



BAUN Conference & Exhibition

Riviera International Conference Centre, Torquay

2nd . 4th November 2009

Invitation to Exhibit

Exhibition Prospectus

BAUN 2009 Annual Conference & Exhibition

Riviera Centre, Torquay
2nd . 4th November 2009

Dear Exhibitor

The Riviera International Conference Centre in Torquay is always one of the most popular venues for the annual BAUN conference and exhibition and this year is not expected to be any different. With the outstanding success of the Edinburgh Conference the planning team are hard at work designing an innovative three day programme.

The programme has a number of different themes including a session for:

- Oncology
- Sexual Dysfunction
- Ward and Community programme

There will be plenty of opportunity for companies to take symposia sessions within the main programme.

Additional to these there will be plenary sessions, an expert panel session and a full social programme.

In total we are expecting to attract over 200 of the leading practitioners in urology to this popular event.

Torquay is known for its range of accommodation and warm welcome. Along with the delegates I very much look forward to meeting with you and your colleagues in Torquay later this year. BAUN enjoys a strong relationship with healthcare industries and appreciates the support that it receives for the Annual Meeting.

Sincerely



Lucinda Poulton
BAUN President

Contents Page

WHO ATTENDED THE BAUN CONFERENCE 2008?	4
BAUN 2008 EXHIBITING COMPANIES	4
PRELIMINARY PROGRAMME	5
OPPORTUNITIES FOR SPONSORSHIP	6
EVENT DETAILS	7
<i>Venue</i>	7
<i>Organisers</i>	7
<i>Exhibition open hours</i>	7
<i>Flow of delegates around the exhibition</i>	7
WAYS TO EXHIBIT	8
<i>1. Space with shell scheme</i>	8
<i>2. Space without shell scheme</i>	8
<i>3. Charity Stands</i>	9
HOW TO BOOK EXHIBITION SPACE	9
<i>Make a provisional booking</i>	9
<i>Confirm your provisional booking</i>	9
<i>What happens next</i>	9
PAYMENT METHODS	10
<i>Cancellations</i>	10
ESSENTIAL DATES, TIMES AND RESTRICTIONS	10
<i>Setting up and breaking down times</i>	10
<i>Stand restrictions for space only stands</i>	11
<i>Vehicle Access to the Riviera Centre</i>	11
<i>Parking</i>	11
<i>Security</i>	11
<i>Disabled Facilities</i>	11
<i>Conference and Exhibition Handbook</i>	11
CATERING & SOCIAL ACTIVITY	12
FLOOR PLANS & COSTS	12
RULES & REGULATIONS	13

Who attended the BAUN conference 2008?

- Lead CNS / Matron
- Lead Uro-oncology CNS
- Lecturer Practitioner
- Macmillan Urology Nurse Specialist
- Senior CNS Urology
- Urology Nurse Specialist
- Senior Theatre Nurse Practitioner
- Staff Nurse
- Uro Oncology CNS
- Uro Oncology Nurse
- Urology Nurse Practitioner
- Urology Outpatient Staff Nurse
- Ward Sister

Over 55% of delegates who attended BAUN 2008 **influence** or **hold** a budget within their department.

BAUN 2008 Exhibiting Companies

Albert UK Ltd	Johnson & Johnson Medical
Albyn Medical Ltd	Kyowa Hakko UK Ltd
AstraZeneca	Lilly Ltd
B. Braun Medical Ltd	Mediwatch PLC
Bard Ltd	Novartis Pharmaceuticals
BAUN	Olympus Keymed
Cambridge Laboratories Limited	Oncura
CliniMed Ltd	Orion Pharma (UK) Ltd
Coloplast Ltd	Pfizer Ltd
Covidien	The Prostrate Cancer Charity
Dantec Dynamics	Rochester Medical
Digitimer Ltd	Sanofi-Aventis
Ferring Pharmaceuticals	Teleflex Medical
Funnely Enough Ltd	Verathon Medical (UK)
Hollister Ltd	Vernacare
Ipsen Limited	Wyeth Pharmaceuticals

Preliminary programme

All sessions are provisional and may be altered

Monday 2nd November 2009	
09.30	Registration opens
11.00	Welcome to Conference
	Opening Session 1: Polyclinics offering treatments closer to home etc
	Opening Session 2: Cancer care update
13.15	Lunch
14.15	NICE Guidelines BPH/LUTS
	Free papers
15.00	Tea / Coffee and exhibition opening
15.30	Sponsored session 1
16.00	Case study: Multidisciplinary case study with questions from the audience
17.00	Reception and official exhibition opening
18.00	

