

Infection Prevention Society

*Incorporating the ICNA*

[www.ips.uk.net](http://www.ips.uk.net)

# Invitation to Exhibit

Exhibition Prospectus

“Celebrating the past –  
looking to the future”

## **IPS Annual Conference and Exhibition**

Harrogate International Conference Centre  
21- 23 September 2009

Dear Colleague

I am pleased to forward you the details of the IPS Conference and Exhibition 2009. We are returning to Harrogate in September after a very successful event in 2008 and whilst the venue may be the same there are a number of changes that mean the event will continue to grow and flourish.

The IPS conference programme is already fairly well advanced in its development. As soon as it is in a position to do so we will apply for Continuing Medical Education (CME) points. Gaining these points will make the event attractive to our medical colleagues and we expect to attract a larger number of them as a result.

We are also running a specialist track one day on IV therapy. This track will be coordinated by the new IPS IV Forum which is co-ordinated by Andrew Jackson and it will be aimed at practitioners working in IV Therapy, Critical Care and Intensive care.

Two of the days will also see a completely new venture – offering basic infection prevention advice to care and nursing home staff. The short drop-in lectures will be run free of charge and should encourage a large audience over the course of two days increasing the footfall in the exhibition.

Combine this with the social programme devoted to celebrating 50 years of infection prevention and control the 2009 event should be one to remember.

I look forward to you joining us in September and urge you to apply early for your exhibition space.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Martin Kiernan', written in a cursive style.

Martin Kiernan  
IPS President

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## ***Delegate Profile***

This is the main infection prevention and control exhibition in the UK and it attracts over 300 professionals in this field. Delegates include:

- Advanced Nurse Practitioners in Infection Control
- Community Infection prevention practitioners
- Directors of Infection Prevention and Control
- Infection Control Audit Nurses
- Infection Prevention and Control Practitioners
- Lead Community Infection Control Nurses
- Managers of Infection prevention Teams
- Modern Matrons Infection Prevention Control
- Public Health Practitioners
- Senior Infection Control Practitioners
- Surveillance Nurses

## ***Exhibitor Feedback***

The 2008 IPS Conference has evaluated exceptionally well from the viewpoint of both exhibitors and delegates alike.

## ***2008 Exhibitor List***

|                                |                              |                             |
|--------------------------------|------------------------------|-----------------------------|
| 3M                             | G and N Medical              | Rotowash                    |
| Albert Waeschle Ltd            | Gama Health Care             | Schulke                     |
| Amazon                         | GE Healthcare                | SharpSmart                  |
| Amity International            | Genencor                     | Shermond                    |
| Ansell Healthcare              | Georgia-Pacific EMEA         | Smead UK Ltd                |
| B Braun                        | Gojo                         | Smith & Nephew              |
| BARD Limited                   | GreenValet                   | Steris Ltd.                 |
| Baxter Healthcare Ltd          | Guest Medical                | Stoko Skin Care             |
| BD                             | Haigh Engineering            | Sunlight Clinical Solutions |
| Biocote                        | Hollister                    | Synergy Healthcare          |
| BMS Critical Care              | Hubbard Ice Systems          | Teal Patents Ltd            |
| Bristol Maid                   | Hygienics                    | Toray Textiles Europe Ltd.  |
| Cepheid                        | ICNET                        | Tristel Solutions Limited   |
| Clinimax                       | Infection Control Enterprise | Vernacare                   |
| Clinimed                       | IPS                          | Wybone Limited              |
| Contech Electronics            | Janssen-Cilag Ltd            |                             |
| Convatec                       | Johnson Diversey             |                             |
| Daniels                        | Kimberly Clark               |                             |
| DDC Dolphin Ltd.               | Knightsbridge Furniture      |                             |
| Deb Limited                    | L. Whitaker & Sons Ltd       |                             |
| Dekomed                        | Medikit Co. Ltd              |                             |
| Department of Health           | Medisavers                   |                             |
| Ecolab                         | Molnlycke                    |                             |
| Enturia Ltd.                   | Monosol AF                   |                             |
| Environmental Hygiene Products | NHS Core Learning Unit       |                             |
| Ethicon                        | NPSA                         |                             |
| Extramed Ltd                   | OspreyDeepClean              |                             |
| Fannin                         | PDI Europe                   |                             |
| Farla Medical Ltd              | Reckitt Benckiser            |                             |
| Frontier                       | Robinson Healthcare Ltd      |                             |
|                                | Rochester Medical Limited    |                             |

## Opportunities for Sponsorship

| <b>Platinum Sponsorship - £5000</b>  |                                     |
|--|-------------------------------------|
| <b><u>Benefits</u></b>   | <b><u>Value</u></b>                 |
| Your logo on footer of IPS Member E-Newsletter   | Exclusive to Sponsors               |
| Your logo on footer of Registration Form   | Exclusive to Platinum Sponsor       |
| Your logo on cover of Delegate Handbook  | Exclusive to Platinum Sponsor       |
| Advert in Delegate Handbook (inside cover)   | £915                                |
| Insert in Delegate Bag   | £550                                |
| 200 word "Word from our Sponsors" in the Delegate Handbook   | Exclusive to Platinum Sponsor       |
| Trade Press Advertising Logo on all Infection Prevention 08 Conference's Adverts                                       | Exclusive to Platinum Sponsor       |
| Literature can be placed in Main Hall  | Exclusive to Sponsors               |
| Website Link   | Exclusive to Sponsors               |
| Half page advert in Delegate mail out  | £330                                |
| Verbal Mention at opening session  | Exclusive to Platinum Sponsor       |
| Your logo incorporated into set design   | Exclusive to Platinum Sponsor       |
| Your logo in Registration Area   | Exclusive to Platinum Sponsor       |
| Enhanced Exhibitor profile in Delegate Handbook  | Exclusive to Platinum Sponsor       |
| Exhibitor Session  | £500                                |
| One Complimentary Delegate Ticket  | £450                                |
| 10% of all other Sponsorship Packages  | Exclusive to Platinum/Gold Sponsors |
| <b>Gold Sponsorship - £2500 (3 Available)</b>  |                                     |
| <b><u>Benefits</u></b>   | <b><u>Value</u></b>                 |
| Your logo on footer of E-Newsletter  | Exclusive to Sponsors               |
| One Exhibitor session to be included in the Scientific Programme   | Exclusive to Gold Sponsors          |
| Advert in Delegate Handbook (Half page)  | £600                                |
| Insert in Delegate Bag   | £550                                |
| 100 word "Word from our Sponsors" in the Delegate Handbook   | Exclusive to Gold Sponsors          |
| Website Link   | Exclusive to Sponsors               |
| Enhanced Exhibitor profile in Delegate Handbook  | Exclusive to Platinum Sponsor       |
| 10% off all other Sponsorship Packages   | Exclusive to Platinum/Gold Sponsors |
| <b>Advertising Opportunities</b>   |                                     |
| <b>Featured Exhibitor on Email - £275</b>  |                                     |
| Have your company featured on our monthly conference newsletter with a 100 word description and a link to your website |                                     |
| <b>Delegate Handbook (10% Discount for Exhibitors)</b>   |                                     |
| Full Colour Double Page Spread   | £1,465                              |
| Full Colour Full Page  | £915                                |
| Full Colour Half Page  | £600                                |
| Full Colour Quarter Page   | £425                                |
| <b>Conference Application Mail Out (10% Discount for Exhibitors)</b>   |                                     |
| Full Colour Full Page  | £735                                |
| Full Colour Half Page  | £330                                |
| <b>Inserts In Delegate Bag (10% Discount for Exhibitors)</b>   |                                     |
| One Item   | £550                                |
| Two Items  | £895                                |
| Product Samples & Larger Items   | Individually Priced                 |

## **Additional Sponsorship**

### ***Stationery Sponsor***

|                                |              |
|--------------------------------|--------------|
| Delegate Bags                  | <b>£2650</b> |
| Notepads (supplied by sponsor) | <b>£250</b>  |
| Pens (supplied by sponsor)     | <b>£250</b>  |
| Post-it notes                  | <b>£100</b>  |

### ***Lanyard Sponsor***

|                           |              |
|---------------------------|--------------|
| Logo on Delegate Lanyards | <b>£2650</b> |
|---------------------------|--------------|

### ***Internet Café***

|   |             |
|---|-------------|
| Supply Terminals within 5x3 space<br>(6 Terminals Including Company Branding) | <b>£495</b> |
|---|-------------|

### ***Infection Control Conference 2009 Website Sponsor*** £275

Company banner on each page of website with link to your company's home page

Your logo in Silver Sponsor Section of delegate handbook

### ***Staff Polo Shirt Sponsor***

|   |             |
|---|-------------|
| Your logo on all Registration Staff's Polo shirts<br>Your logo in Silver Sponsor Section of delegate handbook | <b>£275</b> |
|---|-------------|

### ***Keynote Speaker Sponsorship***

|  |                        |
|--|------------------------|
| Your logo on screens before and after presentation<br>Your logo next to session in delegate handbook | <b>£200 + Expenses</b> |
|--|------------------------|

### ***Session Sponsorship***

|  |             |
|--|-------------|
| Your logo on screens before and after presentation<br>Your logo next to session in delegate handbook | <b>£150</b> |
|--|-------------|

### ***Gala Dinner Sponsorship***

|   |              |
|---|--------------|
| Display literature on tables and chairs<br>Your logo in Conference Handbook<br>Your logo next to session in delegate handbook<br>Four Tickets for Gala Dinner | <b>£1100</b> |
|---|--------------|

### ***Social Event Sponsor***

|   |             |
|---|-------------|
| Display literature on tables and chairs<br>Your logo in Conference Handbook<br>Your logo next to session in delegate handbook<br>Your logo incorporated into set design | <b>£550</b> |
|---|-------------|

### ***Poster Area Sponsor***

|   |             |
|---|-------------|
| Your logo prominently displayed in the poster area throughout the exhibition<br>Your logo on each page of the Poster Section in the Delegate Handbook | <b>£550</b> |
|---|-------------|

## ***Event Details***

### ***Venue***

Harrogate International Centre  
Kings Road  
Harrogate  
HG1 5LA

Set in the beautiful surroundings of Harrogate this venue has all the facilities that one would expect from a modern conference complex, sophisticated exhibition space and a selection of quality hotels and guest houses. These facilities all lie in the centre of a friendly town with a great selection of hotels, bars and shops.

