

Ultrasound 2023

Exhibition and Sponsorship Technical Manual

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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

York Racecourse

Knavesmire Road

York YO23 1EX

Tel: 01904 620911

For further information and full directions please visit: <https://www.yorkracecourse.co.uk/contact-us.html>

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 2023 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%)If sponsoring confirm how you would like your points allocated.
19th September	<ul style="list-style-type: none">Provide artwork (105mm x 105mm) for BMUS 2023 Wall plannerProvide pads and pens for delegate packs
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.comProvide the 100 words for the entry in the Exhibitor Pages of the Printed ProgrammeProvide your 'lunchtime educational session outline for the printed programme and microsite
17th October	<ul style="list-style-type: none">Supply artwork for advertising in Final Printed ProgrammeSupply artwork for Student T-shirts (<i>if booked</i>)Send in design plans, risk assessment & method statementAll artwork for sponsored items to be suppliedSupply artwork for the microsite if you are a sponsor or have purchased this option
31st October	<ul style="list-style-type: none">Order any additional Winter Ball Dinner tickets required

NOVEMBER	
5th November	<ul style="list-style-type: none"> • <i>Where required</i>, ensure order for stand furniture has placed with Europa, send direct to sales@europainternational.com (Appendix A)
6th 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
17th 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 2023 name badges (Appendix H) • Shell schemes to submit Name Board Order Form (Appendix O)
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 rebecca.saltmer@yorkracecoursehospitality.co.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>For those staff members covering the practical sessions on each day we can arrange for a lunch grab bag for them. This is one per practical session exhibitor. Please notify Tracey tracey@bmus.org if this would be required and if the staff member has any dietary requirements.</i> • <i>Where included in your stand package</i> provide list of attendees for the company Winter Ball table (Appendix J) • Gold Sponsors to provide a holding advert Slide between sessions day 1/2/3
4th 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 4th December by midday using shipping label at Appendix E • Lanyards (<i>if booked</i>) to be sent to <u>venue</u> to arrive on Monday 4th 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 5th DECEMBER.”

Monday 4 th December	10.00 – 22.30 (space only exhibitors) allocated entry times will be given for unloading
Monday 4 th December	14.00 – 22.00 (all exhibitors)
Tuesday 5 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 5 th December	08:00 – 18:00 (The Welcome Drinks Reception will take place between 17.00 – 18:00)
Wednesday 6 th December	08:00 – 17:00
Thursday 7 th December	08:30 – 14:00 Stands must not be broken down prior to 14.00hrs

Access for unloading/loading, parking

1. To ensure that contact can be made directly with your stand builder/contractor, BMUS, will require the contact name, phone number & 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 **Friday 17th November**.
2. Upon arrival in York your contractor should make their way to Knavesmire Road YO23 1EX. 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 by Tracey from the BMUS office.
3. Please note:
 - 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 rubbish including wires, screws, wood & nails must be disposed of in the bins provided or taken away before the start of the event.
4. Please contact tracey@bmus.org if you have not received your access time by 17th 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 7th 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 7th 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 not carpeted however if you require carpet for your stand this can be supplied by Xhibit 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 6th 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 York Racecourse 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 5th 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 York Racecourse, 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 is a limited amount of communal storage available. All items left in the storage area must be fully labelled and are left at the exhibitor's own risk. Please contact the BMUS office tracey@bmus.org if you intend to use the storage facilities.

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 £30 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 York Racecourse

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 York Racecourse**, if you wish to supply refreshments of any kind from your stand, please contact emma@bmus.org .

For those staff members covering the practical sessions on each day we can arrange for a lunch grab bag for them. This is one per practical session exhibitor. Please notify Tracey tracey@bmus.org if this would be required and if the staff member has any dietary requirements.

[Welcome Reception Catering](#)

If you wish to order bespoke catering for your stand for the Welcome Reception, please use **Appendix D** and return to Rebecca Saltmer rebecca.saltmer@Yorkracecoursehospitality.co.uk by **Monday 22nd November**.

