



ULTRASOUND 2019

51st Annual Scientific Meeting of the
British Medical Ultrasound Society

Exhibitor Technical Manual and Information

10th - 12th December 2019
Harrogate Convention Centre

BMUS 

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1. ORGANISER DETAILS

Sponsorship opportunities: Joy Whyte

Tel: 0207 636 3714 Option 5

Email: joy@bmus.org

Exhibition Co-ordinator: Tracey Clarke

Tel: 0207 636 3714 Option 1

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

2. VENUE INFORMATION

Harrogate Convention Centre
Kings Road
Harrogate
HG1 5LA Tel: 01423 500500

For further information and full directions please visit: <http://www.harrogateconventioncentre.co.uk/>

3. COMPULSORY ACTIONS

Deadline	Action
IMMEDIATELY	<ul style="list-style-type: none">Return completed booking form and PO Number if this is required
ASAP	<ul style="list-style-type: none">Where included in the stand package, e-mail logo & hyperlink for the website's homepage / sponsor webpage
ASAP	<ul style="list-style-type: none">E-mail company profile & logo for inclusion in the Exhibitor's webpage on the Ultrasound 2019 website (50 words)
WITHIN 7 DAYS	<ul style="list-style-type: none">If a purchase order number required for payment, please provide the number in writing at the time of the booking
WITHIN 14 DAYS	<ul style="list-style-type: none">Pay stand deposit (33%)
SEPTEMBER	
8th September	<ul style="list-style-type: none">Second stand payment (33%)
20th September	<ul style="list-style-type: none">Provide artwork (105mm x 105mm) for BMUS 2019 Wall planner
OCTOBER	
11th October	<ul style="list-style-type: none">Where included in the stand package, provide wattage of the machines being used in the practical workshops to X-habit at info@x-habit.comProvide the 100 words for the entry in the Exhibitor Pages of the Printed ProgrammeWhere included in the stand package, provide your 'Education on the Stand' education programme
15th October	<ul style="list-style-type: none">Supply artwork for advertising in Final Printed ProgrammeSupply artwork for Student T-shirts (if booked)Send in design plans, risk assessment & method statementAll artwork for sponsored items to be supplied
31st October	<ul style="list-style-type: none">Order any <i>additional</i> Gala Dinner tickets required

NOVEMBER	
8 th November	<ul style="list-style-type: none"> Final stand payment due (34%) Provide electrical requirements for your stand to X-HIBIT, info@x-hibit.com
19 th November	<ul style="list-style-type: none"> Advise contact name, phone number and e-mail address of your stand builder / contractor to Tracey@bmus.org Additionally advise the contact number for the driver of the vehicle delivering your stand to Tracey@bmus.org
20 th November	<ul style="list-style-type: none"> Complete & return Health & Safety and Insurance Declaration Forms, (Appendix B) Complete & return Risk Assessment forms (Appendix L) Ensure all equipment being used on the stand and in the practical sessions carries a current PAT test certificate Confirm draw down power for all machines to be used in practical training sessions to tracey@bmus.org Return all scanning on the stand consent forms where scanning is taking place on your stand (Appendix F) Return Application Specialist Name Form, if taking part in the Masterclasses / Practical Workshops (Appendix G)
22 nd November	<ul style="list-style-type: none"> Provide name of main contact on your stand Order additional staff lunch catering requirements (over and above your stand allocation) using Appendix C Provide list of employee names & dates attending for Ultrasound 2019 name badges (Appendix H) Provide list of contractors attending on set-up day <i>Where included in your stand package</i> provide list of attendees for the company Gala Dinner table (Appendix K) <i>Where required</i>, ensure order for stand furniture has placed with Europa, send direct to sales@europainternational.com (Appendix A)
25 th November	<ul style="list-style-type: none"> <i>Where required</i>, return bespoke catering order for your stand for the 'Welcome Reception' on Day 1 of the conference to laurel.thomson@harrogateconventioncentre.co.uk (Appendix D)
2 nd December	<ul style="list-style-type: none"> <i>Where included in your stand package</i>, arrange for 800 delegate bag inserts to arrive at venue on Monday 9th December by midday using shipping label at Appendix E Lanyards (<i>if booked</i>) to be sent <u>to venue</u> to arrive on Monday 9th December by midday using the shipping label at Appendix E
<p><i>Failure to provide information by the deadlines indicated will result in your details being omitted from the delegate information materials</i></p>	

4. EXHIBITION

Stand Build-Up

“ALL STANDS MUST BE COMPLETE WHEN THE EXHIBITION OPENS AT 08.00 ON Tuesday 10th DECEMBER.”

