

BMUS Technical Manual Ultrasound 2025

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Event Preparation Timetable

Deadline	Action
ASAP	Return completed booking form and PO Number if this is required
WITHIN 7 DAYS	If a purchase order number is required for payment, please provide the number in writing at the time of the booking and follow up with a hard copy.
WITHIN 14 DAYS	Pay stand deposit (33%).
30th June	If sponsoring confirm how you would like your points allocated.
30th June	Sponsors to provide a logo and hyperlink for the website's homepage/sponsor webpage.
30th June	All exhibitors to E-mail company profile and logo for inclusion in the exhibitor's webpage on the Ultrasound 2025 website (50 words) max.
30th June	BMUS to circulate social media tiles for industry partners to include in their marketing.
15th July	Artwork for BMUS News print copy (<i>if booked</i>)
30th July	Confirm and agree an outline for the 20-minute education on the stand session with emma@bmus.org .
5th Sept	Second stand payment (33%).
19th Sept	Provide artwork (105mm x 105mm) for BMUS 2026 wall planner (<i>if booked</i>).
19th Sept	Provide pads and pens for delegate packs (<i>if booked</i>).
19th Sept	Provide the 100 words for the Exhibitor Pages of the printed programme.
30th Sept	If having live scanning on your stand, please discuss your plans with Emma Tucker by contacting her on 0207 636 3714 option 4 or emma@bmus.org no later than 30th September .
10th Oct	<i>Where included in the stand package</i> , provide wattage of the machines being used in the practical workshops to X-hibit at info@x-hibit.com .
10th Oct	Supply artwork for advertising in final printed programme.
10th Oct	Supply artwork for student t-shirts (<i>if booked</i>).
10th Oct	Article for Ultrapost (<i>if booked</i>).
10th Oct	Artwork/Logo for delegate bag.
10th Oct	Artwork/Logo for lanyard.
15th Oct	Artwork for Nov BMUS News digital copy to be submitted.
17th Oct	Send in design plans, risk assessment and method statement.
30th Oct	Confirm delegate bag insert to tracey@bmus.org .
30th Oct	Purchase Lead Capture License from emma@bmus.org .
31st Oct	Order any additional Winter Ball tickets.
6th Nov	Final stand payment due (34%).

6th Nov	Order electricity for your stand if required.
6th Nov	Order carpet for your stand if required.
11th Nov	Where required, ensure your order for stand furniture has been placed with Europa. Send direct to sales@europainternational.com (Appendix A).
14th Nov	Advise contact name, phone number and e-mail address of your stand builder / contractor to tracey@bmus.org (Appendix H).
14th Nov	Provide list of contractors attending on set-up day (Appendix H).
14th Nov	Additionally, advise the contact number for the driver of the vehicle delivering your stand to tracey@bmus.org .
14th Nov	Shell schemes to submit Name Board Order Form (Appendix L).
14th Nov	Return bespoke catering order for your stand for the 'Welcome Reception' on Day 1 of the conference to (Appendix D).
15th Nov	Order any additional lecture passes.
14th Nov	Order lunch grab bags for application specialists working in the session before lunch
14th Nov	Complete and return Health and Safety and Insurance Declaration Forms (Appendix B).
15th Nov	Provide list of employee names and dates attending for name badges (Appendix H).
17th Nov	Provide a holding advert slide.
17th Nov	Digital screen advert.
17th Nov	Marketing posters around the venue.
21st Nov	Return all scanning on the stand consent forms (Appendix F).
21st Nov	Return application specialist name form, if taking part in the masterclasses/practical workshops (Appendix G).
21st Nov	If you have a table or tickets to the Winter Ball please provide a list of names of those who will attending using Appendix J.
21st Nov	Order additional staff lunch catering requirements (over and above your stand allocation) using (Appendix C)
21st Nov	Complete and return Risk Assessment forms (Appendix K).
21st Nov	Ensure all equipment being used on the stand carries a current PAT test certificate.
21st Nov	Ensure all equipment being used in the practical sessions carries a current PAT test certificate.
21st Nov	Confirm draw-down power for all machines to be used in practical training sessions with tracey@bmus.org .
21st Nov	Provide name of main contact on your stand.