Please note the invoice will be raised by the venue and payment required to be made directly York Racecourse

6. DELIVERIES

Courier goods can be delivered from Friday 1st December 2023. 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 5th - 7th December 2023
- Contents of package & number of boxes
- Company Name & Stand Number
- Contact Name & Mobile phone number of someone that will be present at York

Address: Conference and Events Manager, York Racecourse, York YO23 1EX

7. COLLECTIONS

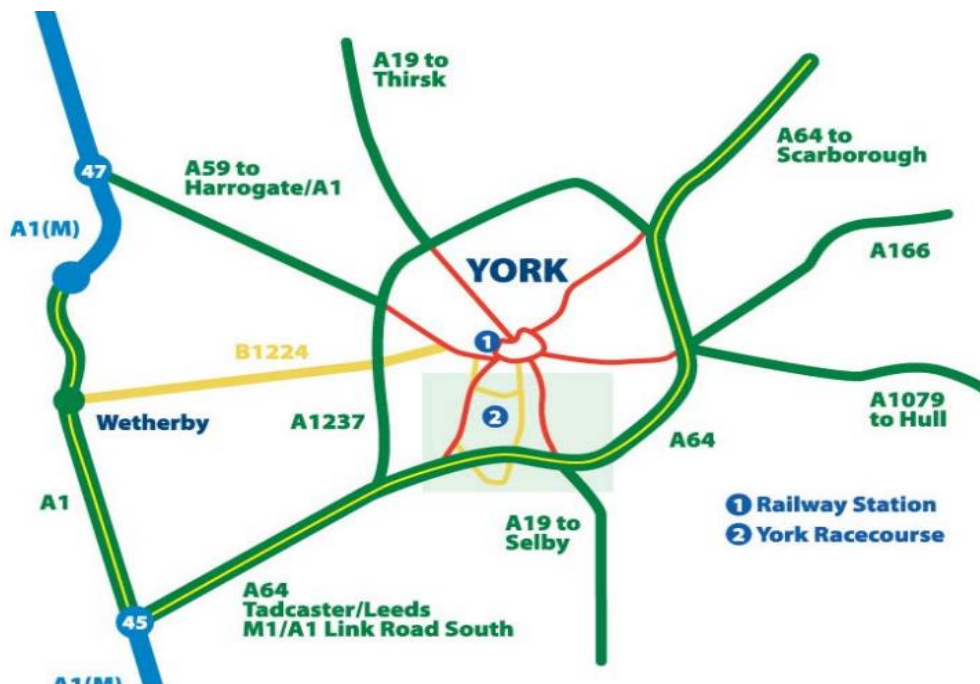
All equipment / literature on your stand should be removed by **22.00hrs on Thursday the 7th December**.

Any items to be collected by a courier should be clearly labelled and collection should be by 12 noon hours on Friday 8th December from the main foyer of York Racecourse

8. TRAVEL

Conference Venue Address: York Racecourse, York, YO23 1EX

Getting Here: <https://www.yorkracecourse.co.uk/getting-here.html>



By Car:

For driving instructions, please use the following link: <https://www.yorkracecourse.co.uk/contact-us.html>

Car Parking:

There is ample parking spaces at the racecourse for those driving to the event.

<https://www.yorkracecourse.co.uk/contact-us.html>

By Train:

Fast & frequent trains run from London King's Cross, taking a little as 1 hour 52 minutes. Direct trains running from Edinburgh, Manchester & Birmingham. York Station is a taxi, regular shuttle bus or brisk walk to the racecourse.

By Bus:

The 197 Shuttle Bus service links York Railway Station to the Racecourse (this may only be available on race days)

By Taxi:

Taxis are available from York railway station just by the main entrance, the journey takes approximately 5 minutes from the station to the Racecourse depending on traffic conditions and the current fare is £8 - £10. Please see below for some taxi company details. These costs may vary.