Tuesday 3rd November 2009		
08.00	Exhibition Viewing	
09.00	Oncology Session Urothelial cancer for all sessions	Sexual Dysfunction Psycho sexual problems
10.30	Exhibition	
11.15	Eileen O'Hagan Lecture	
12.00	British Association of Urological Nursing Annual General Meeting	
12.30	Exhibition Viewing	
13.30	Sponsored session 2	Sponsored session 3
14.00	Oncology cont.	Artificial urinary sphincter
		Urodynamics/Setting up a nurse lead clinic
15.30	Exhibition Viewing	
16.00	Oncology cont.	Use of silver coated catheters
		Trouble shooting catheter problems
17.30	Conference close	
19.00	Gala Dinner	

Wednesday 4th November 2009		
08.15	Exhibition Viewing	
09.15	Sexual dysfunction	Ward programme Single port laparoscopy
10.45	Sponsored session 4	Sponsored session 5
11.15	Exhibition	
11.45	Closing session The future of urology?	
12.45	Close	

Opportunities for sponsorship

Platinum Sponsorship		
<ul style="list-style-type: none"> • Logo on front cover of handbook • Logo on conference holding slide • Insert into the delegate bag • Recognition on sponsors page • Logo on conference badges • Logo on delegate bag • Logo next to 75 word editorial • Full page colour advert in the conference handbook • Website link from conference page on BAUN website • Table reserved at Gala Dinner & 4 tickets to attend • 20% off any other conference sponsorship/advertising 		
£3500		
Gold Sponsorship		
<ul style="list-style-type: none"> • Logo next to 75 word editorial • Logo on conference holding slide • 10% off any other conference sponsorship/advertising • Full page colour advert in the conference handbook • Insert into the delegate bag • Recognition on sponsors page • 2 tickets for gala dinner • Logo on delegate bag 		
£2000		
PowerPoint advertising in conference rooms £250 Slides will run in a continuous loop throughout all break times	Company symposium £2,500 An opportunity for a company to design its own programme and present to a specialist audience. (includes room hire, standard AV provision, some advertising & your programme in the conference handbook)	Advert in conference handbook £450 Full colour, full page
Writing pads for delegates 250 x A4 pads required to be supplied by sponsoring company Pens for delegates 250 required to be supplied by sponsoring company	Lanyards 500 required to be supplied by sponsoring company	Post-it notes for use in conference sessions 350 required to be supplied by sponsoring company
Insert into delegates' bags £195 Cost per single insert for putting a flyer or sample into the delegates' bags at conference	Direct mail out £245 + costs To registered delegates prior to conference advertising your presence or product at conference (contact Stacy for specific quote)	New Product display £85 per product Display cases will be on show in the foyer by the registration desk for displaying products less than 1 year old
Lecture sponsorship or workshop sponsorship £300 Sponsor's name printed on conference programme in handbook and recognition during session	Signage sponsor £300 Sponsor's name/logo in bottom right hand corner of A3 directional sign around the venue	Keynote Speaker Sponsor £200 + expenses Logo on the screen before and after the presentation, recognition from Chair & logo next to the session in the handbook

Event Details

Venue

Riviera International Conference Centre
Chestnut Avenue
Torquay
TQ2 5LZ

Tel: +44 (0) 1803 299992
www.rivieracentre.co.uk

The Riviera International Conference Centre is situated in Torquay overlooking Torbay, without doubt one of the loveliest natural settings in Europe.

Organisers

Conference Organising Group Chair :
Conference & Exhibition Secretariat Team:

Jackie Thomson, BAUN Council
Paul Harrison, Stacy Martin
Fitwise Management Ltd, Drumcross Hall,
Bathgate, EH48 4JT
Tel: 01506 811077
Fax: 01506 811477
E-mail: paul@fitwsie.co.uk ,
stacy@fitwise.co.uk

Exhibition open hours

Provisional open times	Opening	Closing
Monday 2 nd November 2009	15.00	18.00
Reception and official opening	17.00	18.00
Tuesday 3 rd November 2009	08.00	17.30
Wednesday 4 th November 2009	08.00	11.45

In line with the provisional programme in this prospectus, delegates will have a 45 minute morning break and a 30 minute afternoon break on Tuesday and a 45 minute morning break on Wednesday. Lunch on Tuesday will be for 1 hour. During these times, there will be no lectures. Delegates will also be able to view the exhibition first thing in the morning for 1 hour.