Booking Form and Finance Information

Deadline	Action
ASAP	Return completed booking form and PO Number if this is required
WITHIN 7 DAYS	If a purchase order number is required for payment, please provide the number in writing at the time of the booking and follow up with a hard copy.
WITHIN 14 DAYS	Pay stand deposit (33%).
30th June	If sponsoring confirm how you would like your points allocated.
5th Sept	Second stand payment (33%).
6th Nov	Final stand payment due (34%).

All queries regarding your payments and finance should go to tracey@bmus.org.

All sponsorship packages (Gold, Silver and Bronze) come with points to spend.

Shell scheme stand only packages can purchase points for additional marketing.

Building your stand or shell scheme booth

Deadline	Action
17th Oct	Send in design plans, risk assessment and method statement.
6th Nov	Order electricity for your stand if required.
6th Nov	Order carpet for your stand if required.
11th Nov	Where required, ensure your order for stand furniture has been placed with Europa. Send direct to sales@europainternational.com (Appendix A).
14th Nov	Advise contact name, phone number and e-mail address of your stand builder / contractor to tracey@bmus.org (Appendix H).
14th Nov	Provide list of contractors attending on set-up day (Appendix H).
14th Nov	Additionally, advise the contact number for the driver of the vehicle delivering your stand to tracey@bmus.org .
14th Nov	Shell schemes to submit Name Board Order Form (Appendix O).
21st Nov	Complete and return Health and Safety and Insurance Declaration Forms (Appendix B).
21st Nov	Complete and return Risk Assessment forms (Appendix K).
21st Nov	Ensure all equipment being used on the stand carries a current PAT test certificate.
21st Nov	Ensure all equipment being used in the practical sessions carries a current PAT test certificate.
21st Nov	Confirm draw-down power for all machines to be used in practical training sessions with tracey@bmus.org .
21st Nov	Provide name of main contact on your stand.

Stand Design / Risk Assessment

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

Electrics

Each shell scheme is provided with a double electrical socket (500w).

If you require additional power, please contact X-hibit 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 X-hibit.
- 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.

You must order with X-hibit, the total amount of power that you will require 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.

Carpet

The exhibition hall is not carpeted; however, if you require carpet for your stand this can be supplied by X-hibit. 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.

Furniture

If you need to order furniture for your stand we recommend Europa furniture, who have supplied furniture to our exhibitors at previous conferences. Please visit their website at www.europainternational.com for options and prices. You can also use a supplier of your choice.

Furniture should be ordered using the form in **Appendix A***. Please note that there is a surcharge for orders placed after 11th 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.**

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 require a contact number for the driver of each vehicle. Due to parking system at Harrogate each driver will be called when they can leave the holding car park to access the building. ***This process must be followed***, please advise this information to tracey@bmus.org by **Friday 14th November**.

Upon arrival in Harrogate your contractor should make their way to the Dragon Road Holding Car Park. Access to this car park is not permitted until 07.00 so please ensure they are aware to **not arrive earlier** than this. Your contractor will be supplied with a two -page document that gives 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:

- 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 and constructive build.
 - Any rubbish including wires, screws, wood and nails must be disposed of in the bins provided or taken away before the start of the event.
- Please contact tracey@bmus.org if you have not received your access time by Friday 14th November.

Health and Safety

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

The Health and 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 2002
- 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 always kept free of obstruction.

Insurance

BMUS and Harrogate Convention Centre 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.

Risk Assessment

All stands and shell schemes should complete the Risk Assessment form (Appendix K) and return this to Tracey@bmus.org by 21st November.

PAT Testing

Any electronic items being brought into the conference should be PAT tested prior to being used and a copy of this documentation held on your stand.

Draw-Down Power

Please confirm the draw down power for all practical sessions. This includes hands on sessions in the Kings Suite, Master Classes and SonoUK.

Main Stand Contact

Please provide details of the main contact for your stand throughout the conference.

Stand Build-Up

Monday 8 th December	10.00 – 22.00 (space only exhibitors) allocated entry times will be given for unloading
Monday 8 th December	14.00 – 22.00 (all exhibitors)
Tuesday 9 th December	The hall will be open from 8am

ALL STANDS MUST BE COMPLETE WHEN THE EXHIBITION OPENS AT 10.00 ON Tuesday 10th DECEMBER

Please note – for 2025 we are trialling a more relaxed start time for exhibitors. Delegate registration will open @ 8am, tea and coffee will be served in the exhibition for those delegates arriving early enough. However, you do not need to man your stands until 10.00am 30 minutes before the first break.

