

Index

BSR Events Team

Venue/Exhibition Schedule

- Address
- Build-up
- Exhibition opening times
- Core hours
- Breakdown

A-Z of Information

- Accommodation
- Audio Visual
- Badges and Passes
- Banking Facilities
- Build-up and Breakdown
- Business Centre
- Car Parking
- Carpet
- Catering
- Cleaning and Waste Collection
- Contractors
- Deliveries/Collections
- Dilapidations
- Disabled Visitors
- Distribution of Promotional Material
- Electrical Services
- Exhibitor Listing
- Fire Precautions
- First Aid
- Forklift Truck
- Furniture
- Gangways
- Height Limit
- Insurance
- Internet
- Late Working
- Loading/Unloading Times
- Marking out of Stands
- Meeting rooms
- Name Boards
- PA System
- Plumbing
- Registration
- Rigging
- Risk Assessments
- Scanners
- Security
- Stand Information
- **Health and Safety Information and requirements**
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 ACC must comply with the current health and safety legislation.

BSR Events team



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Other contacts:

Venue event manager: Chelsea
Armstrongtrigg
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Exhibition contractor: Index, Nick Waring
E-mail: n.waring@indexgroup.org

Venue | Exhibitions schedule

Exhibition location

Hilton Brighton Metropole
Kings Road
Brighton
BN1 2FU

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

Access to the exhibition hall is via St. Margarets Place. There is limited space in the Loading bay and a queuing system will be in operation.

Build-up

Wednesday 26th November build-up of space only stands 10.00 - 22.00

All stands must be completely set up by 22.00 on Wednesday 26th November

Shell Scheme stands will be accessible from 16.00 – 22.00 on Wednesday 26 November and from 07.30-08.30 on Thursday 27 November.

All stands must be completely set up by 08.15 on 27 November for opening at 08.30.

Badge pick up

Thursday 27th November, 8:30am at the registration desk.

Exhibition open times

The exhibition will be open during the following times:

Thursday 27 th November	09:00 - 17.15
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Friday 28 th November	08.30 – 16:30
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Core hours

We are asking stands to be staffed during the following core hours:

Thursday 27th November

11:15 - 11:45

12:30 - 13:45

15:15 - 15:45

Friday 28th November

10:45 – 11:15

12:00 – 13:15

14:45 – 15:15

Outside of these hours you may leave your stand unstaffed, however you must ensure that your stand is as safe as is reasonably practicable, preferably using rope and post to prevent delegates entering the area. Please note we will not be responsible for any valuables left on the stand when it is not staffed.

Breakdown

Friday 28th breakdown of all stands from 17:00.

A-Z Information

A

ACCOMMODATION

BSR is using the services of Visit Brighton to offer Autumn Conference 2014 delegates specially negotiated booking rates. [For further information on booking and special rates please click here.](#)

AUDIO VISUAL

If you require additional technical facilities for your stand please contact [Lindsay McClenaghan](#).

B

BADGES AND PASSES

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

Contractor Passes - Anyone employed to build-up or breakdown your stand (including representatives from the exhibiting company) will require a Contractor Pass for security purposes. This will allow them to access the exhibition hall during build-up and breakdown (but not during the exhibition open times). Badges will be supplied at the BSR desk at the loading bay.

Exhibitor Badges - 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](#). Complimentary exhibition passes are allocated to stand holders via e-mail based on the size of your stand.

To register your exhibitor badges, please use the voucher code which you will be emailed separately. This voucher code will entitle you to the appropriate number of free passes for your stand size. If you require additional badges you can book these at the same time at a cost of £35 + VAT per day per person.

All badges will be available for collection by company representatives at the Exhibitor counter of the main registration desk.

The registration desk will be open from 08.30 – 17:15 on Thursday 27th November. Please note queues will be expected on Thursday morning.

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)

BANKING FACILITIES

A cash machine is available in the venue, please ask the concierge for directions.

BUILD-UP AND BREAKDOWN

Please refer to the Exhibition schedule on page 3.

BUSINESS CENTRE

A number of business facilities are available at the Hilton, please refer to their [amenities website](#) for details.

C

CAR PARKING

The Hilton offers limited car parking facilities with a car park of 150 spaces. Spaces cannot be reserved in advance and there is no guarantee of availability on the day. The charge is £20.00 per 24 hours for residents and £4 per hour for non-residents.

CARPET

The exhibition hall is fully carpeted.

Exhibitors and contractors must use approved Stiktak B3/A5 exhibition tape and ensure that it is lifted at the end of the show, any tape left on the floor after the show will be subject to a charge of at least £7.50 per linear meter of tape. Damaged carpet will be subject to cleaning or replacement charges.

