 4 June	16.00 – 24.00	Exhibition Breakdown

In the unlikely event that these opening times have to be changed, exhibitors will be notified accordingly.

Registration Opening Times

On-site registration will begin on Monday 4 June. Registration desks will be located within the Central Foyer (main entrance). The registration desks and the Conference Secretariat will be open during the following hours:

Mon 4 June	08.00 – 19.00
Tue 5 June	07.30 – 19.00
Wed 6 June	07.30 – 16.00

Scientific Programme

All session halls are located within Manchester Central. Details of plenary and parallel sessions will be contained within the Final Programme. More detailed programme information will shortly be available on the website www.bcs.com

Scientific Posters

Scientific posters will be located within the exhibition area.

Scientific Sessions

Exhibitors will be issued with free, transferable full delegate badges in order that stand personnel can attend scientific sessions. Allocation to a maximum of four will be as follows:

0-9 sq m	0 passes
9 sq m	1 pass
10 – 39 sq m	2 passes
40 – 79 sq m	3 passes
80 > sq m	4 passes

Educational opportunities on exhibition stands

The Society and Programme Committee would like to encourage exhibitors to provide educational opportunities and materials, or host specific demonstrations or initiatives from their stands. They will be pleased to include details in the Final Programme ([deadline 17 March 2008](#)), [on the rolling slideshow \(deadline 5 May 2008\)](#) and will have chairmen highlight these at the end of relevant sessions; this is at no additional cost. If you are planning educational activity on your stand please send further information to exhibition@bcs.com and we will submit this to the Programme Committee for review.

Delegate Badges

Delegate badges will be both bar- and colour-coded. Exhibitors and Sponsors wishing to scan delegate details will be required to hire a bar code reader (See relevant order from). *Please note that a hard copy delegate list will not be available.*

Congress Documentation

Exhibitors are entitled to a Congress briefcase containing the documentation that will be given to delegates; this will ensure that Exhibitors have relevant Congress information on their stands. You will receive your Congress briefcase when you collect your exhibitor name badges from the Industry Desk.

Delegate Bag Inserts

Exhibitors wishing to have inserts included in delegate bags should contact the British Cardiovascular Society. Enquiries should be made to:

Ms Anna Kassai
Tel: +44 (0) 20 7383 3887
Fax: +44 (0) 20 7388 0903
Email: kassai@bcs.com

Social Events

Poster Sessions

Exhibitors are strongly encouraged to participate in the Poster Sessions, which will take place in the exhibition hall between 17.30 and 18.30 on the Monday and Tuesday evenings, refreshments will be provided.

BSCR Dinner

The BSCR Dinner will be held at the Manchester Museum of Science and Industry (MOSI) on the evening of 2nd June. Tickets are £25 and can be booked online at www.bscr.org

Annual Dinner

Exhibitors are also warmly invited to attend the Annual Dinner which will be held in the Manchester Town Hall on Tuesday evening, tickets will be available once registration opens at £60.00 per ticket. To book tickets, please complete the relevant section of the BCS Registration Form online at www.bcs.com or contact

Mary-Lou Pitts
Tel: +44 (0) 20 7383 3887
Fax: +44 (0) 20 7388 0903
Email: pittsml@bcs.com

FIRE AND EMERGENCY PROCEDURES

Fire

The procedure for an outbreak of fire is as follows:

Should an emergency arise on your stand, you should take the following action :-

- (1) **BREAK THE GLASS ON THE NEAREST FIRE ALARM POINT. THESE ARE LOCATED AT EACH VEHICLE DOOR AND OTHER FIRE EXITS.**
- (2) **TELEPHONE THE SECURITY OFFICE, 0161 834 2700 EXTENSION 2207, GIVING THE LOCATION AND NATURE OF THE EVENT, OR INFORM A MEMBER OF THE MANCHESTER CENTRAL CONVENTION COMPLEX STAFF/SECURITY GUARD. SECURITY RECEPTION IS LOCATED IN THE FRONT ENTRANCE FOYER AT THE NORTH OF THE CENTRAL HALL.**
- (3) **NOTIFY YOUR ADJOINING STAND OCCUPIERS OF THE SITUATION.**

Emergency

In the event of urgent medical assistance being required, inform persons listed without delay on 0161 834 2700 extension 2207, giving exact location of the casualty and details of injuries sustained e.g. obvious bleeding, unconsciousness. The First Aid Room will be informed and a nurse and a Security Officer will be sent to the scene with the necessary medical equipment.

Exhibitors requiring a copy of the Manchester Central Emergency and Evacuation Procedures and Precautions should contact the Exhibition Organisers, Concorde Services Limited.

First Aid

An equipped First Aid room is situated in the main hall. To report an accident please call 0161 834 2700 ext. 2211. **All ambulances must be requested through Control.**

TERMS AND CONDITIONS OF EXHIBITING

1. Definitions

The term 'Exhibition' in all cases refers to the Industry Exhibition being held in conjunction with the British Cardiovascular Society Annual Scientific Conference, 2008. The term 'Exhibitor' includes any person, firm, company or corporation and its employees and agents to whom space has been allocated for the purpose of exhibiting at the Exhibition. The term 'Exhibition Organisers' means Concorde Services Limited on behalf of the Organising Committee. The term 'Premises' refers to those portions of the stated Venue licensed to the Organisers.

