



Exhibitors Manual

Version 1

February 2023

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Welcome

Thank you for choosing to support UK Kidney Week (UKKW).

This year UKKW is taking place at the International Convention Centre Wales in Newport from 5th – 7th June 2023.

This Technical Manual is designed to provide you with relevant information regarding:

- General Information
- Deadlines
- Exhibition services

For partners with sponsored symposia and other branded items, further information regarding your orders have been shared with you individually.

How to contact us

Please refer to our preferred suppliers list at the end of this document

Should you require any additional information, please do not hesitate to contact the UKKW Events Team:

Email: stephanie.lock@renalregistry.nhs.uk
events@ukkidney.org

Web: www.ukkw.org

General Information

This is an 'in-person' meeting.

Set-up of the UKKW infrastructure will take place on Sunday 4th June.

The exhibition will be housed in the Main Hall.

Registration will open for delegates from 09:00 on Monday 5th June.

On Monday 5th June before 11.30, the exhibition will be accessible for colleagues with an exhibition stand to access the Main Hall in order to dress their stands only.

The exhibition will open at 11:30 on Monday 5th June.

The exhibition will close at 14:30 on Wednesday 7th June.

The programme, including timings of breaks can be viewed here - <https://www.ukkw.org/programme/>

Venue

ICC Wales

Coldra Woods

Newport

South Wales

NP18 1HQ

Website: <https://www.iccwales.com/>

Information on travel and accommodation, including special rates, can be found here:

- <https://www.ukkw.org/accommodation-and-useful-information/>
- <https://www.ukkw.org/registration/travel/>

Car Parking

Parking is available for production and exhibition vehicles at the rear of the venue, where the loading bays are located.

There are also over 2,000 visitor parking spaces located on-site, with 700 spaces on levels -1 and -2.

Catering

Refreshments and lunch will be provided on the exhibition floor.

Food outlets will be open at the Celtic Collection Hotels. More information [here](#)

Deliveries and Returns

All deliveries must arrive on or after Sunday 4 June 2023 and should be labelled as follows:

UK Kidney Week, 5 – 7 June 2023

Contact Name/Stand Number

ICC Wales

Newport

NP18 1HQ

All items for collection after the event must be clearly labelled with a return address and how many items and must be collected within 24 hours of the close of event.

Delegate list

A GDPR compliant delegate list will be shared with all partners after the event. Individual contact details (email address or telephone number) will not be shared.

Delegate materials

In order to keep waste to a minimum delegates will receive only a badge with their name, organisation and position on and a lanyard (for the badge). The programme will be available on the conference app and only a limited number of programmes will be printed. When developing plans for your presence at UKKW please try to keep giveaway and printed items to a limited amount.

Emergency Announcements

Please familiarise yourself with the emergency and fire procedures at the venue as soon as you arrive. If partial or complete evacuation is necessary, it is strongly recommended that you leave the building for your own safety. The Events Team cannot accept responsibility for damage, loss or injury however caused.

Fire procedures and precautions

On discovering a fire:

If you discover a FIRE raise the alarm immediately via the nearest 'break glass' or by informing a member of staff or Duty Manager. Fire extinguishers & break glasses are located next to each Fire Exit within the spaces. Do not tackle the fire unless you have been trained, it is a very minor fire, and it is safe to do so. Always ensure there is a safe exit route before attempting to extinguish any fire. When it is safe to do so, identify yourself to a member of the venue staff to assist with any follow up.

Fire Evacuation Procedure:

On the sound of the alarm please make your way to the nearest fire exit and follow instructions as directed by the venue fire marshals. The muster point is in front of Celtic Manor Resort.

Precautions

All materials used for the interiors of stands must be thoroughly fireproofed or be non-combustible to the satisfaction of the local authority and compliant with BS476 Part 7 Class 1 requirements. Failure to do so may result in the removal of all offending fittings. Any person discovering a fire should immediately notify a member of the Hotel staff or operate a break glass unit.

Internet and Wi-Fi

Guests can connect to the 'Guest Wi-fi'. You will be taken to a registration page to confirm your email address which will then grant you access. You may need to enable pop ups to allow the registration page to open. If you have devices that do not allow pop ups then access to a dedicated event network is available to purchase via: [here](#)

Lost Property

All lost property is to be handed in to the reception desk in the main atrium. Please contact the team there for any enquiries regarding lost property.