Exhibition opening times

Tuesday 9th December 10.00 – 18:00

(The Welcome Drinks Reception will take place between 16.0 – 18:00)

Wednesday 10th December 10.00 – 17:00

Thursday 11th December 10.00 – 14:00

Stands must not be broken down prior to 14.00hrs on Thursday 11th December

Stand Breakdown

From 14:00 – 22:00 on Thursday 11th 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 12th December.**
- **An early breakdown or pack-up not only impinges on the venue's Health and Safety regulations but 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.**

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 onsite 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 and Safety and insurance reasons.** Any rubbish 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.

Education

Deadline	Action
30th July	Confirm and agree an outline for the 20-minute education on the stand session with emma@bmus.org .
30th Sept	If having live scanning on your stand, please discuss your plans with Emma Tucker by contacting her on 0207 636 3714 option 4 or emma@bmus.org no later than 30th September .
10th Oct	<i>Where included in the stand package</i> , provide wattage of the machines being used in the practical workshops to X-hibit at info@x-hibit.com .
15th Nov	Order any additional lecture passes.
21st Nov	Return all scanning on the stand consent forms (Appendix F).
21st Nov	Return application specialist name form, if taking part in the masterclasses/practical workshops (Appendix G).

Education on the Stand

There are 8 x 20minute education on the stand sessions which industry partners can deliver throughout the conference. If you have committed to delivering one of these, please send an outline of this session to emma@bmus.org **by 30th July**. This outline should include talk title, presenter details and a short summary.

The education on the stand will be limited to 1 session per company and will last no longer than 20 minutes. The BMUS AV team will supply 20 headsets per session all connected to a mic, a movable screen and a member of the AV team on hand to support the session. The two lunch time sessions are 5 minutes apart (Session 1 12.40 – 13.00. Session 2 13.05 - 13.25) - please ensure your session does not overrun.

Scanning on the Stand

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 (emma@bmus.org) by contacting her on 0207 636 3714 option 4 no later than **30th September**.

The following conditions apply to scanning on the stand:

- Pregnant women must not be used as live models
- 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 ensure that all 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 and patients for practical training in Ultrasound scanning”. A copy of these guidelines can be found on the BMUS website at www.bmus.org.

Practical Training Sessions at Ultrasound 2025

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 2025.

Tuesday 9th December

11.05 – 12.35 – Interventional

13.35 – 15.05 – Head and Neck

Wednesday 10th December

09.00 – 10.30 – Quality Assurance (Machine requirement to be confirmed)

11.05 – 12.35 – Endometriosis (No Machine – simulator)

13.35 – 15.05 – MSK Shoulder Masterclass

15.40 – 16.40 – MSK Foot and Ankle Masterclass

Thursday 11th December

09.00 – 10.50 – Bowel

11.20 – 13.10 – Liver Doppler

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

Each machine should have a minimum of the following probes; Curvilinear, Linear, and phased array

General items: (Please ensure these are provided for each session)

- Couch and 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 so the BMUS faculty member can 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.

Each company providing a machine for the practical session can add **1 pop up banner, this can measure no more than 800 x 2000 mm.**

SONOUK at Ultrasound 2025

This year we will be hosting SonoUK as part of Ultrasound 2025. This will be a satellite session and slightly separate from the main programme.

For this session the following probes will be required; Curvilinear, Linear, and Phased Array with Cardiac. Some general items will also be required:

- Couch and 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 session. This is so the SonoUK faculty member can 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.

A full programme will be circulated to suppliers nearer the time.

Donald MacVicar Brown Lecture and Young Investigator Session

If you are sponsoring either of these sessions, you will be able to add popup banners to the room in the break before the session. We ask that this is removed at the end of the session before the next session finishes.

For the DMB Lecture

We ask the chair to highlight that the session is supported by a partner as well having the company's logo added to the opening slide of the lecture.

For the Young Investigators Session

We ask the chair to highlight that the session is supported by a partner.

Education for Industry Suppliers

Each exhibition stand will receive 1 x All 3-day pass to access the education as part of their package. This will be included in your exhibitor pack.

In addition to this for Ultrasound 2025 we offer a discounted rate to purchase additional lecture passes. You can purchase as many of these as you like for your staff members only. Please notify the BMUS office how many 3 day passes you would like. Once confirmed you will be sent a booking link to confirm details.

If you have booked additional passes these will be available from the delegate registration desk.

Scanning on the Stand

Please 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**.

