



**BMUS** 

**ULTRASOUND 2016**

**48th Annual Scientific Meeting of the  
British Medical Ultrasound Society**

# EXHIBITOR'S MANUAL

**7th—9th December 2016, York Racecourse, York**

For more details please visit [www.bmus.org](http://www.bmus.org)

## Ultrasound 2016

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## ORGANISER DETAILS

This manual is intended to make your participation at the event as smooth and productive as possible. If you have any questions or require further assistance please do not hesitate to contact any member of the BMUS team:

### Joy Whyte, Sponsorship Opportunities

Tel: 020 7636 3714 opt 3

Email: [joy@bmus.org](mailto:joy@bmus.org)

### TBC, Exhibition Organiser

Tel: 020 7636 3714 opt 1

Email: [office@bmus.org](mailto:office@bmus.org)

### Emma Tucker Scientific Programme & Integrated Sessions Organiser

Tel: 020 7636 3714 opt 2

Email: [emma@bmus.org](mailto:emma@bmus.org)

## COMPULSORY ACTIONS

- Email logo & hyperlink for the website's homepage advertisement \* (if booked) **ASAP**
- Email your wording and logo for entry onto the exhibitors page on the website **ASAP**
- **Invoices - deposit to paid 14 days from booking your stand**
- **Invoices – second payment** **05 September**
- **Invoices – final payment** **31 October**
- Send in design plans, risk assessment and method statement for space **07 October**
- Email your 100 word ASM guide entry and logo\* (if different from web entry) **14 October**
- Email your artwork for advertising (if booked) in the ASM guide\* **14 October**
- Email your artwork for any sponsored items that you have booked\* including slides to be shown in the main hall and at the training sessions. **14 October**
- Email artwork for lanyards if not supplying the lanyards (if booked) **07 October**
- Email artwork for steward t-shirts (if booked) **07 October**
- Complete and return your risk assessment (shell scheme stands) **21 November**
- Complete your health & safety, insurance declaration form (all exhibitors) **21 November**
- Complete the Complimentary Exhibition Passes Form **31 October**
- BMUS Gala Annual Dinner tickets must be ordered by contacting Joy Whyte **31 October**
- Complete the fascia board order form with the exact wording (shell scheme only) **21 November**
- Complete and return live scanning consent forms **23 November**
- Complete the Exhibitor Name Badges form **25 November**
- Send 800 copies of the inserts for delegate bags\* (if booked) to arrive at the venue **05 December**
- Send 800 lanyards (if booked) to arrive at the venue **05 December**

*\*failure to provide information by the deadline indicated will result in your details being omitted from the ASM materials*

## OPTIONAL ACTIONS

- Confirm supply of machines for workshops **10 September**
- Confirm your education on your stand programme **10 September**
- Book furniture for your stand, to be sent directly to [sales@europainternational.com](mailto:sales@europainternational.com) **23 November**
- Shell scheme optional extras, to be sent directly to [info@x-hibit.com](mailto:info@x-hibit.com) **25 November**
- Stand upgrade order form, to be sent directly to [info@x-hibit.com](mailto:info@x-hibit.com) **25 November**
- Shell scheme wall covering order form, be sent directly to [info@x-hibit.com](mailto:info@x-hibit.com) **25 November**
- Order electrical and lighting requirements, be sent directly to [info@x-hibit.com](mailto:info@x-hibit.com) **25 November**

## VENUE INFORMATION

York Racecourse  
Tadcaster Road  
York  
YO23 1EX

Phone: 01904 620911

For further information and full directions please visit [www.yorkracecourse.co.uk](http://www.yorkracecourse.co.uk)

## EXHIBITION TIMETABLE

### Stand build up

Tuesday 6 <sup>th</sup> December	11:00 – 22:00 (space only exhibitors)
Tuesday 6 <sup>th</sup> December	14:00 – 22:00 (all exhibitors)
Wednesday 7 <sup>th</sup> December	07.00 – 08:15 (all exhibitors – <b>no unloading, stand dressing only</b> – please note delegate registration will open at 8am, delegates will then have access to the exhibition it is therefore advised that you have staff in attendance from 8 am.

**STANDS MUST BE COMPLETE WHEN THE EXHIBITION OPENS AT 08:30 ON WEDNESDAY 9<sup>TH</sup> DECEMBER.**

### Exhibition opening times

Wednesday	7 <sup>th</sup> December	08:30 – 18:00 [Drinks reception will take place between 16:45 – 18:00]
Thursday	8 <sup>th</sup> December	08:30 – 17:00
Friday	9 <sup>th</sup> December	08:30 – 15:30

### Stand breakdown

From 15:30 – 22:00 on Friday 9<sup>th</sup> December

**PLEASE NOTE: All stands MUST remain intact until the exhibition has closed at 15.30 on Friday 9th December**

An early breakdown or packing up not only impinges on the venues health and safety regulations, but is detrimental to the quality of the event for other exhibitors and delegates.