2. Application

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

3. Exhibition Dates and Cancellation

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

The Exhibition Organisers reserve the right to postpone the Exhibition from the set dates, and to hold the Exhibition on other dates as near to the original dates as possible, utilising the right only when circumstances necessitate such action and without any liability to the Exhibition Organisers.

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

4. Exhibition Layout

The Exhibition Organisers reserve the right to change the exhibition floor layout if necessary. The Exhibition Organisers reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the stand and the Exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the Exhibition Organisers.

5. Contract Cancellation

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

1. that the request for cancellation is submitted by registered post
2. that the request is received at least three months prior to the opening of the Exhibition
3. that the Exhibition Organisers are able to re-let the cancelled space in its entirety
4. that the reason given for the request of the cancellation is, in the opinion of the Exhibition Organisers, well founded
5. that the Exhibitor agrees that the Exhibition Organisers shall retain 10% of the contract price if the cancellation is accepted more than twelve (12) months prior to the Exhibition, 50% of the contract price if the cancellation is accepted after that time and up to three (3) months prior to the event, and 100% of the contract price if the cancellation is accepted within three (3) months prior to the Exhibition Opening.

6. Bankruptcy or Liquidation

In the event of an exhibitor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the Receiver appointed, the contract with such an exhibitor will terminate forthwith, the allotment of stand space will be cancelled, and all sums paid by the Exhibitor under contract shall be forfeited.

RULES AND REGULATIONS

1. Payment of Stand Space

Exhibitors have seven (7) days in which to make their final payment when it falls due. After this time, and only when monies have not been paid, the stand will be available for sale to another Company. All deposits paid will be automatically forfeited and no refund will be made. No Exhibitor shall occupy their stand space in the Exhibition until all monies owing to the Exhibition Organisers by the Exhibitor are paid in full.

2. Occupation of Stand Space

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

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

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

3. Build Up and Break Down of Exhibits

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

The Exhibition Organisers will use their best endeavours to adhere to the nominated date for the commencement of Exhibitor's work but will accept no responsibility for any costs, claims or expenses arising from any variation to such date. Exhibits which do not reasonably satisfy the Exhibition Organisers shall be modified by the Exhibitor in such manner and within such time as the Exhibition Organisers may require and in default the Exhibition Organisers may remove such exhibits at the expense of the Exhibitor who shall forfeit all sums paid by way of deposit, rental or otherwise.

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

The Exhibitor is responsible for the safety of his products, displays and stand. During break down period no material should be left unattended at any time. It is the responsibility Exhibitors to leave his stand spaces clean and tidy during the Exhibition and after break down. All exhibits, displays, stand fittings and materials must be removed from the Premises by the time and date stated by the Exhibition Organisers. Break down and removal of exhibits may not commence until after the official closing time. Any special arrangements for build up or break down and removal of exhibits must be made in consultation with the Exhibition Organisers.

4. Height Restrictions

Exhibitors wishing to build stands of 4.0 metres and over must have the prior approval of the Venue, Exhibition Organisers, and Department of Planning, Manchester City Council.

5. Stand Construction and Services

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

6. Banners and Posters

Banners are permitted within the exhibition subject to the Exhibition Organiser's approval. Please submit any proposals for rigged banners above stands with the working drawings.

Exhibitors may not utilise any poster sites within the exhibition area unless they have been given permission to do so by the Exhibition Organisers.

Posters may not be displayed in the foyer, session hall foyers, corridors or any other public areas within the Premises.

It is prohibited to display notices, including sponsors' logos, within the foyer.

7. Electrical Requirements

Full lighting and power services are available to the Exhibitor through the official electrical contractor. Exhibitors may provide their own electrical fittings only where such fittings are in the form of made-up units, showcases, and/or signs complete and ready for connection to the mains supply.

Exhibitors and contractors must comply with The Electricity at Work Regulations, the IEE Wiring Regulations, the EVA Electrical Regulations and the venue's electrical regulations.

All work must be carried out by competent and qualified electricians and all temporary installations must be protected by an RCD and inspected before power is supplied to the stand.

There should be sufficient correctly installed and rated power sockets to preclude the use of extension leads and long trailing flexes. If essential, extension leads must be correctly fused and limited to one per socket. Multi-sockets must not be used.

For safety reasons, the use of coiled extension leads and double adaptors is not permitted in the exhibition area. System multi-points of four outlets may be used. The total loading must not exceed the wattage of the socket ordered and multi points must not be connected from an adjacent multi point. All wiring must comply with the regulations as defined by the Exhibition Organisers and the Venue.

All electrical trunking must be clearly marked with white or striped tape and may not be closer than 1m from any entry / exit steps to / from any exhibits.

The use of electrical appliances, such as coffee makers, etc., shall only be permitted if they conform to the conditions concerning electrical appliances as laid down by the appropriate authority and other statutory bodies. Before such appliances are used, permission must be obtained from the Exhibition Organisers. The use of immersion heaters and electric heaters with unguarded elements is not permitted.

Exhibitors must not use or install or permit or suffer to be used or installed any supplementary plant for the generation or supply of electricity from the Premises unless there is prior written consent of the Exhibition Organisers and/or the exhibition venue.

Electrical devices which interfere with radio or television systems must be switched off immediately if requested by the Exhibition Organisers.

8. Moving Equipment

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

9. Trade Union Labour

All stand fitting, construction or display work should be carried out by members of the appropriate Trade Unions recognised by the Exhibition Industry at the rates of pay and overtime and conditions in accordance with the Terms of the Working Rules Agreement currently in force.