Monday 9th December **10.00 – 22.30** (space only exhibitors) **allocated entry times will be given for unloading**

Monday 9th December **14.00 – 22.00** (all exhibitors)

Tuesday 10th December **07.00 – 08.15** (all exhibitors) **No unloading, limited stand dressing only**

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

Exhibition opening times

Tuesday 10th December : **08:00 – 18:00**
(The Welcome Drinks Reception will take place between **17.00 – 18:30**)

Wednesday 11th December : **08:00 – 17:00**

Thursday 12th December : **08:30 – 14:00**

Access for unloading/loading, parking

1. To ensure that contact can be made directly with your stand builder / contractor, BMUS will require the contact name, phone number and email address of your stand builder or subcontractor. We will also require a contact number for the driver of each vehicle as they will be called to tell them when they can access the building. ***This process must be followed***, please advise this information to tracey@bmus.org by **Monday 19th November**.

2. 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.

3. Please note:

- Access to the exhibition hall will only be granted once the BMUS stand builder has completed measuring and marking out the entire floor plan.
- The venue has a **strict policy** for entry of vehicles for loading and unloading. Details will be on maps that will be supplied to you by Tracey from BMUS, these maps will also be sent to your contractors to pass onto drivers.
- Each stand will be allocated a delivery/build time, please **do not arrive early at the venue** as these times will be strictly adhered to. These time slots are allocated to ensure that each stand has sufficient time to unload their equipment, should your contractor arriving early it will delay the process and create a blockage which will affect every stand. Early arrivals are required to park in **the Dragon Road Holding Carpark** and await their time slot. Your contractor will be called to let them know when they can move to the unloading area. **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.**

4. Please contact tracey@bmus.org if you have not received your access time by 8th November.

Stand Design / Risk Assessment

Your stand designs, risk assessment and method statement should be sent to tracey@bmus.org by **15th October** for BMUS's and the venue's approval.

Stand Breakdown

From 14:00 – 22:00 on **Thursday 12th December**

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 packing up not only impinges on the venue Health & Safety regulations, but it is detrimental to the quality of the event for other exhibitors and delegates, please ensure your stand is staffed until breakdown commences.**
- **Please also ensure that your stands are manned until the closing time of 14:00 on the final day.**

Carpet

The exhibition hall is not carpeted however this can be supplied by Xhibit for your stand, if required please contact them with stand measurements and specifics at info@x-hibit.com.

Electrics

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

Please ensure that your request for electricity for your stand is with Xhibit by **8th November**.

Please note:

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

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

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

Furniture

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

Furniture should be ordered directly using the form at **Appendix A**. Please note that there is a surcharge for orders placed after **8th November**.

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

Health and Safety

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

The Health & Safety and Insurance Declaration Form at **Appendix B** must be completed by ALL exhibitors and returned by **20th November**.

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

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

Insurance

BMUS and 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.

Storage

There is no secure communal storage available.

Security

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

Cleaning

The housekeeping department will provide a full cleaning service at the end of the build-up time, 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. **Please be aware that stands will not be vacuumed for Health & Safety and**

insurance reasons. Any rubbish which you wish to dispose of should be bagged up and left for housekeeping to collect at the end of each day. Rubbish bags should be left by your stand but out of any walkways.

5. CATERING

Exhibition Staff Catering

The supply of meals/refreshments for exhibition staff is **based on the size of your stand**, the number allocated to your stand will be advised on confirmation of your stand booking.

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

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

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

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

Welcome Reception Catering

If you wish to order bespoke catering for your stand for the Welcome Reception please use **Appendix D** and return to laurel.thomson@harrogateconventioncentre.co.uk by **Monday 25th November**.