### Build up and breakdown – Access for unloading/loading, parking.

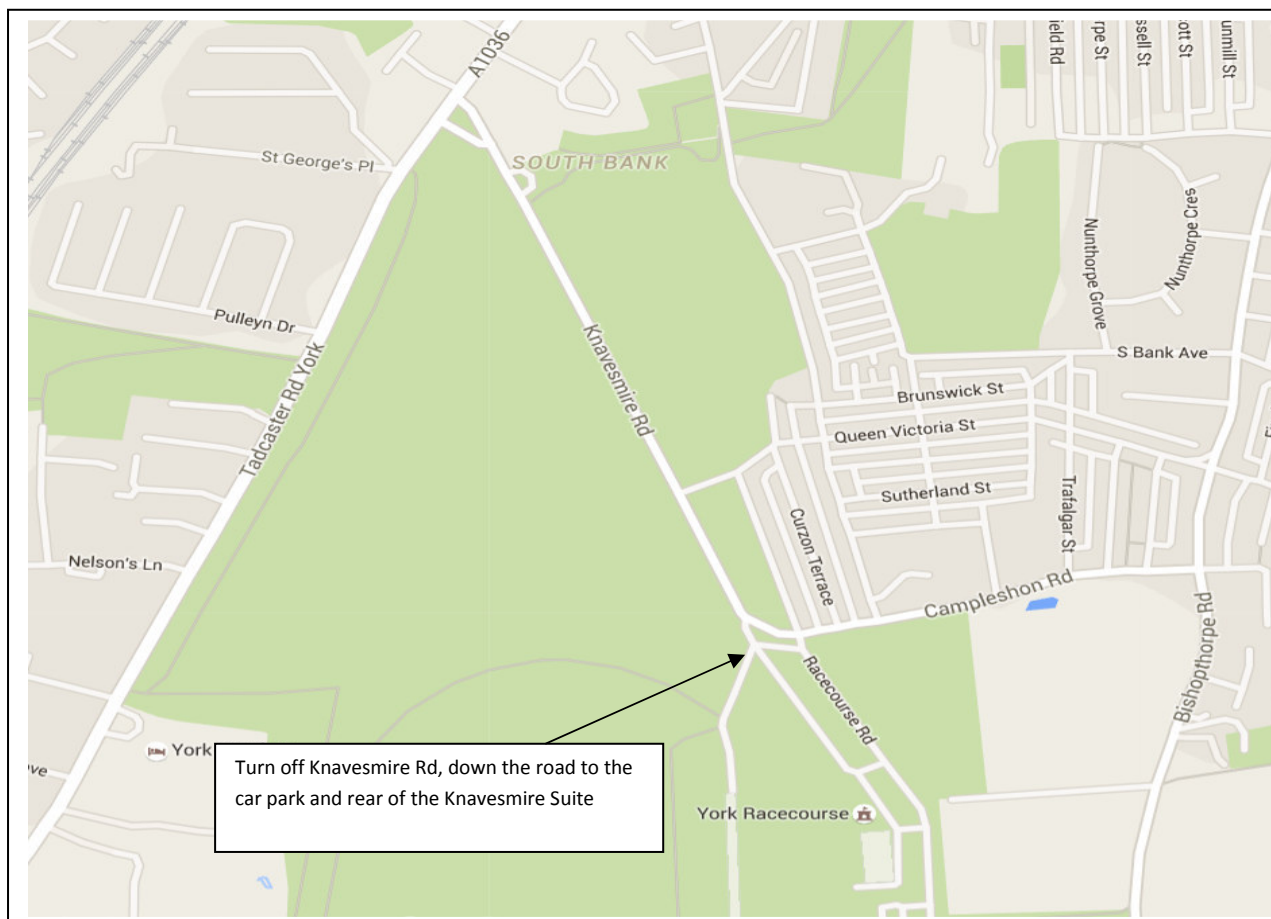
Access to York Race Course is along Knavesmire Road which is off the Tadcaster Road (A1036); the exhibition is located in the Knavesmire Suite, which is on the ground floor.



All deliveries should be to the rear doors of the Knavesmire Suite, to access the hall and the free carpark you must follow the route for horse boxes please refer to the map shown below.

You will be allocated a delivery/build up time, access to the hall will only be granted once our stand builder has completed measuring and marking out all of the floorplan.

BMUS requires a contact name, phone number and email address of your stand builder, if you are using a subcontractor and any companies which are delivering equipment. Please contact [office@bmus.org](mailto:office@bmus.org) if you have not received your time by the end of September.



## DELIVERIES

Courier goods cannot be delivered to the venue prior to the Monday 5<sup>th</sup> December. Everything sent to the venue ahead of your arrival must be labelled with the following information:

- EVENT BMUS 7-9 DECEMBER 2016.
- Company Name & Stand Number
- Contact Name & Mobile Phone Number of someone who is present at York.

Items for the **delegate bag** and lanyards **must** be delivered by **Monday 5<sup>th</sup> December** at the latest, in order for the packing of the delegate bags on Tuesday. These deliveries must be clearly labelled with the following information:

- EVENT BMUS 7-9 DECEMBER 2016.
- DELEGATE BAG INSERT – FOR BMUS EVENT OFFICE
- Company Name & Stand Number
- Contact Name & Mobile Phone Number of someone who is present at York.

## COLLECTIONS

All equipment/literature can be moved up to 22:00 on Friday 9<sup>th</sup> December. There is a limited amount of storage where you can leave items to be collected at a later date; any items left for later collection are left there at your own risk. All items left for later collection must show your company name, a contact number and contents, as well as the name of the courier company. Please advise the BMUS office if you wish to leave items to be collected later.

If you have any items for disposal at the end of the meeting please bag up and leave at the side of the hall.

## 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 exhibitors own risk. Please contact the BMUS office if you intend to use the storage facilities.