### ***Organisers***

Scientific Planning Committee chairs:  
Conference & Exhibition Secretariat team:

Claire Kilpatrick and Debbie Wright  
Paul Harrison for sales enquiries,  
Stacy Martin for enquiries after booking space  
Fitwise Management Ltd, Drumcross Hall,  
Bathgate, EH48 4JT  
Tel: 01506 811077  
Fax: 01506 811477  
E-mail: [paul@fitwise.co.uk](mailto:paul@fitwise.co.uk) ,  
[stacy@fitwise.co.uk](mailto:stacy@fitwise.co.uk)

### ***Exhibition open hours***

| <b>Provisional open times</b>          | <b>Opening</b> | <b>Closing</b> |
|--|----------------|----------------|
| Monday 21 <sup>st</sup> September 2009 | 10.20          | 19.00          |
| Official opening and drinks reception  | 17.30          | 19.00          |
| Tuesday 22 <sup>nd</sup> September     | 08.30          | 16.40          |
| Wednesday 23 <sup>rd</sup> September   | 08.30          | 13.30          |

In line with the provisional programme in this prospectus, delegates will have a 45 minute morning break on Tuesday and 35 minute break on Wednesday. There is a 45 minute afternoon break on Monday and Tuesday. Lunch on Monday, Tuesday and Wednesday will be for 1 hour 10 minutes. During these times, there will be no lectures. Delegates will also be able to view the exhibition first thing in the morning.

### ***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.

One of the major changes this year is to site the catering area in the furthest point of the exhibition hall ensuring that delegates have to walk through the exhibition to get their tea, coffee and lunch.

## ***Provisional Programme***

The programme is currently under development and details will be posted as soon as the details are confirmed.

The format of the event will be

|           | <b>IPS conference Main Track</b>   | <b>IPS Conference Break-out session</b>  | <b>IPS Conference Break-out session</b>  | <b>Other event</b>   |
|-----------|--|--|--|--|
| Monday    | 09.00 Lectures<br>10.20 Exhibition<br>11.10 Lectures<br>12.20 Exhibition<br>13.35 Lectures<br>15.10 Exhibition<br>15.50 Lectures<br>17.30 Opening Exhibition           | 13.35 Lectures   | 13.35 Lectures   | Nursing/Care Home Infection Prevention lectures – rolling programme  |
| Tuesday   | 08.30 Lectures<br>10.25 Exhibition<br>11.10 Lectures<br>12.50 Exhibition<br>14.00 Lectures<br>15.00 Exhibition<br>15.45 Lectures<br>16.20 Corporate scientific lecture | 11.10 Lectures<br><br>14.00 Lectures<br><br>16.20 Corporate scientific lecture | 11.10 Lectures<br><br>14.00 Lectures<br><br>16.20 Corporate scientific lecture | IV Forum lecture track for IV, critical care and other practitioners |
| Wednesday | 09.30 Lectures<br>10.10 Exhibition<br>10.50 Lectures<br>12.30 Exhibition<br>13.30 Lectures<br>15.30 Close  | 10.50 Lectures<br><br>13.30 Lectures   | 10.50 Lectures<br><br>13.30 Lectures   | Nursing/Care Home Infection Prevention lectures – rolling programme  |

## ***Marketing to delegates***

The marketing campaigns undertaken by IPS will be geared towards

1 Attracting their core membership from infection prevention practitioners. This was successfully achieved in 2008 and will focus on the key benefits of attending:

- strong infection prevention content on the educational programme
- updating knowledge and skills,
- recognised CPD activity,
- celebrating 50 years of infection prevention and control
- unrivalled networking opportunity
- a friendly and popular venue

2 Attracting medical colleagues by

- gaining CME points from one of the medical colleges
- having a strong infection prevention and control educational programme
- using a world class conference centre

# Ways to Exhibit

The up-to-date exhibition floor plans can be viewed online at [www.fitwise.co.uk](http://www.fitwise.co.uk) and following the link from the events page and a copy of the floor plan is enclosed with this pack

1. **Space with shell scheme**
2. **Space without shell scheme**
3. **Charity/Association stand**

## 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 6m<sup>2</sup> to 44m<sup>2</sup>.

The shell scheme stand includes up to 3 walls, name fascia board with your company name, electrics, lighting 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 m<sup>2</sup> of space booked
- General Purpose Spotlights allocation based on m<sup>2</sup> (spotlights are positioned on the back of the fascia board)
- 500w Socket/s supplied dependant on m<sup>2</sup> sold (socket/s are positioned on any perimeter wall panels)

Price does not include:

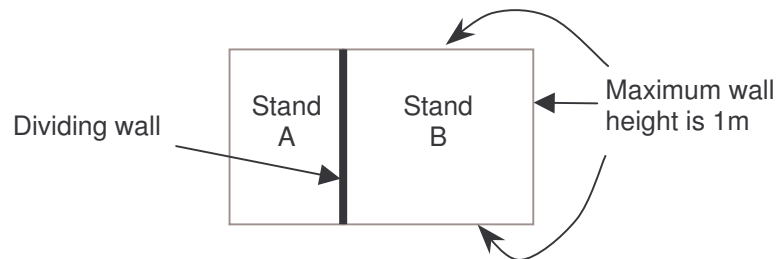
- water and waste supply, furniture, display equipment and floral displays

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

## 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 15 m<sup>2</sup>.** 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 m<sup>2</sup> of space booked. Please note that 500W electric sockets are included provided they are on any perimeter wall panels, but lighting, carpeting and shell scheme are not included in the cost.

|              |   |                                     |
|--------------|---|-------------------------------------|
| <b>Cost:</b> | <b>Up to 8m<sup>2</sup></b>   | <b>£346.50/m<sup>2</sup>(+ VAT)</b> |
|              | <b>9-12m<sup>2</sup></b>  | <b>£323.40/m<sup>2</sup>(+ VAT)</b> |
|              | <b>12-15m<sup>2</sup></b>   | <b>£288.75/m<sup>2</sup>(+ VAT)</b> |
|              | <b>15+m<sup>2</sup></b>   | <b>£277.20/m<sup>2</sup>(+ VAT)</b> |
|              | <b>A 10% premium is applied to stands in prominent positions with additional open sides</b> |                                     |

### ***Charity/Association Stand***

If you are a registered charity/association and wish to exhibit at IPS please complete the stand booking form with your organisation 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: £500(+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 01506 811077
- Fax booking form to Fitwise on 01506 811477
- E-mail: [paul@fitwise.co.uk](mailto:paul@fitwise.co.uk)  
[anne@fitwise.co.uk](mailto:anne@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.

Around the beginning of June 2009 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 forms will have return deadlines.

### ***Payment methods***

1. **Send a cheque**, accompanying the booking form, made payable to 'IPS Conference Ltd' to:  
IPS, c/o Fitwise, Drumcross Hall, Bathgate, West Lothian, EH48 4JT  
*A VAT receipt will be sent on receipt of cheque*

2. **BACS payments to:**

|               |   |
|---------------|---|
| Account Name: | IPS Conference Ltd  |
| Account No:   | TBD   |
| Sort Code:    | 83-51-00  |
| Address:      | Royal Bank of Scotland, 144 Princes Street<br>Edinburgh EH2 4EQ |

(please send remittance advice to Fitwise with reference 'IPS exhibition' detailing amount paid, payment date, your company name, contact name and phone number):  
*A 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 14<sup>th</sup> September 2009. Companies whose payment is not received by this day will not be allowed to exhibit.

### ***Cancellations***

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**

Sunday 20<sup>th</sup> September 2009

Space only exhibitors and their contractors 08.00 – 18.00

Exhibitors with shell scheme stands 12.00 – 18.00

Monday 21<sup>st</sup> September 2009

08.00 – 10.00

**Exhibition opens** 10.20

#### **Breakdown times**

Wednesday 23<sup>rd</sup> September 2009 14.00 – 20.00

All exhibitors must have cleared the premises by 20.00 on Wednesday 23<sup>rd</sup> September. 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 height:**

In the exhibition hall (Hall Q) there is a maximum ceiling height of 3.3m. However, in other areas, the ceiling height is considerably lower. Please visit [www.fitwise.co.uk](http://www.fitwise.co.uk) and follow the link from the events page to view the plan of the exhibition hall, which highlights areas where the ceilings are lower than 3.3m. Should you require a stand plan showing any height restrictions please contact the Exhibition Service Office on 01423 537223 or email [exhibitionservices@harrogate.gov.uk](mailto:exhibitionservices@harrogate.gov.uk) with your request.

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 be undertaken.**

#### **Floor plans**

Detailed floor plans of your stand must be submitted to the organisers by 10<sup>th</sup> August 2009. The plans 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.

### ***Vehicle Access to the HIC***

There is a booking in process for vehicles in Hall Q. This entails going to the Dragon Road car and lorry park and being called down when space is available outside Hall Q. Generally the process is quick and works well provided that all exhibitors cooperate accordingly.

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## Catering & Social activity

All daytime catering for delegates will be served in the exhibition areas. Tables and seating will be distributed around the exhibition floor for delegates to use during this time. (see floor plan)

### **Exhibitors**

Coffee/tea and lunch for one representative per 3m<sup>2</sup> 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 (Kudos). 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**

There will be more details about the social programme however the IPS Gala Dinner will be held on Tuesday 22<sup>nd</sup> September. Tickets will be on sale to exhibiting company representatives and can be ordered on the 'Exhibitor extras form' that will be sent to you.

## Additional Information

### ***Parking***

100 car parking spaces are available in the pay and display car park below the conference centre and additional spaces are available in the multi-storey car park off Cheltenham Parade, which is a 5 minutes walk from the conference centre.

### ***Disabled Facilities***

The HIC is fully accessible for disabled people with access to the reception area through from street level at the main entrance to the Hall Q. All areas of the centre are reached by lift. Other disabled facilities include toilets, telephones and car parking are available for blue badge holders. 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 in due course.

## **Rules & Regulations**

### **Definitions**

In these regulations the term "Exhibition" in all cases refers to the exhibition being held in conjunction with the 'Infection Prevention Society'. 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 Infection Prevention Society'. The term "Premises" refers to the Harrogate International 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 30 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 23<sup>rd</sup> September 2009 at 19.59pm

Failure to occupy your allocated stand space by 10.20 on Monday 21<sup>st</sup> September 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's 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 affect 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 affect 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 10.00am on Monday 21<sup>st</sup> September 2009 to allow cleaning to take place prior to the opening of the exhibition at 10.20am on Monday 21<sup>st</sup> September.