Taxi Firm Contact Details:

Streamline Local Taxi	01904 656565
Fleetways	01904365365
Quick Cars York Taxis	01904 798939

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

9. ACCOMMODATION

Accommodation this year being organized by P & G Management please visit the BMUS website for more information. <https://www.bmus.org/ultrasound-2023/delegate-information-page-2023/accommodation-and-travel/>

you need to contact P and G management for any reason please use this email - 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 Rebecca Saltmer and Emma Tucker. All deliveries should be sent directly to York Racecourse to arrive by **Friday 1st December 2023** 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 2023

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 2023.

Tuesday 5th December

11.30 – 13.00 - Interventional

Wednesday 6th December

10.30 – 12.00 – MSK 1 Lower Limb

13.00 – 14.30 – MSK 2 Upper Limb

15.00 – 16.30 – Head and Neck

Thursday 8th December

09.00 – 10.50 – Vascular 1: Carotid

11.20 – 13.10 – Vascular 2: Upper Limb

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**. **Your contractors will have ASM Contractor rather than individual names**

Exhibitors will be issued with official **ULTRASOUND 2023** 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 5th 08:00 on Wednesday 6th & 08:00 on Thursday 7th

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 4th December. Contact person will be Tracey Clarke again at the pre-registered desk.

You will receive a copy of the Event programme in your Welcome Pack given by Tracey along with a updated copy of the delegate list.

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 I**. 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) only the Exhibition.**

For guests who have accepted your invitation to attend Ultrasound 2023 a catering voucher at the cost of £30 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.**

Each sponsor/Exhibitor will get 1 lecture pass per day in their welcome pack. If you have purchased additional passes these will also be in your welcome pack. Please note these do not allow access to the practical sessions.

The Donald MacVicar Brown keynote lecture at 4pm on Tuesday 5th 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 2023 PROGRAMME ENTRY

Please email your **100 words**, paragraph & company profile & 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 2023 WALLPLANNER

Please provide your artwork as a high-resolution PDF (105mm x 105mm) for the wall planner to tracey@bmus.org by **19th September 2023**.

17. ULTRASOUND 2023 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 5th 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 6th December - BMUS Winter Ball and Awards Ceremony

The BMUS Winter Ball will be held on Wednesday 7th December commencing at 19:00; @ Principal Hotel York located close to the railway station.

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 J** to tracey@bmus.org no later than **22nd November**. Please ensure that any dietary requirements information is added Appendix J.

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 020 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 - <https://www.bmus.org/ultrasound-2023/delegate-information-page-2023/accommodation-and-travel/> or email reservations@pandgmanagement.co.uk

When is build up?

Monday 4th December	10:00 – 14:00 space exhibitors unloading, times will be allocated
Monday 4th December	14:00 – 22:00 All exhibitors stand building / stand dressing
Tuesday 5th December	07:00 – 08:15 <i>no un-loading, limited stand dressing only</i>

When is breakdown?

Thursday 7th 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 from 1st December 2023.

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 2023 December 5th – 7th

should be sent to Rebecca Saltmer, York Racecourse, Knavesmire Road, York, YO23 1EX to arrive by Monday 4th December. Please note - all inserts for the delegate bag need to be received by midday on 4th December.

How do I book tickets for social events?

Please email tracey@bmus.org in respect of booking for the Winter Ball 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 rebecca.saltmer@yorkracecoursehospitality.co.uk

You will be invoiced 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 **£30 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 I**; catering for your guests can be purchased at **£30** 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 K 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 York Racecourse

There is a limited amount of communal storage available. All items left in the storage area must be fully labelled and are left at the exhibitor's own risk. Please contact the BMUS office tracey@bmus.org if you intend to use the storage facilities.

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

All appendices can be found online <https://www.bmus.org/ultrasound-2023/exhibition-and-sponsorship-information-page-2023/technical-manual-2023/>

- 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 Winter Ball 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