## SECURITY

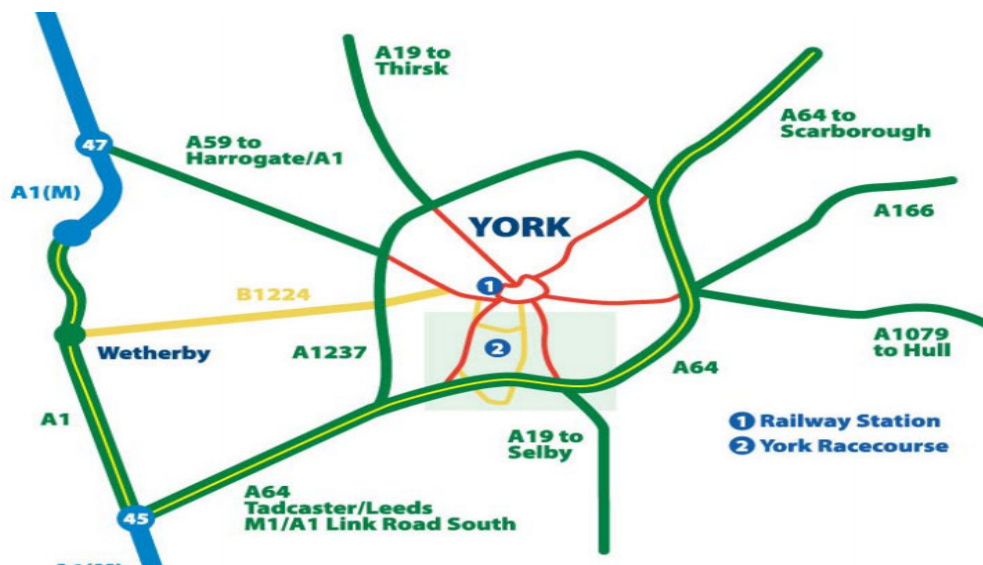
The in-house security team are on site throughout the event from build-up right through to break down.

## CLEANING

The housekeeping department will provide a full cleaning service at the end of the build-up time, and can provide a last minute emergency cleaning service on the opening morning of the event. The exhibition area will be cleaned at the end of each day. Any rubbish which you wish to dispose of should be bagged up and left for housekeeping to collect at the end of each day.

## GETTING THERE

For driving instructions please use the link <http://bit.ly/23JN9Fz>



Numerous bus services (4, 11, 12, 13, 26, 840, 843 & 845) run from York railway to the top of Knavesmire Road. The taxi fare from the station to the racecourse is approximately £5.

# Ultrasound 2016

The 48th Annual Scientific Meeting of the British Medical Ultrasound Society

Stand and floor plan: York Racecourse, York





## SELF BUILD STANDS

### Construction

**Self-build stands must fit entirely within the space purchased, (including height as agreed when booking your stand) and must not obscure the fire exits.**

Materials used in the construction of stand, features, and displays, including signs and fascias must be:

- Of a suitable nature and quality for the purposes and conditions of their intended use.
- Adequately prepared and fixed in order to adequately perform the functions for which they are designed.
- Non-combustible, inherently non-flammable or durably flameproof, in accordance with BS47-Part7

Stands should be designed to ensure that it is not unreasonably difficult for a disabled person to access the stand as required by The Equality Act.

**Building of self-build stands must be completed by 22.00 on Tuesday 6<sup>th</sup> December; there are no facilities to carry on building after this time.**

**All plans for self-build stands must be submitted to the BMUS office by 14<sup>th</sup> October approval and checking. A risk assessment, health & safety declaration and a copy of your public liability insurance certificate must be submitted with your stand plan.**

The name of the contractor and how many personnel will be on hand to build/breakdown your stand must be submitted to the BMUS office.

### Stand Height

If you are intending to build a tall stand please confirm this with the BMUS office, **please note the height of this venue varies** and you will be advised of the maximum height when you book your stand.

### Electrics

Electrics and lighting are not included in the price of a self-build stand; all electrical work must be connected via our official electrical supplier, **Xhibit Solutions Ltd.**

- 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.

For electrical supplies for self-build stands and for extra electricity supplies not included in your shell scheme please contact Xhibit directly to discuss your requirements by contacting Ben Fuller on 01323 811406 or emailing [info@x-hibit.com](mailto:info@x-hibit.com) or [bfuller@x-hibit.com](mailto:bfuller@x-hibit.com)

Any electrical equipment brought onsite must be PAT tested and a certificate 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.

### Carpeting

The exhibition hall is not carpeted.

### 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 ASMs. Please visit their website at [www.europainternational.com](http://www.europainternational.com) for options and prices. Furniture

should be ordered directly using the Europa order form (see forms). Please note that there is a surcharge for orders placed after **23<sup>rd</sup> November**.

**Please ensure you use the correct stand number when placing your order, and have a copy of your order on with you at the 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 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.

**The Health & Safety and Insurance Declaration Form (see forms) must be completed and returned by 21<sup>st</sup> November**

## 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.

## SHELL SCHEME

### Specification

All shell schemes include a back and two side walls, which are grey in colour. You must use **VELCRO only** to attach anything to the shell schemes walls. If you require the removal of either/both side walls please confirm your requirements by email to [office@bmus.org](mailto:office@bmus.org).

The overall height of the shell scheme booth will be 2.5m, with the display area of the wall panels being 960mm wide x 2380mm tall.

The shell scheme booths will be constructed by Xhibit, who can supply a range of optional extras, please refer to the details shown on appendix 10. Requirements can be discussed by contacting Ben Fuller on 01323 811406 or emailing [info@x-hibit.com](mailto:info@x-hibit.com). Orders must be placed by **21<sup>st</sup> November**.

- Lockable storage
- Shelving
- Wall panels in a different colour
- Vinyl cover of wall panels
- Digital print for both wall panels and fascia boards.

## Carpet

There is no carpet in the exhibition hall at York Racecourse.

## Electrics

Each stand is supplied with a double 500w electric socket and a single spot light. Extra electrics should be ordered directly from Xhibit, Please contact Xhibit directly to discuss your requirements by phoning Ben Fuller on 01323 811406 or emailing [info@x-hibit.com](mailto:info@x-hibit.com). (See forms)

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

Any electrical equipment brought onsite must be PAT tested and a certificate 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.

## Fascia Name Board

Each shell scheme comes complete with a fascia name board; please complete the form (see forms) **with the exact wording** which you require to be shown on your name board. The completed form should be returned directly to [info@x-hibit.com](mailto:info@x-hibit.com) by **21<sup>st</sup> November**.