### **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 Wednesday 23<sup>rd</sup> September 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.

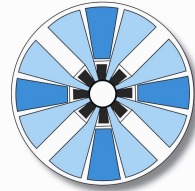
### **Exhibitors technical manual**

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 affected by the organisers.



Infection Prevention Society

*Incorporating the ICNA*

[www.ips.uk.net](http://www.ips.uk.net)

# Invitation to Exhibit

Exhibition Prospectus

“Celebrating the past –  
looking to the future”

## **IPS Annual Conference and Exhibition**

Harrogate International Conference Centre  
21- 23 September 2009

Dear Colleague

I am pleased to forward you the details of the IPS Conference and Exhibition 2009. We are returning to Harrogate in September after a very successful event in 2008 and whilst the venue may be the same there are a number of changes that mean the event will continue to grow and flourish.

The IPS conference programme is already fairly well advanced in its development. As soon as it is in a position to do so we will apply for Continuing Medical Education (CME) points. Gaining these points will make the event attractive to our medical colleagues and we expect to attract a larger number of them as a result.

We are also running a specialist track one day on IV therapy. This track will be coordinated by the new IPS IV Forum which is co-ordinated by Andrew Jackson and it will be aimed at practitioners working in IV Therapy, Critical Care and Intensive care.

Two of the days will also see a completely new venture – offering basic infection prevention advice to care and nursing home staff. The short drop-in lectures will be run free of charge and should encourage a large audience over the course of two days increasing the footfall in the exhibition.

Combine this with the social programme devoted to celebrating 50 years of infection prevention and control the 2009 event should be one to remember.

I look forward to you joining us in September and urge you to apply early for your exhibition space.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Martin Kiernan', written in a cursive style.

Martin Kiernan  
IPS President

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## ***Delegate Profile***

This is the main infection prevention and control exhibition in the UK and it attracts over 300 professionals in this field. Delegates include:

- Advanced Nurse Practitioners in Infection Control
- Community Infection prevention practitioners
- Directors of Infection Prevention and Control
- Infection Control Audit Nurses
- Infection Prevention and Control Practitioners
- Lead Community Infection Control Nurses
- Managers of Infection prevention Teams
- Modern Matrons Infection Prevention Control
- Public Health Practitioners
- Senior Infection Control Practitioners
- Surveillance Nurses

## ***Exhibitor Feedback***

The 2008 IPS Conference has evaluated exceptionally well from the viewpoint of both exhibitors and delegates alike.

## ***2008 Exhibitor List***

|                                |                              |                             |
|--------------------------------|------------------------------|-----------------------------|
| 3M                             | G and N Medical              | Rotowash                    |
| Albert Waeschle Ltd            | Gama Health Care             | Schulke                     |
| Amazon                         | GE Healthcare                | SharpSmart                  |
| Amity International            | Genencor                     | Shermond                    |
| Ansell Healthcare              | Georgia-Pacific EMEA         | Smead UK Ltd                |
| B Braun                        | Gojo                         | Smith & Nephew              |
| BARD Limited                   | GreenValet                   | Steris Ltd.                 |
| Baxter Healthcare Ltd          | Guest Medical                | Stoko Skin Care             |
| BD                             | Haigh Engineering            | Sunlight Clinical Solutions |
| Biocote                        | Hollister                    | Synergy Healthcare          |
| BMS Critical Care              | Hubbard Ice Systems          | Teal Patents Ltd            |
| Bristol Maid                   | Hygienics                    | Toray Textiles Europe Ltd.  |
| Cepheid                        | ICNET                        | Tristel Solutions Limited   |
| Clinimax                       | Infection Control Enterprise | Vernacare                   |
| Clinimed                       | IPS                          | Wybone Limited              |
| Contech Electronics            | Janssen-Cilag Ltd            |                             |
| Convatec                       | Johnson Diversey             |                             |
| Daniels                        | Kimberly Clark               |                             |
| DDC Dolphin Ltd.               | Knightsbridge Furniture      |                             |
| Deb Limited                    | L. Whitaker & Sons Ltd       |                             |
| Dekomed                        | Medikit Co. Ltd              |                             |
| Department of Health           | Medisavers                   |                             |
| Ecolab                         | Molnlycke                    |                             |
| Enturia Ltd.                   | Monosol AF                   |                             |
| Environmental Hygiene Products | NHS Core Learning Unit       |                             |
| Ethicon                        | NPSA                         |                             |
| Extramed Ltd                   | OspreyDeepClean              |                             |
| Fannin                         | PDI Europe                   |                             |
| Farla Medical Ltd              | Reckitt Benckiser            |                             |
| Frontier                       | Robinson Healthcare Ltd      |                             |
|                                | Rochester Medical Limited    |                             |

## Opportunities for Sponsorship

| <b>Platinum Sponsorship - £5000</b>  |                                     |
|--|-------------------------------------|
| <b><u>Benefits</u></b>   | <b><u>Value</u></b>                 |
| Your logo on footer of IPS Member E-Newsletter   | Exclusive to Sponsors               |
| Your logo on footer of Registration Form   | Exclusive to Platinum Sponsor       |
| Your logo on cover of Delegate Handbook  | Exclusive to Platinum Sponsor       |
| Advert in Delegate Handbook (inside cover)   | £915                                |
| Insert in Delegate Bag   | £550                                |
| 200 word "Word from our Sponsors" in the Delegate Handbook   | Exclusive to Platinum Sponsor       |
| Trade Press Advertising Logo on all Infection Prevention 08 Conference's Adverts                                       | Exclusive to Platinum Sponsor       |
| Literature can be placed in Main Hall  | Exclusive to Sponsors               |
| Website Link   | Exclusive to Sponsors               |
| Half page advert in Delegate mail out  | £330                                |
| Verbal Mention at opening session  | Exclusive to Platinum Sponsor       |
| Your logo incorporated into set design   | Exclusive to Platinum Sponsor       |
| Your logo in Registration Area   | Exclusive to Platinum Sponsor       |
| Enhanced Exhibitor profile in Delegate Handbook  | Exclusive to Platinum Sponsor       |
| Exhibitor Session  | £500                                |
| One Complimentary Delegate Ticket  | £450                                |
| 10% of all other Sponsorship Packages  | Exclusive to Platinum/Gold Sponsors |
| <b>Gold Sponsorship - £2500 (3 Available)</b>  |                                     |
| <b><u>Benefits</u></b>   | <b><u>Value</u></b>                 |
| Your logo on footer of E-Newsletter  | Exclusive to Sponsors               |
| One Exhibitor session to be included in the Scientific Programme   | Exclusive to Gold Sponsors          |
| Advert in Delegate Handbook (Half page)  | £600                                |
| Insert in Delegate Bag   | £550                                |
| 100 word "Word from our Sponsors" in the Delegate Handbook   | Exclusive to Gold Sponsors          |
| Website Link   | Exclusive to Sponsors               |
| Enhanced Exhibitor profile in Delegate Handbook  | Exclusive to Platinum Sponsor       |
| 10% off all other Sponsorship Packages   | Exclusive to Platinum/Gold Sponsors |
| <b>Advertising Opportunities</b>   |                                     |
| <b>Featured Exhibitor on Email - £275</b>  |                                     |
| Have your company featured on our monthly conference newsletter with a 100 word description and a link to your website |                                     |
| <b>Delegate Handbook (10% Discount for Exhibitors)</b>   |                                     |
| Full Colour Double Page Spread   | £1,465                              |
| Full Colour Full Page  | £915                                |
| Full Colour Half Page  | £600                                |
| Full Colour Quarter Page   | £425                                |
| <b>Conference Application Mail Out (10% Discount for Exhibitors)</b>   |                                     |
| Full Colour Full Page  | £735                                |
| Full Colour Half Page  | £330                                |
| <b>Inserts In Delegate Bag (10% Discount for Exhibitors)</b>   |                                     |
| One Item   | £550                                |
| Two Items  | £895                                |
| Product Samples & Larger Items   | Individually Priced                 |

## **Additional Sponsorship**

### ***Stationery Sponsor***

|                                |              |
|--------------------------------|--------------|
| Delegate Bags                  | <b>£2650</b> |
| Notepads (supplied by sponsor) | <b>£250</b>  |
| Pens (supplied by sponsor)     | <b>£250</b>  |
| Post-it notes                  | <b>£100</b>  |

### ***Lanyard Sponsor***

|                           |              |
|---------------------------|--------------|
| Logo on Delegate Lanyards | <b>£2650</b> |
|---------------------------|--------------|

### ***Internet Café***

|   |             |
|---|-------------|
| Supply Terminals within 5x3 space<br>(6 Terminals Including Company Branding) | <b>£495</b> |
|---|-------------|

### ***Infection Control Conference 2009 Website Sponsor*** £275

Company banner on each page of website with link to your company's home page

Your logo in Silver Sponsor Section of delegate handbook

### ***Staff Polo Shirt Sponsor*** £275

Your logo on all Registration Staff's Polo shirts  
Your logo in Silver Sponsor Section of delegate handbook

### ***Keynote Speaker Sponsorship*** £200 + Expenses

Your logo on screens before and after presentation  
Your logo next to session in delegate handbook

### ***Session Sponsorship*** £150

Your logo on screens before and after presentation  
Your logo next to session in delegate handbook

### ***Gala Dinner Sponsorship*** £1100

Display literature on tables and chairs  
Your logo in Conference Handbook  
Your logo next to session in delegate handbook  
Four Tickets for Gala Dinner

### ***Social Event Sponsor*** £550

Display literature on tables and chairs  
Your logo in Conference Handbook  
Your logo next to session in delegate handbook  
Your logo incorporated into set design

### ***Poster Area Sponsor*** £550

Your logo prominently displayed in the poster area throughout the exhibition  
Your logo on each page of the Poster Section in the Delegate Handbook

## ***Event Details***

### ***Venue***

Harrogate International Centre  
Kings Road  
Harrogate  
HG1 5LA

Set in the beautiful surroundings of Harrogate this venue has all the facilities that one would expect from a modern conference complex, sophisticated exhibition space and a selection of quality hotels and guest houses. These facilities all lie in the centre of a friendly town with a great selection of hotels, bars and shops.