Medical Care / First Aid

Should you need medical assistance contact a venue Duty Manager on 07879 624645 or the events team. venue.

Do not phone for an ambulance - a venue first aider will do this if required. All accidents, incidents or near misses must be reported to the Venue Event Manager or Floor Manager.

Registration

The deadline for UKKW registration is 21st May. If you wish to register to attend as either a full programme delegate or a day delegate, please refer to the website <https://www.ukkw.org/registration/>

For exhibitors, please refer to the 'Exhibition' section of this manual.

Smoking

Smoking in public areas in the UK is prohibited. If exhibitors or contractors wish to smoke, they may do so outside of the venue in the designated smoking areas. Using e-cigs or vaping is not permitted inside the venue. Smoking bins are provided.

Deadlines

The following is a summary of key deadlines. Please adhere to the below dates and contact the Events Team with any further queries. Please note the deadlines relate to forms and materials required by the Events Team prior to UKKW.

Date	Section	Task
8 May	H&S	All shell scheme exhibitors are required to complete the online Exhibitor Form https://bit.ly/UKKW_HS .
19 May	Exhibition	Confirm all additional power / lighting eventservices@pickardonline.co.uk
21 May 2023	General	Registration deadline
w/c 22 May	Exhibition	Space only load-in / load-out times confirmed to exhibitors
23 May	Online Platform	Delegate access to UKKW online platform. Delegates will be informed via email that UKKW online platform is open
25 May*	Exhibition	Complete and return UKKW Furniture & Graphics Order Form <ul style="list-style-type: none">• Stand AV orders• Shell scheme exhibitors graphics orders• Shell scheme exhibitors furniture orders
4 June	Exhibition	Set-Up
5 June	Exhibition	Stand dressing AM
5 - 7 June	General	UKKW live meeting

Any orders submitted past the dates above may incur a surcharge or risk not being fulfilled.

**Early bird discounted prices available until 28 April.*

Exhibition

Please be sure to read thoroughly all the “Rules and Regulations” binding for all Exhibitors and their subcontractors. Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

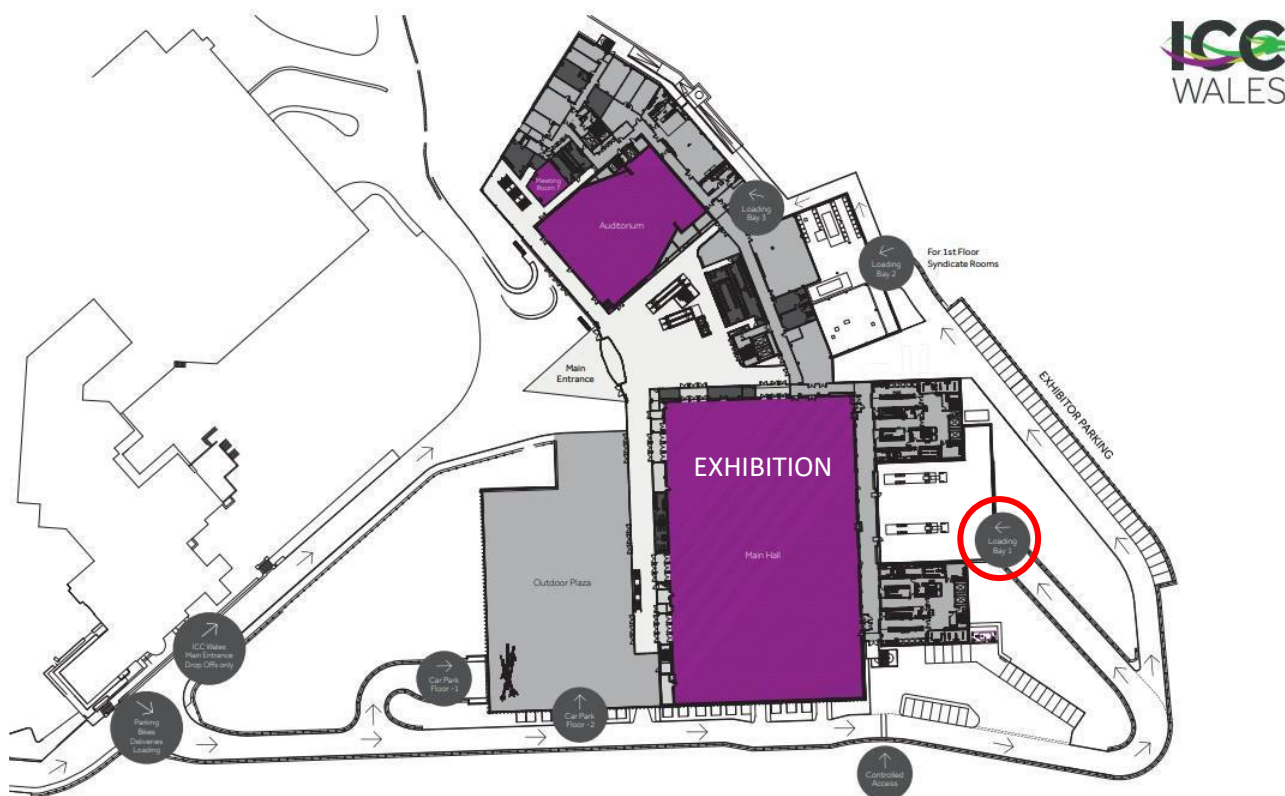
The exhibition and catering will be in the Main Hall at the ICC