10. Obstruction of Gangways and Open Spaces

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

11. Conduct of Exhibitors and Representatives

- Annoyance: The Exhibition Organisers reserve the right to stop any activity on the part of any Exhibitor that may cause annoyance to other exhibitors or visitors. Business must be conducted only from the Exhibitor's own stand and under no circumstances may this be carried out from a gangway or elsewhere within the Exhibition.
- Microphones/Audio Visual Equipment: The use of microphones/audio visual equipment is permitted, but the volume must not be such as to cause annoyance to other Exhibitors. The Exhibition Organisers reserve the right to prohibit their use if in the Exhibition Organisers' opinion this is the case.
- Publicity Material: Any publicity material shall be displayed and/or given away only from the Exhibitor's own stand. Leaflets displayed at any other point throughout the Premises will be removed or destroyed by the Exhibition Organisers.
- Projected Images: Projected images, however generated, may not play onto aisles or onto other stands.
- An Exhibitor may not, except by express written permission of the Exhibition Organisers, display directly or indirectly, advertise or give credits to any products other than his own or his named principal's. The display of acknowledgement or credit indicating membership of organisations or trade associations is not allowed except by the express written permission of the Exhibition Organisers. The Exhibition Organisers reserve the right to have masked or removed from the Premises any product or sign violating this regulation.
- Drinking of alcohol on site by contractors during the build up and breakdown phase is forbidden.

12. Performing Rights Society Licence

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

13. Children and Animals

It is strictly forbidden for children under the age of 16 and all animals to be brought in to the exhibition during build up, open days and break down periods. Guide and hearing dogs are permitted on request.

14. Fire Precautions – Stand Materials

In accordance with the requirements of the appropriate authority, all material used in construction work display materials etc. must be effectively fire proofed or made of non-flammable materials in accordance with the standards of every appropriate authority. Fire extinguishers will be provided by the Exhibition Organisers in the display areas and placed as regulations require. The Exhibitors must comply with any reasonable instructions given by the appropriate authority or the Exhibition Organisers to avoid the risk of fire. Exhibitors are advised to acquaint themselves with the legislation in respect of the Fire Precautions Act 1971.

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

All fabrics dressing stand walls or ceilings should be fire retardant. Any person, whether exhibitor, staff, contractor or worker, discovering an outbreak of fire should make immediate use of the exhibition area fire alarm system and, if it is safe to do so, endeavour to put out the fire by the use of extinguishers located throughout the exhibition area. The Exhibition Organisers should be notified immediately.

Exhibitors are reminded that they must comply with any reasonable instructions to avoid the risk of fire and are advised that the venue has stringent regulations governing materials used on site during an exhibition.

15. Dangerous Materials and Exhibits

The Exhibitor must conform to the conditions concerning explosives and dangerous combustible materials as laid down by the appropriate authority and other statutory bodies. Any material or exhibit not approved by the appropriate authority or by the Exhibition Organisers must be removed from the building at the request of the Exhibition Organisers.

16. Special Effects e.g. Smoke, Lasers, Pyrotechnics, and Strobes

All special effects must be treated as special risks and are subject to strict controls in accordance with a risk assessment and the appropriate legal requirements. Further information can be obtained on these from the Event Planning Department.

Any exhibitor demonstrating or using any special effect products must note and observe the following requirement: Full details of equipment that will be used must be submitted to the Exhibition Organisers for final approval no later than four (4) weeks prior to the commencement of the Exhibition. Failure to submit adequate details may result in the display being prohibited. Exhibitors must provide suitable fire extinguishers and warning notices.

17. Compressed Gases (e.g. LPG)

Use of gases will only be permitted where essential and by exception and these must be registered as special risk. A certificate of installation by a CORGI registered fitter is required for LPG installations. Only one cylinder can be kept on the stand at any one time. Cylinders that have never contained gas (as opposed to cylinders which have been emptied) may be used for display purposes.

18. Balloons

The use of gas-filled balloons is strictly prohibited. There is a substantial charge payable by the client if balloons are used and have to be retrieved from the roof voids.

19. Health and Safety

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

The exhibition area guide to health and safety is available on request from the Exhibition Organisers.

20. Health and Safety at Work Act

Exhibitors are reminded that the Health and Safety at Work Act 1974 requires that any equipment being operated or demonstrated shall be inherently safe and not create a hazard for the demonstrator or visitor. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985, an employer, (the Exhibitor) is required to notify the enforcing authority when there is an accident resulting in death or major injury, or notifiable dangerous occurrence.

It is a requirement of the venue that all Exhibitors and Contractors comply with the law and regulations covering Health and Safety at Work at all times.

21. Risk Assessment

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

22. Damage to the Venue Premises

No nails, screws or other fixtures may be driven into any part of the Premises, including floors, nor may any part of the Premises be damaged or disfigured in any way, including the use of Sellotape, Velcro, gaffa tape, etc. Should any such damage occur, the Exhibitor responsible will be invoiced for any reparation charges incurred.

NOTE: all clients shall ensure that their contractors use approved **Stikatak B7** or **Sellotape Double Grip 4415** exhibition tape and ensure that it is lifted before they leave the hall at the end of the show. Any clients' contractors who leave tape on the floor after the event will be subject to a dilapidation charge.