## 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 ASMs. Please visit their website at [www.europainternational.com](http://www.europainternational.com) options and prices. Furniture should be ordered directly using the form (see forms). Please note that there is a surcharge for orders placed after **23<sup>rd</sup> November**.

**Please ensure you use the correct stand number when placing your order, and have a copy of your order on with you at the 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 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.

**The Health & Safety and Insurance Declaration Form must be completed by ALL exhibitors and returned by 21<sup>st</sup> November.**

## Risk Assessment

**The risk assessment template for shell scheme exhibitors should be completed (see forms) and returned by 21<sup>st</sup> November. If no risks are involved please endorse the form 'NO RISKS', and return.**

## INSURANCE (For all exhibitors)

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.

## ACCOMMODATION

We are once again using JP Events to book accommodation for the conference please contact them directly on +44(0)845 680 1138 or at [jane@jpetem.com](mailto:jane@jpetem.com). To access the online accommodation booking service please go to the conference website [at www.bmus.org](http://www.bmus.org)

## CATERING (For all exhibitors)

If you wish to order bespoke catering for your stand for the Welcome reception please contact York Racecourse directly on 01904 620911 or at [www.yorkracecourse.co.uk](http://www.yorkracecourse.co.uk)

The supply of meals/refreshments for exhibitors is **based on the size of your stand** and refreshment vouchers will be given to you when you register on Wednesday morning. Extra catering vouchers for your staff and any guests should be purchased and paid for prior to the start of the conference. Please complete the refreshments order form. **Extra catering vouchers cost £25 per person per day.**

You will receive an email upon receipt of your order to confirm your booking. All orders must be received by **Wednesday 23rd November**. **Please ensure that you bring your vouchers with you each day as replacement vouchers will not be available. Catering vouchers will be available for collection at the same time as exhibitor name badges.**

**Please see complimentary exhibition passes for catering for guests.**

No catering supplied by outside contractors is allowed at York Racecourse, if you intend to supply coffee from your stand please contact [joy@bmus.org](mailto:joy@bmus.org)

## DELEGATE BAG INSERTS

If you have booked inserts in delegate bags please forward 800 copies using the insert delivery label (appendix 2), each box should be labelled with your company name, contents, BMUS ASM, box numbers and marked for the attention of Joy Whyte. All inserts should be delivered by **5th December 2016 directly to York Racecourse** to be included in the delegate bag(see forms for label template)

If you wish to book an insert for the delegate bag please contact Joy Whyte at [joy@bmus.org](mailto:joy@bmus.org)

**Please note any unauthorised material found in the delegate bags will be removed and destroyed and may subsequently be charged for.**

## EDUCATION ON STANDS & CPD ENDORSEMENT

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 are **NO** conflicts with the Scientific Programme. Please discuss your plans with Joy Whyte on 020 7636 3714 no later than **mid-September**.

## Scanning on stands

The following conditions apply:

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 one hour.

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, 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](http://www.bmus.org) , there is also a copy of these guidelines following the scanning consent form.**

## PRACTICAL TRAINING SESSIONS AT ULTRASOUND 2016

As always the BMUS ASM offers the best in hands on tuition and experience for delegates. There are 4 hands on practical training sessions to be held at Ultrasound 2016 offering a mixture of integrated training days: including practical training sessions and expert advice sessions.

	Day 1	Day 2	Day 3
am	MSK Advanced	Carotid Masterclass	Elastography Masterclass
am			DVT Integrated Training Session
pm	MSK Fundamental	Head & Neck	

## Sponsors Requirements

The following equipment / supplies must to be brought to each of the sessions where you have booked machine space.

**Each machine should have a minimum of the following probes:**

- 1 High frequency linear
- 1 Mid frequency linear

**General items:**

- Couch
- Chair
- Pillow
- Sheet for the bed
- Sheet for the patient
- Blanket
- Gel
- Probe sanitizer
- Disinfectant hand gel
- Bed roll



An application specialist needs to be present at the start of each workshop to advise the faculty member on their machine. This is in order that the BMUS faculty member is able to demonstrate its use properly, and will ensure that each machine is showcased at its best.

You must confirm the draw down power of the machines that will be used at the workshops.

## EXHIBITOR NAME BADGES AND EVENT ENTRY

Exhibitors will be issued with official ULTRASOUND 2016 name badge that will allow them access to the exhibition. These badges should 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 Tuesday.

Exhibitors not involved in the build-up will be able to collect their badges from the BMUS stand which is located in the main exhibition hall from:-

7:00 on Wednesday 7<sup>th</sup>

8:00 on Thursday 8<sup>th</sup>

8:00 on Friday 9<sup>th</sup>

Each member of staff must collect their own name badge upon arrival.

Any tickets or refreshment vouchers, which you have ordered will be ready for collection on Wednesday 7<sup>th</sup> December from the BMUS stand and must be signed for.

Extra copies of the AMS programme and the final delegate will also be available from the BMUS stand.

Names of all personnel and contractors should be emailed to the BMUS office using the name badge form **by 23<sup>rd</sup> November**. 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.

## EXHIBITOR COMPLIMENTARY DELEGATE PASSES

Exhibitors will be able to distribute unlimited number of complimentary delegate passes to allow guests to attend the exhibition; these **must be pre-ordered by** completing the delegate pass form by **31<sup>st</sup> October** and return to [bookings@bmus.org](mailto:bookings@bmus.org). **Please note that these passes do not allow entry into workshops or lectures.**

For guests who have accepted your invitation to attend Ultrasound a catering voucher at the cost of £25 per person which includes a lunch may be purchased prior to the conference. Ensure that you have included a contact email address of your guest, in order for the BMUS office to send out joining instructions.

