

BMUS

53rd Annual Scientific Meeting
of the British Medical Ultrasound Society

Exhibitor Technical Manual and Information



For further information
www.bmus.org

Ultrasound 2022

Leading Ultrasound into the future

6th-8th December 2022

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1. ORGANISER DETAILS

Sponsorship opportunities: Emma Tucker

Tel: 0207 636 3714 Option 5

Email: emma@bmus.org

Exhibition Co-ordinator: Tracey Clarke

Tel: 0207 636 3714 Option 1

Email: tracey@bmus.org / office@bmus.org

2. VENUE INFORMATION

Cardiff City Hall
King Edward VII Avenue
Cardiff
CF10 3ND Tel: 02920 871736

For further information and full directions please visit: <https://www.cardiffcityhall.com/contact/>

3. COMPULSORY ACTIONS

Deadline	Action
IMMEDIATELY	<ul style="list-style-type: none"> Return completed booking form and PO Number if this is required
ASAP	<ul style="list-style-type: none"> Where included in the stand package, e-mail logo & hyperlink for the website's homepage/sponsor webpage
ASAP	<ul style="list-style-type: none"> E-mail company profile & logo for inclusion in the Exhibitor's webpage on the Ultrasound 2022 website (50 words) Max
WITHIN 7 DAYS	<ul style="list-style-type: none"> If a purchase order number required for payment, please provide the number in writing at the time of the booking follow up with a hard copy.
WITHIN 14 DAYS	<ul style="list-style-type: none"> Pay stand deposit (33%)
SEPTEMBER	
5th September	<ul style="list-style-type: none"> Second stand payment (33%)
19th September	<ul style="list-style-type: none"> Provide artwork (105mm x 105mm) for BMUS 2022 Wall planner
OCTOBER	
10th October	<ul style="list-style-type: none"> Where included in the stand package, provide wattage of the machines being used in the practical workshops to X-hibit at info@x-hibit.com Provide the 100 words for the entry in the Exhibitor Pages of the Printed Programme Where included in the stand package, provide your 'Education on the Stand' education programme
17th October	<ul style="list-style-type: none"> Supply artwork for advertising in Final Printed Programme Supply artwork for Student T-shirts (if booked) Send in design plans, risk assessment & method statement All artwork for sponsored items to be supplied

31st October	<ul style="list-style-type: none"> Order any additional Gala Dinner tickets required
NOVEMBER	
4th November	<ul style="list-style-type: none"> Final stand payment due (34%) Provide electrical requirements for your stand to X-hibit (Appendix P) info@x-hibit.com
18th November	<ul style="list-style-type: none"> Advise contact name, phone number and e-mail address of your stand builder / contractor to tracey@bmus.org (Appendix H) Provide list of contractors attending on set-up day (Appendix H) Additionally, advise the contact number for the driver of the vehicle delivering your stand to tracey@bmus.org Provide list of employee names & dates attending for Ultrasound 2022 name badges (Appendix H)
21st November	<ul style="list-style-type: none"> Complete & return Health & Safety and Insurance Declaration Forms, (Appendix B) Complete & return Risk Assessment forms (Appendix K) Ensure all equipment being used on the stand and in the practical sessions carries a current PAT test certificate Confirm draw down power for all machines to be used in practical training sessions to tracey@bmus.org Return all scanning on the stand consent forms where scanning is taking place on your stand (Appendix F) Return Application Specialist Name Form, if taking part in the Masterclasses / Practical Workshops (Appendix G) <i>Where required</i>, return bespoke catering order for your stand for the 'Welcome Reception' on Day 1 of the conference to DGoodrum@cardiff.gov.uk (Appendix D)
22nd November	<ul style="list-style-type: none"> Provide name of main contact on your stand Order additional staff lunch catering requirements (over and above your stand allocation) using (Appendix C) <i>Where included in your stand package</i> provide list of attendees for the company Gala Dinner table (Appendix J) <i>Where required</i>, ensure order for stand furniture has placed with Europa, send direct to sales@europainternational.com (Appendix A)
5th December	<ul style="list-style-type: none"> <i>Where included in your stand package</i>, arrange for 800 delegate bag inserts to arrive at venue on Monday 5th December by midday using shipping label at Appendix E Lanyards (<i>if booked</i>) to be sent <u>to venue</u> to arrive on Monday 5th December by midday using the shipping label at (Appendix E)
<i>Failure to provide information by the deadlines indicated will result in your details being omitted from the delegate information materials</i>	

4. EXHIBITION

Stand Build-Up

“ALL STANDS MUST BE COMPLETE WHEN THE EXHIBITION OPENS AT 08.00 ON Tuesday 6th DECEMBER.”

Monday 5 th December	10.00 – 22.30 (space only exhibitors) allocated entry times will be given for unloading
Monday 5 th December	14.00 – 22.00 (all exhibitors)
Tuesday 6 th December	07.00 – 08.15 (all exhibitors) No unloading, limited stand dressing only

Please note - Delegate registration will open @ 8am, delegates will then have access to the Exhibition from this time it is therefore, advised that you have staff in attendance from 8am.

Exhibition opening times

Tuesday 8 th December	08:00 – 18:00 (The Welcome Drinks Reception will take place between 17.00 – 18:30)
Wednesday 7 th December	08:00 – 17:00
Thursday 8 th December	08:30 – 14:00 Stands must not be broken down prior to 14.00hrs

Access for unloading/loading, parking

- To ensure that contact can be made directly with your stand builder/contractor, BMUS will require, the contact name, phone number and email address of your stand builder or sub-contractor. We will also require a contact number for the driver of each vehicle as the parking will be limited and they will be called to tell them when they can access the building. ***This process must be followed***, please advise this information to tracey@bmus.org by **Monday 18th November**.
- Upon arrival in Cardiff your contractor should make their way to King Edward VII Avenue. Your contractor will be supplied with full details of how the parking system works in relation to the access to the venue for set up and a map to guide them to the venue.
- Please note:
 - Cardiff City Hall is primarily an administrative centre. Access to the exhibition hall will only be granted once the BMUS stand builder has completed measuring and marking out the entire floor plan.
 - The venue has a restricted entry for vehicles loading and unloading. Details will be on maps that will be supplied to you by Tracey from BMUS, these maps will also be sent to your contractors to pass onto drivers.
 - Each stand will be allocated a delivery/build time, please **do not arrive early at the venue** as these times will be strictly adhered to. These time slots are allocated to ensure that each stand has sufficient time to unload their equipment. Please note that forklift trucks are not available at the loading bay at the West entrance. The loading bay has 8 steps, which will be covered with a ramp. The ramp can go into the back of a lorry with a tailgate to create a flat entrance. Maximum height into the entrance is 6ft 3 inches (190.5cm) There is a lift available to gain access to the first floor, this is 2m high and has a floor space of 1.07m square. Should your contractor arrive early it will delay the process and create a blockage which will affect every stand.
 - Under no circumstances will you be able to unload any earlier than the allocated time. Please ensure that your stand builder/contractor adheres to these instructions to allow a safe a constructive build.**

- **Any refuse including wires, screws, wood and nails must be disposed of in the bins provided.**
4. Please contact tracey@bmus.org if you have not received your access time by 16th November.