Flow of delegates around the exhibition

Much consideration goes into encouraging delegates to move easily and freely around all areas of the exhibition and to gain access to all stands. Catering and water cooler points are placed strategically to draw delegates to the corners of the exhibition hall and seating areas are designed to allow delegates somewhere to enjoy their refreshments but not to linger. Thus every effort is made to facilitate the successful flow of delegates around the exhibition.

Ways to Exhibit

1. **Space with shell scheme**
2. **Space without shell scheme**
3. **Charity Stand**

1. Space with shell scheme

If you have a pop up stand, banner stand, table top stand, display cabinets or literature racks, this is the method for you. The majority of exhibiting companies will use this method. Stand sizes range from 6m² to 36m².

This type of stand includes a shell scheme, name fascia board with your company name and carpeting. Where it is situated on a corner or at the end of a row of stands, it will normally be left open on two sides unless other instructions are received from the exhibiting company. Price includes:

- Shell scheme
- Name fascia board
- Carpeting
- Catering for 1 company representative per 3 m² of space booked
- 1 x General Purpose Spotlight
- 1 x 500W Socket outlet

Price does not include:

- water and waste supply
- furniture,
- display equipment and
- floral displays

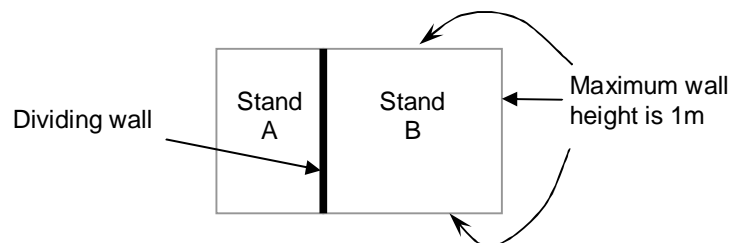
All these services can be hired from the official exhibition contractor. Further details will be sent once your stand booking has been confirmed.

Cost: £270 (+ VAT) per m² for stands with shell scheme (available for any size of stand)

2. Space without shell scheme

This is for companies who wish to build their own bespoke stand only. **The minimum size for this method of exhibiting is 12 m².** A scaled (1:200) floor plan and design visuals will need to be provided 6 weeks before the start of build.

Please note that where the space opens onto a common corridor or walkway, the maximum height of any walling built there is to be no more than 1m. Where the space backs onto another stand, dividing walls will need to be built by both parties.



Catering will be provided for 1 company representative per 3 m² of space booked. Please note that electrics, lighting, carpeting and shell scheme are not included in the cost.

Cost: £260 (+ VAT) per m² for space only bookings (available for stands over 12m² only)

3. Charity Stands

If you are a registered charity and wish to exhibit at BAUN please complete the stand booking form with your company details and indicate on a cover sheet that you are a charity. Charity stands are allocated on a first come first served basis one month before the event and you will be notified at this time which stand you have been allocated.

Cost: £250(+VAT)

How to book exhibition space

Make a provisional booking

Stands will be allocated on a first come, first served basis. Bookings can be made by the following methods and will be held for 7 days:

- Phone Fitwise on +44 (0) 1506 811077
- Fax booking form to Fitwise on +44 (0) 1506 811477
- E-mail

Paul@fitwise.co.uk
Stacy@fitwise.co.uk

Confirm your provisional booking

Send us the completed stand booking form within 7 days by post, fax or email.

What happens next

Once payment or a copy of an official purchase order is received we will write to you confirming your space allocation and enclose a tax invoice or receipted tax invoice as appropriate.

At the beginning of September 2008 we will send out further details and forms such as badge name form, company editorial form, additional catering form, maps, information about getting your packages to the venue and information about exhibition services (name fascias, electrics, furniture, foliage etc). These will have deadlines for return to us on them.

Payment methods

1. **Send a cheque**, accompanying the booking form, made payable to ~~BAUN~~to:
BAUN, c/o Fitwise, Drumcross Hall, Bathgate, West Lothian, EH48 4JT
VAT receipt will be sent on receipt of cheque
2. **BACS payments to:**

Account Name:	BAUN
Account No:	71438793
Sort Code:	50-30-25
Address:	NatWest, Marylebone High Street Branch, PO Box 2021, 10 Marylebone High Street, London, W1A 1FH

(please send remittance advice to Fitwise with reference ~~BAUN~~ exhibition detailing amount paid, payment date, your company name, contact name and phone number):
VAT receipt will be sent on confirmation of payment on bank statement
3. **Invoice request** on stand booking form. **An invoice can only be issued if a copy of an official purchase order accompanies the booking form.** Payment must be received within 30 days of the invoice date. A 5% charge will be added if payment is not received within this time frame.
The invoice will be a VAT invoice.