Please note the invoice will be raised by the venue and payment requires to be made directly to Harrogate Convention Centre

6. DELIVERIES

Courier goods cannot be delivered to the venue prior to the **9th December**. Everything sent to the venue ahead of your arrival must be labelled with the following information using the appropriate shipping label at **Appendix E** and must contain the following information:

- **EVENT - BMUS 10th-12th December 2019**
- Contents of package & number of boxes
- Company Name & Stand Number
- Contact Name & Mobile phone number of someone that will be present at Harrogate

Address: Harrogate Convention Centre, Kings Road, Harrogate, HG1 5LA

7. COLLECTIONS

All equipment / literature on your stand should be removed by **22.00hrs on Thursday the 12th December**.

Any items to be collected by a courier should be clearly labelled and collection should be by 18.00 hours on Thursday 12th December.

8. TRAVEL

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

By Car:

For driving instructions please use the following link

<https://www.harrogateconventioncentre.co.uk/visitors/getting-here>

Car Parking:

The exhibitor car park at Dragon Road is complimentary. There is no exhibitor parking on the service road. Smaller vehicles (caddy vans etc.) can park in the underground car park but usual charges will apply. The standard charges for the underground car park can be found on HCC website here

<https://www.harrogateconventioncentre.co.uk/visitors/parking>. Anyone staying at the Crown Plaza or the Premier Inn will have reduced parking rates as part of their stay.

By Train:

Harrogate is linked to all major UK cities via Leeds (34 minutes) and York (33 minutes) including a direct, daily connection to London (3 hours 1 minute)

The quickest journey time from London is 2 hours 43 minutes including a change at York.

From May 2019 LNER trains direct services to/from London increases to 14 trains per day.

Get 25% off your rail tickets when coming to an event at Harrogate Convention Centre and travelling by Virgin East Coast. To apply for the discount, follow this link. <https://www.lner.co.uk/hcc25>

By Bus:

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

By Taxi:

Taxis are available from Harrogate railway station just by the main entrance, the journey takes approximately 10 minutes from the station to the Convention Centre depending on traffic conditions and the current fare is approximately £5. Please see below for some taxi company details.

Taxi Firm Contact Details:

Blueline Taxis	01423 530 830
Elite Taxis	01423 538 509
Airline Taxis	01423 525 200

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

9. ACCOMMODATION

Accommodation is again this year being organized by JP Event's please visit the BMUS website for more information. If you have any queries over accommodation, please contact JP events directly by email at Mina@jpetem.com you can also telephone them on +44(0)845 680 1138.

10. DELEGATE BAG INSERTS

If you have booked inserts in delegate bags / or have delegate bag inserts included in your stand package please forward 800 copies using the shipping label (**Appendix E**). Each box should be labelled with your company name, contents, BMUS ASM, number of boxes being sent and marked for the attention of Joy Whyte. All deliveries should be sent directly to Harrogate Convention Centre to arrive by **midday on Monday 9th December 2019** in order that they can be packed in the delegate bag.

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

11. EDUCATION ON THE STAND

Education including the scanning of live models may take place on stands for the purpose of demonstrating equipment, but requires **prior** approval from BMUS to ensure there is **NO** conflict with the Scientific Programme. Please discuss your plans with Joy Whyte by contacting her on 020 7636 3714 no later than **30th September**.

The following conditions apply to scanning on the stand:

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

Please advise the BMUS office of your scanning intentions and ensure that all of your models have completed a scanning consent form (**Appendix F**), which should be returned to the BMUS office by **20th November**.

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

12. PRACTICAL TRAINING SESSIONS AT ULTRASOUND 2019

As always, the BMUS ASM offers the best in hands on tuition and experience for delegates. There are 5 hands on practical training sessions available at Ultrasound 2019.