Stand Design / Risk Assessment

Your stand designs, risk assessment and method statement should be sent to tracey@bmus.org by **17th October** for BMUS's and the venue's approval. This date may need to be adjusted

Stand Breakdown

From 14:00 – 22:00 on **Thursday 8th December** – **Breakdown is not permitted before 14.00hrs**

Please Note:

- **All stands MUST remain intact until all the delegates have vacated the hall at 14:00 on Thursday 8th December.**
- **An early breakdown or packing up not only impinges on the venue Health & Safety regulations, but it is detrimental to the quality of the event for other exhibitors and delegates, please ensure your stand is staffed until breakdown commences.**
- **Please also ensure that your stands are manned until the closing time of 14:00 on the final day.**

Carpet

The exhibition hall is carpeted however if you require further carpet for your stand this can be supplied by Xhibit for your stand, please contact them with stand measurements and specifics at info@x-hibit.com. Please ensure that if carpet is required for your stand that it is ordered prior to the event as it cannot be guaranteed that there would be anything spare on delivery.

Electrics

Please contact Xhibit directly to discuss the requirements for your stand by phoning Tim Bowen on 01323 811406 or emailing info@x-hibit.com.

Please ensure that your request for electricity for your stand is with X-hibit by **4th November**.

Please note:

- Socket load must not exceed the ordered rating which you have agreed with Xhibit.
- Cable joints must be protected.
- Light fittings must comply with all regulations and be suitable for their use.

Any electrical equipment brought onsite **must have a current PAT testing certificate** and must be provided. All equipment and stands will be checked by a Safety Officer prior to the exhibition opening. All cables must be secured safely to avoid trip hazards. Please note, you will not be able to use any equipment that does not carry a current PAT test and the venue will charge to do this on your behalf.

You must order with Xhibit the total amount of power that you will require in order to run the equipment on your stand, if you are unsure, please contact Tim Bowen on 01323 811406 or e-mail info@x-hibit.com.

Furniture

Hire of furniture is not directly available from Cardiff City Hall, whilst furniture can be directly ordered from the supplier of your choice; we would like to recommend Europa furniture who has supplied furniture to our exhibitors at previous conferences. Please visit their website at www.europainternational.com for options and prices.

Furniture should be ordered directly using the form at **Appendix A**. Please note that there is a surcharge for orders placed after **22nd November**

*** Please ensure you use the correct stand number when placing your order, and have a copy of your order form with you at the event build-up. BMUS cannot be held responsible for missing or incorrect furniture.**

Health and Safety

It is the exhibitors' responsibility to ensure that their staff and contractors are fully compliant with the mandatory requirements.

The Health & Safety and Insurance Declaration Form at **Appendix B** must be completed by ALL exhibitors and returned by **21st November**.

- The Health and Safety at Work Act, etc. 1974 (HASAWA74)
- The Management of Health and Safety at Work Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- Health and Safety Display Screen Equipment Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Lifting Operations and Lifting Equipment Regulations 1998
- Electricity at Work Regulations 1989

Fire exits and gangways should be kept free of obstruction at all times.

Insurance

BMUS and Cardiff City Hall, cannot be held responsible for any loss or damage to stands, exhibits, property or equipment.

Exhibitors are responsible for insuring against any legal liability incurred in respect of injury or damage to persons or property belonging to themselves or third parties. In addition to this, exhibitors should protect expenditures against abandonment and cancellation or curtailment of the event due to reasons beyond BMUS's control.

Storage

There will be a room available for some limited storage of packing boxes and other bits you don't want on your stand.

Security

The in-house security team are on site throughout the whole event from build-up through to breakdown.

Cleaning

The housekeeping department will provide a full cleaning service at the end of the build-up time. The exhibition area, will be cleaned at the end of each day. **Please be aware that stands will not be vacuumed for Health & Safety and insurance reasons.** Any rubbish which you wish to dispose of should be bagged up and left for housekeeping to collect at the end of each day. Rubbish bags should be left by your stand but out of any walkways.

5. CATERING

Exhibition Staff Catering

The supply of meals/refreshments for exhibition staff is **based on the size of your stand**, the number allocated to your stand will be advised on confirmation of your stand booking. Please ensure that this is noted as additional meals cannot be ordered after 22nd November.

Should you require extra catering vouchers above this number (for your staff or any guests) these should be purchased and paid for prior to the start of the conference; and cost £25 per person per day. Please complete the additional lunches order form at **Appendix C**.

All additional orders for catering vouchers must be received by **22nd November**. Unfortunately, we are unable to arrange additional catering after this date, there is no food available in City Hall.

Catering vouchers will be given to the nominated main contact on your stand in the Exhibitor pack supplied by Tracey from BMUS, on the morning of Day 1 of the conference.

Please note that **no catering supplied by outside contractors is allowed in the City Hall**, if you wish to supply refreshments of any kind from your stand, please contact emma@bmus.org . **Please note that Cardiff City Hall charge a corkage fee for any external supplies brought into the venue.**

Welcome Reception Catering

If you wish to order bespoke catering for your stand for the Welcome Reception, please use **Appendix D** and return to David Goodrum (DGoodrum@cardiff.gov.uk) by **Monday 25th November**.

Please note the invoice will be raised by the venue and payment required to be made directly to Cardiff City Hall.

6. DELIVERIES

Courier goods can be delivered up to two weeks in advance. Everything sent to the venue ahead of your arrival must be labelled with the following information using the appropriate shipping label at **Appendix E** and must contain the following information:

- **EVENT - BMUS 6th - 8th December 2022**
- Contents of package & number of boxes
- Company Name & Stand Number
- Contact Name & Mobile phone number of someone that will be present at Cardiff

Address: Geoff Cook, Conference and Events Manager, Room 101, Cardiff City Hall, Cathays Park, Cardiff, CF10 3ND

7. COLLECTIONS

All equipment / literature on your stand should be removed by **22.00hrs on Thursday the 8th December**.

Any items to be collected by a courier should be clearly labelled and collection should be by 17.00 hours on Friday 9th December from the main foyer of Cardiff City Hall.

8. TRAVEL

Conference Venue Address: Cardiff City Hall, King Edward VII Avenue, Cardiff, CF10 3ND



By Car:

For driving instructions, please use the following link <https://www.cardiffcityhall.com/contact/>

Car Parking:

The exhibitor car park can be located Museum Avenue and Gorsedd Gardens Road. This is complimentary for build-up and breakdown days only. Smaller vehicles (caddy vans etc.) can also park in this area during build-up and breakdown. Further information can be found on Cardiff City Hall website here

<https://www.cardiffcityhall.com/contact/> .

By Train:

Cardiff is located in South Wales and is about two hours by train from London Paddington. You can also get the train to Cardiff from Bristol.