Please note vouchers must be paid for in full prior to the conference.

## WEBSITE HOME PAGE ADVERTISING AND WEBSITE ENTRY

If 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**.

**All** other exhibitors should email a paragraph of no more than **50 words** and a logo for insertion on the exhibitor's page of the conference website to [office@bmus.org](mailto:office@bmus.org) **ASAP**.

## ULTRASOUND 2016 PROGRAMME

Please email your **100 word** paragraph /company profile and logo to [office@bmus.org](mailto:office@bmus.org) by **14<sup>th</sup> 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.

## ULTRASOUND 2016 PROGRAMME ADVERTISING

If you have booked an advert in the programme you must submit the artwork as a high resolution PDF by **14<sup>th</sup> October** to [joy@bmus.org](mailto:joy@bmus.org) in the following format:

- A4 portrait in full colour
- Full page: 210 x 297mm with 3mm bleed
- Half page: 148.5 x 210mm with 3mm bleed

If you wish to book advertising space please contact Joy Whyte at [joy@bmus.org](mailto:joy@bmus.org)

**Failure to provide copy or artwork by 14<sup>th</sup> October may result in your details being omitted.**

## SOCIAL EVENTS

### Wednesday 7th December - BMUS Welcome Drinks Reception

The Welcome Drinks Reception will once again be held within the exhibition space and is free to all delegates. The reception will run from 16:45 to 18:30, any exhibitor who requires catering for their stand should order their supplies directly from York Racecourse by phoning 01904 620911 ask for Katie Warner or visiting [www.yorkracecourse.co.uk](http://www.yorkracecourse.co.uk)

### Thursday 8th December - BMUS Annual Gala Dinner and Awards Ceremony; sponsored by Hitachi Aloka Medical Ltd

The BMUS Annual Dinner this year will be held on Thursday 8th December commencing at 19:30; at National Railway Museum, York. Non-delegate tickets at £39.95 for the annual gala dinner and awards ceremony may be purchased from the BMUS conference website at [www.bmus.org](http://www.bmus.org)

If you are booking complete tables a complete list of your staff and guests who are attending the annual gala dinner must be emailed to [joy@bmus.org](mailto:joy@bmus.org) no later than **31st October**; full payment for any tickets purchased is required prior to the conference. If a table is part of your package please confirm if you wish to book more tickets or alternatively will not fill your table.

This event always sells out and prior purchase is essential.

## FREQUENTLY ASKED QUESTIONS

### Where can I hire furniture from for my stand?

Please contact Europa International at [www.europainternational.com](http://www.europainternational.com) or call + 44(0) 20 8676 0062

### Are electrics included in the stand price?

Limited electrics are included in shell scheme stands, please order extra 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](http://www.bmus.org) or email [jane@jpetem.com](mailto:jane@jpetem.com) or call +44(0) 845 680 1138.

### When is build up?

Tuesday 6 <sup>th</sup> December	10:00 – 22:00 space only exhibitors
Tuesday 6 <sup>th</sup> December	12:00 – 22:00 shell scheme exhibitors
Wednesday 7 <sup>th</sup> December	07:00 – 08:15 <b><i>no unloading, stand dressing only</i></b>

### When is breakdown?

Friday 9<sup>th</sup> December 15.30 – 22:00 ***no breakdown prior to 15:30***

### When do I send deliveries?

There is limited storage at York Racecourse; but they are able to accept deliveries prior to the meeting from Monday 5<sup>th</sup> December. All deliveries must be clearly labelled with the name of your company, contents, your stand number, contact details and BMUS Ultrasound 2016, December 7-9; and should be sent to York Racecourse, Tadcaster Road, York, YO23 1EX

### How do I book an insert in the delegate bag?

Please email Joy at [joy@bmus.org](mailto:joy@bmus.org)

### How do I book tickets for social events?

Tickets **must** be booked via the conference web site at [www.bmus.org](http://www.bmus.org) or by contacting Joy at [joy@bmus.org](mailto:joy@bmus.org)

### How do I order catering for my stand?

Catering is available to order for the Welcome reception please contact the venue on 01904 620911 ask for Julie Warner or visit [www.yorkracecourse.co.uk](http://www.yorkracecourse.co.uk)

### 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**; additional catering vouchers may be purchased directly from the BMUS by completing the order form and should be paid for in full prior to the start of the conference. The charge is £25 per person per day.

### Complimentary Exhibition Passes

Passes are available and will gain access to the **exhibition only** catering at £25 per person can be ordered for your guests.

### Do I need to complete a risk assessment?

All exhibitors must complete a risk assessment. Self-build exhibitors should ask their stand builders to provide this. Shell scheme exhibitors can complete the risk assessment form

**Do I need to submit design plans?**

Self-build exhibitors must submit design plans, risk assessment and method statement by 7<sup>th</sup> October to [office@bmus.org](mailto:office@bmus.org) and [joy@bmus.org](mailto:joy@bmus.org)

**Where do I get my name badge from?**

Please complete the order form and email to [office@bmus.org](mailto:office@bmus.org) by 23rd November. Name badges will not be posted but can be collected on Tuesday 6th December from BMUS staff who will be present during the build-up or on Wednesday 7th December from the BMUS stand which will be located in the main exhibition hall.

**Is there any storage at the York Racecourse?**

There is a limited amount of communal storage available, please contact the BMUS office if you require storage. All items left in storage must be fully labelled.

**Do I need to complete a health & safety form, and insurance declaration?**

All exhibitors must complete the health & safety, insurance declaration form, and return them to BMUS prior to the start of the conference.