Exhibition Floor Plan

The latest version of the exhibition floor plan can be found online at <https://ukkw.org/exhibition/>

Loading

A dedicated loading bay is available for use during load in and load out, access map to loading bays below:



All vehicles in the loading bay are required to show the ICC Exhibitor Vehicle Pass in the window. Exhibitors are instructed to unload their vehicle and then move to the car park before setting up their stand. Large vehicles may be permitted to park in the spaces at the back of the centre.

Post-event, vehicles will only be permitted in the loading bay once their stand is packed up.

Alternatively, unloading can be done via our underground car parks with direct access into the centre via a lift or escalator.

We request that the space only load-in and out times you are given (w/c 22 May) are strictly adhered to.

Trolleys and pump trucks are available for use. A forklift hire service is available at a cost of £265 ex vat. Please contact the venue to arrange the use of this.

Once you have unloaded, you will be asked to remove your vehicle from the loading bay and directed to the nearest available car park.

Disclaimer

The UKKA claim no liability for the act of any supplier to this meeting, nor liability for: personal injury, the safety of any attendee while in transit to or from the meeting, for any loss or damage, for delays in transport by air, sea, rail, road, weather, in case of strikes, sickness, war or other causes.

Opening and Closing Times (including set-up and dismantle times)

Date	Hours	Restrictions
Sunday 4 June	09:00 – 17:00	SPACE ONLY: Access/ set-up* Load-in times will be communicated w/c 22 May
	17:00 – 19:00	SHELL SCHEME ACCESS
Monday 5 June	09:00 – 11:00	SPACE & SHELL SCHEME: Cleaning / Decorating ONLY
	11:30 – 19:30	Exhibition Open
Tuesday 6 June	8.00 – 17:30	Exhibition Open
Wednesday 7 June	8.00 – 14:30	Exhibition Open
	14:30 – 15:30	SHELL SCHEME: Dismantle (material and pop-ups only)
	15:00	Loading Bay Open
	15:30 – 20:00	SPACE ONLY: Exhibition Dismantle* Load-out times will be communicated w/c 22 May

* 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.

IMPORTANT NOTE: PENALTY COSTS FOR LATE EXHIBITOR SET-UP

If any exhibitor/contractor over runs past the exhibition close time (19:00) during build-up on Sunday 4 June and have not vacated the Loading Bay by 19:00 hours, an immediate penalty of £1,000 + VAT per hour, per exhibitor, will be imposed from 19:00 until 22:59. After 23:00 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 Events Team and Health & Safety Officer by 14:00hrs on Sunday 4 June 2023. Permission for late exhibitor set-up is at the discretion of the Events Team and Health & Safety Officer. Please ensure your Contractors are fully advised of this important section.