Full payment for the stand must be received before 2nd November 2009. Companies whose payment is not received by this day will not be allowed to exhibit.

ancellations

Refunds for stands, which are cancelled, will only be made in the event of the cancelled stand space being resold. Every effort will be made to re-sell this stand space.

Essential dates, times and restrictions

Setting up and breaking down times

Set up times

Monday 2nd November 2009

Space only exhibitors and their contractors	08.00 . 15.00
Exhibitors with shell scheme stands	11.00 . 15.00

Exhibition opens	15.30
Exhibition official opening and reception	17.00

Breakdown times

Wednesday 4 th November	12.00 . 20.00
------------------------------------	---------------

All exhibitors must have cleared the premises by 20.00 on Wednesday 4th November. Any additional charges levied by the venue as a result of missing this deadline will be passed onto the exhibiting company.

Stand restrictions for space only stands

Maximum construction heights 4.0m

Some stands have limits on the height available. Please check on the Exhibition Floor Plan.

Floor plans

Detailed floor plans must be submitted to the organisers by 15th September 2009. They will then be forwarded to the venue for a health and safety check and for compatibility with adjacent stands.

Risk assessment

All space only stands must submit a risk assessment for their stand. A Risk Assessment template will be forwarded on confirmation of booking.

When booking stand space, it is the responsibility of the exhibitor to ensure that there is adequate and suitable access to all services including water and waste supply. We strongly recommend that a site survey is undertaken.

Additional Information

Vehicle Access to the Riviera Centre

There is one main exhibition entrance for loading and unloading into the exhibition area.

Dimensions: 3.77m high x 4.30m wide

Access to the first floor or balcony is via goods lift.

Dimensions: 2.40 m x 2.40 m x 2.40 m

There are also several fire exit doors around the perimeter of The Arena that can be opened during get-in. Vehicles can park alongside these doors to off-load only and then they must remove their vehicles to the car park.

Access for unloading will be on the basis of first come, first served. At the close of the exhibition it is proposed that all exhibitors will depart on the same basis. Please note that exhibition stands must not be broken down until the exhibition closes. Any attempt to do so will be a breach of the Health & Safety regulations that apply to the venue.

Parking

A pay and display car park is available on site for exhibitors to use once they are unloaded. Costs are £5.00 per day.

Security

A security system will operate for the exhibition hall at all times when the exhibition is closed. The exhibition hall will be locked each evening and security staff will also operate CCTV safety supervision of cars parked in the car parks.

Disabled Facilities

The Riviera Centre has good access via lifts, to all areas for the disabled. All exhibitors should ensure that their stands are easily accessible to visitors in wheelchairs.

Attendance at Conference Sessions

Conference sessions are open to all exhibiting company representatives as part of the exhibition stand fee.

Conference and Exhibition Handbook

Each delegate will receive a copy of the handbook which will include full details of the conference / programme / exhibition plan / exhibiting company details. This handbook is often used as a reference throughout the year. Exhibiting companies or organisations are invited to submit a free editorial entry of up to 75 words for inclusion in the specially prepared Conference and Exhibition Handbook 2009. Further information and deadlines will be sent to you once your booking form has been received.

Catering & Social activity

Delegates

All daytime catering for delegates will be served in the exhibition areas. Tables and chairs will be available in the exhibition areas for delegate use during these breaks.

Exhibitors

Coffee/tea and lunch for one representative per 3m² of exhibitor stand space per day is included in the cost of both the shell stands and space only stands.

Further requirements for catering are available to exhibiting company representatives directly from the official venue caterers. An order form will be provided on booking a stand. Corkage charges will apply to all food and beverages brought onto the premises by exhibiting companies for delegate consumption. Both the official caterers and the organisers must be informed of any intention to supply delegates with food or beverages on your stand during the event.

Social Activity

The BAUN Gala Dinner will be held on Tuesday 3rd November 2009. Tickets will be on sale to exhibiting company representatives and may be ordered on the 'Exhibitor extras form' that will be sent to you.