Marketing

Deadline	Action
30 th June	Sponsors to provide a logo and hyperlink for the website's homepage/sponsor webpage.
30 th June	All exhibitors to E-mail company profile and logo for inclusion in the exhibitor's webpage on the Ultrasound 2025 website (50 words) max.
30 th June	BMUS to circulate social media tiles for industry partners to include in their marketing.
15 th July	Artwork for BMUS News print copy (<i>if booked</i>)
10 th Oct	Supply artwork for advertising in final printed programme.
10 th Oct	Supply artwork for student t-shirts (<i>if booked</i>).
10 th Oct	Article for Ultrapost (<i>if booked</i>).
10 th Oct	Artwork/Logo for delegate bag.
10 th Oct	Artwork/Logo for lanyard.
19 th Sept	Provide artwork (105mm x 105mm) for BMUS 2026 wall planner (<i>if booked</i>).
19 th Sept	Provide pads and pens for delegate packs (<i>if booked</i>).
19 th Sept	Provide the 100 words for the Exhibitor Pages of the printed programme.
15 th Oct	Artwork for Nov BMUS News digital copy to be submitted.
30 th Oct	Confirm delegate bag insert to tracey@bmus.org .
30 th Oct	Purchase Lead Capture License from emma@bmus.org .
17 th Nov	Provide a holding advert slide.
17 th Nov	Digital screen advert.
17 th Nov	Marketing posters around the venue.

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**.

Every partner with a stand or sponsor package should submit 50 words for the exhibitor's page on the website. Please send this to tracey@bmus.org by **30th June**, or as soon as possible after securing your stand.

Social Media

BMUS will provide social media tiles for use in industry promotional campaigns. These will be circulated before delegate bookings open on **1st July**. If you would like any other materials to help you promote your time at Ultrasound BMUS 2025. Please contact emma@bmus.org.

BMUS News – August and November

It is an optional extra to have a quarter page advert in the quarterly BMUS Newsletter. This is produced in August and November. The August Edition is sent with the Journal to those members who receive a print version of the journal. In November this is a digital version sent to all members.

If you have purchased this option, please send your advert to Courtney@bmus.org by **15th July for August and 15th October for November**

Your advert will be 1 quarter page of an A4 newsletter. This should be sent:

- As a high resolution image suitable for printing.
- With 3mm Bleed markers
- Size : 126mm x 185mm

BMUS 2026 Wall Planner

Please provide your artwork as a high-resolution PDF (105mm x 105mm) for the wall planner to tracey@bmus.org by **19th September 2025**.

Pads and Pens

If you have chosen the pads and pens marketing option, please make sure these are sent to the office by **19th September**. Please provide 700. We will return any unused boxes. The address to send them to is

Care of Courtney Scott
British Medical Ultrasound Society
Margaret Powell House,
Third Floor,
405 Midsummer Boulevard,
Milton Keynes,
MK9 3BN

Ultrasound 2025 Programme Entry

Please email your **100-word** paragraph and logo to tracey@bmus.org by **19th September**. 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.

Ultrasound 2025 Programme Advertising

Please submit the artwork for your advertisement as a high-resolution PDF by **10th October** to tracey@bmus.org in the following format:

1. Full Page Portrait in full colour
 - 210mm wide x 280mm deep with 3mm bleed

Or

2. Horizontal Half Page in full colour

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

Failure to provide copy or artwork by **10th October** may result in your advertising being excluded from the printed programme.

Student T-shirts

Unless otherwise requested the student volunteer t-shirts will include your logo on the front. Please make sure the BMUS office have a suitable logo for printing by **10th October** tracey@bmus.org.

Article For Ultrapost

This marketing option can either be 100 words with a link or a banner image (600x200px). If you have selected this marketing option, please send your artwork and link to Courtney@bmus.org by **10th October**.

Delegate Bag

If you are the sponsoring the Delegate bags please send the artwork/logo for the bags to be printed to emma@bmus.org by **10th October**.

Lanyard

If you are sponsoring the Conference Lanyards please send the artwork/logo for the Lanyards to be printed by **10th October** to emma@bmus.org.

Delegate Bag Insert

If you would like to include a leaflet or flyer in the BMUS delegate bag, please let the tracey@bmus.org know by **30th October**.