By Bus:

For local bus information, local planning guides and directions around town visit <https://www.cardiffbus.com/>

By Taxi:

Taxis are available from Cardiff railway station just by the main entrance, the journey takes approximately 10 minutes from the station to the City Hall depending on traffic conditions and the current fare is less than £10. Please see below for some taxi company details.

Taxi Firm Contact Details:

Dragon Taxis Cardiff	029 2033 3333
Premier Cars Ltd	029 2055 5555
Capital Cabs Ltd	029 2077 7777
Cardiff Airport Taxi	029 2262 9856

****Please note, BMUS has no affiliation with any taxi firm***

9. ACCOMMODATION

Accommodation is again this year being organized by JP Event's please visit the BMUS website for more information. If you have any queries over accommodation, please contact JP events directly by email at reservations@pandgmanagement.co.uk

10. DELEGATE BAG INSERTS

If you have booked inserts in delegate bags / or have delegate bag inserts included in your stand package please forward 800 copies using the shipping label (**Appendix E**). Each box should be labelled with your company name, contents, BMUS ASM, number of boxes being sent and marked for the attention of Geoff Cook and Emma Tucker. All deliveries should be sent directly to Cardiff City Hall to arrive by **midday on Monday 5th December 2022** in order that they can be packed in the delegate bag.

Please note any unauthorised material placed in the delegate bags during the event will be removed, destroyed and will subsequently be charged.

11. EDUCATION ON THE STAND

Education including the scanning of live models may take place on stands for the purpose of demonstrating equipment, but requires **prior** approval from BMUS to ensure there is **NO** conflict with the Scientific Programme. Please discuss your plans with Emma Tucker by contacting her on 0207 636 3714 option 5 no later than **30th September**.

The following conditions apply to scanning on the stand:

- Pregnant women **must not** be used as live models unless in collaboration with local NHS Obstetric Services – please see BMUS Guidelines for full information.
- Children under the age of 16 must not be used as live models.
- Endoscopic, intracavitary and intravascular scanning is not permitted.
- Models should not be used for consecutive periods of more than 90 minutes.
- All those who carry out live scanning must be able to confirm knowledge of ultrasound.
- The upper limits for output should be adhered to: MI<1.0 and TI<1.0
- Equipment should be used in such a way as to minimise both MI and TI

Please advise the BMUS office of your scanning intentions and ensure that all of your models have completed a scanning consent form (**Appendix F**), which should be returned to the BMUS office by **21st November**.

Please **ensure** you have read "**Guidelines for the management of safety when using volunteers & patients for practical training in Ultrasound scanning**" a copy of these guidelines can be found on the BMUS website at www.bmus.org.

12. PRACTICAL TRAINING SESSIONS AT ULTRASOUND 2022

As always, the BMUS ASM offers the best in hands on tuition and experience for delegates. There are 6 hands on practical training sessions available at Ultrasound 2022

See **Appendix G** for full Practical session timings.

Should you have booked to have an ultrasound machine in these practical sessions, the following equipment / supplies must be brought to each of the sessions:

1. Each machine should have a minimum of the following probes:
 - 1 High frequency linear
 - 1 Mid frequency linear

2. General items: Please ensure these are included in your transported items:
 - Couch & bed roll
 - Chair
 - Pillow
 - Sheet for the bed
 - Sheet for the patient
 - Blanket
 - Gel
 - Probe sanitizer
 - Disinfectant hand gel

An application specialist needs to be present at the start of each workshop / masterclass. This is in order that the BMUS faculty member is able to demonstrate the machines use properly, and will ensure that each machine is showcased at its best. The name of the application specialist taking part in each session should be provided to the BMUS office by **21st November** using **Appendix G**.

You must confirm the draw down power of the machines that will be used at the workshops by **21st November** to tracey@bmus.org.

13. NAME BADGES

Exhibitor Name Badges and Event Entry

Names of all personnel and contractors should be sent to the BMUS office using the name badge form at **Appendix H**, no later than **22nd November**.

Exhibitors will be issued with official **ULTRASOUND 2022** name badges that will allow them access to the exhibition. **Please note each member of staff must collect their own name badge upon arrival.** If a member of staff is unable to attend and another member of staff takes their place a new name badge will be issued at the meeting. Tracey Clarke will be able to assist you with this.

Exhibitors not involved in the build-up will be able to collect their badges from the pre-registered, desk located in the main foyer from 07:00 on Tuesday 6th 08:00 on Wednesday 7th 08:00 on Thursday 8th

These badges must be worn at all times as they are the only proof that you are entitled to be in the exhibition area, individual company badges will not be accepted. If you are involved in the build-up day your badge can be collected from BMUS staff on Monday 5th December. Contact person will be Tracey Clarke.

Additional copies of the ASM programme and the final delegate list will also be available from the BMUS stand outside the Exhibition Hall. You will be given a copy of each within your Exhibition pack on Day 1

Complimentary Visitor Exhibition Passes

Exhibitors will be able to distribute unlimited number of complimentary visitor passes to allow guests to attend the exhibition; the form is available at **Appendix J**. Each guest will need to bring this completed form with them and present these at the Cash Registration Desk to gain entry. ***Please note that these passes do not allow entry into the scientific programme (practical sessions or the lectures).***

For guests who have accepted your invitation to attend Ultrasound 2022 a catering voucher at the cost of £25 plus VAT per person which includes a lunch may be purchased prior to the conference, please use the form at **Appendix C** for this purpose. Please note vouchers must be booked and paid for in full prior to the conference. **Lunch vouchers cannot be ordered at the venue.**

We are pleased to allow **one** staff member a complimentary lecture pass per day per stand, this pass can be broken down into individual sessions in order that 4 staff can attend four separate sessions on a single day. Please note these passes do not allow access into any of the practical sessions.

If you require staff passes for any of the lectures these must be collected on the morning of the lecture by the individual concerned and can be obtained from the Cash Registration Desk on the ground floor. Please complete the form at appendix Q

The Donald MacVicar Brown keynote lecture at 4pm on Tuesday 4th December is open to all exhibition staff / guests to attend.

14. WEBSITE HOME PAGE ADVERTISING AND WEBSITE ENTRY

Where a link to the conference homepage is included in your sponsorship package, please supply your logo and hyperlink **as soon as possible**, along with your entry for the exhibitor's page on the website, **which should not exceed 50 words to tracey@bmus.org.**

15. ULTRASOUND 2022 PROGRAMME ENTRY

Please email your **100 word** paragraph /company profile and logo to tracey@bmus.org by **10th October** if this differs from the entry on the conference website for insertion in the final programme. Contact details form part of your 100, word limit.