### ***Organisers***

Scientific Planning Committee chairs:  
Conference & Exhibition Secretariat team:

Claire Kilpatrick and Debbie Wright  
Paul Harrison for sales enquiries,  
Stacy Martin for enquiries after booking space  
Fitwise Management Ltd, Drumcross Hall,  
Bathgate, EH48 4JT  
Tel: 01506 811077  
Fax: 01506 811477  
E-mail: [paul@fitwise.co.uk](mailto:paul@fitwise.co.uk) ,  
[stacy@fitwise.co.uk](mailto:stacy@fitwise.co.uk)

### ***Exhibition open hours***

| <b>Provisional open times</b>          | <b>Opening</b> | <b>Closing</b> |
|--|----------------|----------------|
| Monday 21 <sup>st</sup> September 2009 | 10.20          | 19.00          |
| Official opening and drinks reception  | 17.30          | 19.00          |
| Tuesday 22 <sup>nd</sup> September     | 08.30          | 16.40          |
| Wednesday 23 <sup>rd</sup> September   | 08.30          | 13.30          |

In line with the provisional programme in this prospectus, delegates will have a 45 minute morning break on Tuesday and 35 minute break on Wednesday. There is a 45 minute afternoon break on Monday and Tuesday. Lunch on Monday, Tuesday and Wednesday will be for 1 hour 10 minutes. During these times, there will be no lectures. Delegates will also be able to view the exhibition first thing in the morning.

### ***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.

One of the major changes this year is to site the catering area in the furthest point of the exhibition hall ensuring that delegates have to walk through the exhibition to get their tea, coffee and lunch.

## ***Provisional Programme***

The programme is currently under development and details will be posted as soon as the details are confirmed.

The format of the event will be

|           | <b>IPS conference Main Track</b>   | <b>IPS Conference Break-out session</b>  | <b>IPS Conference Break-out session</b>  | <b>Other event</b>   |
|-----------|--|--|--|--|
| Monday    | 09.00 Lectures<br>10.20 Exhibition<br>11.10 Lectures<br>12.20 Exhibition<br>13.35 Lectures<br>15.10 Exhibition<br>15.50 Lectures<br>17.30 Opening Exhibition           | 13.35 Lectures   | 13.35 Lectures   | Nursing/Care Home Infection Prevention lectures – rolling programme  |
| Tuesday   | 08.30 Lectures<br>10.25 Exhibition<br>11.10 Lectures<br>12.50 Exhibition<br>14.00 Lectures<br>15.00 Exhibition<br>15.45 Lectures<br>16.20 Corporate scientific lecture | 11.10 Lectures<br><br>14.00 Lectures<br><br>16.20 Corporate scientific lecture | 11.10 Lectures<br><br>14.00 Lectures<br><br>16.20 Corporate scientific lecture | IV Forum lecture track for IV, critical care and other practitioners |
| Wednesday | 09.30 Lectures<br>10.10 Exhibition<br>10.50 Lectures<br>12.30 Exhibition<br>13.30 Lectures<br>15.30 Close  | 10.50 Lectures<br><br>13.30 Lectures   | 10.50 Lectures<br><br>13.30 Lectures   | Nursing/Care Home Infection Prevention lectures – rolling programme  |

## ***Marketing to delegates***

The marketing campaigns undertaken by IPS will be geared towards

1 Attracting their core membership from infection prevention practitioners. This was successfully achieved in 2008 and will focus on the key benefits of attending:

- strong infection prevention content on the educational programme
- updating knowledge and skills,
- recognised CPD activity,
- celebrating 50 years of infection prevention and control
- unrivalled networking opportunity
- a friendly and popular venue

2 Attracting medical colleagues by

- gaining CME points from one of the medical colleges
- having a strong infection prevention and control educational programme
- using a world class conference centre

# Ways to Exhibit

The up-to-date exhibition floor plans can be viewed online at [www.fitwise.co.uk](http://www.fitwise.co.uk) and following the link from the events page and a copy of the floor plan is enclosed with this pack

1. **Space with shell scheme**
2. **Space without shell scheme**
3. **Charity/Association stand**

## 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 6m<sup>2</sup> to 44m<sup>2</sup>.

The shell scheme stand includes up to 3 walls, name fascia board with your company name, electrics, lighting 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 m<sup>2</sup> of space booked
- General Purpose Spotlights allocation based on m<sup>2</sup> (spotlights are positioned on the back of the fascia board)
- 500w Socket/s supplied dependant on m<sup>2</sup> sold (socket/s are positioned on any perimeter wall panels)

Price does not include:

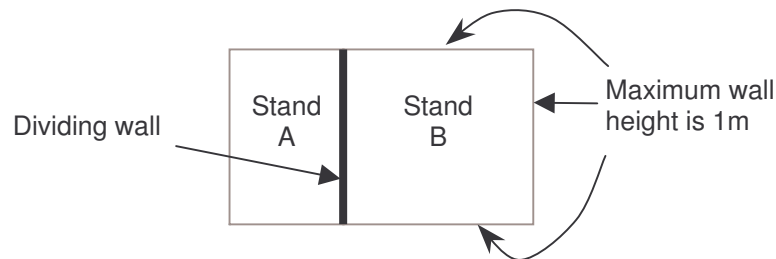
- water and waste supply, furniture, display equipment and floral displays

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

## 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 15 m<sup>2</sup>.** 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 m<sup>2</sup> of space booked. Please note that 500W electric sockets are included provided they are on any perimeter wall panels, but lighting, carpeting and shell scheme are not included in the cost.

|              |   |                                     |
|--------------|---|-------------------------------------|
| <b>Cost:</b> | <b>Up to 8m<sup>2</sup></b>   | <b>£346.50/m<sup>2</sup>(+ VAT)</b> |
|              | <b>9-12m<sup>2</sup></b>  | <b>£323.40/m<sup>2</sup>(+ VAT)</b> |
|              | <b>12-15m<sup>2</sup></b>   | <b>£288.75/m<sup>2</sup>(+ VAT)</b> |
|              | <b>15+m<sup>2</sup></b>   | <b>£277.20/m<sup>2</sup>(+ VAT)</b> |
|              | <b>A 10% premium is applied to stands in prominent positions with additional open sides</b> |                                     |

### ***Charity/Association Stand***

If you are a registered charity/association and wish to exhibit at IPS please complete the stand booking form with your organisation 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: £500(+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 01506 811077
- Fax booking form to Fitwise on 01506 811477
- E-mail: [paul@fitwise.co.uk](mailto:paul@fitwise.co.uk)  
[anne@fitwise.co.uk](mailto:anne@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.

Around the beginning of June 2009 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 forms will have return deadlines.

### ***Payment methods***

1. **Send a cheque**, accompanying the booking form, made payable to 'IPS Conference Ltd' to:  
IPS, c/o Fitwise, Drumcross Hall, Bathgate, West Lothian, EH48 4JT  
*A VAT receipt will be sent on receipt of cheque*

2. **BACS payments to:**

|               |   |
|---------------|---|
| Account Name: | IPS Conference Ltd  |
| Account No:   | TBD   |
| Sort Code:    | 83-51-00  |
| Address:      | Royal Bank of Scotland, 144 Princes Street<br>Edinburgh EH2 4EQ |

(please send remittance advice to Fitwise with reference 'IPS exhibition' detailing amount paid, payment date, your company name, contact name and phone number):  
*A 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 14<sup>th</sup> September 2009. Companies whose payment is not received by this day will not be allowed to exhibit.

### ***Cancellations***

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**

Sunday 20<sup>th</sup> September 2009

Space only exhibitors and their contractors 08.00 – 18.00

Exhibitors with shell scheme stands 12.00 – 18.00

Monday 21<sup>st</sup> September 2009

08.00 – 10.00

**Exhibition opens** 10.20

#### **Breakdown times**

Wednesday 23<sup>rd</sup> September 2009 14.00 – 20.00

All exhibitors must have cleared the premises by 20.00 on Wednesday 23<sup>rd</sup> September. 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 height:**

In the exhibition hall (Hall Q) there is a maximum ceiling height of 3.3m. However, in other areas, the ceiling height is considerably lower. Please visit [www.fitwise.co.uk](http://www.fitwise.co.uk) and follow the link from the events page to view the plan of the exhibition hall, which highlights areas where the ceilings are lower than 3.3m. Should you require a stand plan showing any height restrictions please contact the Exhibition Service Office on 01423 537223 or email [exhibitionservices@harrogate.gov.uk](mailto:exhibitionservices@harrogate.gov.uk) with your request.

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 be undertaken.**

#### **Floor plans**

Detailed floor plans of your stand must be submitted to the organisers by 10<sup>th</sup> August 2009. The plans 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.

### ***Vehicle Access to the HIC***

There is a booking in process for vehicles in Hall Q. This entails going to the Dragon Road car and lorry park and being called down when space is available outside Hall Q. Generally the process is quick and works well provided that all exhibitors cooperate accordingly.

---

## Catering & Social activity

All daytime catering for delegates will be served in the exhibition areas. Tables and seating will be distributed around the exhibition floor for delegates to use during this time. (see floor plan)

### **Exhibitors**

Coffee/tea and lunch for one representative per 3m<sup>2</sup> 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 (Kudos). 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**

There will be more details about the social programme however the IPS Gala Dinner will be held on Tuesday 22<sup>nd</sup> September. Tickets will be on sale to exhibiting company representatives and can be ordered on the 'Exhibitor extras form' that will be sent to you.

## Additional Information

### ***Parking***

100 car parking spaces are available in the pay and display car park below the conference centre and additional spaces are available in the multi-storey car park off Cheltenham Parade, which is a 5 minutes walk from the conference centre.

### ***Disabled Facilities***

The HIC is fully accessible for disabled people with access to the reception area through from street level at the main entrance to the Hall Q. All areas of the centre are reached by lift. Other disabled facilities include toilets, telephones and car parking are available for blue badge holders. 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 in due course.

## **Rules & Regulations**

### **Definitions**

In these regulations the term "Exhibition" in all cases refers to the exhibition being held in conjunction with the 'Infection Prevention Society'. 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 Infection Prevention Society'. The term "Premises" refers to the Harrogate International 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 30 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 23<sup>rd</sup> September 2009 at 19.59pm

Failure to occupy your allocated stand space by 10.20 on Monday 21<sup>st</sup> September 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's 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 affect 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 affect 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 10.00am on Monday 21<sup>st</sup> September 2009 to allow cleaning to take place prior to the opening of the exhibition at 10.20am on Monday 21<sup>st</sup> September.

