

Rheumatology 2015 exhibition information for ARMA member stands.

BSR provide 12 stands each year for ARMA to give to their member charities to be used, ARMA will decide who is to be given the stands and will provide a link to the stand booking form. The person named on the booking form is responsible for ensuring that all guidelines below are adhered to.

NOTE: All relevant forms will be available here.

Event location

Manchester Central
Petersfield
M2 3GX

[To view a map and directions to the convention centre, click here.](#)

The exhibition will take place in Central Hall 1.

Parking

It has 720 spaces including 18 disabled parking bays and there is direct access to Manchester Central by lift, stairs and escalators.

The height restriction for this Car Park is 1.98m.

Pricing:

- 2 hours or less £6.10
- Between 2 and 4 hours £9.50
- Between 4 and 6 hours £10.50
- Between 6 and 12 hours £14.50
- Between 12 and 24 hours £18.40

For more information contact NCP:

Tel: +44 (0)161 817 8900

Website www.ncp.co.uk

If using a satellite navigation system - please follow the postcode M2 3GX.

Set-up

Access to the ARMA village is available between 4pm and 10pm on Monday 27 April and from 7.30am on Tuesday 28 April.

All stands must be completely set up by 08.15 on Tuesday 28 April. Exhibitors that are not set up on time or leave unreasonably early may not be considered for future stand allocations.

Exhibition open times

The exhibition will be open during the following times:

Tuesday 28 April	08.30 - 17.00
Wednesday 29 April	08.30 - 16.45
Thursday 30 April	08.10 - 14.30

While it is appreciated that stands cannot be staffed at all times, please be considerate to other exhibitors. BSR expects all exhibitors to adhere to the same standards and asks that stands are kept presentable and appear occupied during all opening times.

Core hours

The following times indicate the breaks and most popular exhibition hours, it is in your interest to staff your stand during these times.

Tuesday 28 April

08.30 - 11.30
13.00 - 14.15
16.15 - 16.45

Wednesday 29 April

08.30 - 11.30
13.00 - 14.30
16.00 - 16.30

Thursday 1 May

08.30 - 11.30
13.00 - 14.15

Outside of these hours you may leave your stand unstaffed, however you must ensure that your stand is safe and presentable. Please be considerate to other exhibitors and note we will not be responsible for any valuables left on the stand when it is not staffed. **BSR expects all exhibitors to adhere to the same standards and asks that stands are kept presentable and appear occupied during all opening times.**

Breakdown

Thursday 30 April breakdown of all stands from 14.30 – 17.00. A tannoy announcement will inform exhibitors when the exhibition has been cleared of delegates, it is important to not remove boxes etc. before this time as this may pose trip hazards.

Accommodation

BSR is using the services of Visit Manchester to offer Rheumatology 2015 delegates specially negotiated booking rates. [For further information on booking and special rates please click here.](#)

Badges and passes

Please note: No access into the exhibition area will be permitted at any time unless the relevant pass is displayed.

Exhibitor badges are required for all personnel working on your stand during the open period. These badges will entitle you to entry to the exhibition area and plenary sessions. Should you wish to attend any of the scientific sessions you will need to [register as a delegate](#).

Each ARMA stand will be allocated TWO exhibitor passes. To register your exhibitor badges, please use the link above and the voucher code which you will be emailed separately. If you require additional badges you can book these at the same time at a cost of £55 + VAT per day per person. All badges will be available for collection by company representatives at the Exhibitor counter of the main registration desk. If you need to share badges, please use "Representative" or "Volunteer" as the first name of the delegate and your company name as the surname when registering. This will make a generic badge for you to share with the name "Volunteer Company" displayed.

Each exhibitor will be entitled to the following:

- Access to the Exhibition Hall.
- Refreshments (to be served 15 minutes prior to the delegate refreshment breaks).
- Lunch (to be served 30 minutes prior to delegate lunch breaks).
- Access to the Presidents' Reception on Tuesday 28 April from 19.30 - 21.00.
- Access to conference plenary sessions (Heberden Oration, Heberden Round, Droitwich Lecture and Jewels in the Crown).

Cleaning and waste collection

BSR will provide large bins throughout build-up and breakdown for exhibitor use. General cleaning of the hall will be carried out prior to the exhibition opening on each morning. Rubbish should be bagged and placed in the aisle at the end of the day (any bagged waste left on stands will not be removed). The cleaning of exhibits however remains the responsibility of the exhibitor. The BSR will provide bins for the exhibition area which can be used throughout the event.

BSR will be charged for the removal of large waste/abandoned stands at the end of the event and will charge the relevant exhibitor for any such costs.

DELIVERIES/COLLECTIONS

Deliveries

BSR cannot accept deliveries on behalf of exhibitors. However arrangements can be made with Index Group Ltd who will arrange deliveries directly to your stand at the start of our tenancy on Sunday 26 April.

Please contact Sarah Jay 0161-723-6105 if you require this service.

Deliveries can only be made between 27 April and 30 April and need the following information on the label:

- Addressee (Your name).
- Event name (Rheumatology 2015).
- Room name (Central hall 1).
- Your stand number.
- Your contact number.
- Your company name.

Venue address: Manchester Central, Petersfield, Manchester, M2 3GX

Manchester Central does not accept deliveries on behalf of exhibitors. Please ensure a suitable representative is available to receive the goods. Deliveries made before the start of tenancy will be returned at the sender's expense. Manchester Central will not accept responsibility for storage, so all deliveries must be made during the build up period. Anything left on-site after tenancy may be removed/disposed of at the tenancy holder's expense.

Delivery access to Central Hall 1 is at the back of Manchester Central via the ramp off Albion Street. If using a satellite navigation system - please follow the postcode M1 5LN.