23. Liability

The Exhibition Organisers will endeavour to protect exhibition property while on display at the Exhibition. However, it must be clearly understood that the Management of the venue, the Organising Committee and the Exhibition Organisers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever. Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the Exhibition Organisers against all claims and expenses arising therefrom.

In the event of it being necessary for any reason whatsoever for the Exhibition to be abandoned, postponed or altered in any way in whole or in part, or if the Exhibition Organisers find it necessary to change the dates of the Exhibition or vary the hours the Exhibition is open, the Exhibition Organisers shall not be liable for any expenditure, damage or loss incurred in connection with the Exhibition. The Exhibition Organisers shall further not be liable for any loss that the Exhibitor or Exhibition Contractors may incur owing to the intervention of any authority which prevents or restricts the use of the Premises or any part thereof in any manner whatsoever.

24. Insurance

Exhibitors are reminded of the need to consult their insurance company or brokers to cover themselves fully against all risks at the Exhibition. The Exhibition Organisers can advise Exhibitors of suitable insurance brokers upon request. Particular attention is drawn to the need for the following:

Abandonment Insurance: Exhibitors will have seen from above that the Exhibition Organisers are not obliged to return any monies paid for space in the event of cancellation or restriction of the Exhibition.

Stand, Fixtures and Similar Insurance: All risks on loss or damage to Exhibitor's property, fixtures, fittings and all other property of a similar nature such as personal effects of directors, principals and employees whilst on the Premises and transit risks from the Exhibitor's premises to the Exhibition and return.

Public Liability Insurance: Liability to the public may arise out of the Exhibitor's activities and should be covered by insurance.

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

25. Restricted Use

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

26. Works

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

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

27. Storage

No empty crates, cartons, boxes, shavings or other packing materials may be stored on the Premises. Exhibitors should make their own arrangements for the removal of all boxes and packing materials prior to the opening of the Exhibition. Exhibitors are advised to store packing cases, cartons, boxes, etc. in their delivery vehicles if at all possible. Please note that it is contrary to fire regulations for any packing materials to be stored on or behind the stands, in gangways, or to obstruct fire exits.

28. Items Left on Site

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

29. Compliance with Rules and Regulations

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

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

The Exhibition Organisers may from time to time add to or vary these Rules and Regulations and do anything at their sole discretion they deem desirable for the proper conduct of the Exhibition, provided that such amendments or additions do not operate to diminish the rights reserved to the Exhibitor under these Rules and Regulations and shall not operate to increase the liabilities of the Exhibition Organisers. Exhibitors must comply in all respects with the requirement of every appropriate authority, with the Terms of Agreement by which the Exhibition Organisers may occupy the Premises and with the policies of insurance affected by the Exhibition Organisers. Copies of the Agreement and policies of insurance may be inspected at the Exhibition office 30 days prior to the opening of the Exhibition.

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

GENERAL INFORMATION

Business Centre

There is no on site business centre. Business services (photocopying, faxing, etc) are available at the Midland Hotel, which is located opposite the Conference Centre.

Customs Clearance

It is the Exhibitor's responsibility to carry out correct customs formalities for equipment and products arriving from abroad. The HM Customs and Excise office requires 48 hours' notice to process customs clearance.

The Exhibition Organisers will not be held responsible for any difficulties which may arise in connection with such formalities. Further information should be obtained direct from the National Advice Service at HM Customs and Excise Office. Please telephone: +44 (0) 2920 501261.

Deliveries

Deliveries cannot be made and will not be accepted by the Venue prior to Saturday, 31 May 2008.

Should you wish to send deliveries prior to this date, they must be made via the official freight contractor, Melville Logistics, who will make storage arrangements until delivery can be made to the venue. **All other carriers will be turned away should they attempt to deliver prior to 31 May.** Please ensure that arrangements have been made if lifting equipment is required to move materials from delivery vehicles.

Deliveries should be addressed as follows:

Exhibitor's Name, Stand No.
BCS 2008
Manchester Central, Central Hall
Petersfield,
Manchester, M2 3GX

For deliveries *before* Saturday 31 May, requiring handling and storing, you can contact Melville's Logistics; please refer to the relevant order form and/or contact details below:

Melville Logistics
Unit 27-29, Exhibition Way
National Exhibition Centre
Birmingham, B40 1PJ
Contact: Matthew Williams
Tel: +44 (0) 121 782 4433
Fax: +44 (0) 121 782 4545
Email: matthew.williams@melville.co.uk

Parking

Manchester Central has a large car park directly beneath the venue, providing easy access to the venue for all visitors. Managed by NCP, the car park is open and manned 24 hours a day with full CCTV system. It offers 720 spaces with 18 dedicated disabled parking bays. Payment machines are located near all pedestrian exits which take cash and credit cards.

A smaller NCP car park with 200 spaces is positioned at upper level at the rear of the Central Hall. Again CCTV is in operation and payment is possible by cash and credit card.

Several other parking facilities are available within a short walk of the venue, including 1,300 covered and secure parking spaces at Great Northern on Watson Street.

If you intend to park for a prolonged period of time, it is possible to obtain a voucher from the Organiser's which will reduce the cost of parking to £12 per day. This voucher must be requested a *minimum* of 10 days in advance. Please contact exhibition@bcs.com

Public Address System

The public address system is for use by the organisers and authorities only. During the Congress only official and emergency messages will be broadcast.

Public Telephones

There are public telephones located in the upper and lower foyers of Manchester Central. There are also additional public telephones located in the nearby Midlands Hotel.