### **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 Wednesday 23<sup>rd</sup> September 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.

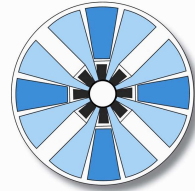
### **Exhibitors technical manual**

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 affected by the organisers.



Infection Prevention Society

*Incorporating the ICNA*

[www.ips.uk.net](http://www.ips.uk.net)

# Invitation to Exhibit

Exhibition Prospectus

“Celebrating the past –  
looking to the future”

## **IPS Annual Conference and Exhibition**

Harrogate International Conference Centre  
21- 23 September 2009

Dear Colleague

I am pleased to forward you the details of the IPS Conference and Exhibition 2009. We are returning to Harrogate in September after a very successful event in 2008 and whilst the venue may be the same there are a number of changes that mean the event will continue to grow and flourish.

The IPS conference programme is already fairly well advanced in its development. As soon as it is in a position to do so we will apply for Continuing Medical Education (CME) points. Gaining these points will make the event attractive to our medical colleagues and we expect to attract a larger number of them as a result.

We are also running a specialist track one day on IV therapy. This track will be coordinated by the new IPS IV Forum which is co-ordinated by Andrew Jackson and it will be aimed at practitioners working in IV Therapy, Critical Care and Intensive care.

Two of the days will also see a completely new venture – offering basic infection prevention advice to care and nursing home staff. The short drop-in lectures will be run free of charge and should encourage a large audience over the course of two days increasing the footfall in the exhibition.

Combine this with the social programme devoted to celebrating 50 years of infection prevention and control the 2009 event should be one to remember.

I look forward to you joining us in September and urge you to apply early for your exhibition space.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Martin Kiernan', written in a cursive style.

Martin Kiernan  
IPS President

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| Sponsorship booking form                        | Loose insert |

## ***Delegate Profile***

This is the main infection prevention and control exhibition in the UK and it attracts over 300 professionals in this field. Delegates include:

- Advanced Nurse Practitioners in Infection Control
- Community Infection prevention practitioners
- Directors of Infection Prevention and Control
- Infection Control Audit Nurses
- Infection Prevention and Control Practitioners
- Lead Community Infection Control Nurses
- Managers of Infection prevention Teams
- Modern Matrons Infection Prevention Control
- Public Health Practitioners
- Senior Infection Control Practitioners
- Surveillance Nurses

## ***Exhibitor Feedback***

The 2008 IPS Conference has evaluated exceptionally well from the viewpoint of both exhibitors and delegates alike.

## ***2008 Exhibitor List***

|                                |                              |                             |
|--------------------------------|------------------------------|-----------------------------|
| 3M                             | G and N Medical              | Rotowash                    |
| Albert Waeschle Ltd            | Gama Health Care             | Schulke                     |
| Amazon                         | GE Healthcare                | SharpSmart                  |
| Amity International            | Genencor                     | Shermond                    |
| Ansell Healthcare              | Georgia-Pacific EMEA         | Smead UK Ltd                |
| B Braun                        | Gojo                         | Smith & Nephew              |
| BARD Limited                   | GreenValet                   | Steris Ltd.                 |
| Baxter Healthcare Ltd          | Guest Medical                | Stoko Skin Care             |
| BD                             | Haigh Engineering            | Sunlight Clinical Solutions |
| Biocote                        | Hollister                    | Synergy Healthcare          |
| BMS Critical Care              | Hubbard Ice Systems          | Teal Patents Ltd            |
| Bristol Maid                   | Hygienics                    | Toray Textiles Europe Ltd.  |
| Cepheid                        | ICNET                        | Tristel Solutions Limited   |
| Clinimax                       | Infection Control Enterprise | Vernacare                   |
| Clinimed                       | IPS                          | Wybone Limited              |
| Contech Electronics            | Janssen-Cilag Ltd            |                             |
| Convatec                       | Johnson Diversey             |                             |
| Daniels                        | Kimberly Clark               |                             |
| DDC Dolphin Ltd.               | Knightsbridge Furniture      |                             |
| Deb Limited                    | L. Whitaker & Sons Ltd       |                             |
| Dekomed                        | Medikit Co. Ltd              |                             |
| Department of Health           | Medisavers                   |                             |
| Ecolab                         | Molnlycke                    |                             |
| Enturia Ltd.                   | Monosol AF                   |                             |
| Environmental Hygiene Products | NHS Core Learning Unit       |                             |
| Ethicon                        | NPSA                         |                             |
| Extramed Ltd                   | OspreyDeepClean              |                             |
| Fannin                         | PDI Europe                   |                             |
| Farla Medical Ltd              | Reckitt Benckiser            |                             |
| Frontier                       | Robinson Healthcare Ltd      |                             |
|                                | Rochester Medical Limited    |                             |

## Opportunities for Sponsorship

| <b>Platinum Sponsorship - £5000</b>  |                                     |
|--|-------------------------------------|
| <b><u>Benefits</u></b>   | <b><u>Value</u></b>                 |
| Your logo on footer of IPS Member E-Newsletter   | Exclusive to Sponsors               |
| Your logo on footer of Registration Form   | Exclusive to Platinum Sponsor       |
| Your logo on cover of Delegate Handbook  | Exclusive to Platinum Sponsor       |
| Advert in Delegate Handbook (inside cover)   | £915                                |
| Insert in Delegate Bag   | £550                                |
| 200 word "Word from our Sponsors" in the Delegate Handbook   | Exclusive to Platinum Sponsor       |
| Trade Press Advertising Logo on all Infection Prevention 08 Conference's Adverts                                       | Exclusive to Platinum Sponsor       |
| Literature can be placed in Main Hall  | Exclusive to Sponsors               |
| Website Link   | Exclusive to Sponsors               |
| Half page advert in Delegate mail out  | £330                                |
| Verbal Mention at opening session  | Exclusive to Platinum Sponsor       |
| Your logo incorporated into set design   | Exclusive to Platinum Sponsor       |
| Your logo in Registration Area   | Exclusive to Platinum Sponsor       |
| Enhanced Exhibitor profile in Delegate Handbook  | Exclusive to Platinum Sponsor       |
| Exhibitor Session  | £500                                |
| One Complimentary Delegate Ticket  | £450                                |
| 10% of all other Sponsorship Packages  | Exclusive to Platinum/Gold Sponsors |
| <b>Gold Sponsorship - £2500 (3 Available)</b>  |                                     |
| <b><u>Benefits</u></b>   | <b><u>Value</u></b>                 |
| Your logo on footer of E-Newsletter  | Exclusive to Sponsors               |
| One Exhibitor session to be included in the Scientific Programme   | Exclusive to Gold Sponsors          |
| Advert in Delegate Handbook (Half page)  | £600                                |
| Insert in Delegate Bag   | £550                                |
| 100 word "Word from our Sponsors" in the Delegate Handbook   | Exclusive to Gold Sponsors          |
| Website Link   | Exclusive to Sponsors               |
| Enhanced Exhibitor profile in Delegate Handbook  | Exclusive to Platinum Sponsor       |
| 10% off all other Sponsorship Packages   | Exclusive to Platinum/Gold Sponsors |
| <b>Advertising Opportunities</b>   |                                     |
| <b>Featured Exhibitor on Email - £275</b>  |                                     |
| Have your company featured on our monthly conference newsletter with a 100 word description and a link to your website |                                     |
| <b>Delegate Handbook (10% Discount for Exhibitors)</b>   |                                     |
| Full Colour Double Page Spread   | £1,465                              |
| Full Colour Full Page  | £915                                |
| Full Colour Half Page  | £600                                |
| Full Colour Quarter Page   | £425                                |
| <b>Conference Application Mail Out (10% Discount for Exhibitors)</b>   |                                     |
| Full Colour Full Page  | £735                                |
| Full Colour Half Page  | £330                                |
| <b>Inserts In Delegate Bag (10% Discount for Exhibitors)</b>   |                                     |
| One Item   | £550                                |
| Two Items  | £895                                |
| Product Samples & Larger Items   | Individually Priced                 |

## **Additional Sponsorship**

### ***Stationery Sponsor***

|                                |              |
|--------------------------------|--------------|
| Delegate Bags                  | <b>£2650</b> |
| Notepads (supplied by sponsor) | <b>£250</b>  |
| Pens (supplied by sponsor)     | <b>£250</b>  |
| Post-it notes                  | <b>£100</b>  |

### ***Lanyard Sponsor***

|                           |              |
|---------------------------|--------------|
| Logo on Delegate Lanyards | <b>£2650</b> |
|---------------------------|--------------|

### ***Internet Café***

|   |             |
|---|-------------|
| Supply Terminals within 5x3 space<br>(6 Terminals Including Company Branding) | <b>£495</b> |
|---|-------------|

### ***Infection Control Conference 2009 Website Sponsor*** £275

Company banner on each page of website with link to your company's home page

Your logo in Silver Sponsor Section of delegate handbook

### ***Staff Polo Shirt Sponsor*** £275

Your logo on all Registration Staff's Polo shirts  
Your logo in Silver Sponsor Section of delegate handbook

### ***Keynote Speaker Sponsorship*** £200 + Expenses

Your logo on screens before and after presentation  
Your logo next to session in delegate handbook

### ***Session Sponsorship*** £150

Your logo on screens before and after presentation  
Your logo next to session in delegate handbook

### ***Gala Dinner Sponsorship*** £1100

Display literature on tables and chairs  
Your logo in Conference Handbook  
Your logo next to session in delegate handbook  
Four Tickets for Gala Dinner

### ***Social Event Sponsor*** £550

Display literature on tables and chairs  
Your logo in Conference Handbook  
Your logo next to session in delegate handbook  
Your logo incorporated into set design

### ***Poster Area Sponsor*** £550

Your logo prominently displayed in the poster area throughout the exhibition  
Your logo on each page of the Poster Section in the Delegate Handbook

## ***Event Details***

### ***Venue***

Harrogate International Centre  
Kings Road  
Harrogate  
HG1 5LA

Set in the beautiful surroundings of Harrogate this venue has all the facilities that one would expect from a modern conference complex, sophisticated exhibition space and a selection of quality hotels and guest houses. These facilities all lie in the centre of a friendly town with a great selection of hotels, bars and shops.