16. BMUS 2022 WALLPLANNER

Please provide your artwork as a high-resolution PDF (105mm x 105mm) for the wall planner to tracey@bmus.org by **19th September 2022.**

17. ULTRASOUND 2022 PROGRAMME ADVERTISING

Please submit the artwork for your advertisement as a high-resolution PDF by **17th October** to tracey@bmus.org in the following format:

Full Page Portrait in full colour

- 210mm wide x 280mm deep with 3mm bleed

Horizontal Half Page in full colour

- 210mm wide x 137mm deep with 3mm bleed

“Failure to provide copy or artwork by **17th October** may result in your advertising being excluded from the printed programme.”

18. SOCIAL EVENTS

Tuesday 6th December - BMUS Welcome Drinks Reception

The Welcome Drinks Reception will once again be held within the exhibition hall and is free to all paying delegates. The reception will run from 17.00 to 18:30, any exhibitor who requires catering for their stand should order their supplies using the form supplied at **Appendix D** by **21st November**.

Wednesday 7th December - BMUS Winter Ball and Awards Ceremony

The BMUS Winter Ball will be held on Wednesday 7th December commencing at 19:00; @ Cardiff City

Should your stand package include a table at the dinner, a list of staff and guests who will occupy your company table must be emailed using **Appendix K** to tracey@bmus.org no later than **22nd November**. Please ensure that any dietary requirements information is added Appendix K.

Alternatively, should you not have a table in your stand package or wish to purchase additional tickets these are priced at £33.25 plus VAT and may be purchased by contacting tracey@bmus.org by **31st October**.

*** Please note the event normally sells out so prior purchase is essential.**

19. Wi-Fi

Wifi

Complimentary Wi-Fi available to all exhibitors.

20. FREQUENTLY ASKED QUESTIONS

Where can I hire furniture from for my stand?

Please use the form at **Appendix A** and contact Europa International at www.europainternational.com or call + 44(0) 20 8676 0062

Where do I order electricity for my stand?

Please order electrics from Xhibit Solutions Ltd call +44(0) 1323 811406

Where can I book accommodation?

Accommodation can be booked through the conference website at www.bmus.org or email Mina Kashmir at JP Events reservations@pandgmanagement.co.uk

When is build up?

Monday 5th December	10:00 – 14:00 space exhibitors unloading, times will be allocated
Monday 5th December	14:00 – 22:00 All exhibitors stand building / stand dressing
Tuesday 6th December	07:00 – 08:15 <i>no un-loading, limited stand dressing only</i>

When is breakdown?

Thursday 8th December	14.00 – 22:00 <i>there is to be no breakdown prior to 14:00</i> see details on page 5 in respect of breakdown
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When do I send deliveries?

The venue is able to accept deliveries up to 14 days in advance

All deliveries must be clearly labelled using the form at **Appendix E**, with;

- the name of your company,
- contents,
- number of boxes,
- your stand number,
- contact details
- BMUS Ultrasound 2022 December 6th – 8th.
-

should be sent to Geoff Cook, Cardiff City Hall, King Edward VII Avenue, Cardiff, CF105ND to arrive by Monday 5th December. Please note - all inserts for the delegate bag need to be received by midday on 5th December.

How do I book tickets for social events?

Please email tracey@bmus.org in respect of booking for the Gala Dinner and Awards Ceremony by **31st October**.

How do I order catering for the Welcome Reception?

Please complete and return the form at **Appendix D** to DGoodrum@cardiff.gov.uk

You will be invoice by the venue and payment should be made direct to the venue prior to the event

Is there Wi-Fi/internet connection?

Yes, there will be a free Wi-Fi service.

Is lunch and coffee provided for exhibitors?

Complimentary refreshments and lunch will be **provided in relation to your stand size on each day**; details of your stand lunch allocation will be given at the time of booking.

Additional catering vouchers can be purchased directly from BMUS by completing the order form at **Appendix C** and should be ordered and paid for in full prior to the start of the conference. The charge is **£25 plus VAT** per person per day. Please complete the form and return to tracey@bmus.org by **22nd November**

Please note that extra lunches cannot be requested once we are at the venue, therefore please ensure that you order any extra lunches prior to the event

Complimentary Visitor Guest Passes

Visitor Guest passes are available and will gain access to the “**exhibition only**” please use the form at **Appendix J**; catering for your guests can be purchased at **£25** per person per day using **Appendix C** returned to the office by **22nd November**. Each visitor will need to bring this form with them on the day to redeem at the cash registration desk.

Do I need to complete a risk assessment?

Yes, all exhibitors **must** complete the risk assessment form at Appendix L this must be submitted by **21st November**.

Do I need to submit design plans?

All space only exhibitors must provide detailed plans of their exhibition stand by **17th October** to tracey@bmus.org

Where do I get my name badge from?

Names of all personnel and contractors should be sent tracey@bmus.org using **Appendix H** by **22nd November**. Please ensure names are correct by this date as we will have limited access to make changes on day 1

Is there any storage at Cardiff City Hall?

General storage will be available at the venue in Room 149 which is by the goods entrance

Do I need to complete a Health & Safety form, and Insurance Declaration?

All exhibitors **must** complete the health & safety and insurance declaration forms at **Appendix B** these must be returned to BMUS prior to the start of the conference. Please send to tracey@bmus.org by **21st November**.

21. APPENDICES

- A) Europa Furniture Order Form**
- B) Health & Safety Declaration Form**
- C) Additional Lunch Order Forms**
- D) Welcome Reception Catering Form**
- E) Shipping Form**
- F) Live Scanning Consent Form**
- G) Application Specialist Details**
- H) Name Badge Form – Stand Staff / Contractors / Sub contractors**
- I) Guest Visitor Exhibition Pass Form**
- J) Exhibitor Gala Dinner Attendees List**
- K) Risk Assessment form**
- L) Shell Scheme Optional Extras Order Form**
- M) Shell Scheme Stand Upgrade Order Form**
- N) Shell Scheme Wall Covering Order Form**
- O) Shell Scheme Name Board Order Form**
- P) Electrical Items Order Form**
- Q) Complimentary Lecture Pass Form**