IMPORTANT NOTE: PENALTY COSTS FOR LATE EXHIBITOR DISMANTLE

If any exhibitor/contractor over runs past the exhibition close time during breakdown on Wednesday 7 June 2023 and have not vacated either the exhibition floor or loading bay by 20:00 an immediate penalty of £1,000 + VAT per hour, per exhibitor, will be imposed.

Permission to work past the standard exhibition close time must be agreed with both the Events Team and Health & Safety Officer by 17:00hrs on 4 June 2023. Permission for late exhibitor dismantle is at the discretion of the Events Team and Health & Safety Officer. Please ensure your Contractors are fully advised of this important section.

Opening Ceremony & Welcome Reception

On Monday 5 June you are invited to the Opening Plenary held in the Auditorium at 12.30 and the Welcome Reception from 18:30.

Risk Assessment

All exhibitors are required to complete and submit an exhibitors risk assessment. Your Risk Assessment is to inform the Health and Safety Officer and the UKKA of any activities on the stand that may require any special attention. For more information, please refer to the 'Health & Safety' section of this manual or contact safety@diversesolutions.co.uk for assistance if required.

The Management of Health and safety at Work Regulations 1999 stipulates that all employers have a responsibility to provide a suitable and sufficient risk assessment. This regulation is as much relevant to events as it is fixed places of work - if not more so, with consideration of a foreign environment and other persons conducting activities that can't be fully accounted for prior to arriving onsite. A strong emphasis is

placed on dynamic risk assessments, standard safe practices and a safety manager constantly assessing collective activities that pose potential risks.

Registration

2 x exhibitor passes are included for all exhibiting companies. Onsite badges can be collected from the exhibitor service desk in the Main Hall by 10:00 on Monday 5 June. **Exhibitor passes will be printed simply with 'EXHIBITOR'** and the relevant company name on it.

A limited amount of additional exhibitor registrations (which includes tea/coffee, lunch, access to the exhibition and poster display and the welcome reception and opening plenary only) over and above the entitled amount are available to purchase. Please contact stephanie.lock@renalregistry.nhs.uk

Please note that for anyone wishing to register for the full meeting programme the registration deadline is 21 May. Please visit the website <https://www.ukkw.org/registration/>

Security

UKKA will provide general security within the exhibition halls for badge checking. Patients without a legitimate interest (representing an organisation) will not be permitted to enter the hall.

The individual security of the stands and exhibition lies within the responsibility of each exhibitor. Valuables should be locked away overnight and additional care should be taken during exhibition set-up & dismantle.

UKKA WILL NOT BE HELD LIABLE FOR ANY LOSS OR DAMAGE DURING ITS TENANCY AT THE VENUE.

During the dismantle period extra care must be taken, as this is a vulnerable time. In the unlikely event of a theft, please report to the Events Team office in the Atrium immediately.

Exhibitors are warned not to leave valuables unattended on their stands during build-up, open or break-down periods. Special care should be taken of mobile phones as these can be easily misplaced or stolen. Do not leave your stand unattended at any time.

No exhibits may be removed from the hall during set-up or the open days of UKKW without obtaining a pass out authorisation from the Events Team.

For security reasons, exhibitors are advised to remove all portable items (including pop up stands and materials) and valuable items immediately on closure of the exhibition each day and not leave their stand unattended until all such items are clear. Neither the venue nor UK Kidney Association can be held responsible for any items that go missing during the meeting, including load-in and load-out. Venue security will operate throughout the site but there is no meeting or exhibition hall security outside of opening hours.

UKKA and the UKKW Events Team will not be held responsible for any breach of contract between the preferred partners and/or venue and exhibitors.

In order to assist with security during build-up/dismantle and the open period of UKKW, admittance may be refused to anyone who cannot produce the designated contractor or exhibitor badge. Please ensure that you and your colleagues carry passes/badges at all times. Exhibitor badges will not permit exhibitors access to any scientific sessions.

Shell Scheme


The Exhibitor hereby acknowledges that **the Events Team has appointed official contractors for shell scheme stands, graphics and furniture, and AV** (Please refer to our preferred suppliers list at the end of this document).