Security

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

Exhibitors wishing to hire additional security personnel to patrol individual stands should contact Mike Williams, Head of Security at Manchester Central by email on m.williams@manchestercentral.co.uk

Smoking Policy

Exhibitors should note that there is a no smoking policy throughout the Premises.

Stock Deliveries

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

Storage

Onsite (Accessible)

The Exhibition Organisers offer a limited amount of lockable storage unit for rent within the exhibition area to Exhibitors. Please refer to the appropriate order form.

Pre-event / offsite

Melville Logistics have been appointed as the official lifting/shipping and storage contractors for this event. Should you require a quote for their services, please refer to the Order Form included in this manual and/or contact details included in the List of Contacts at the end of the manual. Melvilles can arrange storage of empty crates/containers.

Trolleys

Exhibitors are advised to make their own arrangements for handling exhibits, brochures, etc.

Wireless Internet Connection

Wifi is available at Manchester Central. This is at your own cost. If you require a secure internet connection on your stand, please order this in advance via the appropriate form.

BUILD UP AND BREAK DOWN

Access Passes

Access passes will be issued to all exhibiting personnel and their contractors for both the build up and break down periods when they arrive onsite by representatives from Manchester Central. Access passes must be worn at all times as no access to the exhibition area will be allowed without a valid access pass.

Build Up Times

Access to the Exhibition Area will be available to exhibitors with free-build stands from 08.00 hrs until 19.00 hrs on Saturday, 31 May 2008 and 08.00 hrs until 11.00 hrs on Sunday 1 June; both free-build and shell scheme exhibitors will have access from 11.00 hrs until 20.00 hrs on Sunday 1 June, and from 08.00 hrs until 10.00 hrs (stand dressing only) on Monday 2 June (more details available under 'Introduction'.) Basic shell scheme and carpeting will be in place at 11.00 hrs on Sunday. **All stands should be completed to the satisfaction of the Organisers by 10.00 hrs on Monday, 2 June.**

NOTE: All packaging and crates must be removed from the aisles by **20.00 hrs on Sunday, 1 June** to allow aisle carpeting to be laid. After this time, forklift trucks, cherry pickers, etc will not be permitted within the exhibition area in order to prevent the carpeting being damaged.

Break Down Times

The Exhibition will close officially at 16.00 hrs on Wednesday 4 June. Break down of stands **may not** commence before this time. The exhibition area must be cleared of all exhibits/stands/materials by 24.00 hrs.

IMPORTANT: Any items remaining after break down will be removed and disposed of. The Venue will not be held responsible for any loss.

Unloading Details

All delivery vehicles will be supplied with a vehicle identification pass upon their arrival on site. This must be displayed prominently inside the windscreen at all times. There will be two loading doors in use, each 7.3m wide with a maximum headroom of 5m. Please inform your contractors of these details.

IMPORTANT: Motor vehicles used for delivery of materials or equipment will not be permitted to remain inside the exhibition halls overnight. Vehicles should be removed to the designated vehicle park. Delivery vehicles may be left in the car park for the duration of the Conference at your own risk.

STAND CONSTRUCTION – SPACE ONLY

Space Only Stands

Free-build stands are allocated on a space only basis. This means that no stand services are provided. Stands may not exceed a height of 4 metres unless prior approval has been obtained from the Exhibition Organisers.

Free-build exhibitors are reminded of the following points:

a. **Drawings of all free build stands must be submitted for approval to the Exhibition Organisers no later than Friday, 4 April 2008.** It would be helpful if you could also let us know who you have appointed as contractor to build the stand.

Please note that either **electronic** copies, OR *two* hardcopies, of the working drawings should be submitted and must show the name of the company, stand identification numbers and stand measurements, including building heights. All working drawings should be to a reasonable scale, but not less than 1:100.

Copies must be submitted by email; faxed copies are not acceptable. Please submit the relevant order form with your drawings.

b. Exhibitors wishing to build stands of 4.0 metres and over must have the prior approval of the Venue, Exhibition Organisers, and Department of Planning, Manchester City Council.

IMPORTANT: Exhibitors are advised that the procedure for obtaining approval can take a considerable amount of time. Working drawings should therefore be submitted as soon as they are available. All costs relating to obtaining approval will be met by the exhibitor.

c. All stand designs with a raised platform must incorporate a wheelchair access ramp on at least one of its open sides.

d. Any stand incorporating closed rooms/theatres with covered ceilings may be subject to approval on emergency lighting and exit width. Please submit copies of the drawings as detailed above.

e. All structures, materials, special designs, unusual constructions and all signs shall conform to British safety standards and codes of practice and comply with all relevant statutory authority regulations. Any display work or materials contravening this clause must be modified to meet requirements.

f. It is every free-build exhibitor's responsibility if sharing a space only site to provide partition walls between themselves and their neighbours. These walls **must** be a minimum of 2.5m in height and be cleanly decorated on both sides.

g. No exhibitor will be permitted to span an aisle by ceiling or floor covering.

h. Please contact the Exhibition Organisers if you require a copy of the exhibition layout plans showing the location of service ducting.

i. It is the responsibility of free-build exhibitors to observe the building, fire and health and safety regulations of the Venue. Copies of these are available on request from the Exhibition Organisers.