### ***Organisers***

Scientific Planning Committee chairs:  
Conference & Exhibition Secretariat team:

Claire Kilpatrick and Debbie Wright  
Paul Harrison for sales enquiries,  
Stacy Martin for enquiries after booking space  
Fitwise Management Ltd, Drumcross Hall,  
Bathgate, EH48 4JT  
Tel: 01506 811077  
Fax: 01506 811477  
E-mail: [paul@fitwise.co.uk](mailto:paul@fitwise.co.uk) ,  
[stacy@fitwise.co.uk](mailto:stacy@fitwise.co.uk)

### ***Exhibition open hours***

| <b>Provisional open times</b>          | <b>Opening</b> | <b>Closing</b> |
|--|----------------|----------------|
| Monday 21 <sup>st</sup> September 2009 | 10.20          | 19.00          |
| Official opening and drinks reception  | 17.30          | 19.00          |
| Tuesday 22 <sup>nd</sup> September     | 08.30          | 16.40          |
| Wednesday 23 <sup>rd</sup> September   | 08.30          | 13.30          |

In line with the provisional programme in this prospectus, delegates will have a 45 minute morning break on Tuesday and 35 minute break on Wednesday. There is a 45 minute afternoon break on Monday and Tuesday. Lunch on Monday, Tuesday and Wednesday will be for 1 hour 10 minutes. During these times, there will be no lectures. Delegates will also be able to view the exhibition first thing in the morning.

### ***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.

One of the major changes this year is to site the catering area in the furthest point of the exhibition hall ensuring that delegates have to walk through the exhibition to get their tea, coffee and lunch.

## ***Provisional Programme***

The programme is currently under development and details will be posted as soon as the details are confirmed.

The format of the event will be

|           | <b>IPS conference Main Track</b>   | <b>IPS Conference Break-out session</b>  | <b>IPS Conference Break-out session</b>  | <b>Other event</b>   |
|-----------|--|--|--|--|
| Monday    | 09.00 Lectures<br>10.20 Exhibition<br>11.10 Lectures<br>12.20 Exhibition<br>13.35 Lectures<br>15.10 Exhibition<br>15.50 Lectures<br>17.30 Opening Exhibition           | 13.35 Lectures   | 13.35 Lectures   | Nursing/Care Home Infection Prevention lectures – rolling programme  |
| Tuesday   | 08.30 Lectures<br>10.25 Exhibition<br>11.10 Lectures<br>12.50 Exhibition<br>14.00 Lectures<br>15.00 Exhibition<br>15.45 Lectures<br>16.20 Corporate scientific lecture | 11.10 Lectures<br><br>14.00 Lectures<br><br>16.20 Corporate scientific lecture | 11.10 Lectures<br><br>14.00 Lectures<br><br>16.20 Corporate scientific lecture | IV Forum lecture track for IV, critical care and other practitioners |
| Wednesday | 09.30 Lectures<br>10.10 Exhibition<br>10.50 Lectures<br>12.30 Exhibition<br>13.30 Lectures<br>15.30 Close  | 10.50 Lectures<br><br>13.30 Lectures   | 10.50 Lectures<br><br>13.30 Lectures   | Nursing/Care Home Infection Prevention lectures – rolling programme  |

## ***Marketing to delegates***

The marketing campaigns undertaken by IPS will be geared towards

1 Attracting their core membership from infection prevention practitioners. This was successfully achieved in 2008 and will focus on the key benefits of attending:

- strong infection prevention content on the educational programme
- updating knowledge and skills,
- recognised CPD activity,
- celebrating 50 years of infection prevention and control
- unrivalled networking opportunity
- a friendly and popular venue

2 Attracting medical colleagues by

- gaining CME points from one of the medical colleges
- having a strong infection prevention and control educational programme
- using a world class conference centre

# Ways to Exhibit

The up-to-date exhibition floor plans can be viewed online at [www.fitwise.co.uk](http://www.fitwise.co.uk) and following the link from the events page and a copy of the floor plan is enclosed with this pack

1. **Space with shell scheme**
2. **Space without shell scheme**
3. **Charity/Association stand**

## 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 6m<sup>2</sup> to 44m<sup>2</sup>.

The shell scheme stand includes up to 3 walls, name fascia board with your company name, electrics, lighting 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 m<sup>2</sup> of space booked
- General Purpose Spotlights allocation based on m<sup>2</sup> (spotlights are positioned on the back of the fascia board)
- 500w Socket/s supplied dependant on m<sup>2</sup> sold (socket/s are positioned on any perimeter wall panels)

Price does not include:

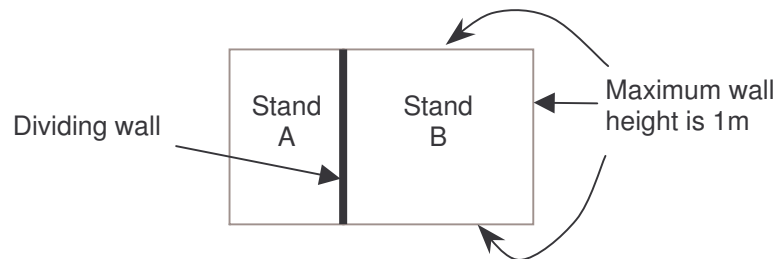
- water and waste supply, furniture, display equipment and floral displays

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

## 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 15 m<sup>2</sup>.** 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 m<sup>2</sup> of space booked. Please note that 500W electric sockets are included provided they are on any perimeter wall panels, but lighting, carpeting and shell scheme are not included in the cost.

|              |   |                                     |
|--------------|---|-------------------------------------|
| <b>Cost:</b> | <b>Up to 8m<sup>2</sup></b>   | <b>£346.50/m<sup>2</sup>(+ VAT)</b> |
|              | <b>9-12m<sup>2</sup></b>  | <b>£323.40/m<sup>2</sup>(+ VAT)</b> |
|              | <b>12-15m<sup>2</sup></b>   | <b>£288.75/m<sup>2</sup>(+ VAT)</b> |
|              | <b>15+m<sup>2</sup></b>   | <b>£277.20/m<sup>2</sup>(+ VAT)</b> |
|              | <b>A 10% premium is applied to stands in prominent positions with additional open sides</b> |                                     |

### ***Charity/Association Stand***

If you are a registered charity/association and wish to exhibit at IPS please complete the stand booking form with your organisation 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: £500(+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 01506 811077
- Fax booking form to Fitwise on 01506 811477
- E-mail: [paul@fitwise.co.uk](mailto:paul@fitwise.co.uk)  
[anne@fitwise.co.uk](mailto:anne@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.

Around the beginning of June 2009 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 forms will have return deadlines.

### ***Payment methods***

1. **Send a cheque**, accompanying the booking form, made payable to 'IPS Conference Ltd' to:  
IPS, c/o Fitwise, Drumcross Hall, Bathgate, West Lothian, EH48 4JT  
*A VAT receipt will be sent on receipt of cheque*

2. **BACS payments to:**

|               |   |
|---------------|---|
| Account Name: | IPS Conference Ltd  |
| Account No:   | TBD   |
| Sort Code:    | 83-51-00  |
| Address:      | Royal Bank of Scotland, 144 Princes Street<br>Edinburgh EH2 4EQ |

(please send remittance advice to Fitwise with reference 'IPS exhibition' detailing amount paid, payment date, your company name, contact name and phone number):  
*A 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 14<sup>th</sup> September 2009. Companies whose payment is not received by this day will not be allowed to exhibit.

### ***Cancellations***

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**

Sunday 20<sup>th</sup> September 2009

Space only exhibitors and their contractors 08.00 – 18.00

Exhibitors with shell scheme stands 12.00 – 18.00

Monday 21<sup>st</sup> September 2009

08.00 – 10.00

**Exhibition opens** 10.20

#### **Breakdown times**

Wednesday 23<sup>rd</sup> September 2009 14.00 – 20.00

All exhibitors must have cleared the premises by 20.00 on Wednesday 23<sup>rd</sup> September. 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 height:**

**In the exhibition hall (Hall Q) there is a maximum ceiling height of 3.3m. However, in other areas, the ceiling height is considerably lower. Please visit [www.fitwise.co.uk](http://www.fitwise.co.uk) and follow the link from the events page to view the plan of the exhibition hall, which highlights areas where the ceilings are lower than 3.3m. Should you require a stand plan showing any height restrictions please contact the Exhibition Service Office on 01423 537223 or email [exhibitionservices@harrogate.gov.uk](mailto:exhibitionservices@harrogate.gov.uk) with your request.**

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 be undertaken.**

#### **Floor plans**

Detailed floor plans of your stand must be submitted to the organisers by 10<sup>th</sup> August 2009. The plans 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.

### ***Vehicle Access to the HIC***

There is a booking in process for vehicles in Hall Q. This entails going to the Dragon Road car and lorry park and being called down when space is available outside Hall Q. Generally the process is quick and works well provided that all exhibitors cooperate accordingly.

---

## Catering & Social activity

All daytime catering for delegates will be served in the exhibition areas. Tables and seating will be distributed around the exhibition floor for delegates to use during this time. (see floor plan)

### **Exhibitors**

Coffee/tea and lunch for one representative per 3m<sup>2</sup> 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 (Kudos). 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**

There will be more details about the social programme however the IPS Gala Dinner will be held on Tuesday 22<sup>nd</sup> September. Tickets will be on sale to exhibiting company representatives and can be ordered on the 'Exhibitor extras form' that will be sent to you.

## Additional Information

### ***Parking***

100 car parking spaces are available in the pay and display car park below the conference centre and additional spaces are available in the multi-storey car park off Cheltenham Parade, which is a 5 minutes walk from the conference centre.

### ***Disabled Facilities***

The HIC is fully accessible for disabled people with access to the reception area through from street level at the main entrance to the Hall Q. All areas of the centre are reached by lift. Other disabled facilities include toilets, telephones and car parking are available for blue badge holders. 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 in due course.

## **Rules & Regulations**

### **Definitions**

In these regulations the term "Exhibition" in all cases refers to the exhibition being held in conjunction with the 'Infection Prevention Society'. 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 Infection Prevention Society'. The term "Premises" refers to the Harrogate International 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 30 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 23<sup>rd</sup> September 2009 at 19.59pm

Failure to occupy your allocated stand space by 10.20 on Monday 21<sup>st</sup> September 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's 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 affect 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 affect 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 10.00am on Monday 21<sup>st</sup> September 2009 to allow cleaning to take place prior to the opening of the exhibition at 10.20am on Monday 21<sup>st</sup> September.