When applying / fixing anything to the shell scheme the only acceptable and recommended method is by applying hook Velcro to the back of the object (i.e. graphic). Any other method will result in damage to the shell scheme contractor's equipment and result in charges. Shelves and literature racks are available on request (in advance, at an additional charge).

An Exhibitor may be permitted to appoint another contractor for interior work to the shell scheme subject to the Events Team's and official shell stand contractor's written consent being obtained along with providing all necessary health and safety documentation.

No Exhibitor will be permitted to erect their display in such a manner as in the opinion of the Events Team obstructs the light or impedes the view along the open spaces or gangways or to inconvenience or otherwise affect the display of other exhibitors. The Events Team reserves the right to adjust exhibits if necessary.

Included in the shell scheme package is:

Components	Description
Structure	Pickard Event Services (aluminium metal structure with steel grey Velcro friendly infill panels)
Panel Dimensions	<p>The viewable area of the panel is 2370 mm wide x 945 mm high.</p>  <p>NB: bespoke branded printed panels (including seamless graphics) can be arranged via Exhibition Equipment UK and are subject to an extra cost; they do not form part of the shell scheme package.</p>
Carpet	Venue carpet
Branding	<p>1 x name board (showing company name) fascia</p> <p>NB: Your company name will be displayed on a white background using upper and lower case black characters (max 34) in font Myriad. Unfortunately, we cannot accept any bespoke branded artwork.</p>
Furniture	Furniture package 1 (FP1) has been included as part of the shell scheme package: 1 x low table (Beech) and 2 x linking chairs (Blue). Additional furniture can be arranged via Exhibition Equipment UK and is subject to an extra cost.
Lighting	1 x 5' flo LED strip light (x2 for gold stands, x3 for platinum stands)
Power	1 x 500w UK socket (x2 for gold and platinum stands)
AV	Not included AV can be provided subject to an additional cost via Exhibition Equipment UK .
Wi-Fi	Fixed internet lines are not included and must be booked in advance with the Events Team – there may be an additional charge

Audio Visual

The preferred way for exhibitors to book stand AV is via our preferred supplier Exhibition Equipment UK who will be on hand during UKKW. Please complete the [UKKW Furniture & Graphics Order Form](#).

Graphics & Furniture

Can be booked via Exhibition Equipment UK. Please complete and return the [UKKW Furniture & Graphics Order Form](#).

Lighting & Power

Additional lighting and power can be ordered via Pickard Event Services.

Payment and logistics for all other items should be coordinated directly with our preferred suppliers.

Space Only

No stand services are included in space only stands. Please make sure that you liaise directly with our preferred suppliers for your requirements.

Build Height

Maximum constructible build height is set at 3.99m. This limit includes the overall height of the stand fitting, any branding and all raised platforms as measured from the exhibition floor. The minimum height for dividing walls is 2.5m.

All space only stands with construction elements (irrespective of the height) must submit full construction plans for approval to the appointed health and safety officer (safety@diversesolutions.co.uk), together with full health and safety documentation, by **8 May**. Refer to 'Health and Safety' section of this manual for further information.

That is, an appropriate technical visual of the stand (including dimensions), suitable and sufficient Risk Assessment and Method Statement for the duration of tenancy, A Construction Phase Plan (CPP) in accordance with CDM (Construction, Design and Management) Management Regulations 2015, rigging plans (if applicable) and a copy of the build contractor's PLI (Public Liability Insurance) which must be in date for the duration of tenancy

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 UKKW.

Exhibition Services

Cleaning

ICC Wales will ensure that all public areas are cleaned and bins emptied. If you require any dedicated stand cleaning this can be arranged by completing the order form [here](#)

Empty crates and packaging materials must be removed after set-up and no later than Sunday 4 June 18:00.

It is obligatory to collect and dispose of all material during the dismantle of the exhibition.

Should you need to dispose of a large quantity of rubbish following the event, please contact the Events Team.