	Day 1	Day 2	Day 3
am		<i>Top Tips for Liver Imaging - Segments and Doppler</i>	<i>MSK Practical Training</i>
	<i>Perfecting Liver and Doppler Technique</i>	<i>Liver Elastography</i>	
pm	<i>Session supported by Canon</i>	<i>Obstetrics Practical</i> <i>A & B</i>	

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

1. For the Elastography masterclass your equipment must be able to perform elastography
2. Each machine should have a minimum of the following probes:
 - 1 High frequency linear
 - 1 Mid frequency linear
3. General items: Please ensure these are included in your transported items :
 - Couch & bed roll
 - Chair
 - Pillow
 - Sheet for the bed
 - Sheet for the patient
 - Blanket
 - Gel
 - Probe sanitizer
 - Disinfectant hand gel

An application specialist needs to be present at the start of each workshop / masterclass. This is in order that the BMUS faculty member is able to demonstrate the machines use properly, and will ensure that each machine is showcased at its best. The name of the application specialist taking part in each session should be provided to the BMUS office by **20th November** using **Appendix G**.

You must confirm the draw down power of the machines that will be used at the workshops by **20th November** to tracey@bmus.org.

13. NAME BADGES

Exhibitor Name Badges and Event Entry

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

Exhibitors will be issued with official **ULTRASOUND 2019** name badges that will allow them access to the exhibition. ***Please note each member of staff must collect their own name badge upon arrival.*** If a member of staff is unable to attend and another member of staff takes their place a new name badge will be issued at the meeting. Tracey Clarke will be able to assist you with this.

Exhibitors not involved in the build-up will be able to collect their badges from the Pre-registered desk located in the main foyer from

07:00 on Tuesday 10th
08:00 on Wednesday 11th
08:00 on Thursday 12th

These badges must be worn at all times as they are the only proof that you are entitled to be in the exhibition area, individual company badges will not be accepted. If you are involved in the build-up day your badge can be collected from BMUS staff on Monday 9th December. Contact person will be Tracey Clarke.

Additional copies of the ASM programme and the final delegate list will also be available from the BMUS stand outside the Exhibition Hall.

Complimentary Visitor Exhibition Passes

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

For guests who have accepted your invitation to attend Ultrasound 2019 a catering voucher at the cost of £25 plus VAT per person which includes a lunch may be purchased prior to the conference, please use the form at **Appendix C** for this purpose. Please note vouchers must be booked and paid for in full prior to the conference. **Lunch vouchers cannot be ordered at the venue.**

Exhibition Staff Lecture Passes

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

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

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

14. WEBSITE HOME PAGE ADVERTISING AND WEBSITE ENTRY

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

15. ULTRASOUND 2019 PROGRAMME ENTRY

Please email your **100 word** paragraph /company profile and logo to tracey@bmus.org by **11th October** if this differs from the entry on the conference website for insertion in the final programme. Contact details form part of your 100 word limit.

16. BMUS 2020 WALLPLANNER

Please provide your artwork as a high-resolution PDF (105mm x 105mm) for the wall planner to tracey@bmus.org by **20th September 2019**.

17. ULTRASOUND 2019 PROGRAMME ADVERTISING

Please submit the artwork for your advertisement as a high-resolution PDF by **15th October** to tracey@bmus.org in the following format:

Full Page Portrait in full colour

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

Horizontal Half Page in full colour

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

"Failure to provide copy or artwork by **15th October** may result in your advertising being excluded from the printed programme."

18. SOCIAL EVENTS

Tuesday 10th December - BMUS Welcome Drinks Reception

The Welcome Drinks Reception will once again be held within the exhibition hall and is free to all paying delegates. The reception will run from 17.00 to 18:30, any exhibitor who requires catering for their stand should order their supplies using the form supplied at **Appendix D** by **25th November**.

Wednesday 11th December - BMUS Winter Ball and Awards Ceremony

Our grateful thanks go to **Hitachi Medical Systems** who have sponsored this event.

The BMUS Winter Ball will be held on Wednesday 11th December commencing at 19:00; at The Majestic Hotel, Ripon Road, 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 K** to tracey@bmus.org no later than **22nd November**. Please ensure that any dietary requirements information is added Appendix K.

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

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

19. Wi-Fi

Wifi Code

Open Wi-Fi under the name Username – ‘venue Wi-Fi’, please accept the T&C’s and you will be able to use the facility.