STAND CONSTRUCTION – SHELL SCHEME

Shell Scheme Stands

The following company has been appointed as official contractor for the provision of shell scheme and shell scheme accessories:

Early Action Group
Bedlam House
Oldfield Road
MANCHESTER
M5 3SR

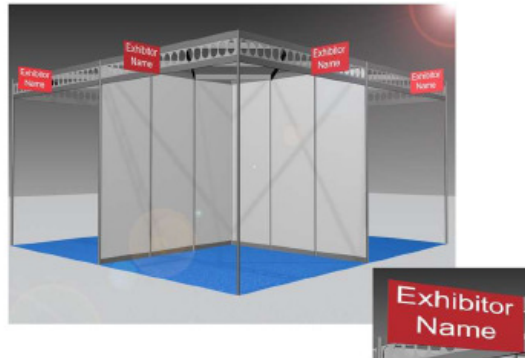
Contact: Susan Cheung

Tel : +44 (0) 161 874 5156

Fax : +44 (0) 161 874 5102

Email:

sc@earlyactiongroup.co.uk



The standard shell scheme includes fascia panel and finger board, and will look similar to the graphic above. Panels are Velcro compatible.

If required, basic shell scheme will be provided within the cost of hiring exhibition space. The stands provided will consist of a modular system of grey loop nylon panels (Velcro compatible) with polished aluminium uprights at 1m width intervals, fascia with one-off finger board to all open sides, and light grey carpeting.

The maximum height for displays inside shell scheme stands is 2.4m and the maximum display width per panel is 950mm.

All materials used in display, construction work, etc. **must** be effectively fireproofed or made of non-flammable materials in accordance with the standards of the appropriate authorities. Any display work or materials contravening this clause must be removed from the exhibition areas at the exhibitor's own cost.

To order shell scheme and name board for your exhibition stand please complete and the appropriate Early Action Group order form.

Please note that nothing may be screwed, nailed or glued to the face of the panels, nor may any part of the shell scheme be damaged or disfigured in any way. Should damage occur the exhibitor concerned will be invoiced for any costs incurred. Any fixing to the panels should be by Velcro.

Carpeting

Stand carpeting will be light grey, aisle carpeting deep blue.

Name Boards

Finger boards will be red with white lettering and will display the Company Name and Stand Number. 'Company', 'Limited', etc will be shown in abbreviated form. The wording of the finger boards will be in Helvetica capitals, 50mm high. Any exhibitor may, if they wish, have their company name in logo style. A price per name board will be quoted on receipt of your company logo. Please complete the appropriate order form.

Note: For safety reasons, exhibitors are not permitted to affix their own material to fascia boards.

Shell Scheme Accessories

Additional shell scheme items are available from the official shell scheme stand contractor, Early Action Group, at extra cost. Please refer to the Shell Scheme Accessories order forms.

SERVICES AND PRODUCTS

Official Contractors

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

- Shell scheme accessories
- Electrical mains
- Audio visual
- IT and Telecommunications
- Rigging
- Catering
- Lifting services

Ancillary Services

Order forms and contractor brochures for the following ancillary services are enclosed for your use.

Please note that all exhibitors should complete Order Forms marked with an asterisk * and take particular note of Order Form deadline dates.

* Contractor contact Details (free builds only)	Electrical
* Stand Drawing Submission (free builds only)	Audio Visual Requirements
	IT / Telecommunications
* Shell Scheme and Name Boards (shell)	Stand Furniture – see below
Shell Scheme Accessories	Floral Display – see below
Shell Scheme Accessories Plan	Piped Services
Floorcovering (grey carpet provided to shell scheme stands as standard)	Rigging
	Stand Catering
* Risk Assessment	Stand Cleaning
Insurance – see below	
	Lifting, Shipping and Storage
* Exhibitor Name Badges	Onsite Storage Space
Exhibition Day Visitor Passes	
	Bar Code Readers
* Exhibition Guide Editorial	
Exhibition Guide Advertising	Accommodation – see below

Stand Drawing Submission

Drawings of all free build stands must be submitted for approval to the Exhibition Organisers no later than Friday, 4 April 2008. Please complete the corresponding order form cover sheet and send with drawings. For more details, refer to the 'Stand Construction – Space Only' section of the manual.

The Exhibition Organisers are pleased to provide, on request, details of companies who can provide free build stand design and graphics services.

Risk Assessment

All Exhibitors must complete a Risk Assessment Form, which should be returned to the Exhibition Organisers by Friday, 2nd May 2008.

Insurance

The exhibitor is responsible for obtaining exhibition insurance covering personnel, exhibit material and equipment for the duration of move-in, show days and move-out, including public liability, property damage, fire and theft losses of every kind and description. Expo-Sure Insurance are our preferred supplier, and you may contact them at enquiries@insurex-exposure.com.

Exhibitor Name Badges

Exhibitors will receive one company name badge for every three square metres of exhibition space purchased. These badges will give exhibitors access to the exhibition only. Additional badges can be purchased for an additional fee.

There is now an online facility available for exhibitors to register their stand personnel. One representative from each company is responsible for booking all required exhibitor badges. Please complete an online registration for each of your stand personnel; the web link for this will be emailed to you shortly along with a user name and password. Registration must be completed on or before Friday, 16 May 2008.

All exhibitor name badges are to be collected on site by the stand contact. Badges can be collected as a batch or individually, and the stand contact will be responsible for communication of relevant information to all of their exhibitors. The total allocated number of exhibitor name badges may not be exceeded on any one day.

