

# EXHIBITION



## Exhibition

The exhibition and catering points will all be housed in Hall 2M in the ACC, Liverpool.

### Opening and Closing Times (including build and dismantle times)

Date	Hours	Restrictions
Saturday, 14 April 2018	09:00-18:00	SPACE ONLY: Access/ Installation * Load in times will be communicated w/c 02 April 2018
Sunday, 15 April 2018	09:00-15:00	SPACE ONLY: Cleaning / Decoration ONLY
	15:00-18:00	SPACE & SHELL SCHEME: Cleaning / Decorating ONLY
Monday, 16 April 2018	08:00-18:00	Exhibition Open**
Tuesday, 17 April 2018	09:30-20:00	Exhibition Open**
Wednesday, 18 April 2018	09:30-14:30	Exhibition Open**
	14:30-16:00	SHELL SCHEME: Dismantle (material and pop-ups only)
	16:00-22:00	SPACE ONLY: Exhibition Dismantle* Load out times will be communicated w/c 02 April 2018
	22:00-22:30	Loading Bay access only

\* During these time periods the exhibition floor will operate as a CDM site; therefore, appropriate Personal Protective Equipment (PPE) must be worn as instructed by the H&S Officer.

\*\* All Exhibitors will have access to the exhibit floor 30 minutes prior to opening.

#### **IMPORTANT NOTE: PENALTY COSTS FOR LATE EXHIBITOR INSTALLATION**

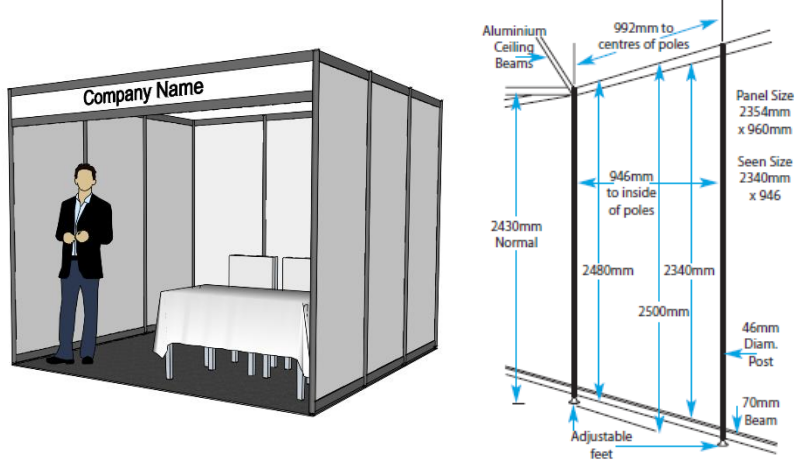
If any exhibitor/contractor over runs past the exhibition close time (18:00) during build-up on Saturday 14 April 2018 or Sunday 15 April 2018 and have not vacated the Loading Bay by 18:00 hours, an immediate penalty of £1,000 + VAT per hour, per exhibitor, will be imposed from 18:00 until 23:59. After 23:59 access will be denied. This is non-negotiable. Payment must be paid for in full via credit card onsite. Permission to work past the standard exhibition close time must be agreed with both the Exhibition Manager and Health & Safety Officer by 14:00hrs on Saturday 14 April 2018. Permission for late exhibitor installation is at the discretion of the Exhibition Manager and Health & Safety Officer.

#### **IMPORTANT NOTE: PENALTY COSTS FOR LATE EXHIBITOR DISMANTLE**

If any exhibitor/contractor over runs past the exhibition close time during breakdown on Wednesday 18 April 2018 and have not vacated either the exhibition floor by 21:30 or the loading bay by 22:00 an immediate penalty of £5,000 + VAT per half an hour, per exhibitor, will be imposed from 21:30 (exhibition floor) and 22:00 (loading bay) until 23:59. After 23:59 access will be denied. This is non-negotiable. Payment must be paid for in full via credit card onsite. Permission to work past the standard exhibition close time must be agreed with both the Exhibition Manager and Health & Safety Officer by 17:00hrs on Wednesday, 18 April 2018. Permission for late exhibitor dismantle is at the discretion of the Exhibition Manager and Health & Safety Officer.