Collections

Exhibitors should ensure that arrangements are made for the collection of all items from Manchester Central at the end of the exhibition. Please ensure that all boxes are clearly labelled.

Any items left at the venue after 22.00 hrs. on Thursday 30 April 2015 will be treated as unwanted and disposed of. You may be charged for disposal of any items you leave on site.

Dilapidations

You will be charged for making good any damage to the hall caused by your staff or contractors. Under no circumstances can stand construction, graphics, displays etc. be attached to the fabric of the building.

The walls of your stand will be Velcro, please do not use blue-tack or sticky tape to attach posters to the stand.

Disabled visitors

The Disability Discrimination Act 1995 (DDA) states that all disabled persons must be provided with the same service, on the same terms and to the same standard that is provided to others. Reasonable changes, adjustment and alterations must be made in order to facilitate this. In particular, we would ask that you ensure your stand and exhibits are easily accessible to disabled visitors with wheelchairs and consideration is given to the visually impaired. Your risk assessment must cover disabled visitors.

Distribution of promotional material

All business including dispensing of literature and promotional material must be conducted from your stand. You are kindly asked not to hand out material etc. in any part of the exhibition hall or at the entrance to the event, in the gangways, concourse or conference rooms.

E

ELECTRICAL SERVICES

No lighting or power is included in ARMA stands. To add additional electrical services please order via Index Group Ltd.

Form to download: Electrical order form

F

FIRE PRECAUTIONS

All materials used for the interiors of stands must be thoroughly fireproofed or be non-combustible to the satisfaction of the local authority. Failure to do so may result in the removal of all offending fittings.

Any person whether Exhibitor or Contractor discovering a fire, should immediately notify a member of the venue staff or operate a break glass unit. Fire extinguishers are located at convenient points around the Hall.

In the event of an emergency evacuation please follow the instructions of venue Hosts and Fire Marshals. If it becomes necessary to evacuate the building an announcement will be broadcast.

FIRST AID

In cases of medical emergency please alert a member of venue or event staff giving the exact location of the casualty and details of injuries sustained. Security Control will then arrange for all necessary assistance. Alternatively please call 999.

FURNITURE

ARMA stands will be provided a basic, rectangular 4ft table and two chairs. If you would like to order additional furniture, please complete the relevant order form. Alternatively you are able to bring your own.

Form to download: Furniture Order Form

GANGWAYS

Gangways shall be kept unobstructed at all times and exhibits shall not project into gangways. This is for fire evacuation safety.

INSURANCE

Neither BSR nor its contractors shall accept any liability for the loss, damage or destruction of any exhibits or contents therein.

INTERNET

Wi-Fi will be available throughout the building. While there is no cyber café this year, you can get printing and faxing services from the concierge.

MEETING ROOMS

If you require a meeting room at the conference you can book this by contacting the [BSR events team](#).

NAME BOARDS

All shell scheme stands are provided with a fascia board bearing the exhibiting company's name in standard script. The name of the company as it appears on your online booking form will be shown.

RISK ASSESSMENTS

ARMA stands must complete an ARMA stand safety checklist and send it, signed, to [Lindsay McClenaghan](#) by **30 March 2014**

Form to download: ARMA stand safety checklist

SECURITY

BSR will control general security arrangements for the exhibition and ensure the premises are adequately patrolled. Whilst BSR will make reasonable arrangement for security coverage, they and the venue are not responsible for any loss or damage which may occur and it will be the exhibitor's responsibility for the security of their stand, its exhibits and contents including personal property.

To help ensure good security at the exhibition please take note of the following points:

- Do not leave cash, handbags, phones, valuables etc. in drawers, cupboards or on exhibits on your stands.
- Do not leave valuables in unattended clothing.
- Check all lockable desks and cupboards before leaving your stand.
- If you have small valuables that you wish to leave on your stand, you are advised to obtain lockable cabinets or other safe storage areas.
- Make sure you arrive prior to the official opening times and do not leave your stand at night before the hall is clear of delegates.

Please note that the build-up/breakdown days are high risk periods as the hall doors are open.

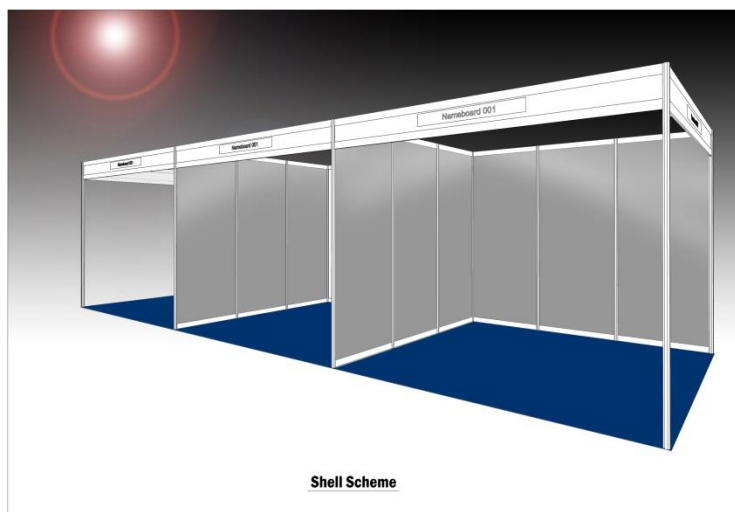
STAND INFORMATION

Shell scheme specification

Shell scheme stands are built to an overall height of 2.4m high, consisting of

- Velcro compatible walls
- 3 walls with 1 open side or 2 walls with two open sides on a corner stand
- Name panel with Stand number and company name

Visual of typical stand





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