Exhibitor name badges are for the use of company personnel, including hostesses and games-related staff, for stand manning purposes only, and should not be used by companies to bring visitors into the exhibition.

Visitors to Exhibition Stands

Exhibitors may invite visitors to their stand during exhibition opening hours. Invitations are charged at £100 per 50, with a minimum order of 50. Guests will be required to exchange their invitations at Registration for a bar-coded badge entitling them to access the Exhibition, an Exhibition Guide, and free tea and coffee throughout their visit. Please refer to the corresponding order form.

Editorial – Exhibition Guide

Each exhibitor is entitled to a maximum of 50 words of free editorial copy in the Exhibition Guide. Please see the order form for information on composing your editorial. **Please note deadline date: Friday 25th April.**

Advertising in Exhibition Guide

Exhibitors wishing to advertise in the Exhibition Guide should complete the corresponding order form.

Electrical Services

All electrical mains connections will be carried out by the officially appointed contractor, Bill Moule & Sons Ltd.

Electrical supplies will be switched on each morning 30mins prior to the exhibition opening and switched off 30mins after show close. Therefore, if you require a 24hr power supply, please remember to pre-order your requirements with the electrical supplier. Please see the Bill Moule order form which provides a schedule of costs for your electrical services. Please indicate on this form the capacity of supply required, and whether you require day or 24-hour supply. If you are not sure of your electrical supply requirements, Bill Moule & Sons will help you assess your needs.

Electrical Fittings

All stands will require lighting in addition to the general lighting in the Hall. Details of standard electrical fittings are included on the order form. If ordering electrical fittings, the cost for connection to the mains supply will be £10.00.

Audio-Visual Requirements

Audio-visual equipment will be provided by Manchester Central. Please complete the relevant order form as required.

IT / Telecommunications

All IT and telecommunications services will be handled by Manchester Central. Please complete the relevant order form as required.

Wifi is available at Manchester Central and you are welcome to use this at your own cost. If you require internet connection on your stand, please order this in advance via the appropriate form.

Furniture

Indisplay have been appointed as the official contractor for the provision of all furniture. Please refer to Indisplay's brochure and order form, which are available online at www.indisplay.co.uk. Alternatively, you may call Indisplay and request a hard copy to be sent to you by mail – Tel: +44 (0) 870 224 1640.

Floral Displays

For floral requirements, we recommend Verdure, who can provide floral services for the conference. Their range of products & services for exhibitions includes: Floral Displays; Floral Prop Hire e.g. pedestals, vases, floral lighting etc; Plant & Tree Hire; Floral gifts, incentives & prizes; and Bespoke floral services. Please contact them directly if you wish to use their services (contact details given at the end of this manual.) You can also visit their website www.verdure.co.uk

Piped Services

Manchester Central are the sole providers of water, waste, and compressed air. It is also possible to hire sinks, and cable runs for television aerials. To take advantage of any of these provisions, please complete the relevant order form.

Rigging Services

Any exhibitor requiring rigging, dropwires, etc. should complete the Trapeze Rigging Order Form and return as indicated on the form at least 14 days prior to commencement of exhibition build.

Catering

Exhibitor Catering

There are morning and afternoon refreshment breaks in the scientific programme each day. Lunch for exhibitors will be available 30 minutes prior to delegates breaking for lunch to allow exhibitors to staff their stands during the delegates' lunch breaks. All catering will take place within the exhibition area.

Stand Catering

Kudos Hospitality are Manchester Central's nominated caterers and are sole suppliers within the centre. They can supply a comprehensive range of hot and cold beverage items, snacks, sandwiches, rolls and salads, together with a range of wine, beer, glassware and catering equipment hire. If you require Kudos' services, please complete and return the relevant form to them.

Exhibitors requesting authorisation for catering are reminded of their responsibilities under the Food Safety Act 1990 and all relevant hygiene and health regulations. A

summary of requirements can be obtained from the local authority EHO regarding standards of operation.

Stand Cleaning

The Venue will be responsible for the cleaning of the aisles and public areas within the exhibition. Should you require your stand to be cleaned daily during the exhibition, please complete the appropriate order form. Please note, however, that while cleaners will vacuum the stands and remove rubbish, they will not clean exhibits or counter tops.

Transport, Lifting, Shipping and Storage

Melville Logistics have been appointed as the official transport, lifting, shipping and storage contractors for this event. Should you require a quote for their services, please refer to Melville's order form.

Storage Space on Site

The Exhibition Organisers offer a limited amount of storage space for rent within the exhibition area to Exhibitors. Please refer to the appropriate order form.

Bar Code Readers (Lead Retrieval) and Delegate Badges

Delegate badges will be both bar- and colour-coded. Exhibitors and Sponsors wishing to scan delegate details will require a bar code reader. At the end of the conference, the scanned information is matched with the registration database to provide exhibitors and sponsors with full contact details for all visitors who have been at their stand or symposia, together with a basic description of who the delegates are – for example, if they are a member of the British Cardiovascular Society, an affiliated group member, nurse, technician, etc.

In addition, exhibitors and sponsors will have the opportunity to define up to 100 marketing codes, for example, 'wants product brochure', 'contact by telephone', 'interested in product category A', etc. Each visitor can be assigned a maximum of 10 codes; this information is matched with the delegate details and emailed to your chosen email address, providing you with a database to facilitate easy and targeted follow-up after the event. There will be no other delegate list provided.