## Shell Scheme

Included in the shell scheme package is:

Components	Description
Structure	GES Sodem System (aluminium metal structure with white infill panels)
Panel Dimensions	<p>Each white infill panel is 960mm wide x 2354mm high, the viewable area of the panel, once inserted into the shell scheme structure, is 946mm wide x 2340mm high.</p>  <p>NB: bespoke branded printed panels are possible, but is subject to an extra cost; they do not form part of the shell scheme package.</p>
Carpet	Pre-installed venue carpet (Grey)
Branding	1 x name board (showing company name) fascia NB: Your company name will be displayed on a white background using upper and lower case black characters (max 34) in font Arial. Unfortunately, we cannot accept any bespoke branded artwork.
Furniture	2 x chairs, 1 x 4'x30" skirted table, 1 x waste bin
Lighting	4 x spotlights (dependent on stand size)
Power	1 x 500w UK socket with 4 way block

### Extras (including printed panels)

Shell scheme extras; furniture, graphics and power can be ordered one of two ways; either via Espresso, GES online exhibitor ordering portal; <https://ordering.ges.com/000024373> or alternatively by using the appropriate form. In order to take advantage of the early bird discount, please make sure all orders are placed by Friday, 16 March 2018. All ordering, payment and logistics should be coordinated directly with GES, our preferred partner for exhibition services.

## Space Only

All space only stands are allocated on a space only basis; no stand services are included.

### Build Height

Maximum constructible build height is set at 4.00 metres. Stands over 2.5m high must submit full construction plans for approval to the appointed health and safety officer ([carol@onsitex.co.uk](mailto:carol@onsitex.co.uk)), together with full health and safety documentation, by Friday, 9 March 2018.

Stand components can be supported by overhead rigging (see Rigging Structures, below).

Double-decker stands (two level stands) of any kind are not permitted at BSH 2018.

### Use of Rented Space & Height Limitation

The use and branding of rented space may not exceed the rented surface and space in three dimensions. The height limitation as communicated here above, must be respected both for physical and visual devices (e.g. lasers, gobos etc.).

### Rigging Structures

The ACC Liverpool rigging service partner is UK Rigging, therefore all requirements need to be ordered prior to the conference using the appropriate order form. Banners can be suspended between 4.5 to 6 metres high within your rented space. The venue and the event Health & Safety Officer will need to approve all plans according to the ACC Liverpool Exhibition Rigging Guidance prior to commencement of anyone building in the exhibit hall.

All supporting documentation must be submitted by Friday, 9 March 2018 to [conventionrigging@accliverpool.com](mailto:conventionrigging@accliverpool.com), [carol@onsitex.co.uk](mailto:carol@onsitex.co.uk) and [BSH2018AV@mci-group.com](mailto:BSH2018AV@mci-group.com)

If you are constructing an exhibition stand at ACC Liverpool and require rigging services, this guidance note sets out what information is needed from you, the rigging policies and procedures, and what your responsibilities are. Pricing for these services is covered in the rigging services document (Please refer to UK RIGGING ~ Rigging Services 2015.pdf), and a bespoke quotation will be issued by the ACC Liverpool upon request. Your order will be processed and payment taken on receipt.

However, before rigging is installed, a Rigging Order Confirmation (Hoist & Fix) (Please refer to UK RIGGING ~ Rigging Order Confirmation (Hoist & Fix).pdf) is required for attaching, raising to final height and to safety off any flown item. In signing, you confirm that the item(s) to be suspended are assembled using appropriate hardware, steel wire ropes and rated lifting equipment, as required under LOLER (Lifting Operations & Lifting Equipment Regulations 1998), PUWER (Provision & Use of Work Equipment Regulations 1998) and the eGuide (Guidance for Working at UK Exhibition Venues). All items that require Hoist & Fix, whether carried out by you, a subcontracted company or ACC Liverpool/UK Rigging require suitable & compliant lifting points.

Please provide up-to-date certificates of conformity for any lifting equipment brought to site.