CONDITIONS OF HIRE

1. **Europa International** herein after **the company** let furnishings on hire only on the following terms and conditions and will not accept or be bound by other conditions so far as they conflict with the following.
 2. The period of hire commences from the time of delivery to the person destination or site indicated on the order form from the hirer or where ordered on the telephone by the instructions of the person placing the order. This shall continue until the furnishings (comprising of furniture, carpet and modular) are accepted back by the company. RISK OF LOSS OR DAMAGE will be on the part of the hirer throughout the period of the hire until collected or delivered back to our premises.
 3. The hirer shall rent the furnishings at the rates quoted by the company or any subsequently increased rate in force at the commencement of the hire period. The company reserves the right at any time without notice to increase charges (particularly where there is a change in the value of the pound sterling). The hirer undertakes to fully insure all furnishings for the hire period plus at least 3 days prior and 1 day after the conclusion of the event for a sum of not less than five times the hire price.
 4. The hirer shall provide at the specified destination a duly authorised representative to accept the furnishings and to give a written receipt. If the hirer fails to provide for this the company shall issue a delivery note to the hirer as conclusive proof of time and delivery by the company.
 5. The company rents furnishings in good order and condition. The receipt signed by the representative of the hirer or in the absence of such a receipt the company's delivery note shall be conclusive evidence of such good order and condition unless at the time of delivery or within 24 hours the hirer shall notify any defect to the company by telephone or fax whereupon all responsible efforts will be made to rectify the problem. The hirer undertakes to take care to avoid damage or theft of hired items and to take all reasonable steps to keep and return the furnishings to the company in first class condition. If items of furniture are broken, damaged or lost then the hirer is liable to repair or replacement costs as agreed between Europa International and the hirer. NOTE: - We reserve the right to upgrade or change any item that is out of stock.
 6. The company will endeavour to effect delivery of hired furnishings at the time indicated by the hirer but will not under any circumstances be liable for any delay in delivery caused by circumstances beyond the company's control. Liability for any delay in any case will be limited to the refund of any hire charges already paid by the hirer relating to periods of non-delivery or late delivery.
 7. Instructions of the hirer (different from those on the requisition) cannot be carried out unless given in writing to the company 7 days prior to action required and accepted by the company in writing. The company shall not be liable for any failure to perform its obligations under this Agreement due to circumstances beyond the parties' reasonable control including, but not limited to, acts of God, war, government regulations, disaster, disease, pandemics, epidemics, quarantine restrictions, terrorist actions, strikes, civil disorders, curtailment of transportation facilities or other emergencies that make it illegal or impossible for a party to perform its obligations under this Agreement. At the discretion of the company a charge of not less than 25% may be made on all orders cancelled prior to delivery. For on-site cancellations where delivered correctly NO refund will be issued.
 8. If the hirer fails to make available for collection the furnishings at the end of the hire period the hirer shall be liable to pay loss of hire charge at a pro-rata rate until such time as the furnishings are returned to the company or notifies the company by recorded delivery of the loss of furnishings.
 9. The hirer will be expected to empty all lockable items of their property at the close of show. The company can not be held responsible for goods left in said items and removed to effect collection.
 10. The furnishings shall remain the property of the company and the hirer shall at all times keep the furnishings in their possession and free from any lien charge or other encumbrance whatsoever. The period of hire shall cease forthwith in the event that any winding up procedures (compulsory or voluntary) are commenced in respect of the hirers business or if any receiver trustee or liquidator is appointed of the hirers business or of any substantial part of its assets.
 11. CARPETS & TILES. - All skirting to platforms must be removed to allow carpet to be fitted over the edge. Extra cutting due to machines, stand building etc. plus any damage to carpets or tiles: - i.e. oil, ink, ripping etc. we reserve the right to charge. Fitting to design or walls will be charged as extra. All carpets (not tiles) are laid on an outright sale basis unless arranged otherwise.
No liability shall be attached to Europa International for:
 - (1) Skirting which has to be removed for the purpose of laying carpets.
 - (2) Loss or damage however caused to customer's own goods.
 - (3) Any dilapidation for fixing to hall floors (we use low tack tape, as specified).
 All carpets are charged by using full widths of carpet (normally 4 metres wide) in the most economical method.
 12. Hire period is up to 7 days and thereafter a supplementary hire charge may be applied on a daily pro-rata basis. Prices include delivery and collection within the UK where we are the appointed contractor. On international and other events there may be a delivery charge, subject to value, which we will inform you of before processing the order.
 13. Unless otherwise agreed all charges as per invoices shall be paid 21 days prior to delivery.
 14. As part of our ongoing commitment to data privacy, secure document storage & processing in line with the GDPR regulations which came into effect on the 25th May 2018, we have created a new privacy policy which is available upon request or viewable online www.europainternational.com/privacy-policy.aspx.... If you wish to have your personal data removed from our database after the event is completed, please put this in writing to Europa International, Meaford Way, London, SE20 8RA or alternatively please e-mail us on privacy@europainternational.com. If you don't make contact and request the removal of your personal information post event, we will securely store it & only use it in accordance with legitimate ongoing business.

BMUS Ultrasound 2022 HEALTH AND SAFETY AND INSURANCE DECLARATION

TO BE COMPLETED BY ALL EXHIBITORS

Company Name _____ Stand No. _____

The Health and Safety at Work Act etc., 1974 (HASAWA74)

It is a condition of entry into the exhibition that every Exhibitor, Contractor, sub-Contractor, supplier and their agents comply with the HASAWA74 and all other legislation covering the venue. The Exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others' health and safety is not put at risk by their actions (or inactions) throughout tenancy. The exhibitor confirms that its staff will be sufficiently instructed and trained in relevant matters in order to carry out their tasks competently:

- A) WE ARE SHELL SCHEME AND ARE USING THE BMUS RECOMMENDED CONTRACTORS. We have trained and made our stand staff aware of the potential risks presented on site and we will copy them in with any additional safety information. **We will complete and return the risk assessment by 21st November to tracey@bmus.org**

- B) Any significant risks caused by our exhibits, demonstrations and work practices to either ourselves or others onsite are detailed on the form OR if our exhibits, demonstrations and work practices cause NO HAZARD to either ourselves or others onsite. Your risk assessment form will be marked clearly 'NO/ONLY LOW RISKS'.

- C) We are SPACE ONLY. My principal contractor(s)(named below) has undertaken a specific Risk Assessment and Method Statement for this event in accordance with the HASAWA74. They have trained and notified their staff and sub-contractors in such areas identified as being of risk. **A copy to be forwarded to the BMUS office by 21st October**

Stand contractor 1

Company _____ Contact name _____

Address _____

Tel _____ Email _____

Stand contractor 2

Company _____ Contact name _____

Address _____

Tel _____ Email _____

Insurance and public liability

I confirm that we have adequate public liability insurance in place to protect ourselves against any loss or damage to our stand, exhibits, property and personnel and for any legal liability incurred in respect of damage to persons or property belonging to third parties.

Health and Safety Representative on the stand will be _____

Position _____ Mobile _____

Declaration

Authorised _____ Date _____

Print Name _____ Position _____

BMUS Ultrasound 2022 Staff / Visitor Lunch Order form

Please use this form if you require additional catering vouchers for the staff on your stand or invited guests **over and above the number of lunch vouchers allocated by BMUS for your stand size.**

Name of Exhibitor _____ Stand No _____

Contact name _____ E-mail _____

Additional Lunches Required			
DAY 1			
DAY 2			
DAY 3			
Invoice Required			Purchase Order Number

Please return the form along with any payment due to tracey@bmus.org by **22nd November 2022**

Cardiff City Hall Pre-Order Form

Event Name: Date of Event

Contact Name:

Company Name:

Address:

Contact Number

If you require any other wine please contact us to discuss your requirements
All wines are inclusive of VAT