Floor plans & Costs

A floor plan for the exhibition in The Arena should accompany this email version of the prospectus. If it did not, please contact paul@fitwise.co.uk and request on

Rules & Regulations

Definitions

In these regulations the term 'Exhibition' in all cases refers to the exhibition being held in conjunction with The British Association of Urological Nurses. The term 'Exhibitor' includes any person, firm, company, association, organisation and its employees, servants or agents to whom space has been allocated for the purpose of exhibiting at the exhibition.

The term 'Organisers' means Fitwise Management Ltd on behalf of the national organising committee of The British Association of Urological Nurses. The term 'Premises' refers to the Riviera Conference Centre.

Applications for and allocation of stand space

Applications for stand space must be made on the form provided which should be returned to Fitwise Management Ltd, Drumcross Hall, Bathgate EH48 4JT as soon as possible. Full payment should be made within 28 days of the confirmation of booking. Acknowledgement of the booking and a VAT invoice will be sent to you within 7 working days.

Attention will be paid to the order in which forms have been received when allocating space.

Notification of stand(s) allocated will be circulated to exhibitors as soon as possible after the booking date. The organisers reserve the right to refuse any application or prohibit any exhibit without assigning any reason for such refusal or prohibition.

An exhibitor may not, except by express written permission of the organisers, display or give credit directly or indirectly to any goods, products or services other than his own or his named principals.

The display or acknowledgement or credit or advertisement indicating membership of any organisation, society or trade association is not allowed except by express written permission of the organisers.

The organisers retain the right to alter the layout of the exhibition if it is deemed to be in the best interests of the exhibition. Exhibitors should note, however, that every effort will be made to maintain the published exhibition plan layout.

Bankruptcy or liquidation

In the event of an exhibitor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the receiver appointed, the contract with such an exhibitor will terminate forthwith, the allotment of stand space will be cancelled and all sums paid by the exhibitor under contract shall be forfeit.

Sub-letting

Sub-letting or licensing the use of stand space is not permitted, neither may the products or service of firms not exhibiting in their own rights be promoted or displayed as exhibits, except where the exhibitor is the United Kingdom selling agent for such products or firms, or express written permission has been obtained from the organisers.

Occupation of stand space

The Exhibitor, his servants, agents, employees and contractors may enter the building at a time nominated to them for the purpose of stand fitting and dressing. In the event of an Exhibitor failing to take possession of his stand the organisers have the right to re-let the stand and all monies paid shall be forfeit. All exhibits, displays, stand fittings and materials must be removed from the building by Wednesday 4th November at 19.59pm

Failure to occupy your allocated stand space by 16.30 on Monday 2nd November 2009 may result in the allocated stand space being re-let or otherwise used.

Installation and removal of exhibits

Exhibitors will be advised of when they may commence fitting up and arrangements of exhibits. Exhibitors are prohibited from commencing such fitting up until the time nominated to them. The organisers will use their best endeavours to adhere to the nominated date for the commencement of exhibitor work but will accept no responsibility for any costs, claims or expenses arising from any variation to such date. Exhibits which do not reasonably satisfy the organisers shall be modified forthwith by the exhibitor in such manner and within such time as the organisers may require and in default the organisers may remove such exhibits at the expense of the exhibitor who shall forfeit all sums paid by way of deposit, rental or otherwise. Exhibits may not be removed until the exhibition has been closed. Any special arrangements for installation or removal of exhibits must be made in consultation with the organisers in order that no liability arises in terms of the health and safety regulations applying at the venue.

Stand construction and services

When booking the stand space it is the responsibility of the exhibitor to ensure that there is adequate and suitable access to water and waste should they require it by undertaking an on site survey.

The organisers will appoint official contractors to undertake the following work: shell scheme construction, electric, provision of water and waste services, compressed air services, furniture, floral arrangements, carpeting and all other services. No other contractor will be permitted to undertake any of this work other than one deemed appropriate by the organisers.

Obstruction of gangways and open spaces

Exhibitors will not be permitted to display exhibits in such a manner as to obstruct the light or impede or project over gangways or effect the displays on neighbouring stands. Gangways must at all times be kept clear and free for passage. Any exhibitor who continues to cause a nuisance or obstruction after notice has been given will be liable to have his stand cleared by the organisers at the exhibitor's own risk and expense.

Trade union labour

All stand fitting construction or display work should be carried out by members of the appropriate Trade Union recognised by the exhibitions industry at rates of pay and overtime in accordance with the terms of the working rules agreement currently in force.

Electrical requirements

Lighting and power services will be available to the exhibitor through the official electrical contractor. A schedule of these services will be available once application has been made. Exhibitors may provide their own electrical fittings where such fittings are in the form of made up units, showcases and/or signs complete and ready for connection to the mains supply. Exhibitors whose display requires plumbing, compressed air or heavier weight loading are advised to contact the organisers before selecting their preferred site.