Any equipment, display aid or other material left behind after Wednesday 7 June at 20:00 will be considered discarded and abandoned. **Any charges incurred for waste removal will be sent to the exhibitor.**

Furniture

You are welcome to bring in your own furniture and AV equipment for use on your stand providing it meets the stated health and safety requirements. All furniture enquiries for exhibition stands can be ordered Exhibition Equipment UK. All ordering, payment and logistics should be coordinated directly with Exhibition Equipment UK, our preferred partner for exhibition services.

Internet

Exhibitors can connect to the 'Guest Wi-fi'. You will be taken to a registration page to confirm your email address which will then grant you access. You may need to enable pop ups to allow the registration page to open.

If you have devices that do not allow pop ups then access to a dedicated event network is available to purchase via: Exhibitor online order form

Lead Retrieval

A lead retrieval system is being provided by Event Connections, our check-in and badge printing supplier. Make the most of the event by collecting valuable data from the people that visit your stand. There are a range of options so you can scan badges and receive reports with all the information you need.

Lead Retrieval orders are placed directly with Event Connections who are managing the on-site registration for this event. Payment for orders will be made directly to Event Connections. More information [here](#).

Power

The supply of electricity for this meeting is provided by the exhibition contractor, Pickard Event Services. Power requirements should be confirmed to the Events Team prior to the event. Additional power will not be available once the Exhibition has been built. Any requirements for 24-hour power should be made clear to the Events Team.

Electricity is included in every Shell Scheme. Additional electric sockets can be provided in different sizes ranging from 500W to 3000W. What size socket you require depends on what you want to plug in, for example a kettle would need a 3000W Socket.

Overloading a socket is dangerous and we reserve the right to disconnect a connection if we feel it is unsafe. Please contact Pickards if you are unsure of the power you require.

Public address system

Announcements made on behalf of exhibitors are made at the Events Team's discretion.

Health and Safety

It is the responsibility of the exhibitor to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout UKKW.

It is recommended that the exhibitor appoints a supervisor for the stand, with the specific responsibility for ensuring the health & safety of their staff and where applicable, the stand builders.

Construction, Design and Management Regulations 2015 (CDM) requirements.

CDM Regulations and related requirements became enforceable within the exhibition sector on the 6 April 2015 and requires exhibitors and contractors to provide a range of information to ensure compliance.

Diverse Solutions has been appointed to manage all Health & Safety requirements UKKW and will be supporting and enabling you in ensuring your responsibilities are met.

This manual includes all rules and regulations for UKKW.

Exhibitor Form (Shell Scheme Only)

All shell scheme exhibitors are required to complete the online Exhibitor Form https://bit.ly/UKKW_HS. Failure to complete the form **by 8 May 2022** may result in access being denied to the exhibition floor or requested 'extras' being delayed.

When completing the online form the following items will be required:

1. Exhibitor contact information (whilst on site in Newport)
2. Name of exhibiting company (as it appears on the shell scheme nameboard)
3. Confirm you have read the technical manual and agree to conform to the rules and regulations
4. Confirm preference to your shell scheme open sides
5. Submit proof of Public Liability Insurance
6. Submit a completed risk assessment (an example risk assessment not template is available [here](#))

Please note, the example risk assessment form is designed for exhibitors **who do not intend on undertaking any construction activities**. Shell scheme stands will be constructed by the nominated supplier during the CDM period, prior to the arrival of exhibitors.

Insurance

All exhibitors should be aware of the need for adequate insurance cover. Whilst we take every precaution to protect you, we cannot be held responsible for any loss or damage, and we strongly advise you to check your own insurance policy to ensure you and your onsite colleagues are adequately covered (Employers Liability Insurance (EL)).

We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer. In addition to this, you should protect your expenditure against abandonment and cancellation or curtailment of the event due to reasons beyond our control.

Fire Insurance (Compulsory)

Exhibitors must be insured against fire. Exhibition stand and fittings must be of non-inflammable materials or impregnated with fire-retardant chemicals. As a rule, easily inflammable synthetic substances, foam polyester, and non-fireproof straw and reeds are prohibited.

Public Liability Insurance

You are also obliged to have a Public Liability Insurance (PLI) that covers all injuries to persons and damages which might cover in connection with the exhibition.