### **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 Wednesday 23<sup>rd</sup> September 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.

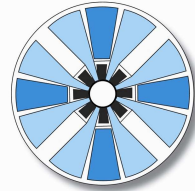
### **Exhibitors technical manual**

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 affected by the organisers.



Infection Prevention Society

*Incorporating the ICNA*

[www.ips.uk.net](http://www.ips.uk.net)

# Invitation to Exhibit

Exhibition Prospectus

“Celebrating the past –  
looking to the future”

## **IPS Annual Conference and Exhibition**

Harrogate International Conference Centre  
21- 23 September 2009

Dear Colleague

I am pleased to forward you the details of the IPS Conference and Exhibition 2009. We are returning to Harrogate in September after a very successful event in 2008 and whilst the venue may be the same there are a number of changes that mean the event will continue to grow and flourish.

The IPS conference programme is already fairly well advanced in its development. As soon as it is in a position to do so we will apply for Continuing Medical Education (CME) points. Gaining these points will make the event attractive to our medical colleagues and we expect to attract a larger number of them as a result.

We are also running a specialist track one day on IV therapy. This track will be coordinated by the new IPS IV Forum which is co-ordinated by Andrew Jackson and it will be aimed at practitioners working in IV Therapy, Critical Care and Intensive care.

Two of the days will also see a completely new venture – offering basic infection prevention advice to care and nursing home staff. The short drop-in lectures will be run free of charge and should encourage a large audience over the course of two days increasing the footfall in the exhibition.

Combine this with the social programme devoted to celebrating 50 years of infection prevention and control the 2009 event should be one to remember.

I look forward to you joining us in September and urge you to apply early for your exhibition space.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Martin Kiernan', written in a cursive style.

Martin Kiernan  
IPS President

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| Sponsorship booking form                        | Loose insert |

## ***Delegate Profile***

This is the main infection prevention and control exhibition in the UK and it attracts over 300 professionals in this field. Delegates include:

- Advanced Nurse Practitioners in Infection Control
- Community Infection prevention practitioners
- Directors of Infection Prevention and Control
- Infection Control Audit Nurses
- Infection Prevention and Control Practitioners
- Lead Community Infection Control Nurses
- Managers of Infection prevention Teams
- Modern Matrons Infection Prevention Control
- Public Health Practitioners
- Senior Infection Control Practitioners
- Surveillance Nurses

## ***Exhibitor Feedback***

The 2008 IPS Conference has evaluated exceptionally well from the viewpoint of both exhibitors and delegates alike.

## ***2008 Exhibitor List***

|                                |                              |                             |
|--------------------------------|------------------------------|-----------------------------|
| 3M                             | G and N Medical              | Rotowash                    |
| Albert Waeschle Ltd            | Gama Health Care             | Schulke                     |
| Amazon                         | GE Healthcare                | SharpSmart                  |
| Amity International            | Genencor                     | Shermond                    |
| Ansell Healthcare              | Georgia-Pacific EMEA         | Smead UK Ltd                |
| B Braun                        | Gojo                         | Smith & Nephew              |
| BARD Limited                   | GreenValet                   | Steris Ltd.                 |
| Baxter Healthcare Ltd          | Guest Medical                | Stoko Skin Care             |
| BD                             | Haigh Engineering            | Sunlight Clinical Solutions |
| Biocote                        | Hollister                    | Synergy Healthcare          |
| BMS Critical Care              | Hubbard Ice Systems          | Teal Patents Ltd            |
| Bristol Maid                   | Hygienics                    | Toray Textiles Europe Ltd.  |
| Cepheid                        | ICNET                        | Tristel Solutions Limited   |
| Clinimax                       | Infection Control Enterprise | Vernacare                   |
| Clinimed                       | IPS                          | Wybone Limited              |
| Contech Electronics            | Janssen-Cilag Ltd            |                             |
| Convatec                       | Johnson Diversey             |                             |
| Daniels                        | Kimberly Clark               |                             |
| DDC Dolphin Ltd.               | Knightsbridge Furniture      |                             |
| Deb Limited                    | L. Whitaker & Sons Ltd       |                             |
| Dekomed                        | Medikit Co. Ltd              |                             |
| Department of Health           | Medisavers                   |                             |
| Ecolab                         | Molnlycke                    |                             |
| Enturia Ltd.                   | Monosol AF                   |                             |
| Environmental Hygiene Products | NHS Core Learning Unit       |                             |
| Ethicon                        | NPSA                         |                             |
| Extramed Ltd                   | OspreyDeepClean              |                             |
| Fannin                         | PDI Europe                   |                             |
| Farla Medical Ltd              | Reckitt Benckiser            |                             |
| Frontier                       | Robinson Healthcare Ltd      |                             |
|                                | Rochester Medical Limited    |                             |

## Opportunities for Sponsorship

| <b>Platinum Sponsorship - £5000</b>  |                                     |
|--|-------------------------------------|
| <b><u>Benefits</u></b>   | <b><u>Value</u></b>                 |
| Your logo on footer of IPS Member E-Newsletter   | Exclusive to Sponsors               |
| Your logo on footer of Registration Form   | Exclusive to Platinum Sponsor       |
| Your logo on cover of Delegate Handbook  | Exclusive to Platinum Sponsor       |
| Advert in Delegate Handbook (inside cover)   | £915                                |
| Insert in Delegate Bag   | £550                                |
| 200 word "Word from our Sponsors" in the Delegate Handbook   | Exclusive to Platinum Sponsor       |
| Trade Press Advertising Logo on all Infection Prevention 08 Conference's Adverts                                       | Exclusive to Platinum Sponsor       |
| Literature can be placed in Main Hall  | Exclusive to Sponsors               |
| Website Link   | Exclusive to Sponsors               |
| Half page advert in Delegate mail out  | £330                                |
| Verbal Mention at opening session  | Exclusive to Platinum Sponsor       |
| Your logo incorporated into set design   | Exclusive to Platinum Sponsor       |
| Your logo in Registration Area   | Exclusive to Platinum Sponsor       |
| Enhanced Exhibitor profile in Delegate Handbook  | Exclusive to Platinum Sponsor       |
| Exhibitor Session  | £500                                |
| One Complimentary Delegate Ticket  | £450                                |
| 10% of all other Sponsorship Packages  | Exclusive to Platinum/Gold Sponsors |
| <b>Gold Sponsorship - £2500 (3 Available)</b>  |                                     |
| <b><u>Benefits</u></b>   | <b><u>Value</u></b>                 |
| Your logo on footer of E-Newsletter  | Exclusive to Sponsors               |
| One Exhibitor session to be included in the Scientific Programme   | Exclusive to Gold Sponsors          |
| Advert in Delegate Handbook (Half page)  | £600                                |
| Insert in Delegate Bag   | £550                                |
| 100 word "Word from our Sponsors" in the Delegate Handbook   | Exclusive to Gold Sponsors          |
| Website Link   | Exclusive to Sponsors               |
| Enhanced Exhibitor profile in Delegate Handbook  | Exclusive to Platinum Sponsor       |
| 10% off all other Sponsorship Packages   | Exclusive to Platinum/Gold Sponsors |
| <b>Advertising Opportunities</b>   |                                     |
| <b>Featured Exhibitor on Email - £275</b>  |                                     |
| Have your company featured on our monthly conference newsletter with a 100 word description and a link to your website |                                     |
| <b>Delegate Handbook (10% Discount for Exhibitors)</b>   |                                     |
| Full Colour Double Page Spread   | £1,465                              |
| Full Colour Full Page  | £915                                |
| Full Colour Half Page  | £600                                |
| Full Colour Quarter Page   | £425                                |
| <b>Conference Application Mail Out (10% Discount for Exhibitors)</b>   |                                     |
| Full Colour Full Page  | £735                                |
| Full Colour Half Page  | £330                                |
| <b>Inserts In Delegate Bag (10% Discount for Exhibitors)</b>   |                                     |
| One Item   | £550                                |
| Two Items  | £895                                |
| Product Samples & Larger Items   | Individually Priced                 |

## **Additional Sponsorship**

### ***Stationery Sponsor***

|                                |              |
|--------------------------------|--------------|
| Delegate Bags                  | <b>£2650</b> |
| Notepads (supplied by sponsor) | <b>£250</b>  |
| Pens (supplied by sponsor)     | <b>£250</b>  |
| Post-it notes                  | <b>£100</b>  |

### ***Lanyard Sponsor***

|                           |              |
|---------------------------|--------------|
| Logo on Delegate Lanyards | <b>£2650</b> |
|---------------------------|--------------|

### ***Internet Café***

|   |             |
|---|-------------|
| Supply Terminals within 5x3 space<br>(6 Terminals Including Company Branding) | <b>£495</b> |
|---|-------------|

### ***Infection Control Conference 2009 Website Sponsor*** £275

Company banner on each page of website with link to your company's home page

Your logo in Silver Sponsor Section of delegate handbook

### ***Staff Polo Shirt Sponsor*** £275

Your logo on all Registration Staff's Polo shirts  
Your logo in Silver Sponsor Section of delegate handbook

### ***Keynote Speaker Sponsorship*** £200 + Expenses

Your logo on screens before and after presentation  
Your logo next to session in delegate handbook

### ***Session Sponsorship*** £150

Your logo on screens before and after presentation  
Your logo next to session in delegate handbook

### ***Gala Dinner Sponsorship*** £1100

Display literature on tables and chairs  
Your logo in Conference Handbook  
Your logo next to session in delegate handbook  
Four Tickets for Gala Dinner

### ***Social Event Sponsor*** £550

Display literature on tables and chairs  
Your logo in Conference Handbook  
Your logo next to session in delegate handbook  
Your logo incorporated into set design

### ***Poster Area Sponsor*** £550

Your logo prominently displayed in the poster area throughout the exhibition  
Your logo on each page of the Poster Section in the Delegate Handbook

## ***Event Details***

### ***Venue***

Harrogate International Centre  
Kings Road  
Harrogate  
HG1 5LA

Set in the beautiful surroundings of Harrogate this venue has all the facilities that one would expect from a modern conference complex, sophisticated exhibition space and a selection of quality hotels and guest houses. These facilities all lie in the centre of a friendly town with a great selection of hotels, bars and shops.

