

Exhibitor Booking Form

Organisation/trading name (for invoice purposes)

Purchase order number

VAT registration number

Organisation name (for exhibition/sponsorship)

Address

City

Postcode

Exhibitor/Sponsor Contact

Position

Tel

Email

Website

Contact details for accounts department

Name

Tel

Email

PO Number (if applicable)

Sponsorship Packages for Clinical Rheumatology state of the art

Please tick

Stream sponsorship *four available* £20,000

Includes branding next to the stream within the programme and on marketing materials, an innovation session, a 2x3m stand, 20 delegate passes.

Symposia *two available* £15,000

This one hour slot includes symposia agenda within the programme and on marketing materials, lunch and AV, 15 delegate passes.

Innovation sessions *four available* £7,500

This half hour slot includes agenda within the programme and on marketing materials, catering and AV.

Exhibition space

I would like to book the following exhibition space on behalf of the above company

Space only £200 plus VAT per sqm

Shell scheme £250 plus VAT per sqm

2x2 metre stand £1,000 plus VAT

2x3 metre stand £1,500 plus VAT

Charity pods £200 plus VAT

Charity pods £200 (available to registered charities only)

Bag insert £100 per item (maximum six inserts, up to A4 size, maximum 200gsm)

Giveaways £100 per item (e.g. pen, stress ball, maximum four giveaways available, up to 150mm², up to 50g)

Stand number _____

Stand size sqm _____

TOTAL amount due (excluding VAT) £ _____

Payment details

For bookings under £10,000 the BSR requires the total cost of your booking to be paid within 30 days on receipt of invoice.

Bookings over £10,000 require a deposit of 50% to be paid within 30 days on receipt of invoice. Alternatively, you may choose to pay the full cost of your booking.

Please do not send payment until the invoice has been received.

Cancellations

Cancellations received before 30 August 2013 will be refunded 50% of their booking. Cancellations received after 31 August 2013 will not be refunded.

Agreement

I, the undersigned, make the above application to exhibit at CRSA to be held at EEICC, Edinburgh and authorise the BSR to reserve space on our behalf.

If indicated on the above application, I also apply to reserve the indicated Industry supported symposia slot and/or sponsorship option(s) at CRSA and authorise the BSR to make the reservation accordingly.

By signing this form we agree to comply with all policies, rules, regulations, terms and conditions stated below.

Signature _____

Date: _____

Health and Safety Information

It is essential that all exhibitors and contractors read this section of the exhibition manual, sign and return the Health and Safety Declaration Form to confirm that you agree to adhere to the regulations states. All personnel entering The EICC must comply with the current health and safety legislation.

RESPONSIBILITIES AND POLICY STATEMENT

As the organiser, it is BSR's policy to manage Rheumatology autumn 2013 in accordance with the Health and Safety at Work Act and make the event safe so far as is reasonably practicable.

EXHIBITOR'S RESPONSIBILITIES

All exhibiting companies/organisations are responsible for ensuring that their staff, contractors and sub-contractors comply with the Health and Safety at Work Act 1974. You should ensure that your exhibits and materials comply fully and that due thought and consideration is given to your own, and others' health, safety and welfare throughout the event. Neither your actions, nor the actions of those working on your behalf should give rise to accidents, injuries or an unsafe working environment so far as is reasonably practicable.

If you have any concerns regarding health and safety now, or at any point during the event please contact Hannah Gardner hgardner@rheumatology.org.uk 020 7356 0941 or the registration desk onsite.

ALCOHOL AND SUBSTANCE ABUSE

Workers must not present themselves for work under the influence of alcohol or other substances and consumption of alcohol on-site during the stand build or breakdown days is not permitted. If alcohol is consumed off-site during the working day this should be in strict moderation. Workers who are also seen to be breaching this policy must be brought to the attention of the organisers (Hannah Gardner at the BSR) whereupon steps may need to be taken to remove the person concerned from site. Drivers, users of machinery, electrical equipment, or those working at height are at particular risk where alcohol consumption is concerned, and the exhibiting company should ensure that all individuals or sub-contractors working on its behalf adhere to this policy.

CHILDREN ON-SITE

It is not permissible for children under the age of 16 to have access to any part of Rheumatology autumn 2013 including the exhibition build and breakdown periods. Please note that this policy will be strictly enforced on-site.

EXCESSIVE NOISE

Exhibitors should be aware of noise levels during the build-up, breakdown and open periods of their stand. Ear protection must be worn if noise levels are deemed excessive during build-up and breakdown. All noise during the open period (from plasma screens, coffee machines etc.) should be kept under levels deemed acceptable by Health and Safety legislation and BSR - please refer to NAWAR 2005.

If noise from your stand is considered to be excessive you will be asked to lower the volume or remove the cause of noise.