IMPORTANT INFORMATION

All Contractors are informed that CDM 2015 is now in force in the UK and as such site safety principles including but not restricted to site rules, site induction and the mandatory wearing of hi-visibility jackets, safety footwear and hard hat (where appropriate) during the set-up and dismantle processes will be rigidly enforced by the Hotel and Events Team. Arriving on site without the aforementioned PPE may be costly as contractors will not be allowed into the exhibition. This policy is extended to exhibitors required to enter the exhibition during construction/dismantle phases. Please note that the Events Team will not carry any stock of this equipment so please ensure that your staff/contractors are aware of this mandatory policy.

Diverse Solutions will receive and inspect all required documentation prior to issuing provisional issuance to build pre tenancy. A final inspection and sign off will occur on site and be managed by Diverse Solutions in association with the appointed Structural Engineer (if applicable and dependent on complexity) and in liaison with our preferred shell scheme supplier.

Space Only

Stand contractors engaging in a construction activity are subject to CDM regulations and as a result are required to submit a separate comprehensive risk assessment accounting for any additional risks created. This is subject to approval by the Safety Manager.

Space Only exhibitors will be contacted **prior to 8 May** by our preferred health and safety supplier, Diverse Solutions, to confirm stand design inc. dimensions, construction phase plan inc. risk assessment, method statement and fire risk assessment.

Preferred Suppliers

Service	Contractor	Website	Email Address
Audio visual (Exhibition)	Exhibition Equipment UK	https://www.exhibitionequipmentuk.com/	Sales@exhibitionequipmentuk.com
Audio Visual (Symposium)	CPS	www.cpsgroup.co.uk	office@cpsgroup.co.uk
Health & Safety	Diverse Solutions		safety@diversesolutions.co.uk
Lead retrieval	Event Connections	https://www.event-connections.co.uk/	exhibitor@ecreg.uk
Shell Scheme	Pickard Event Services	http://www.pickardonline.co.uk/	eventservices@pickardonline.co.uk
Graphics, & Furniture	Exhibition Equipment UK	https://www.exhibitionequipmentuk.com/	Sales@exhibitionequipmentuk.com
Additional stand catering, cleaning, internet connection	ICC Wales	https://www.iccwales.com/	generalenquiries@iccwales.com

Rules & Regulations

Adjacent Stands

The wall height between adjacent stands should not exceed 3.99m. 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 to ensure that visitors/delegates cannot see into stand "back of house" areas.

Biohazards

If at any time it is necessary to use serum of either human or animal origin, this must be disposed of correctly. Exhibitors should ensure that any syringes, tubing or any material that might be construed as a blood product by a layperson, e.g. blood substitutes containing dyes, are also disposed of as if they were a biohazard.

Carpet

There is carpet throughout the exhibition hall.

Please note that exhibitors and contractors must not use exhibition carpet tape. Any exhibitors who use tape on the floor will be subject to a dilapidation charge of at least £7.50 per linear metre of tape depending on the amount of damage caused to the floor.

Children / Animals

For Health and Safety reasons, no person under the age of 16 years can be admitted to the exhibition, during set-up, open days or dismantle. This rule also applies to Exhibitors' children and should be rigidly enforced to comply with the safety regulations of the exhibition. It is also not permitted to bring animals into the venue.

Contractors

If you are using a contractor, they will be permitted access in line with the set-up and dismantle times detailed in this manual. In order to gain access to the Exhibition Hall during build and breakdown times contractors' wristbands must be worn, which will be allocated by H&S on arrival. Space only load-in / load-out times must be adhered to.

Please advise how many contractors passes you require to have access to the Exhibition Hall once UKKW is open.

Decorations

At no time will any collateral be allowed to be stuck to walls or windows using products such as sticky tape, permanent or permanent adhesive, Velcro, glue, double sided sponge tape, nails, pins or tacks. This list is not exhaustive. The use of blue or white tack must be agreed prior to the event. Any damage caused by the placing of signs will be chargeable. Professional foam board signage will be accepted as standard. Adhesive signage on glass, floors, walls and other surfaces can only be used with prior consent and must be completely removed, without causing damage, by the client or a representative thereof. A charge will be made for the removal of signage and for the repair of any damaged surface as a consequence.