20. FREQUENTLY ASKED QUESTIONS

Where can I hire furniture from for my stand?

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

Where do I order electricity for my stand?

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

Where can I book accommodation?

Accommodation can be booked through the conference website at www.bmus.org or email Mina Kashmir at JP Events Mina@jpetem.com or call +44(0) 845 680 1138.

When is build up?

Monday 9th December	10:00 – 14:00 space exhibitors unloading, times will be allocated
Monday 9th December	14:00 – 22:00 All exhibitors stand building / stand dressing
Tuesday 10th December	07:00 – 08:15 <i>no unloading, limited stand dressing only</i>

When is breakdown?

Thursday 12th December	14.00 – 22:00 <i>no breakdown prior to 14:00</i> see details on page 5 for in respect of breakdown
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When do I send deliveries?

The venue is unable to accept deliveries **prior** to Monday 9th December.

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

- the name of your company,
- contents,
- number of boxes,
- your stand number,
- contact details
- BMUS Ultrasound 2019, December 10th – 12th;

should be sent to Harrogate Convention Centre, Kings Road, Harrogate, HG1 5LA to arrive by Monday 10th December. Please note - all inserts for the delegate bag need to be received by midday on 10th December.

How do I book tickets for social events?

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

How do I order catering for the Welcome Reception?

Please complete and return the form at **Appendix D** to tracey@bmus.org.

Tracey will liaise with the Convention Centre to arrange your request. You will be invoice by the venue and payment should be made direct to the venue prior to the event

Is there Wi-Fi/internet connection?

Yes, there will be a free Wi-Fi service. Open Wi-Fi under the name – ‘venue Wi-Fi’ and accept the T&C’s.

Is lunch and coffee provided for exhibitors?

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

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

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

Complimentary Visitor Guest Passes

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

Do I need to complete a risk assessment?

Yes, all exhibitors **must** complete the risk assessment form at Appendix L, this must be submitted by **20th November**.

Do I need to submit design plans?

All space only exhibitors must provide detailed plans of their exhibition stand by **15th October** to tracey@bmus.org

Where do I get my name badge from?

Names of all personnel and contractors should be sent tracey@bmus.org using **Appendix H** by **22nd November**.

Is there any storage at Harrogate Convention Centre?

There is no secure storage available.

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

All exhibitors **must** complete the health & safety and insurance declaration forms at **Appendix B** these must be returned to BMUS prior to the start of the conference. Please send to tracey@bmus.org by **20th November**.

21. APPENDICES

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

UK VAT No.205 3716 90

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.
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.



2019

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 October to tracey@bmus.org**
- B) Any significant risks caused by our exhibits, demonstrations and work practices to either ourselves or others onsite are detailed on the form OR if our exhibits, demonstrations and work practices cause NO HAZARD to either ourselves or others onsite. Your risk assessment form will be marked clearly 'NO/ONLY LOW RISKS'.
- C) We are SPACE ONLY. My principal contractor(s)(named below) has undertaken a specific Risk Assessment and Method Statement for this event in accordance with the HASAWA74. They have trained and notified their staff and sub-contractors in such areas identified as being of risk. **A copy to be forwarded to the BMUS office by 21st October**

Stand contractor 1

Company _____ Contact name _____
 Address _____
 Tel _____ Email _____

Stand contractor 2

Company _____ Contact name _____
 Address _____
 Tel _____ Email _____

Insurance and public liability

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

Health and Safety Representative on the stand will be _____

Position _____ Mobile _____

Declaration

Authorised _____ Date _____

Print Name _____ Position _____



2019

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 **19th November 2019**



**EXHIBITION DRINKS RECEPTION
TUESDAY 10TH DECEMBER 2019**

STAND CATERING PRE-ORDER FORM

To pre-order beverages for this event, please complete the order form and return it to Laurel Thomson from CH&Co; laurel.thomson@harrogateconventioncentre.co.uk by 25th of November. You will then be issued with an invoice for payment.