PLATFORM EDGES ON SPACE ONLY STANDS

At exhibitions there have been numerous injuries caused by having a vertical step on the stand edge. It has been found that a non-slip gradient (of up to 20 degrees) to the platform edge significantly reduces the risk of slips, trips and falls, and eliminates serious injury, therefore BSR advises exhibitors with space only stands to bear this in mind when designing their stands. The ramp must be part of the marked stand area, not added to the edge of the space.

RISK ASSESSMENT

Each exhibitor **must** undertake a risk assessment prior to the exhibition, identifying the hazards present and ways in which these hazards will be controlled. Your risks, and the controls put in place to reduce them, must be fully considered and a signature from a responsible staff member is required. If you have no hazards or risks present please complete and sign the risk checklist as this is a legal requirement.

METHOD STATEMENT- SPACE ONLY STANDS

If you have a SPACE ONLY stand please ensure that you submit a full method statement to BSR at the same time as your risk assessment form. Your method statement should include the following:

Named responsible: Employee who will be the responsible person for overseeing all the main construction and breakdown of your stand.

Details of the stand: Loadings, dimensions, location/stand number, unusual features.

Erection: The sequence and schedule in which all stand elements will be built, and any safety control measures.

Stability: Methods of ensuring adequate structural support of any vertically aligned stand elements.

Scaffolding: Details of any construction work to be carried out at height, and the methods employed to ensure a safe system of work.

COSHH: Any proposed use of hazardous and toxic substances, including protection provided for employees and workers on adjacent stands.

Environment: Consider any abnormal noise created through constructing your stand, or work that may create dust or fumes – what control measures will be provided?

Safety equipment: Identify the safety equipment and precautions that you will be providing on-site.

Exhibits: Detail any exhibits that will be on the stand and may present a hazard to the delegates and/or the operator.

HOT WORK PERMITS

A hot work permit should be raised when there is a requirement for any of the following work scenarios during exhibition build or breakdown:

1. Work involving flames or temperatures likely to cause ignition of flammable gas including the use of welding, burning or soldering equipment, blow of torches, some power-driven tools, sand blasting etc.
2. Work involving steelwork or pipe work being erected or dismantled which needs welding, cutting or grinding.
3. Any work requiring an open flame.

The venue will specify the safety precautions in the hot work permit, as an example for welding these may include:

- Operatives must wear suitable protective clothing.
- A fire extinguisher might need to be placed locally.
- Combustible rubbish and waste material might need to be removed from the surrounding area.
- The area might need to be cordoned off and signage erected.
- A fire screen or guard may be required to stop stray sparks.

GENERAL GUIDELINES FOR STAND BUILD AND BREAKDOWN PERIODS

- Pedestrian operated vehicles (e.g. trolleys) should be used safely in pedestrian gangways avoiding damage to the building fabric at all times.
- All floor cabling must be made safe and kept neat and tidy at all times.
- Ensure rubbish from stands does not accumulate under or on any stand and is disposed of appropriately.
- All equipment must be in safe, clean condition and if appropriate, tested before use on The EICC premises.
- Contractors' equipment including cranes, hoists, trestles, step ladders, boards and other items shall be removed by them prior to the opening of the exhibition and shall not be left in any part of the exhibition hall.
- No lifts or escalators shall be operated by any person other than those appointed by The EICC.
- The escalators must not be used by contractors or their workmen as a means of access from floor to floor.
- Flame proofed and fire proofed materials must be used for all stand construction including decorative draping and muslin ceilings. Tests may be carried out onsite.
- No smoking is allowed in the venue at any time.
- Trolleys and lifting equipment must not be overloaded as this may cause injury to persons and can damage exhibits and other equipment.

CARE OF BUILDING

- Please do not fix anything to the walls, e.g. with sellotape, Velcro, gaffer tape, blu-tac etc. No nails or similar fixings are permitted to be used on any property belonging to The EICC.
- Exit, directional or other permanent signs or ventilation grilles shall not be interfered with or removed and alarm points may not be concealed or obstructed.
- Ample and clear access shall remain to all hydrants hose-rack, fire buckets and similar equipment.
- Carpet tiles and ceiling tiles may not be uplifted or removed.
- All furniture and fitting should be used for the correct purpose only, e.g. no standing on, or laying of equipment on chairs.
- Due care should be taken at all times when transporting equipment around the building to avoid any damage to doors and the fabric of building.
- No dangerous exhibit or dangerous explosive materials of any kind shall be allowed inside the building unless the Exhibition Hall Manager has given written permission.
- All damage, however small, must be reported prior to leaving the premises. All damage to the building fixtures and fittings (internal and external) will be assessed by the Exhibition Hall Manager and charges will be levied where necessary.