## FORMS

Title	Page Number
Delivery label template for delegate bag inserts	1
Health & Safety and Insurance Declaration	2
Risk assessment form for shell scheme exhibitors	3
Exhibitor name badges & catering vouchers order form	4
Scanning consent form	5
Guide lines for the management of safety when using volunteers & patients for practical training in Ultrasound scanning.	6
Exhibitor Complementary Exhibition Passes	8
Name Board order form	9
Electrical Items order form	11
Shell scheme extra items	12
Stand upgrade order form	13
Shell scheme wall covering order form	14
Furniture order form	15



<b>Deliver to</b>	<b>YORK RACECOURSE TADCASTER ROAD YORK YO23 1EX</b>
<b>Event Name</b>	<b>ULTRASOUND 2016 – THE BMUS ASM</b>
<b>Date of event</b>	<b>Wednesday 7<sup>th</sup> – Friday 9<sup>th</sup> December 2016</b>
<b>Room name</b>	<b>Organiser's Office</b>
<b>Exhibitor name</b>	<b>BMUS</b>
<b>Exhibitor contact</b>	<b>Joy Whyte</b>
<b>Exhibitor contact Number</b>	
<b>Courier company</b>	
<b>Description of items being delivered:</b>	<b>INSERTS FOR DELEGATE BAGS FROM</b> <i>[ please show the name of your company here]</i>
<b>Number of boxes</b>	<b>Box            of</b>



2016

## 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 21<sup>st</sup> October to [office@bmus.org](mailto:office@bmus.org).** 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'
- B) 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 by 7<sup>th</sup> 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 \_\_\_\_\_



## 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 [office@bmus.org](mailto:office@bmus.org) by **21<sup>st</sup> November 2016**

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 \_\_\_\_\_



# 2016

## EXHIBITOR NAME BADGES

To be returned along with any payment due to [office@bmus.org](mailto:office@bmus.org) by **23<sup>rd</sup> November 2016**  
BADGES/VOUCHERS TO BE COLLECTED FROM THE BMUS STAND AT THE MEETING

Name of Exhibitor \_\_\_\_\_

Stand No. \_\_\_\_\_

Contact name: \_\_\_\_\_

Contact tel/email \_\_\_\_\_

Name	Position in Company

## Space only exhibitors ~ name of contractors & sub contractors

Name	Company Name

## Extra catering vouchers

Number of catering vouchers required at £ <b>TBC</b> per person <b>per day</b>				
Total Cost				
Payment Enc		Invoice Required		Purchase Order Number



**2016**

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

**British Medical Ultrasound Society  
27 Old Gloucester Street, London, WC1N 3AX**

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 information below, and sign the form if he/she is in agreement with the statements, and is willing to accept the 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 that BMUS takes no responsibility for my personal health and safety in connection with the ultrasound workshop at which I may or may not be scanned, or at any other time during the BMUS Conference 2016;

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

Date(s): \_\_\_\_\_

at: York Racecourse, Cardiff

Representing (Name of Company) \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of subject \_\_\_\_\_





# 2016

## **GUIDELINES FOR THE MANAGEMENT OF SAFETY WHEN USING VOLUNTEERS & PATIENTS FOR PRACTICAL TRAINING IN ULTRASOUND SCANNING**

### **Introduction and Scope**

Practical experience of ultrasound scanning forms an essential component of all training in clinical ultrasound. Those in training may observe experienced and qualified practitioners carrying out scanning, and, more importantly, use ultrasound equipment under the guidance and supervision of a tutor, or other senior clinical colleague. During training, they develop an understanding of the machine controls and settings and a working knowledge of the purpose and outcome of altering the machine settings. They also develop practical skills in carrying out a wide range of clinical studies, obtaining images of optimum diagnostic quality and interpreting and reporting findings.

Modern ultrasound scanners, when used in accordance with guidelines published by BMUS, EFSUMB and WFUMB, do not give rise to substantial concerns over safety. Nevertheless, it is possible to select operating conditions on some equipment that are capable of warming tissue to a level where adverse bio-effects may occur. The magnitude of the temperature rise increases with the length of exposure and with the ultrasound output. In addition, it is known that tissues can be damaged close to any gas bodies exposed to high amplitude pulses of ultrasound, for example at the lung surface or with micro-bubble contrast agents. A further aspect of safety management is the inherent sensitivity of each type of tissue and the long-term relevance of any adverse bio-effects. For example, exposure of embryonic tissues is critical because they are rapidly proliferating, and because of the potential developmental changes which may be caused. Exposure of fetal bone can result in secondary warming of adjacent soft tissues, of particular importance to the brain and spinal cord, especially with high-intensity Doppler beams.

It is important, therefore, to establish recommendations which, when followed, will prevent trainee operators from using scanners at unnecessarily high output levels, scanning for unduly long periods of time, or giving unjustifiable exposure of critical target organs. These recommendations also ensure that the lines of accountability for safe scanning during training are clear. They should ensure that there is sufficient scope to enable practical scanning skills to be developed within a managed and responsible framework.

Formal training programmes should include appropriate teaching material on the safe use of ultrasound, the potential for bioeffects and the rationale and means for limiting output. These guidelines do not define a training curriculum relating to safety, but only set out to establish operational criteria for safe practical training.

### **GUIDELINES**

#### **· Overall Responsibility and Supervision**

- Responsibility for the safety of patients and volunteers during practical training in ultrasound scanning lies in the first instance with the tutor supervising the scanning.
- The tutor should ensure that the trainee is competent in the safe application of ultrasound before being allowed to scan without supervision.
- Where previously unknown pathology is detected during training scan on a "normal" volunteer, there should be appropriate mechanisms in place for reporting the findings and directing appropriate medical management. This must include a clear strategy, so that if a medical problem is identified in a volunteer that an appropriate referral system is in place. This will normally be by contact with the general practitioner of the person concerned. This strategy must be clear to a volunteer prior to participation in a scanning session.
- Tutors should be aware of the particular needs for training when ultrasound scanning is used for less common applications or research.
- The tutor should be aware of, and abide by, current BMUS, EFSUMB and WFUMB safety guidelines.