If you have confirmed the inclusion of a leaflet in the delegate bag, please make sure this is sent to the BMUS Office by Monday **1st December 2025**. The address to send them to is:

Care of Tracey Clarke
British Medical Ultrasound Society
Margaret Powell House,
Third Floor,
405 Midsummer Boulevard,
Milton Keynes,
MK9 3BN

The number will be confirmed by early November

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

Lead Capture App

BMUS will have a Lead Capture app for the conference similar to 2024. Gold Sponsors will receive 1 license with up to 10 users. For all other exhibitors and sponsors licenses can be purchased. Details for purchasing will be circulated nearer the time.

Purchases for the Lead Capture app should be made by **30th October**.

The Lead Capture app will be able to read and record details from a QR code on the delegates' badges. Once the QR code has been scanned you will have access to the delegates title, name,

company and email address. You will be able to mark the delegate with a lead rating, as well as add useful information into a free text box.

In addition, the app will be able to scan business cards (the app will parse the text from the photo) and you will be able to manually enter details.

Carousel Advert - Holding Slide

As part of their package, all Gold Sponsors can provide a slide to be included in a carousel of adverts played before and after sessions, and during breaks. This can also be purchased as an optional extra. The carousel will include BMUS adverts as well as industry ones.

The advert should be set to size 16:9.

Please send to Courtney@bmus.org by **21st November**.

Digital Screens

There are 6 digital screens around the venue. Adverts can be included in these screens as an optional extras. If you are providing adverts for this, they should be formatted as a pdf and portrait 16.9 in aspect ratio.

If you have booked this, they should be sent into the office by **17th November** to courtney@bmus.org.

Posters

Around the venue in key areas there are sets of posters. In the lift vestibule at the car park level. These can be booked as an optional extra.

Poster should be 510 x 765mm.

If selected, the BMUS office will discuss full requirements with you.

Delegate Lists

The BMUS office will circulate delegate lists including the delegate and speaker names and the hospitals on the dates below:

- 15th October
- 14th November
- 9th December - at the conference on the morning of Day 1 as a hard copy.

Marketing in Practical sessions

If you are providing a machine for a BMUS practical session in the Kings Suite you may include **1 pop up banner, this can measure no more than 800 x 2000 mm** near your station. This is a standard size pop up banner. This should be placed near the station to not impinge on the education taking place. If any other marketing materials are found they will be removed, destroyed and the industry partner charged.

Marketing Around the Venue

There should be no other marketing around the venue. If marketing materials are found around the venue they will be removed, destroyed and charged back to the industry supplier.

Social Events

Deadline	Action
31st Oct	Order any additional Winter Ball tickets.
21st Nov	If you have a table or tickets to the Winter Ball please provide a list of names of those who will attending using Appendix J.
14th Nov	Return bespoke catering order for your stand for the 'Welcome Reception' on Day 1 of the conference to (Appendix D).

BMUS Winter Ball

Wednesday 10th December - BMUS Winter Ball and Awards Ceremony

The BMUS Winter Ball will be held on Wednesday 10th December commencing at 19:00 at the Harrogate Majestic Hotel and Spa, Ripon Rd, Harrogate HG1 2HU.

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 the **21st November**. Please ensure that any dietary requirement information is added to Appendix J.

Alternatively, should you not have a table in your stand package and wish to purchase additional tickets, these are priced at £37.50 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.**

Welcome Drinks Reception

Tuesday 9th 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 16.40 to 18:00.

Welcome Reception Catering

If you wish to order bespoke catering for your stand for the Welcome Reception, please use **Appendix D** and return to Matcham's Catering Dept amirajade.thomas@harrogateconventioncentre.co.uk **Monday 14th November**.

Please note the invoice will be raised by the venue and payment is required to be made directly Mitcham's.

All partner social events should take place on Tuesday 9th November and not coincide with the BMUS Winter Ball.

Catering, Badges, and the Final Important Details

Deadline	Action
15th Nov	Provide list of employee names and dates attending for name badges (Appendix H).
14th Nov	Order additional staff lunch catering requirements (over and above your stand allocation) using (Appendix C)
14th Nov	Order lunch grab bags for application specialists working in the session before lunch

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 **14th November**.

Exhibitors will be issued with official **ULTRASOUND 2025** name badges that will allow them access to the exhibition only.

If you are involved in the build day, your Exhibitor badges can be collected from BMUS staff on Monday 8th December. Contact person will be Tracey Clarke tracey@bmus.org. Exhibitors not involved in the build day will have their badges delivered to their stand first thing on day 1.