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 Events Team for approval at least one month prior to UKKW to gain written permission.

All demonstrations or instructional activities must be confined to the limits of the exhibition stand.

Dilapidation

You are reminded that you will be charged for making good any damage to the hall or stand area, including the floor, pillars and walls 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.

Dismantle

Exhibition stands can start to dismantle from 15:30 on Wednesday 7 June; however, from 14:30-15:30 literature and materials that can be hand carried, such as pop-up stands, can be removed. The Main Hall Loading Bay will open at 15:00 and from 15:30 onwards the exhibition floor will become a CDM site and full dismantle of all stands can commence. In accordance with CDM regulations from 15:30 hours Exhibitor access will only be permitted into the area if appropriate PPE is worn (Refer to 'PPE').

Please consider the length of time needed for dismantle and if your time on site is likely to exceed 20:00. Under no circumstances should you commence stand dismantling prior to 15:30 hours – unless the Events Team has given prior approval for this to happen. Please do not leave any goods or equipment under the shell scheme furniture or leave display material on the walls or stand. The UKKA cannot be held responsible for the loss of any exhibits or exhibitor belongings left on stands. All goods must be cleared by 20:00 on Wednesday 7 June.

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 UKKW.

Check that any contractors, suppliers, agents, etc. which you may have contracted have a Health and Safety Policy, applicable to the exhibition environment. Businesses must have a health and safety policy but the requirement for a documented health and safety policy is a legal requirement only if the Company employs five or more employees.

The UKKW Events Team wish to stress the importance of a constant check being made on the contents of your exhibition 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 Events Team or a member of the ICC 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-Part 2 Specifications for Fabrics for Curtains and Drapes.

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.

Music

Exhibitors wishing to play any recorded material (including CD/MP3/Blu-Ray/DVD) 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.

Please note that the Events Team has no copyright responsibility in respect of any exhibiting company. Exhibitors are reminded that third party copyrights should not be infringed.

Proper dispensation must be obtained and any royalties due, paid prior to the use of materials. Should any copyright dispute arise, the Events Team will not be liable for any resulting loss or damages, sustained by any Exhibitor or third party.

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. Live presentations at the stand are not permitted without prior approval from the Events Team.

The use of microphones, videos or music is permitted, but the volume must not cause annoyance to other exhibitors. The Events Team reserves the right to request an immediate lowering of the volume or prohibit use if the annoyance continues.

Patients

Patients are not permitted to enter the Exhibition Hall unless they have legitimate reason to do so (staffing charity stands or speaking on behalf of a charity). Different coloured lanyards will be provided for patients and security will monitor the entrances to the Exhibition Hall.

Poster Hanging, Banners etc.

Hanging of posters, banners or decals, stickers or similar things, on the walls, floors, ceilings or columns within or outside the installations of the venue is not allowed without prior written authorization.

When applying / fixing anything to the shell scheme the only acceptable and recommended method is by applying hook Velcro to the back of the object (i.e. graphic). Any other method will result in damage to the shell scheme contractor's equipment and result in charges.

PPE

Whilst working under CDM adequate PPE is required: Yellow or orange hi-vis, safety footwear (recommended) or suitable strong anti-slip footwear with ankle support (worn at own risk and disclaimer signed). Please note that we recommend PPE is worn for the duration of set-up and dismantle.

Promotional Activities

Advertising material and signs may not be distributed or displayed outside your exhibition stand.

Special Effects

Special effects lighting, live music, smoke and laser projection may not be used in the exhibition hall. No permission will be given for projection in the aisles or on the walls of the hall.

Stand Activities

In accordance with ABPI guidelines anyone with a legitimate reason to be at the UKKW exhibition is permitted to be there. Please note that the exhibition floor is not open to the public and therefore any press briefings or meetings with members of the public must be conducted outside of the main exhibition.

Activities such as "Meet the Expert" sessions at the stand are not permitted during the official scientific programme. A request to hold such sessions outside the official scientific programme must be submitted to the Events Team for approval.

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.

Storage

Fire regulations prohibit storage of packing materials on or around stands. Please note that NO STORAGE space is available. Please DO NOT store in the exhibition hall all such material should be removed by exhibitors/contractors.