#### **Informed Consent**

- The person being scanned should give informed consent for the procedure. It is the tutor's responsibility to ensure this is done.
- Patients being scanned for clinical reasons should be made aware that a trainee is carrying

out the examination. The patient should understand that their quality of care would not be affected whether the trainee scans or not. Verbal consent is acceptable.

- Healthy volunteers should give informed consent, ideally in written form. The consent form should include a paragraph on the consequences of finding an unforeseen abnormality and the strategy for subsequent management of the problem.

#### **Management of Acoustic Output**

- The tutor will ensure that the trainee avoids the use of excessive and inappropriate exposure levels, particularly in obstetric applications and when using spectral Doppler and colour Doppler imaging modes.

- The tutor will ensure that the time spent with an individual subject does not exceed that necessary for the training need. It is recommended that the total examination time is normally no more than twice that needed to carry out a diagnostic scan.

- Wherever possible, training should be carried out using a scanner equipped with a display of the two safety indices - Mechanical Index and Thermal Index. The tutor should make sure the trainee is aware of the displayed safety indices, their meaning, and their function in the management of safety.

- The trainee should be aware of the effect on machine output resulting from changes in machine controls. This may be monitored during scanning by observing the safety indices.

#### **Ultrasound Contrast Agents**

- A number of ultrasound contrast agents are now available for patient use under medical supervision and it is appropriate for ultrasound practitioners to be trained in their use. Any such study should, however, be performed or supervised by an experienced medical practitioner who is responsible for the safe and appropriate use of these agents. As ultrasound contrast agents can lower the threshold for acoustic cavitation, special attention should be paid to the avoidance of excessive scanning at higher acoustic output, when possible.

#### **REFERENCES:**

British Medical Ultrasound Society. Guidelines for the safe use of diagnostic ultrasound equipment. BMUS Bulletin, August 2000.

WFUMB 1998. Conclusions and Recommendations on Thermal and Non-thermal Mechanisms for Biological Effects. Ultrasound in Med. & Biol; 24: Supplement 1, xv-xvi.

EFSUMB 2002, Clinical Safety Statement for Diagnostic Ultrasound (2002).





## NAME BOARD ORDER FORM

EVENT : BMUS 2016  
VENUE : York Race Course  
DATES : 7<sup>th</sup> – 9<sup>th</sup> December 2016

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](mailto: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 : 25<sup>th</sup> November 2016**

**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



# ELECTRICAL ITEMS ORDER FORM

EVENT : BMUS 2016  
VENUE : York Race Course  
DATES : 7<sup>th</sup> – 9<sup>th</sup> December 2016

STAND NUMBER



Please return this form to:

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Company Name	
Contact	
Telephone	
Email	
Address	
Postcode	

**DEADLINE FOR RETURN: 25<sup>th</sup> November 2016**

Description	Qty	Unit Price	Total
120w General Purpose Spotlight		£58.50	
500w Socket Outlet		£65.00	
1000w Socket Outlet		£104.00	
2000w Socket Outlet		£153.40	
3000w Socket Outlet		£256.10	
<b>ORDERS RECEIVED AFTER THE DEADLINE MAY BE SUBJECT TO A 20% SURCHARGE</b>  <b>FULL PAYMENT MUST ACCOMPANY THIS FORM EITHER BY CHEQUE MADE OUT TO <u>XHIBIT SOLUTIONS LTD</u> OR CREDIT CARD</b>		Sub Total	
		VAT	
		Total	

- ☐ 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 Card, as follows **(PLEASE NOTE ALL CARDS ARE SUBJECT TO A 2.5% SURCHARGE)**

☐ VISA / MASTERCARD      ☐ SWITCH / DELTA

Card Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiry Date

--	--	--	--

Security Number

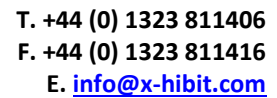
--	--	--	--

Name of Cardholder .....

*Xhibit Solutions Ltd reserve the right to delay installation of any order for which payment is outstanding, until full payment is received*

# ELECTRICAL ITEMS ORDER FORM

## STAND NUMBER



1. Each square on the grid can denote 1sq.m for example
2. Draw the plan outline of your stand showing the back and/or side walls
3. Always indicate the positioning of built in items such as storage areas and partition walling
4. Indicate the height of sockets if not required at floor level in the box below
5. Complete all details on this form and return with your Electrical Items Order Form
6. This diagram will be used as our onsite reference, if any parts of this form are unclear or not filled in the electrician will take this own initiative to carry out the order

A full-page sheet of white graph paper with a uniform black grid. The grid consists of small squares, approximately 10 units wide by 10 units high, covering the entire area of the page. There are no margins, text, or other markings on the paper.

Item	Height
.....	..... mm
.....	..... mm
.....	..... mm
.....	..... mm

# SHELL SCHEME OPTIONAL EXTRAS ORDER FORM

EVENT : BMUS 2016  
VENUE : York Race Course  
DATES : 7<sup>th</sup> – 9<sup>th</sup> December 2016

STAND NUMBER



Please return this form to:

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

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F. +44 (0) 1323 811416  
E. [info@x-hibit.com](mailto:info@x-hibit.com)