All 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 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. Please go to the registration desk for this.

You will receive a copy of the event programme in your welcome pack. This will be given to you on the morning of the day 1 of the conference along with an updated copy of the delegate list.

Exhibition Staff Catering

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

Stand size	Lunches
3 x 4 Stand	4
3 x 3 Stand	3
3 x 2 Stand	2
2 x 2 Stand	2
Bronze Stand	6
Silver Stend	7

Gold Stand	9
------------	---

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; the cost of this is **TBC the venue is updating its packages**. Please complete the additional lunches order form at **Appendix C**.

All additional orders for catering must be sent to tracey@bmus.org by **21st November**. We are unable to arrange additional catering after this date.

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

Please note that **no catering supplied by outside contractors is allowed in Harrogate Convention Centre**. 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 a lunch grab bag for them. This is one per practical session exhibitor. Please notify tracey@bmus.org if this is required and if the staff member has any dietary requirements.

Deliveries

Courier goods should only be delivered on **Monday 8th December 2025**. Everything sent to the venue ahead of your arrival must be labelled using the appropriate shipping label at **Appendix E** and must contain the following information:

Your Contact Name
Stand Number / Company Name
Ultrasound 2025
c /o Emma Tucker
Security Gate House
Springfield Avenue
Harrogate Convention Centre
King's Road
Harrogate
HG1 5LA

Any deliveries made before **8th December** will be refused. This may result in the sender having to rearrange for the delivery/collection at their own costs.

Collections

All equipment/literature on your stand should be removed by **22.00hrs on Thursday the 11th December**.

Travel

Conference Venue Address: Harrogate Convention Centre, Kings Road, Harrogate, North Yorkshire, HG1 5LA

Getting Here:

Harrogate is geographically right in the middle of the country and well served by all major transport, links making it accessible from all corners of the UK and beyond. Leeds/Bradford Airport is just 12 miles away.



By Car

Access by car from both the North and South benefits from the A1 / M1 / M62 motorway networks.

See the 'Getting Here' section on the Harrogate Convention Centre website.

From the South, 21 minutes from the A1: Take the M1 and A1(M) before leaving at Junction 45 (Wetherby) then take the A661 to Harrogate. Alternatively continue on the A1(M) to Junction 47 (Knaresborough) then follow signs to Harrogate.

From the North, 24 minutes from the A1. Take the A1(M) and exit at Junction 47 (Knaresborough) then follow signs to Harrogate.

Car Parking

There is a 24-hour pay and display car park directly below the Harrogate Convention Centre and a further 1,200 parking spaces in the centre of Harrogate. There are also electric car charging points available just one minute from the venue. For more information please visit the parking section on the Harrogate Convention Centre Website. Whilst the Harrogate Convention Centre car park is available 24/7, please note that the entry and exit shutters are open from 06:00 to 23:59.

By Train

LNER Azuma services run 6 times a day direct between London Kings Cross and Harrogate Station. LNER 25% discount is available online using the Promo Code **HCC25**.

<https://lner.co.uk/tickets-savings/savings-rewards/special-offers/deals/25-off-harrogate-convention-centre/>

By Bus

For all your local bus and rail information, local planning guides and directions around town visit openharrogate.co.uk.

By Taxi

Harrogate Convention Centre works with Harrogate's taxi drivers to keep them informed about upcoming events and to make sure they know when they are going to be busy. The nearest taxi rank is on Montpelier Road.

Blue Line Taxis Tel: 01423 530 830

Mainline Taxis Tel: 01423 555555

Taxis are readily available at Leeds/Bradford Airport and Harrogate train station. ****Please note, BMUS has no affiliation with any taxi firm***

Accommodation

Accommodation is being organized by Brief2Event please visit the BMUS website for more information. <https://www.bmus.org/ultrasound-2025-harrogate/> or email Joanne.Penney@brief2event.com.

Complimentary Visitor Exhibition Passes

Exhibitors will be able to distribute an 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 2025, a catering voucher at the cost of £35+VAT per person which 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 be at the Delegate Registration Desk. Please note these do not allow access to the practical sessions.

The Donald MacVicar Brown keynote lecture at 15.40pm on Tuesday 9th December is open to all exhibition staff/guests to attend.

Wifi

There will be event Wi-Fi for exhibitor and delegates. This will be for basic emails, the lead capture app and normal phone usage. It will not be suitable for streaming or downloading large files.