Sparkling Wine	Bottle Price	Quantity	Total
Laurent Perrier Brut	£59.25		
Light house style of Champagne. Subtle citrus, toast and spice predominate this well-balanced Champagne from this family-run house.			
Monopole Heidsieck Silver Top Champagne	£46.80		
Light White flower and sweet spice flavours on the nose that evolves to ripe peach			
Canals Canals Brut Reserva Especial	£29.00		
Delicious with a blend of fresh lemon zest and ripe green apple flavours. Elegant and lithe on the palate, with a long and clean finish.			
Prosecco Spumante doc Borgo Alato	£24.60		
Delicate and complex bouquet with fruity notes of peach and green apple with secondary notes of acacia and lilac. Fresh and light on the palate, with a long finish.			
Raboso Spumante doc Borgo Alato	£24.60		
A delicate pink sparkling prosecco. It is fragrant with summer fruit aromas, fresh and lively on the palate, dry, crisp and easy to drink.			
Red Wines			
Los Picos Merlot Reserva	£21.00		
Smooth with lovely sweet plums and blackcurrant flavours. Generous with a smooth and long finish.			
The Accomplice Shiraz	£22.20		
Fresh red berry fruits with a touch of spice and vanilla oak. Vibrant with red and dark cherry flavours, and smooth, soft tannins that give a hint of sweetness.			

Rivarey Crianza			
Fruit-forward with subtle, elegant wood notes. Good balance and harmony here lends itself well to a long, pleasant finish.	£24.30		
Bodega Privada Malbec			
Displays a delicate and balanced blend of forest fruit, marmalade and cherry. Medium-body and well-rounded.	£24.00		
Rose Wines			
Los Picos Rose Reserva Cabernet Sauvignon			
Refreshing on the palate, with a crisp acidity which balances out the fresh red summer fruit flavours.	£21.00		
MC Excellens Rose Garnacha			
Cool rose with light strawberry, raspberry and floral character. Soft with nice citrus acidity.	£22.20		
White Wines			
Kintu Sauvignon Blanc			
Floral with citrus fruits tied together with herbal notes. Its crisp and vivacious with long and flavoursome finish	£22.20		
Pinot Grigio IGT Villa Albini			
The bouquet is unmistakably Pinot Grigio with hints of acacia flowers and lemon peel. The palate is dry and light. A well-balanced, enjoyable wine.	£21.00		
Accomplish Chardonnay			
Lifted aromas of peach and nectarine complemented by subtle vanilla oak. Soft, creamy and balanced by fine acidity, giving a clean and very long finish.	£21.00		
Scott Base Terra Nova - Sauvignon Blanc			
This classic Marlborough Sauvignon full of ripe fresh citrus and aromatic melon flavours .	£27.60		
Reserve Wines			
MC Excellens Rioja Reserva			
Powerful yet with great finesse. Elegant blueberry, cassis, licorice and roasted spicy vanilla and black pepper notes, with black cherry and dark chocolate notes open up after time.	£39.00		
Ch Des Landes St Emilion Grand Cru			
Well balanced supply and fleshy packed with lots of ripe plum and cherry fruit flavours. Good balance between oak and firm tannins	£36.60		
Chablis Domaine du Colombier			
Clear, bright and light. Domaine bottled, this is an elegant wine with aromas of ripe fruit. Full-bodied and gives a classic Chablis finish.	£37.80		

Sancerre Serge Laporte			
This Sancerre stands out for its aromatic intensity, citrus, exotic fruits and minerality. Perfectly balanced between softness and acidity.	£39.00		
Welsh Heritage Wines			
Dom du Seuil Cadillac Cotes de Bordeaux			
Offers a rich bouquet of ripe plums and bramble fruits with soft and well integrated tannin, good acidity and a very pleasing finish.	£24.00		
Dom du Seuil Bordeaux Blanc			
Fresh, crisp and aromatic with a striking floral and citrus bouquet, with hints of peaches and apricots. Well-rounded and balanced.	£22.80		
Lager 4 Bottles Peroni or Budweiser	£19.60		
Mineral water £3.95			

Reserve Wines to be ordered 14 days in advance of dinner

Please return this form with payment to:

Cardiff Catering

Room 100, City Hall, Cathays Park, Cardiff. CF103ND

Tel: 029 2087 1575 Fax: 02920827196

[Email: Dgoodrum@cardiff.gov.uk](mailto:Dgoodrum@cardiff.gov.uk)

To ensure availability, we recommend you order your wine in advance by returning this form.

Cheques should be made payable to: Cardiff County Council.

Sorry credit card payment cannot be made over the telephone.

Wines can be invoiced after the event providing the total is over £120.00, please provide full billing address with post code.

BMUS Ultrasound 2022 SHIPPING FORM

Deliver to	Rheolwr Cynadleddau a Digwyddiadau - Conference & Events Manager Ystafell 101 – Room 101 Neuadd Y Ddinas –City Hall Parc Cathays – Cathays Park Caerdydd - Cardiff CF10 3ND
Event Name	ULTRASOUND 2022 – THE BMUS ASM
Date of event	Tuesday 6th – Thursday 8th December 2022
Room name	BMUS Organiser’s Office
Exhibitor name	<i>[Insert Company Name here] & {Stand No}</i>
Exhibitor contact	<i>[Insert Contact Name here]</i>
Exhibitor contact number	<i>[Insert Contact number]</i>
Courier company	<i>[Insert name of Courier company]</i>
Description of items being delivered:	<i>[Insert description of items enclosed]</i>
Number of boxes	Box of

BMUS Consent Form for Ultrasound Scanning for the Purposes of Teaching and/or Demonstration

Participation in workshops, study days, conferences or for other teaching or demonstration purposes is voluntary. It is recommended that consent is obtained by the person responsible for the scanning session.

The volunteer should read the statements below and sign the form if he/she is in agreement with them and is willing to accept their implications.

- The potential hazards of ultrasound have been explained to me;
- I understand that I may withdraw my participation in the scanning at any time, without the need to justify my decision.
- I understand that personal/ medical information may be revealed on the ultrasound monitor, and will be witnessed by those present;
- To the best of my knowledge I am not pregnant. I understand that the scan will cease if a pregnancy is found.
- I understand that there exists the possibility of finding an unsuspected abnormality, or pathology, during the scanning process, which will be revealed to those present;
- In the event of such an abnormality being discovered as a result of the scan, I agree that I should be informed of the abnormality, that a relevant medical practitioner, or GP, may be contacted, and that I may be referred, if necessary, to the appropriate clinician;

I understand the implications of the above statements, and agree to take part in the demonstration/teaching session(s) on :

Date(s): _____ at **Ultrasound 2022, Cardiff**

Signature of subject _____

Print name: _____

Date: _____

Person receiving consent:

I acknowledge that any scanning will adhere to BMUS guidelines for the safe use of Diagnostic Ultrasound Equipment and the management of safety when using volunteers & patients for practical training and live demonstration in ultrasound scanning.