Contact Name			Stand Number:	
Company				
Address				
Postcode				
Telephone		Email:		

<u>Drinks</u>		<u>Quantity</u>	<u>Total Price</u>
Processco Bottle	£34.20		
House Champagne	£58.20		
Large Harrogate Spring Water – Still. (750ml Glass Bottle)	£4.40		
Large Harrogate Spring Water – Sparkling. (750ml Glass Bottle)	£4.40		
Harrogate Spring Water – Still (500ml Bottles)	£1.80		
Soft drink selection – cans x 12 x 330ml	£25.20		
Bottle of House White wine	£21.00		
Bottle of House Red Wine	£21.00		
<u>Catering / Food Items</u>			
Bags of Crisps (minimum order 6)	£1.00		
Selection of Canapes (serves 30)	£70.95		
British Picnic Platter (minimum order 10)	£8.25		
Mince Pies (minimum order 10)	£1.50		
TOTAL – ALL PRICES ARE INCLUDING VAT			



SHIPPING FORM

Deliver to	Harrogate Convention Centre King's Road Harrogate HG1 5LA
Event Name	ULTRASOUND 2019 – THE BMUS ASM
Date of event	Tuesday 10 th – Thursday 12th December 2018
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 2019, 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: _____



Harrogate 2019

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

Name of Exhibitor _____ Stand No _____

Contact name _____ E-mail _____

Day 1	
Session	Staff Name
11.30 – 13.00 Perfecting Liver and Doppler Technique	
14.00 – 15.30 <i>Session supported by Canon Medical Systems</i>	
Day 2	
Session	Staff Name
08.30 – 10.00 Top Tips for Liver Imaging – Segments and Doppler	
10.30 – 12.00 Liver Elastography	
13.00 – 14.30 Obstetric Practical	
Day 3	
Session	Staff Name
09.00 – 13.00 MSK Practical Training	

To be returned to tracey@bmus.org by 20th November 2019

**2019****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 **23rd November 2019**



HARROGATE 2019

GUEST VISITOR EXHIBITION PASS

Name of Exhibitor -----

ExhibitionStand No: -----

Contact name at Event: -----

Contact number at Event -----

Contact email -----

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

GUEST NAME	HOSPITAL OR COMPANY NAME	GUEST EMAIL ADDRESS

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

Information for Exhibitor

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

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

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



HARROGATE 2019

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.



2019

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 **19th November 2019**

Company name: _____ Stand no: _____

Complete by (name): _____ Phone: _____

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

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

Signature _____ Date _____

SHELL SCHEME OPTIONAL EXTRAS ORDER FORM

EVENT : BMUS 2019
VENUE : Harrogate Convention Centre
DATES : 10TH – 12TH December 2019

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	

DEADLINE FOR RETURN: 22nd November 2019

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 500m 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	
ORDERS RECEIVED AFTER THE DEADLINE MAY BE SUBJECT TO A 20% SURCHARGE		Sub Total	
		VAT	
		Total	

Please tick your preferred payment from the options below

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

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

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

STAND UPGRADE ORDER FORM

EVENT : BMUS 2019
 VENUE : Harrogate Convention Centre
 DATES : 10TH – 12TH December 2019

STAND NUMBER



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 Ripe
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 BN8 6AY

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 E. info@x-hibit.com

Company Name	
Contact	
Telephone	
Email	
Address	
Postcode	

DEADLINE FOR RETURN: 15th November 2019

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		
ORDERS RECEIVED AFTER THE DEADLINE MAY BE SUBJECT TO A SURCHARGE			Sub Total	
			VAT	
			Total	

Please tick your preferred payment from the options below

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

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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

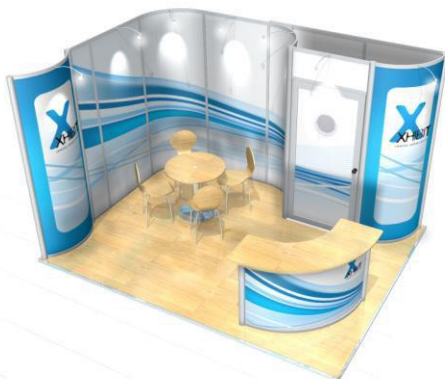
Stand Upgrade – Silver Option (3m x 3m Stand Space)



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 CIH South East in Brighton. Other configurations and designs are available. Please contact us for details and prices.