Company Name	
Contact	
Telephone	
Email	
Address	
Postcode	

**DEADLINE FOR RETURN: 25<sup>th</sup> November 2016**

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; black or grey</u>		£25.00	
Light Support Beam		£15.00 per m	
Garment Hanging Rail – 1mw section on 500mm d brackets		£20.00 per m	
White Melamine FLAT Shelf – 1mw x 300mmd <u>Not into corners of stand</u>		£25.00 each	
White Melamine SLOPING Shelf – 1mw x 300mmd <u>Not into corners of stand</u>		£25.00 each	
Counter Unit – 1mw x 1mh x 500mmd (not lockable)		£50.00	
<b>ORDERS RECEIVED AFTER THE DEADLINE MAY BE SUBJECT TO A 20% SURCHARGE</b>  <b>FULL PAYMENT MUST ACCOMPANY THIS FORM EITHER BY CHEQUE MADE OUT TO <u>XHIBIT SOLUTIONS LTD</u> OR CREDIT CARD</b>		Sub Total	
		VAT	
		Total	

- ☐ 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 Card, as follows **(PLEASE NOTE ALL CARDS ARE SUBJECT TO A 2.5% SURCHARGE)**

☐ VISA / MASTERCARD ☐ SWITCH / DELTA

Card Number	Expiry Date	Security Number
<div style="display: flex; justify-content: space-between;"> <div style="width: 100%;"> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> </div> </div>	<div style="display: flex; justify-content: space-between;"> <div style="width: 100%;"> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> </div> </div>	<div style="display: flex; justify-content: space-between;"> <div style="width: 100%;"> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> </div> </div>
Name of Cardholder .....		

*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 OPTIONAL EXTRAS ORDER FORM

VENUE : York Race Course

DATES : 7<sup>th</sup> – 9<sup>th</sup> December 2016

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](mailto:info@x-hibit.com)

## Instructions

1. Each square on the grid can denote 1sq.m for example
2. Draw the plan outline of your stand showing the back and/or side walls
3. Always indicate the positioning of built in items such as storage areas and partition walling
4. Indicate the position and heights of adjustable items (shelves) in the box below.
5. Complete all details on this form and return with your Shell Scheme Optional Extras Order Form
6. Failure to complete the form in its entirety will result in any items ordered being positioned at the discretion of our stand fitters.

[illegible]

### Item Details

Height from floor of shelving or rails etc.

Item

Height

.....

..... mm

.....

..... mm

.....

..... mm

.....

..... mm

# STAND UPGRADE ORDER FORM

EVENT : BMUS 2016  
VENUE : York Race Course  
DATES : 7<sup>th</sup> – 9<sup>th</sup> December 2016

STAND NUMBER



Please return this form to:

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E. [info@x-hibit.com](mailto:info@x-hibit.com)

Company Name	
Contact	
Telephone	
Email	
Address	
Postcode	

**DEADLINE FOR RETURN: 11<sup>th</sup> November 2016**

Product Code	Product Description	Unit Cost	Qty	Total
BRONZE	Bronze Stand Upgrade	£2,750.00		
SILVER	Silver Stand Upgrade	£2,950.00		
GOLD	Gold Stand Upgrade	£3,450.00		
<b>ORDERS RECEIVED AFTER THE DEADLINE MAY BE SUBJECT TO A SURCHARGE</b> <b>FULL PAYMENT MUST ACCOMPANY THIS FORM EITHER BY CHEQUE</b> <b>MADE OUT TO <u>XHIBIT SOLUTIONS LTD</u> OR CREDIT CARD</b>			Sub Total	
			VAT	
			Total	

- ☐ 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 Card, as follows **(PLEASE NOTE ALL CARDS ARE SUBJECT TO A 2.5% SURCHARGE)**

☐ VISA / MASTERCARD      ☐ SWITCH / DELTA

Card Number

Expiry Date

Security Number

Name of Cardholder .....

*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

## 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 at CIH SE 2014, Brighton

## Stand Upgrade – Silver Option (3m x 3m Stand Space)



### 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 at CIH SE 2014, Brighton

## Stand Upgrade – Gold Option (4m x 3m 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
- ✓ Lockable storage area
- ✓ Production of Full CAD visual showing your exact requirements for approval
- ✓ Lighting as shown
- ✓ Full Installation & Dismantle at CIH SE 2014, Brighton

Please note the above are suggested upgrade options at BMUS 2016. Other configurations and designs are available. Please contact us for details and prices.

# SHELL SCHEME WALL COVERING ORDER FORM

EVENT : BMUS 2016  
VENUE : York Race Course  
DATES : 7<sup>th</sup> – 9<sup>th</sup> December 2016

STAND NUMBER



Please return this form to:

Xhibit Solutions Ltd  
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E. [info@x-hibit.com](mailto:info@x-hibit.com)

Company Name	
Contact	
Telephone	
Email	
Address	
Postcode	

**DEADLINE FOR RETURN: 18<sup>th</sup> November 2016**

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 ( <b>IN SYSTEM</b> )	£155.00 per panel		
WP/DPS	Digital Print Full Height Wall Panel ( <b>SEAMLESS</b> )	£230.00 per panel		
FS/DP	Digital Print Fascia System	£45.00 per m		
				Sub Total
				VAT
				Total

**ORDERS RECEIVED AFTER THE DEADLINE MAY BE SUBJECT TO A 20% SURCHARGE**

**FULL PAYMENT MUST ACCOMPANY THIS FORM EITHER BY CHEQUE MADE OUT TO XHIBIT SOLUTIONS LTD OR CREDIT CARD**

- ☐ 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 Card, as follows (**PLEASE NOTE ALL CARDS ARE SUBJECT TO A 2.5% SURCHARGE**)

<input type="checkbox"/> VISA / MASTERCARD	<input type="checkbox"/> SWITCH / DELTA		
Card Number		Expiry Date	Security Number
<div style="border: 1px solid black; width: 100%; height: 20px;"></div>		<div style="border: 1px solid black; width: 50%; height: 20px;"></div>	<div style="border: 1px solid black; width: 50%; height: 20px;"></div>
Name of Cardholder .....			

# 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.***



I have read and accepted the conditions of hire overleaf

# 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, 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.