CATERING

The Hilton are the sole caterers at the Metropole Hotel for any food and beverages consumed on the premises. For information on stand catering and hospitality [please contact the Hilton event manager Chelsey Armstrong-Trigg directly.](#) A Stand Catering Request Form has been provided by the Hilton Brighton Metropole and can be accessed [here](#). Please complete and return to the Event Manager along with any further requests.

If you intend to supply your own catering, please inform the venue, if you require plumbing or electrical supply for coffee machine etc, please contact Index.

CLEANING AND WASTE COLLECTION

Hilton will provide large bins throughout build-up and breakdown for exhibitor use.

General cleaning of stand will be carried out prior to the exhibition opening on each morning. This service is free of charge to all exhibitors and paper/packaging rubbish should be 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 Hilton will provide bins for the exhibition area which can be used throughout the event.

PLEASE NOTE THAT THERE ARE NO SKIP FACILITIES AT THE HOTEL AND ANY LARGE SCALE WASTE MUST BE TAKEN AWAY BY EXHIBITORS OR EXHIBITORS MAY FACE PENALTY CHARGE

CONTRACTORS

SPACE ONLY stands may employ the stand contractor of their choice.

SHELL SCHEME stands (and additions to shell scheme) must use the official contractor Index Group Ltd.

If you are employing a contractor to build your stand (SPACE ONLY), it is essential that your contractor is fully aware of the relevant forms, deadlines and their responsibilities under all health and safety legislation.

Please ensure that all of your contractors are fully competent to carry out the jobs allocated to them.

Forms to download:

Health and Safety Declaration (All stands)

[Space only Risk Assessment](#) (space only stands)

[Shell scheme risk checklist](#) (shell scheme stands)

D

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 Wednesday 26 November 2014.

Forms to download: [Logistics order form](#),

Please use the below address for completing Logistics order form

Conference/event name

Client name – place name here

Client contact number – place mobile here

Hotel event manager name

Exhibition stand number (if applicable)

Autumn Conference 2014 Technical Manual

Holding function suite (if agreed)
Date of event

Hilton Brighton Metropole
Kings Road
Brighton
BN1 2FU

[For couriers, please use the delivery label here and note the terms and conditions.](#) Any packages delivered that are unclearly labeled will not be accepted following standard security procedure.

Collections

Exhibitors should ensure that arrangements are made for the collection of all items from The Hilton at the end of the exhibition.

All delivery drivers, courier companies or personnel sent to the hotel to collect items after an event MUST be briefed with the following information:

Conference/event name
Client name
Client contact number
Hotel event manager name
Exhibition stand number (if applicable)
Forwarding address
Number of items

Any items that are left onsite that are not sealed, boxed, packaged or clearly labelled will be treated as unwanted and disposed of. It is the Exhibitor's responsibility to ensure packages for collection are clearly labelled and to advise of estimated collection date and time. You may be charged for disposal of any items you leave on site.

DILAPIDATIONS

You will be charged for making any damage to the hall or stand area, including the floor, caused by your staff or contractors. All tape used to secure carpets must be removed at the end of the exhibition. Under no circumstances can stand construction, graphics, displays etc. be attached to the fabric of the building.

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

Shell scheme stands are inclusive of one power socket and two spotlights. No lighting or power is included in space only stands. To add additional electrical services please order via Index Group Ltd.

Form to download: [Electrical order form](#)

EXHIBITOR LISTING

Each exhibitor is asked to submit a company description (65 words max) on booking to be listed in the final programme. BSR does not accept responsibility for mistakes within the submitted text.

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 Hilton staff or operate a break glass unit. Fire extinguishers are located at convenient points around the Hall.

If the fire alarm sounds please evacuate the hotel by the nearest available fire exit and make their way to the front of the hotel until further instructions are given.

FIRST AID

In cases of medical emergency please contact a member of Hilton staff.

FORKLIFT TRUCK

A forklift truck will not be made available without request. Please contact Index if you require equipment for moving goods to your stand.

FURNITURE

Please note: Shell scheme stands will be provided one basic table and two chairs. Additional furniture may be ordered online via [Index Group Ltd](#) or you can download the form.

Form to download: [Furniture Order Form](#)

Alternatively you are able to bring your own.

Please inform lmcclenaghan@rheumatology.org.uk if you do not require furniture on your stand.

G

GANGWAYS

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

H

HEIGHT LIMIT

A height limit of 4 metres must not be exceeded at the Hilton. This limit includes the overall height of the stand fitting, any branding and all raised platforms as measured from the hall floor. Stands wishing to exceed this height must supply the full drawings and structural calculations by a minimum of one month prior to the event, for approval. [Contact Lindsay McClenaghan for details.](#) Stands over 4m coming onto site without approval will not be permitted to be built. The height from floor to ceiling is 6.5m at the lowest point

I

INSURANCE

Neither BSR nor its contractors nor the Hilton shall accept any liability for the loss, damage or destruction of any exhibits or contents therein. Exhibitors are reminded that in accordance with the Terms and Conditions of booking they should take out adequate insurance cover against any risk of loss, damage, injury or liability.