### Pre-planning

- Please supply a dimensioned plan of your stand, with rigging points clearly marked and including dimensions from the edge of your stand. Details of your stand orientation should also be included, as should details of what you need suspending (e.g. banner, flown structure etc.), desired trim height to the top of the flown item, and the item weight.
- You must provide rated lifting points on any set or signage. Items to be lifted must have relevant engineering and planning paperwork regarding the construction, physical integrity and suitability for suspension, as well as being fit for purpose.
- Information should be sent no later than Friday 9 March 2018 – any late submissions or orders may incur a surcharge, and in some cases orders may not be able to be facilitated.
- We do not permit the use of complex structures, which we define as a stand item connected to both the stand and our roof. An example of this would be a drop-wire to support a cantilevered stand canopy – canopies should either be fully floor mounted, or fully flown.
- All items other than 2D PVC-type banners will be flown on motor or manual hoists as appropriate to the item. These will be pre-rigged (where ever possible) before your arrival onsite. This is to reduce the use of access machines/working at height during exhibition build-up.
  - If your item is a 2D banner, you must send it to the ACC Liverpool at least 5 working days in advance, we will hang it during our pre-rig (wherever possible) and have it ready for your arrival onsite.

- If you request a drop-wire for any other item, you will then be responsible for attaching your items to the drop wire, and removing them at the end of the event. In addition, you will be required to submit a risk assessment /method statement detailing how you will do this, and provide us with a sign-off that you have made the attachment as per your documentation.

#### Onsite build-up

- Whenever possible, the ACC Liverpool will mark out your rigging points, and pre-rig your hoists and any other rigging equipment before your arrival onsite.
  - If you require any changes to point positions onsite that deviate from the information you have supplied us in advance, we reserve the right to charge an additional fee for rigging labour.
  - If your flown item differs dramatically to how you have described it to us (in terms of weight and/or style), we reserve the right to refuse its suspension, or apply additional charges for extra equipment where required.
- Please include your scheduled unloading time if you have received your unloading time from the secretariat at the time of ordering, the conference secretariat will also supply this information to the ACC Liverpool. Please note what time you plan to be onsite at your stand, and ready to fly your items. Where possible, please build your flown items before your flooring.
- Flown structures of any sort should be fitted with fully closed eye lifting rings of a suitable capacity, and should be bolted preferably through the full depth of the structure. Screw-in eyes are not acceptable; we reserve the right to refuse the suspension of any item where we deem the suspension fitting, or the items structural integrity is inadequate.
- Please be aware that if we need to use an access machine to make any adjustments to your rigging onsite, no work activity will be permitted on your stand or the surrounding area unless the correct PPE (hard hat, high visibility vest) is worn.

### Onsite breakdown

- We will have riggers onsite from the start of break-down, to lower hoists and associated rigging.
  - If you have supplied a banner to us in advance for rigging above your stand, please be aware that it will not be available to collect until the end of breakdown. You may wish to arrange a courier to collect the banner the following day – please advise us if this is the case, and provide any address labels/protective covering.
- Please be aware that if we need to use an access machine to remove any of your rigging during breakdown, no work activity will be permitted on your stand or the surrounding area unless the correct PPE (hard hat, high visibility vest) is worn.
- No suspended items can be left at the venue for later collection unless previously agreed, and are left at your own risk. Any items to be collected via courier should be left in the designated area within our loading bay, and should be fully marked with the courier name, sender identity and end address.

**BSH OR THE ORGANISERS (MCI UK) CANNOT BE HELD RESPONSIBLE FOR ANY BREACH OF CONTRACT BETWEEN THE PREFERRED PARTNERS AND/OR VENUE (ACC LIVERPOOL) AND EXHIBITORS.**

### Stand Transparency

For Island and Peninsular raw space stands, the line of sight through the stand must be possible from aisle to aisle for at least 30% of the stand width when viewed from each open side.

### Adjacent Stands

The wall height between adjacent stands should not exceed 4.00m. It is the exhibiting companies' responsibility to build its own adjacent wall. Anything above 2.25m on the back of the wall has to be cleanly dressed and finished in flat white. All raw space stands must be neatly finished and closed on top.

## General Requirements

### Children

For Health and Safety reasons, children aged 16 and under are not permitted in the hall during build-up or break-down periods. Children are permitted in the exhibition hall within exhibition opening hours as long as they are accompanied by an adult. No children are permitted to enter the scientific sessions.