Code of Conduct for Partners Attending Ultrasound 2025

At the British Medical Ultrasound Society, we are committed to creating a respectful, inclusive, and professional environment for all attendees, including partners, sponsors, exhibitors, and stakeholders. This Code of Conduct outlines the expected standards of behaviour and ensures a positive experience for everyone involved.

1. Expected Behaviour

- All partners attending Ultrasound 2025 are expected to:
- Conduct themselves in a professional and courteous manner at all times.
- Respect the rights, dignity, and diversity of all attendees, including staff, speakers, and delegates.
- Engage in ethical business practices, ensuring honesty and transparency in all interactions.
- Follow the event schedule and adhere to the event guidelines and regulations.
- Comply with all applicable laws and venue policies.

2. Unacceptable Behaviour

The following behaviours are considered unacceptable and may result in appropriate action:

- Harassment, discrimination, or offensive behaviour based on race, gender, sexual orientation, disability, age, religion, or any other protected characteristic.
- Aggressive, disruptive, or inappropriate conduct, including verbal abuse, threats, or physical intimidation.
- Unauthorised promotional activities, including unsolicited sales pitches or the distribution of materials outside designated areas.
- Any behaviour that jeopardises the safety and wellbeing of attendees, including excessive consumption of alcohol or substance abuse.
- Damage to event property or venue facilities.

3. Reporting a Concern

If you experience or witness any behaviour that violates this Code of Conduct, please report it promptly to a member of the event staff or designated contact person. All concerns will be handled with discretion and confidentiality.

4. Consequences of Violating the Code

Failure to adhere to this Code of Conduct may result in:

- A verbal or written warning.
- Removal from the event without a refund.

- Exclusion from future events hosted by The British Medical Ultrasound Society
- Legal action, if applicable.

5. Agreement

By attending Ultrasound 2025, all partners agree to abide by this Code of Conduct. We appreciate your cooperation in fostering a safe, respectful, and successful event for everyone.

For any questions or clarifications, please contact emma@bmus.org

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 2025
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 November**

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 2025

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 14th November 2025

Appendix D to be found [here](#)

BMUS Ultrasound 2025

SHIPPING FORM

Deliver to	c /o Emma Tucker Security Gate House Springfield Avenue Harrogate Convention Centre King's Road Harrogate HG1 5LA
Event Name	ULTRASOUND 2025 – THE BMUS ASM
Date of event	Tuesday 9 th – Thursday 11 th December 2025
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 2025, Harrogate

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 2025

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

Name of Exhibitor _____ Stand No _____

Contact name _____ E-mail _____

Grab Bags are only for those working the session before the lunch break

Day 1		
Session	Staff Name	Grab Bag (Yes/No) plus any dietary details
11.05 – 12.35 - Interventional		
13.35 – 15.05 – Head & Neck		
Day 2		
Session	Staff Name	Grab Bag (Yes/No) plus any dietary details
09.00 – 10.30 – Quality Assurance		
11.05 – 12.35 – No machines		
13.35 – 15.05 – MSK Shoulder Masterclass		
15.40 – 16.40 – MSK Foot & Ankle Masterclass		
Day 2 Sono Uk		
Session	Staff Name	Grab Bag
09.00 – 10.30 – Session 1		
11.05 – 12.35 – Session 2		
13.35 – 15.05 – Session 3		
15.40 – 16.40 – Session 4		

Day 3		
Session	Staff Name	Grab Bag (Yes/No) plus any dietary details
09.00 – 10.50 - Bowel		
11.20 – 13.10 – Liver Doppler		

To be returned to tracey@bmus.org by 14th November 2025

Ultrasound 2025

CONTRACTOR AND EXHIBITION STAND NAME BADGES

Name of Exhibitor

Stand No

Main Contact name

Contact phone / email

Name	Position in Company

To be returned to tracey@bmus.org by 15th November 2025

GUEST VISITOR EXHIBITION PASS

Harrogate 2025

Name of Exhibitor

Exhibition Stand 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.

Form to be returned to tracey@bmus.org 21st November 2025

BMUS Ultrasound 2025

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 **21st November 2025**

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 _____

NAME BOARD ORDER FORM

BMUS 2025

Harrogate Convention Centre

9th – 11th December 2025

STAND NUMBER



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

Company Name	
Contact	
Telephone	
Email	
Address	
Postcode	

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: Friday 21st November 2025

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