INTERNET AND TECHNICAL SERVICES

Internet access for exhibitors and delegates is inclusive for this event. If you require dedicated service, please contact the Hilton.

L

LATE WORKING

There may be a possibility for late working during build up and breakdown. This is at the discretion of BSR and all costs incurred for extra staffing will be payable by the exhibitor. To arrange this, please contact Lindsay McClenaghan. There is a charge of £500 + VAT per hour. Please note the time restrictions on St Margaret's Place loading bay should this be required. If you require loading access outside the usual hours, please contact lmcclenaghan@rheumatology.org.uk to arrange for an alternative entrance.

LOADING AND UNLOADING

Unloading will take place for **SPACE ONLY** on Wednesday 26 November between 10.00-22.00 via the loading bay on St. Margarets Place. This can be accessed by vans and small vehicles, as well as articulated trailers.

There is no parking outside, however some temporary unloading concessions can be made (inside the building). Access to Hall 5 Loading Bay and direct street access across Durham Hall (6.4m wide, 4.6m high). No vehicles can be left in the loading bay or hall overnight.

Exhibitors who have booked **SHELL SCHEME** stands can access the exhibition hall on Wednesday 26 November between 16.00-22.00 via the same route or the main hotel entrance.

There are also limited parking spaces for exhibitors to unload at cannon place loading bay.

M

MARKING OUT OF THE STANDS

This will be carried out prior to the exhibition build-up times.

MEETING ROOMS

If you require a meeting room at the conference you can book this via the Hilton directly by contacting the Event Manager, Chelsey Armstrong-Trigg.

N

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.

P

PLUMBING

To organise any plumbing for water or waste, please contact index. If you do not require plumbing but will require water, contact the Hilton.

R

RESISTRATION

To register your exhibitor badges, please use the voucher code which you will be emailed separately. This voucher code will entitle you to the appropriate number of free passes for you stand size. If you require additional badges you can book these at the same time at a cost of £35 + VAT per day per person.

All badges will be available for collection by company representatives at the main registration desk. The registration desk will be open from 08.30-17:15 Thursday 27th November. Please note queues will be expected on Thursday morning.

RIGGING

There is provision to rig within the exhibition hall at the Hilton and all rigging enquires need to go through Lindsay McClenaghan for prices and regulations.

RISK ASSESSMENTS

All stands must complete a risk assessment or the checklist below and send it, signed, to Lindsay McClenaghan by **10th November 2014**

Form to download:

Forms to download:

[Health and Safety Declaration \(All stands\)](#)

[Space only Risk Assessment \(space only stands\)](#)

[Shell scheme risk checklist \(shell scheme stands\)](#)

S

SCANNERS (Data Capture)

Scanning facilities are not offered at this event.

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 steel 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.to work in pairs, so that your stand is staffed at all times.

STAND INFORMATION

Shell scheme specification

Shell scheme stands are built to an overall height of 2.4m high, consisting of aluminum components, 6mm thick grey polyweave material that accepts Velcro fixings, 250mm deep fascias to all open sides and a name sign. The stand will be constructed by the official contractor Index Group Ltd.

Additional stand fittings can be ordered via Index Group

Form to download: – [additional stand fitting order form](#)

Shell scheme stands include:

- 3 walls with 1 open side or 2 walls with two open sides on a corner stand
- One power socket and two spot lights
- Fascia panel with Stand number and company name

[Visual of typical stand](#)

Space only specification

Space only stands are allocated by request, no stand services are provided, and exhibitors are responsible for building their own displays.

You are required to supply a plan, method statement and risk assessment for all free standing build stands for approval and these should be for the attention of:

Lindsay McClenaghan
Senior Events Officer
The British Society for Rheumatology
Bride House
18-20 Bride Lane
London EC4Y 8EE

The plan must show the name of the Company, Stand Number and Stand Measurements. No exhibit of part of any structure may extend beyond the boundaries of the area allocated. Risk assessments must cover build, breakdown and open period.

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 Hilton must comply with the current health and safety legislation.

RESPONSIBILITIES AND POLICY STATEMENT

As the organiser, it is BSR's policy to manage Autumn Conference 2014 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 Lindsay McClenaghan via the contact details above 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 (Lindsay McClenaghan or Irena Goldwag 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 Autumn Conference 2014 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 major 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.

Forms to download:

[Health and Safety Declaration \(All stands\)](#)

[Space only Risk Assessment \(space only stands\)](#)

[Shell scheme risk checklist \(shell scheme stands\)](#)

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 Hilton 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 Hilton.
- 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 Hilton.
- 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.