Bar code readers are available for the duration of the event for a hire cost of £350.00 plus VAT. Please see the relevant order form for details.

Accommodation

Accommodation has been reserved throughout Manchester by Marketing Manchester at preferential rates and can be booked at:

www.conferencebookings.co.uk

The event reference, which will grant you entry to the website to book, is as follows:

Event Reference: mncbcs2008

Please note the deadline of 30th April for accommodation bookings.

Photography

David Lake Photography offers a UK wide service covering Events, Commercial, Wedding & Portrait Photography. Please see www.davidlakephotography.com for sample images. Should you wish to take advantage of this service, please contact David Lake directly (contact details given at the end of this manual,) or see him onsite.

USEFUL CONTACTS

<p>Accommodation Marketing Manchester www.conferencebookings.co.uk (Event ref: mncbcs2008)</p>	<p>Furniture Indisplay Ltd Unit A, Ventura Park, Old Parkbury Lane Colney Street, Radlett, Herts, AL2 2DB Tel: +44 (0) 870 224 1640 Fax: +44 (0) 870 224 1650 Email: sales@indisplay.co.uk</p>
<p>Audio Visual and Internet Connection Manchester Central Convention Complex Petersfield, Manchester, M2 3GX Contact: Wendy Robinson Tel: +44 (0) 161 834 2700 ext 2226 Fax: +44 (0) 161 832 8476 Email: w.robinson@manchestercentral.co.uk</p>	<p>Insurance Insurex Expo-Sure Royal Victoria House, 2nd Floor, 51-55, The Pantiles, Royal Tunbridge Wells, Kent, TN2 5TE Tel: +44 (0) 845 213 8440 Fax: +44 (0) 845 213 8439 Email: enquiries@insurex-exposure.com</p>
<p>Catering Kudos Hospitality Manchester Central, Petersfield, Manchester, M2 3GX Contact: Claire Mulroy Tel: +44 (0) 161 834 0123 Fax: +44 (0) 161 834 5334 Email: Claire.mulroy@kudoshospitality.co.uk</p>	<p>Photography David Lake Photography Apt 24, 42-44 Sackville Street, Manchester, M1 3NF Contact: David Lake Tel: +44 (0) 7733 322 239 Email: david@davidlakephotography.com</p>
<p>Delegate Registration British Cardiac Society 9 Fitzroy Square, London, W1T 5HW Contact: Mary-Lou Pitts Tel: +44 (0) 20 7383 3887 Fax: +44 (0) 20 7388 0903 Email: enquiries@bcs.com</p>	<p>Piped Services Melville Exhibition Services Unit 24 Perimeter Road, NEC, Birmingham, B40 1PJ Contact: Richard Roberts Tel: +44 (0) 121 780 0477 Fax: +44 (0) 121 782 0344 Email: richard.roberts@melville.co.uk</p>
<p>Electrics and Electrical Fittings Bill Moule & Sons Ltd Unit 27 Fairways, New River Trading Estate, Cheshunt, Herts. EN8 0NL Tel: +44 (0) 1992 636331 Fax: +44 (0) 1992 639289 Email: BillMoule@billmoule.co.uk</p>	<p>Rigging Trapeze Rigging Unit 1, Green Lane Industrial Estate Small Heath, Birmingham, B9 5QP Contact: Paul Chamberlain Tel: +44 (0) 121 766 7713 Fax: +44 (0) 121 772 5273 Email: pod@trapezerigging.co.uk</p>
<p>Exhibition Organisers Concorde Services Ltd 4B, 50 Speirs Wharf, Port Dundas Glasgow, G4 9TH Contact: Jillian Nicol / Helen Fullerton Tel: +44 (0) 141 331 0123 Fax: +44 (0) 141 331 0234 Email: exhibition@bcs.com</p>	<p>Shell Scheme and Flooring Early Action Group Bedlam House, Oldfield Road, Manchester, M5 3SR Contact: Susan Cheung Tel: +44 (0)161 874 5156 Fax: +44 (0)161 874 5102 Email: sc@earlyactiongroup.co.uk</p>
<p>Floral Verdure Floral Design Ltd 31 Willan Industrial Estate West Ashton Street, Salford, M50 2GR Contact: Kai Leek Tel: +44 (0) 161 333 4556 Fax: +44 (0) 161 662 7347 Email: very@verdure.co.uk</p>	<p>Telephone/Fax BT Events Team Post Point 6DTD, Telephone House, 21 Ward Road, Dundee, DD1 1BA Contact: Moria Christie Tel: +44 (0) 1382 205508 Fax: +44 (0) 1382 228211 Email: events.team@bt.com</p>
<p>Freight Lifting, Shipping and Storage Melville Logistics Unit 27-29, Exhibition Way, National Exhibition Centre, Birmingham, B40 1PJ Contact: Matthew Williams Tel: +44 (0) 121 782 4433 Fax: +44 (0) 121 782 4545 Email: matthew.williams@melville.co.uk</p>	<p>Venue Manchester Central Petersfield, Manchester, M2 3GX Contact: Nicky Yorke Tel: +44 (0) 161 834 2700 Fax: +44 (0) 141 833 3168 Email: n.yorke@manchestercentral.co.uk</p>

DISCLAIMER

The Information provided in this Technical Manual has been prepared by Concorde Services Limited to assist the exhibitors.

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

CONCORDE SERVICES LIMITED – January 2008