Signature of person receiving consent _____

Print name: _____ Role: _____

Date: _____

Ultrasound 2022

Please provide the names of the Application Specialists
at each of the Practical Sessions

Name of Exhibitor _____ Stand No _____

Contact name _____ E-mail _____

Day 1	
Session	Staff Name
11.30 – 13.00 Bowel Ultrasound Master class	
14.00 – 15.30 <i>Session supported by Intelligent Ultrasound</i>	
Day 2	
Session	Staff Name
08.30 – 10.00 DVT Lower Limb	
10.30 – 12.00 DVT Upper Limb	
13.00 – 14.30 Head and Neck Practical	
Day 3	
Session	Staff Name
09.00 – 13.00 MSK Workshop 1 and 2	

To be returned to tracey@bmus.org by 21st November 2022

GUEST VISITOR EXHIBITION PASS

Name of Exhibitor -----

ExhibitionStand No: -----

Contact name at Event: -----

Contact number at Event -----

Contact email -----

Please ensure that this form is completed in full prior to your arrival at the event. The form should be taken to the registration desk in order that you can be given a name badge for attendance into the Exhibition Hall.

GUEST NAME	HOSPITAL OR COMPANY NAME	GUEST EMAIL ADDRESS

Please note: The pass does not include entrance to the Scientific lectures or any practical sessions

Information for Exhibitor

Please ensure that any guests that you wish to invite to view the Exhibition are given this form prior to the event.

The form is to be completed by the guest and should be handed into the registration desk on their arrival at the Annual Meeting.

You are required to give your guest a contact number for a member of staff in attendance at the conference that they can call when they have arrived in order that you can arrange for them to be met in reception and escorted to the exhibition hall Any one that should arrive without this form could then be delayed in getting to the exhibition hall.

Exhibitor Gala Dinner Attendee list

Name of Exhibitor :

Stand Number No

Contact name:

Contact Tel :

E-mail :

	Name	Hospital /Company	Dietary Req
TABLE 1			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
TABLE 2			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Please note the tables seat 10 guests each.

BMUS Ultrasound 2022

RISK ASSESSMENT TEMPLATE FOR SHELL SCHEME EXHIBITORS

All exhibitors are required to complete a risk assessment. Even if you do not think there are any risks this must be confirmed in writing. This template is for use by shell scheme exhibitors only where no construction is required. Space only exhibitors must ask their stand builders to complete and submit a thorough risk assessment and method statement. Both should be returned to tracey@bmus.org by **22nd November 2022**

Company name: _____ Stand no: _____

Complete by (name): _____ Phone: _____

Please describe below any tasks and potential hazards or risks entailed in setting up/breaking down your stand.

	1	2	3
Task			
Description of hazard (fire, injury etc.,)			
Products to be stored/displayed			
Consequence of hazard			
Persons at risk			
Current control method			
Other relevant information			

Signature _____ Date _____

SHELL SCHEME OPTIONAL EXTRAS ORDER FORM

BMUS 2022 Cardiff City Hall 6 th – 8 th December 2022

STAND NUMBER	
--------------	--

Company Name	
Contact	
Telephone	
Email	
Address	
Postcode	



Please return this form to:

Xhibit Solutions Ltd
Unit 10 Hall Court Farm
Ripe
Lewes
BN8 6AY

T. +44 (0) 1323 811406
 F. +44 (0) 1323 811416
 E. info@x-hibit.com

DEADLINE FOR RETURN: 18th November 2022

Description	Qty	Unit Price	Total
Corner Storage Area – using 1x wall panel (2.5mh x 1mw) & lockable door section		£105.00	
Additional Wall Panel - (2.5mh x 1mw) to increase size of store or add walls to stand		£40.00	
Lockable Door Section with key – (2.5mh x 1mw)		£65.00	
Entrance Way Curtain – (2.5mh x 1mw) Available in <u>blue</u> ; black or <u>grey</u>		£25.00	
Light Support Beam		£15.00 per m	
Garment Hanging Rail – 1mw section on 500m d brackets		£20.00 per m	
White Melamine FLAT Shelf – 1mw x 300mmd Not into corners of stand		£25.00 each	
White Melamine SLOPING Shelf – 1mw x 300mmd Not into corners of stand		£25.00 each	
Counter Unit – 1mw x 1mh x 500mmd (not lockable)		£50.00	
Carpet laid direct to the venue floor		£10.00 per m2	
ORDERS RECEIVED AFTER THE DEADLINE MAY BE SUBJECT TO A 20% SURCHARGE			
		Sub Total	
		VAT	
		Total	

Please tick your preferred payment from the options below

- I would like to pay by cheque and have written the exhibition, stand no. & company name on the back
- I would like to pay by Credit / Debit Card.
- I would like to pay by a BACS transfer

On submission of your order we will email you confirmation of your booking with details of how to make payment by your chosen method

Xhibit Solutions Ltd reserve the right to delay installation of any order for which payment is outstanding, until full payment is received. By completing this order form you are agreeing to our Terms & Conditions. For a copy please contact our office.

STAND UPGRADE ORDER FORM

BMUS 2022 Cardiff City Hall 6 th – 8 th December 2022

STAND NUMBER	
--------------	--

Company Name	
Contact	
Telephone	
Email	
Address	
Postcode	



Please return this form to:

Xhibit Solutions Ltd
 Unit 10 Hall Court Farm
 Ripe
 Lewes
 BN8 6AY

T. +44 (0) 1323 811406
 F. +44 (0) 1323 811416
 E. info@x-hibit.com

DEADLINE FOR RETURN: 28th October 2022

Product Code	Product Description	Unit Cost	Qty	Total
BRONZE	Bronze Stand Upgrade	£2,850.00		
SILVER	Silver Stand Upgrade	£3,250.00		
GOLD	Gold Stand Upgrade	£3,800.00		
ORDERS RECEIVED AFTER THE DEADLINE MAY BE SUBJECT TO A SURCHARGE			Sub Total	
			VAT	
			Total	

Please tick your preferred payment from the options below

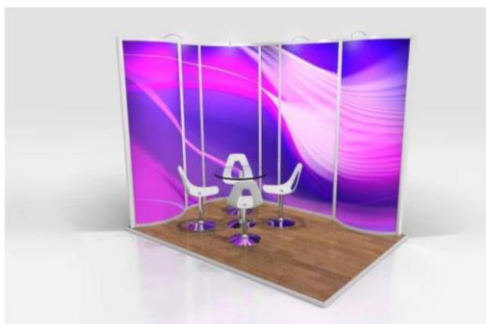
- I would like to pay by cheque and have written the exhibition, stand no. & company name on the back
- I would like to pay by Credit / Debit Card.
- I would like to pay by a BACS transfer

On submission of your order we will email you confirmation of your booking with details of how to make payment by your chosen method

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STAND UPGRADE ORDER FORM

Stand Upgrade – Bronze Option (3m x 2m Stand Space)



Bronze Option Upgrade

- ✓ Hire of all exhibition system shown
- ✓ Flooring with a choice of vinyl or carpet covering
- ✓ All panels fully digitally printed to clients specification – *based on artwork provided*
- ✓ Furniture items as shown
- ✓ Production of Full CAD visual showing your exact requirements for approval
- ✓ Lighting as shown
- ✓ Full Installation & Dismantle

