



# The BSG Annual Meeting 2017

Manchester  
19-22 June

## Exhibition



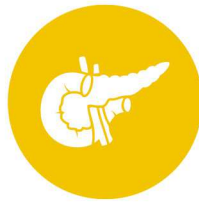
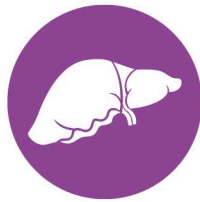
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# Exhibition

## Dates and Times

The exhibition will take place in the Central Hall at the Manchester Central Convention Complex. The exhibition hours are shown below:

Date	Hours	Restrictions
Saturday 17 June 2017	08:00 – 18:00	SPACE ONLY: Access / Installation* (load-in times for exhibitors will be communicated w/c 19 May 2017)
Sunday 18 June 2017	08:00 – 19:00	SPACE ONLY: Access / Installation*
Monday 19 June 2017	08:00 – 16:30	SPACE ONLY: Cleaning / Decoration ONLY
	09:00 – 16:30	SHELL SCHEME: Access / Installation / Cleaning / Decoration ONLY (load-in times for exhibitors will be communicated w/c 19 May 2017)
	16:30 – 18:45	Exhibition Open & Welcome Reception – all stands to be staffed manned the Welcome Reception
Tuesday 20 June 2017	08:00 – 18:00	Exhibition Open**
Wednesday 21 June 2017	08:00 – 18:00	Exhibition Open**
Thursday 22 June 2017	08:00 – 14:00	Exhibition Open**
	14:30 – 16:00	SHELL SCHEME <u>ONLY</u> : Dismantle (load-out times for exhibitors will be communicated w/c 22 May 2017)
	16:00 – 21:00	SPACE ONLY: Exhibition Dismantle* (load-out times for exhibitors will be communicated w/c 22 May 2017)
	21:00 – 22:00	Exhibition Dismantle* (loading bay access <u>ONLY</u> )

The above dates and times are correct as of Monday 13 March 2017 but maybe subject to change.

\*Appropriate Personal Protective Equipment (PPE) must be worn during these times as instructed by the H&S Officer.

\*\*All Exhibitors will have access to the exhibit floor 30 minutes prior to opening.

### Personal Protective Equipment (PPE) ~ Hi-vis Policy

During build-up and breakdown of your event, all personnel must wear hi-vis (high visibility).

Personnel not wearing hi-vis will not be permitted to work in the event area.



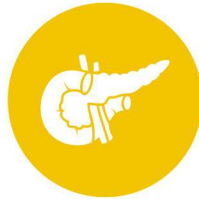
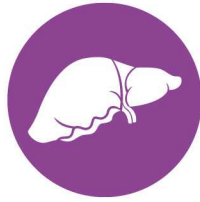
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### IMPORTANT NOTE: PENALTY COSTS FOR LATE EXHIBITOR INSTALLATION

If any exhibitor/contractor over runs past the exhibition close times, as outlined above, during build-up on Saturday 17, Sunday 18, or Monday 19 June 2017 and have not vacated the Loading Bay, an immediate penalty of £1,000 + VAT per hour will be imposed from the close time until 23:59. After 23:59 access will be denied. This is non-negotiable.

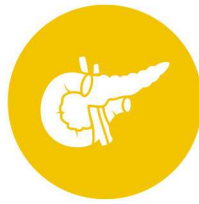
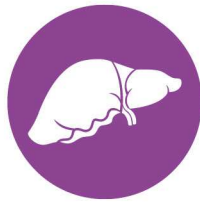
### IMPORTANT NOTE: PENALTY COSTS FOR LATE EXHIBITOR DISMANTLE

If any exhibitor/contractor over runs past the exhibition close time during breakdown on Thursday 22 June 2017 and have not vacated either the exhibition floor by 21:00 or the loading bay by 22:00 an immediate penalty of £5,000 + VAT per hour will be imposed from 21:00 (exhibition floor) and 22:00 (loading bay) until 23:59. After 23:59 access will be denied. This is non-negotiable.

## Key Deadlines


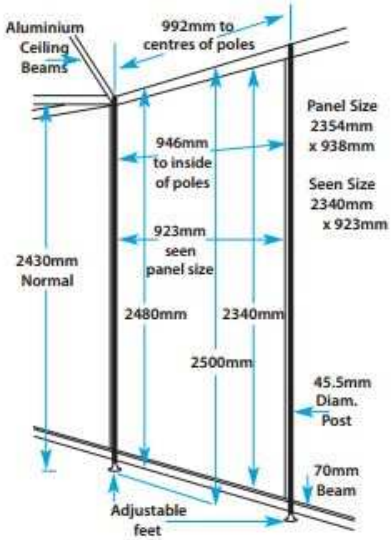
Exhibitors		
Deadline date	Area	Requirements
7 April 2017	Contacts	Submit <i>Exhibitor Contact Form.pdf</i>
7 April 2017	H&S	Submit <i>Exhibitor Health &amp; Safety Form.pdf</i> , refer to the H&S section for further information
19 May 2017	Name Board	Submit <i>GES ~ Shell Scheme Name Board Order Form.pdf</i>
19 May 2017	Furniture	Submit <i>GES ~ Furniture and Floor Covering Order Form.pdf</i>
19 May 2017	Electrics	Submit <i>GES ~ Electrical Order Form.pdf</i>
N/A	Logistics	Submit <i>GES ~ Logistics Order Form.xlsx</i>
19 May 2017	Extras	Submit (shell scheme) <i>GES ~ Shell Scheme Extras Order Form &amp; Grid Plan Form.pdf</i>
19 May 2017	Internet	Submit <i>Manchester Central ~ Internet Connectivity Form.pdf</i>
26 May 2017	Water	Submit <i>GES ~ Hall Piped Services Form.pdf</i>
2 June 2017	AV	Submit <i>BLITZ ~ Audio Visual Form.pdf</i>
2 June 2017	Rigging	Submit <i>KRS ~ Rigging Form.pdf</i>