### ***Organisers***

Scientific Planning Committee chairs:  
Conference & Exhibition Secretariat team:

Claire Kilpatrick and Debbie Wright  
Paul Harrison for sales enquiries,  
Stacy Martin for enquiries after booking space  
Fitwise Management Ltd, Drumcross Hall,  
Bathgate, EH48 4JT  
Tel: 01506 811077  
Fax: 01506 811477  
E-mail: [paul@fitwise.co.uk](mailto:paul@fitwise.co.uk) ,  
[stacy@fitwise.co.uk](mailto:stacy@fitwise.co.uk)

### ***Exhibition open hours***

| <b>Provisional open times</b>          | <b>Opening</b> | <b>Closing</b> |
|--|----------------|----------------|
| Monday 21 <sup>st</sup> September 2009 | 10.20          | 19.00          |
| Official opening and drinks reception  | 17.30          | 19.00          |
| Tuesday 22 <sup>nd</sup> September     | 08.30          | 16.40          |
| Wednesday 23 <sup>rd</sup> September   | 08.30          | 13.30          |

In line with the provisional programme in this prospectus, delegates will have a 45 minute morning break on Tuesday and 35 minute break on Wednesday. There is a 45 minute afternoon break on Monday and Tuesday. Lunch on Monday, Tuesday and Wednesday will be for 1 hour 10 minutes. During these times, there will be no lectures. Delegates will also be able to view the exhibition first thing in the morning.

### ***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.

One of the major changes this year is to site the catering area in the furthest point of the exhibition hall ensuring that delegates have to walk through the exhibition to get their tea, coffee and lunch.

## ***Provisional Programme***

The programme is currently under development and details will be posted as soon as the details are confirmed.

The format of the event will be

|           | <b>IPS conference Main Track</b>   | <b>IPS Conference Break-out session</b>  | <b>IPS Conference Break-out session</b>  | <b>Other event</b>   |
|-----------|--|--|--|--|
| Monday    | 09.00 Lectures<br>10.20 Exhibition<br>11.10 Lectures<br>12.20 Exhibition<br>13.35 Lectures<br>15.10 Exhibition<br>15.50 Lectures<br>17.30 Opening Exhibition           | 13.35 Lectures   | 13.35 Lectures   | Nursing/Care Home Infection Prevention lectures – rolling programme  |
| Tuesday   | 08.30 Lectures<br>10.25 Exhibition<br>11.10 Lectures<br>12.50 Exhibition<br>14.00 Lectures<br>15.00 Exhibition<br>15.45 Lectures<br>16.20 Corporate scientific lecture | 11.10 Lectures<br><br>14.00 Lectures<br><br>16.20 Corporate scientific lecture | 11.10 Lectures<br><br>14.00 Lectures<br><br>16.20 Corporate scientific lecture | IV Forum lecture track for IV, critical care and other practitioners |
| Wednesday | 09.30 Lectures<br>10.10 Exhibition<br>10.50 Lectures<br>12.30 Exhibition<br>13.30 Lectures<br>15.30 Close  | 10.50 Lectures<br><br>13.30 Lectures   | 10.50 Lectures<br><br>13.30 Lectures   | Nursing/Care Home Infection Prevention lectures – rolling programme  |

## ***Marketing to delegates***

The marketing campaigns undertaken by IPS will be geared towards

1 Attracting their core membership from infection prevention practitioners. This was successfully achieved in 2008 and will focus on the key benefits of attending:

- strong infection prevention content on the educational programme
- updating knowledge and skills,
- recognised CPD activity,
- celebrating 50 years of infection prevention and control
- unrivalled networking opportunity
- a friendly and popular venue

2 Attracting medical colleagues by

- gaining CME points from one of the medical colleges
- having a strong infection prevention and control educational programme
- using a world class conference centre

# Ways to Exhibit

The up-to-date exhibition floor plans can be viewed online at [www.fitwise.co.uk](http://www.fitwise.co.uk) and following the link from the events page and a copy of the floor plan is enclosed with this pack

1. **Space with shell scheme**
2. **Space without shell scheme**
3. **Charity/Association stand**

## 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 6m<sup>2</sup> to 44m<sup>2</sup>.

The shell scheme stand includes up to 3 walls, name fascia board with your company name, electrics, lighting 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 m<sup>2</sup> of space booked
- General Purpose Spotlights allocation based on m<sup>2</sup> (spotlights are positioned on the back of the fascia board)
- 500w Socket/s supplied dependant on m<sup>2</sup> sold (socket/s are positioned on any perimeter wall panels)

Price does not include:

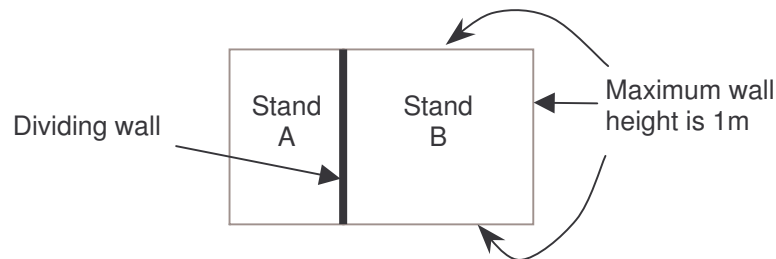
- water and waste supply, furniture, display equipment and floral displays

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

## 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 15 m<sup>2</sup>.** 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 m<sup>2</sup> of space booked. Please note that 500W electric sockets are included provided they are on any perimeter wall panels, but lighting, carpeting and shell scheme are not included in the cost.

|              |   |                                     |
|--------------|---|-------------------------------------|
| <b>Cost:</b> | <b>Up to 8m<sup>2</sup></b>   | <b>£346.50/m<sup>2</sup>(+ VAT)</b> |
|              | <b>9-12m<sup>2</sup></b>  | <b>£323.40/m<sup>2</sup>(+ VAT)</b> |
|              | <b>12-15m<sup>2</sup></b>   | <b>£288.75/m<sup>2</sup>(+ VAT)</b> |
|              | <b>15+m<sup>2</sup></b>   | <b>£277.20/m<sup>2</sup>(+ VAT)</b> |
|              | <b>A 10% premium is applied to stands in prominent positions with additional open sides</b> |                                     |

### ***Charity/Association Stand***

If you are a registered charity/association and wish to exhibit at IPS please complete the stand booking form with your organisation 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: £500(+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 01506 811077
- Fax booking form to Fitwise on 01506 811477
- E-mail: [paul@fitwise.co.uk](mailto:paul@fitwise.co.uk)  
[anne@fitwise.co.uk](mailto:anne@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.

Around the beginning of June 2009 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 forms will have return deadlines.

### ***Payment methods***

1. **Send a cheque**, accompanying the booking form, made payable to 'IPS Conference Ltd' to:  
IPS, c/o Fitwise, Drumcross Hall, Bathgate, West Lothian, EH48 4JT  
*A VAT receipt will be sent on receipt of cheque*

2. **BACS payments to:**

|               |   |
|---------------|---|
| Account Name: | IPS Conference Ltd  |
| Account No:   | TBD   |
| Sort Code:    | 83-51-00  |
| Address:      | Royal Bank of Scotland, 144 Princes Street<br>Edinburgh EH2 4EQ |

(please send remittance advice to Fitwise with reference 'IPS exhibition' detailing amount paid, payment date, your company name, contact name and phone number):  
*A 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 14<sup>th</sup> September 2009. Companies whose payment is not received by this day will not be allowed to exhibit.

### ***Cancellations***

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**

Sunday 20<sup>th</sup> September 2009

Space only exhibitors and their contractors 08.00 – 18.00

Exhibitors with shell scheme stands 12.00 – 18.00

Monday 21<sup>st</sup> September 2009

08.00 – 10.00

**Exhibition opens** 10.20

#### **Breakdown times**

Wednesday 23<sup>rd</sup> September 2009 14.00 – 20.00

All exhibitors must have cleared the premises by 20.00 on Wednesday 23<sup>rd</sup> September. 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 height:**

**In the exhibition hall (Hall Q) there is a maximum ceiling height of 3.3m. However, in other areas, the ceiling height is considerably lower. Please visit [www.fitwise.co.uk](http://www.fitwise.co.uk) and follow the link from the events page to view the plan of the exhibition hall, which highlights areas where the ceilings are lower than 3.3m. Should you require a stand plan showing any height restrictions please contact the Exhibition Service Office on 01423 537223 or email [exhibitionservices@harrogate.gov.uk](mailto:exhibitionservices@harrogate.gov.uk) with your request.**

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 be undertaken.**

#### **Floor plans**

Detailed floor plans of your stand must be submitted to the organisers by 10<sup>th</sup> August 2009. The plans 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.

### ***Vehicle Access to the HIC***

There is a booking in process for vehicles in Hall Q. This entails going to the Dragon Road car and lorry park and being called down when space is available outside Hall Q. Generally the process is quick and works well provided that all exhibitors cooperate accordingly.

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## Catering & Social activity

All daytime catering for delegates will be served in the exhibition areas. Tables and seating will be distributed around the exhibition floor for delegates to use during this time. (see floor plan)

### **Exhibitors**

Coffee/tea and lunch for one representative per 3m<sup>2</sup> 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 (Kudos). 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**

There will be more details about the social programme however the IPS Gala Dinner will be held on Tuesday 22<sup>nd</sup> September. Tickets will be on sale to exhibiting company representatives and can be ordered on the 'Exhibitor extras form' that will be sent to you.

## Additional Information

### ***Parking***

100 car parking spaces are available in the pay and display car park below the conference centre and additional spaces are available in the multi-storey car park off Cheltenham Parade, which is a 5 minutes walk from the conference centre.

### ***Disabled Facilities***

The HIC is fully accessible for disabled people with access to the reception area through from street level at the main entrance to the Hall Q. All areas of the centre are reached by lift. Other disabled facilities include toilets, telephones and car parking are available for blue badge holders. 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 in due course.

## **Rules & Regulations**

### **Definitions**

In these regulations the term "Exhibition" in all cases refers to the exhibition being held in conjunction with the 'Infection Prevention Society'. 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 Infection Prevention Society'. The term "Premises" refers to the Harrogate International 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 30 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 23<sup>rd</sup> September 2009 at 19.59pm

Failure to occupy your allocated stand space by 10.20 on Monday 21<sup>st</sup> September 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's 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 affect 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 affect 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 10.00am on Monday 21<sup>st</sup> September 2009 to allow cleaning to take place prior to the opening of the exhibition at 10.20am on Monday 21<sup>st</sup> September.

### **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 Wednesday 23<sup>rd</sup> September 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 affected by the organisers.