Stand Upgrade – Silver Option (3m x 2m Stand Space – Front Open Only)



Silver Option Upgrade

- ✓ Hire of all exhibition system shown
- ✓ Flooring with a choice of vinyl or carpet covering
- ✓ All panels fully digitally printed to clients specification – *based on artwork provided*
- ✓ Furniture items as shown
- ✓ Counter Unit with digitally printed branding to front
- ✓ Production of Full CAD visual showing your exact requirements for approval
- ✓ Lighting as shown
- ✓ Full Installation & Dismantle

Stand Upgrade – Gold Option (3m x 2m Stand Space)



Gold Option Upgrade

- ✓ Hire of all exhibition system shown
- ✓ Flooring with a choice of vinyl or carpet covering
- ✓ All panels fully digitally printed to clients specification – *based on artwork provided*
- ✓ Furniture items as shown
- ✓ Counter Unit with digitally printed branding to front
- ✓ Production of Full CAD visual showing your exact requirements for approval
- ✓ Lighting as shown
- ✓ Full Installation & Dismantle

Please note the above are suggested upgrade options. Other configurations and designs are available. Please contact us for details and prices.

SHELL SCHEME WALL COVERING ORDER FORM

BMUS 2022 Cardiff City Hall 6 th – 8 th December 2022

STAND NUMBER	
--------------	--

Company Name	
Contact	
Telephone	
Email	
Address	
Postcode	



Please return this form to:

Xhibit Solutions Ltd
 Unit 10 Hall Court Farm
 Ripe
 Lewes
 BN8 6AY

T. +44 (0) 1323 811406
 F. +44 (0) 1323 811416
 E. info@x-hibit.com

DEADLINE FOR RETURN: 4th November 2022

Please see page to 2 for full details of how you complete this form

Product Code	Product Description	Unit Cost	Qty panels/metres	Total
WP/DPIS	Digital Print Full Height Wall Panel (IN SYSTEM) <i>Price per 1m wide x 2.5m high panel</i>	£160.00 per panel		
WP/DPS	Digital Print Full Height Wall Panel (SEAMLESS) <i>Price per 1m wide x 2.5m high seamless section</i>	£230.00 per panel/m		
FS/DP	Digital Print Fascia System	£45.00 per m		
ORDERS RECEIVED AFTER THE DEADLINE MAY BE SUBJECT TO A 20% SURCHARGE			Sub Total	
			VAT	
			Total	

Please tick your preferred payment from the options below

- I would like to pay by cheque and have written the exhibition, stand no. & company name on the back
- I would like to pay by Credit / Debit Card.
- I would like to pay by a BACS transfer

On submission of your order we will email you confirmation of your booking with details of how to make payment by your chosen method

Xhibit Solutions Ltd reserve the right to delay installation of any order for which payment is outstanding, until full payment is received. By completing this order form you are agreeing to our Terms & Conditions. For a copy please contact our office.

SHELL SCHEME WALL COVERING ORDER FORM

Q. What are the standard wall and fascia coverings for my shell scheme stand?

A. A standard shell scheme consists of grey tweed Velcro compatible panels with a royal blue fascia, unless otherwise specified by the organiser.

Q. How do I calculate how many panels I have on my stand?

A. Shell scheme walling is made up of 1metre wide x 2.5 metres high sections. Therefore, if your stand has a back and sidewall (a corner plot as per the visual below) and the stand size is 3 metres x 3 metres you have 6 panels.

Q. How do I calculate how many metres of fascia I have on my stand?

A. Fascia system is provided on any open side of your stand where walling is not provided. Therefore taking the example above, if your stand has a back and sidewall (a corner plot) and the stand size is 3 metres x 3 metres you have 6m of fascia.

Q. What about fitting the panels I order into my shell scheme?

A. All the prices outlined above include the production, transportation of your ordered panels to the event, as well as fitting them into the shell scheme structure. So when you arrive everything is ready for you.

Q. Can I use the panels again at other events I attend?

A. Yes the panels can be taken away, stored and then installed at other events. Please contact the office for details.

In System Digital Print Wall Covering Options



The In system finish is shown in the example picture. Please note this is not a seamless finish as the panels fit into our shell scheme framework. A 40mm post section is visible between panels which need to be considered when designing artwork.

To choose this option, simply fill in the form on page 1 and return to us. We will then contact you with a guide of the exact artwork specifications we require.

Seamless Digital Print Wall Covering Options



The Seamless print finish is shown in the example picture. Digital print panels are mounted onto the shell scheme structure to create a continuous image which means you can totally transform your shell scheme booth into a high impact, eye catching stand.

To choose this option, simply fill in the form on page 1 and return to us. We will then contact you with a guide of the exact artwork specifications we require.

Failure to supply artwork to the requested specifications may result in an additional studio time charges.

Depending on the configuration, location and size of your stand, a fascia or alternative support structure may be required. Details can be discussed prior to order.

NAME BOARD ORDER FORM

BMUS 2022 Cardiff City Hall 6 th – 8 th December 2022

STAND NUMBER	
--------------	--

Company Name	
Contact	
Telephone	
Email	
Address	
Postcode	



Please return this form to:

Xhibit Solutions Ltd
Unit 10 Hall Court Farm
Ripe
Lewes
BN8 6AY

T. +44 (0) 1323 811406
F. +44 (0) 1323 811416
E. info@x-hibit.com

If you have booked a shell scheme stand, Xhibit Solutions Ltd will be building your stand. Your company name will be supplied on a standard white panel fixed to the fascia on the front of your stand. Please fill in all sections of this form and return before the deadline date below to ensure your name panel details are correct.

DEADLINE FOR RETURN : 18th November 2022

NAME THAT YOU WISH TO APPEAR ON YOUR SHELL SCHEME (MAX 25 CHARACTERS)

Please print in BLOCK capitals, as mistakes resulting from illegible handwriting will be charged for.

PLEASE NOTE

1. Receipt of this form cannot be confirmed due to the volume received
2. If this form is not returned by the deadline date, the name shown on your contract will be used for your name board
3. Alterations at the exhibition will be charged at £25.00 + VAT per panel
4. Additional name boards can be ordered prior to the show at £20.00 + VAT per panel. Please contact our office to organise this.
5. No name board is provided for Space Only stands

Ultrasound 2022

Complimentary Lecture Pass

Day 1

	Stream	Name	Company
Session 1 9.30 – 11.00			
Session 2 11.30 – 13.00			
Session 3 14.00 – 15.30			

Day 2

	Stream	Name	Company
Session 1 8.30 – 10.00			
Session 2 10.30 – 12.00			
Session 3 13.00 – 14.30			
Session 4 15.00 – 16.30			

Day 3

	Stream	Name	Company
Session 1 9.00 – 10.50			
Session 2 11.20 – 13.10			
Session 3 14.00 – 16.00			