### Demonstrations

Exhibitors intending to use televisions or any other potentially loud appliances for stand demonstrations or who wish to hold live demonstrations must contact the congress organisers for approval at least one month prior to the show to gain written permission.

### Dismantle

Exhibition stands can start to dismantle from 15:30 on Wednesday, 18 April 2018; however, from 14:30-15:30 literature and materials that can be hand carried, such as pop-up stands, can be removed. From 15:30 onwards the exhibition floor will become a CDM site and full dismantle of all stands can commence. Under no circumstances should you commence breakdown prior to this time – unless the Congress Secretariat is aware of your contract. Please do not leave any goods or equipment in shell scheme cupboards or leave display material on the walls or stand. The organisers cannot be held responsible for the loss of exhibits. All goods must be cleared by 22:00 on Wednesday, 18 April 2018.

### Exhibitor Responsibilities

As an exhibitor, you must ensure the health, safety and welfare of your employees, contractors and visitors as far as is reasonably practicable throughout the exhibition. You should ensure that your actions (or inactions) do not give rise to accidents, injuries or unsafe working environments; you should provide proper information, instruction and training and supervise all parties throughout the event.

Check that any contractors, suppliers, agents, etc. which you may have contracted have a Health and Safety Policy, applicable to the exhibition environment.



The BSH 2018 Congress Secretariat wish to stress the importance of a CONSTANT CHECK being made on the contents of your exhibit stand to see that no unidentified package, case or bag has been left unattended. In any case of doubt, the article should not be handled – inform the BSH 2018 Congress Secretariat or a member of the ACC Liverpool staff.

**Fabrics**

Please ensure that all fabrics used on stands have the relevant fire proofing solutions. It is a requirement that all drapes brought into the venue conform to BS 5867 Specifications for Fabrics for Curtains and Drapes.

**Fixings**

Exhibitors may attach posters to the shell scheme infill panels providing the following is adhered to:

**FIXING IS PERMITTED BY:**

**Melamine/Vinyl Panels**

- Double sided tabs
- Velcro hook and loop
- Panel brackets
- Hanging chains for heavy exhibits

**Loop Nylon Panels**

- Velcro hook
- Panel brackets
- Hanging chains for heavy exhibits

The use of the fixings below is strictly forbidden on this system:



**Gangways**

The gangways used in this venue are the minimum permissible by law and have been subject to approval by the Local Authority. Under no circumstances will exhibits, stand dressing, tables and chairs, etc. be allowed to encroach into the gangways. All exhibits must be kept inside your space at all times.

All stands must complete and submit the relevant Health and Safety documentation. Space only stands will incur an additional charge for Health and Safety approval. The charge will be determined by the level of complexity of your plans and onsite construction, and is for approval and sign off by a Health and Safety Officer or structural engineer.

### Music

Exhibitors wishing to play any recorded material (including CD/record/Cassette/Video) must obtain a license from the Phonographic Performance Limited (PPL) and Performing Rights Society (PRS). Exhibitors are solely responsible for obtaining any license required to play music on their stand.

### Noise

Exhibitors may not produce noise and/or use amplification of music and/or voice which may be heard outside the space assigned to the exhibitors, or which may interfere with or be felt objectionable to attendees or other exhibitors. The volume level must not exceed 70dB (A) at the boundaries of the stand. The Organisers (MCI UK Ltd) reserve the right to require exhibitors to discontinue any such activity. Live presentations at the stand are not permitted without prior approval from the Organisers (MCI UK Ltd).

The use of microphones, videos or music is permitted, but the volume must not cause annoyance to other exhibitors. The organisers reserve the right to prohibit their use if, in the organisers' opinion, any annoyance is being caused and remove the offending equipment and/or exhibitor from the Hall.

### Sporting Events

Broadcasting of National, European or World Sporting events is NOT permitted in the exhibition.

### Stand Activities

"Meet the Expert" sessions or press briefings at the stand are not allowed during the official scientific programme. A request to hold such sessions must be submitted to the Organisers (MCI UK Ltd) for approval.