SHELL SCHEME WALL COVERING ORDER FORM

EVENT : BMUS 2019
VENUE : Harrogate Convention Centre
DATES : 10TH – 12TH December 2019

STAND NUMBER



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Company Name	
Contact	
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Address	
Postcode	

DEADLINE FOR RETURN & ARTWORK SUBMISSION : 22nd November 2019

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

Product Code	Product Description	Unit Cost	Qty panels/metres	Total
WP/DPIS	Digital Print Full Height Wall Panel (IN SYSTEM)	£155.00 per panel		
WP/DPS	Digital Print Full Height Wall Panel (SEAMLESS)	£230.00 per panel		
FS/DP	Digital Print Fascia System	£45.00 per m		
ORDERS RECEIVED AFTER THE DEADLINE MAY BE SUBJECT TO A 20% SURCHARGE				Sub Total
				VAT
				Total

Please tick your preferred payment from the options below

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

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

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

SHELL SCHEME WALL COVERING ORDER FORM

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

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

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

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

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

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

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

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

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

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

In System Digital Print Wall Covering Options



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

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

Seamless Digital Print Wall Covering Options



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

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

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

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

ELECTRICAL ITEMS ORDER FORM

EVENT : BMUS 2019
 VENUE : Harrogate Convention Centre
 DATES : 10TH – 12TH December 2019

STAND NUMBER



Please return this form to:

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 Unit 10 Hall Court Farm
 Ripe
 Lewes
 BN8 6AY

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Company Name	
Contact	
Telephone	
Email	
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Postcode	

DEADLINE FOR RETURN: 22nd November 2019

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	
POA for space only stands for all items			
ORDERS RECEIVED AFTER THE DEADLINE MAY BE SUBJECT TO A 20% SURCHARGE		Sub Total	
		VAT	
		Total	

Please tick your preferred payment from the options below

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

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

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ELECTRICAL ITEMS ORDER FORM

EVENT : BMUS 2019
 VENUE : Harrogate Convention Centre
 DATES : 10TH – 12TH December 2019

STAND NUMBER



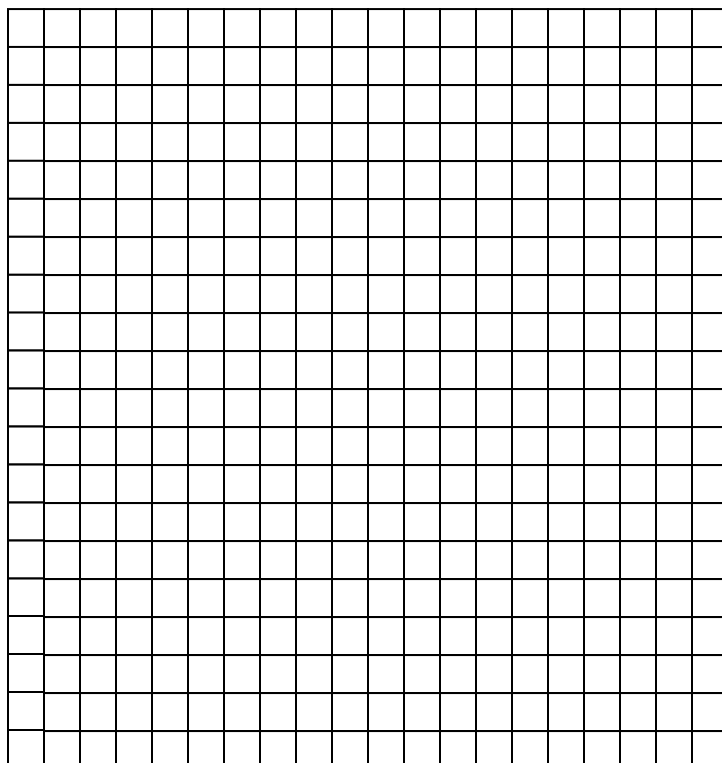
Please return this form to:

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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 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



Item Details

If socket is not to be positioned at floor level please indicate heights below.

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