Dangerous materials and exhibits

The exhibitor must conform to the conditions concerning explosives and dangerous combustible materials as laid down by the organisers and every appropriate authority or the item will be removed from the building at the exhibitor's risk and expense.

Fire precautions

In accordance with the requirements of every appropriate authority, all materials used in construction work display material etc. must be effectively flameproof or made of non-flammable materials. Drapes and curtains must be at least 6" (150mm clear of the floor). Fire extinguishers will be provided by the organisers in the areas and placed as regulations require. The exhibitor must comply with all reasonable instructions given by the organisers or any appropriate authority to avoid the risk of fire.

Security

The organisers have engaged security guards to patrol the exhibition area during the hours the exhibition is closed. Notwithstanding this the organisers will not be responsible for the safety of any exhibit, or any property of any exhibitor, or the loss, damage, or destruction by fire of other property. Nor will the organisers be responsible for any damage or injury to any exhibitor or any other person. It is recommended that exhibitors effect their own insurance to cover any potential loss. Exhibitors must obey all reasonable requests of both the organisers and security services in all cases.

Damage to premises, fixtures, fittings and shell scheme

No nails, screws or other fixtures may be driven into any part of the halls including floors nor may any part of the premises be damaged or disfigured in any way. Should any such damage occur the exhibitor concerned would be invoiced for any reparation charges incurred. Exhibitors may not alter the external shell scheme by adding or removing any part.

Competitions

Exhibitors who wish to run competitions at the exhibition such as prize draws, quizzes etc. must advise the nature of the competition to the national organising committee and obtain approval of the committee.

Cleaning

The organisers will arrange for the daily cleaning of public areas of the exhibition hall outside the exhibition opening hours. Normal practice is for all aisles surrounding stands to be cleaned and as far onto stands as possible without moving or touching any stand equipment. Stands should be dressed by 16.30 on Monday 2nd November 2009 to allow cleaning to take place prior to the opening of the exhibition at 17.00 on Monday 2nd November.

Insurance

Exhibitors are reminded of the need to consult their insurance company or insurance broker to cover themselves fully against all risks at the exhibition. Particular attention is drawn to the need for the following:

ABANDONMENT INSURANCE: Exhibitors should note below that the organisers are not obliged to return any monies paid for space in the event of cancellation or restriction of the exhibition.

STANDS/FIXTURES AND SIMILAR INSURANCE: All risks on loss or damage to exhibitor's property,

fixtures, fittings and all other property of a similar nature such as personal property of directors principals and employees whilst on the premises and transit risks to and from the exhibition.

FAILURE TO VACATE: If the exhibitor should fail to remove all his property or otherwise fail to vacate the exhibition premises by 19.59pm on Thursday 4th November 2009 due to any cause whatsoever, the exhibitor shall be fully responsible for any penalties imposed by the premises or any other losses and costs incurred by the organisers as a result of the exhibitor failing to vacate the premises by the agreed time and without prejudice to any other right or remedy of the organisers on demand.

PUBLIC LIABILITY: Liability to the public may arise out of the exhibitor's activities and should be covered by insurance. Insurance should be affected with the minimum delay

Liability

Whilst the organiser will endeavour to protect exhibition property whilst on display at the exhibition it must be clearly understood that the management of the premises, the organising group and the organisers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever. Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the organisers against all claims and expenses arising as a result. In the event of it being necessary for any reason whatsoever for the exhibition to be abandoned, postponed or altered in any way in whole or part or if the organisers find it necessary to change the dates of the exhibition, the organisers shall not be liable for any expenditure, loss or damaged incurred by an exhibitor or exhibition contractor resultant upon such change. Nor shall the organisers be liable for any expenditure, loss or damage resultant upon the intervention of any authority which restricts the use of the premises in whole or in part in any manner whatsoever.

Exhibitors technical manual

Further technical information concerning the exhibition together with order forms for all ancillary services available to exhibitors will be forwarded to exhibitors following final stand allocation.

General conditions

The organisers are responsible for the control of the exhibition areas. Exhibitors are responsible for the control of their own stands. The decision of the organisers is final and decisive on any question not covered in the foregoing regulations.

Exhibitors must comply in all respects with the requirement of every appropriate authority, with the Terms of Agreement by which the organisers may occupy the premises and with policies of insurance effected by the organisers.