## Shell Scheme

Included in the shell scheme package is:

Components	Description
Structure	GES Complete Shell Scheme (aluminium metal structure with white infill panels)
Panel Dimensions	<p>Each white infill panel is 938mm wide x 2354mm high, the viewable area of the panel, once inserted into the shell scheme structure, is 923mm wide x 2340mm high.</p>   <p>NB: bespoke branded printed panels are possible, but are subject to an extra cost; they do not form part of the shell scheme package.</p>
Carpet	Light grey
Branding	1 x name board (showing company name) fascia NB: Your company name will be displayed on a white background using upper and lower case black characters (max 34) in font Arial. Unfortunately, we cannot accept any bespoke branded artwork.
Furniture	2 x chairs, 1 x 4'x30" skirted table, 1 x waste bin
Lighting	4 x spotlights
Power	1 x 500w UK socket with 4 way block

### Extras (including printed panels)

Shell scheme extras; furniture, graphics and power can be ordered one of two ways; either via Expresso, GES online exhibitor ordering portal (<https://ordering.ges.com/000022052>) or alternatively by using the appropriate form. For the best price please make sure all orders are placed by Friday 19 May 2017. All ordering, payment and logistics should be coordinated directly with GES, our preferred partner for exhibition services.



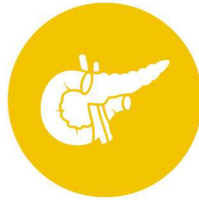
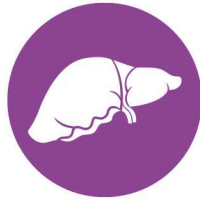
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## Space Only

All space only stands are allocated on a space only basis; no stand services are included.

### Build Height

Maximum constructible build height is set at 4.00 metres.

Stand components can be supported by overhead rigging (see Rigging Structures, below).

Double-decker Stands (two level stands) two level stands of any kind are not permitted at BSG Annual Meeting 2017.

### Use of Rented Space & Height Limitation

The use and branding of rented space may not exceed the rented surface and space in three dimensions. The height limitation as communicated here above, must be respected both for physical and visual devices (e.g. lasers, gobos etc.).

### Rigging Structures

The Manchester Central Convention Complex rigging service partner is Knight Rigging Services (KRS), therefore all requirements need to be ordered prior to the conference using the appropriate order form. Banners can be suspended between 6 to 8 metres high within your rented space. The venue and the event Health & Safety Officer will need to approve all plans prior to commencement of anyone building in the exhibit hall.

All supporting documentation must be submitted by Friday 7 April 2017 to [MCCC@knightrigging.co.uk](mailto:MCCC@knightrigging.co.uk), [carol@onsitex.co.uk](mailto:carol@onsitex.co.uk), and [BSG2017AV@mci-group.com](mailto:BSG2017AV@mci-group.com).

### Stand Transparency

For Island and Peninsular raw space stands, the line of sight through the stand must be possible from aisle to aisle for at least 30% of the stand width when viewed from each open side.

### Adjacent Stands

The wall height between adjacent stands should not exceed 4.00m. It is the exhibiting companies' responsibility to build its own adjacent wall. Anything above 2.25m on the back of the wall has to be cleanly dressed and finished in flat white. All raw space stands must be neatly finished and closed on top.



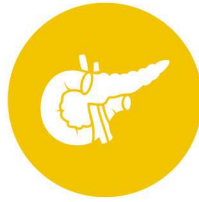
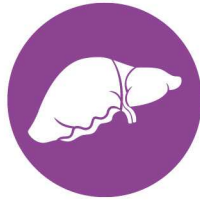
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## General Requirements

### Dismantling

Exhibition stands and structures can be dismantled between 16:00 – 21:00 hours on Thursday 22 June 2017. Under no circumstances should you commence breakdown prior to this time, nor before all delegates have left the exhibition. Please do not leave any goods or equipment on the stand. Shell scheme cupboards must be emptied and any display materials on the walls and literature must be removed. The Organisers (MCI UK Ltd) cannot be held responsible for the loss. All goods must be cleared by 21:00 on Thursday 22 June 2017. Any goods not cleared will be disposed of which may result in an additional waste disposal fee.

### Health & Safety

All stands must complete and submit the relevant Health and Safety documentation. Space only stands will incur an additional charge for Health and Safety approval, refer to Health and safety section of this manual under costs for approval of your stand. The charge will be determined by the level of complexity of your plans and onsite construction, and is for approval and sign off by a Health and Safety Officer or structural engineer.

### Noise

Exhibitors may not produce noise and/or use amplification of music and/or voice which may be heard outside the space assigned to the exhibitors, or which may interfere with or be felt objectionable to attendees or other exhibitors. The volume level must not exceed 70dB (A) at the boundaries of the stand. The Organisers (MCI UK Ltd) reserve the right to require exhibitors to discontinue any such activity. Live presentations at the stand are not permitted without prior approval from the Organisers (MCI UK Ltd).

### Sporting Events

Broadcasting of National, European or World Sporting events is NOT permitted in the exhibition.

### Stand Activities

“Meet the Expert” sessions or press briefings at the stand are not allowed during the official scientific programme. A round table for a maximum of 8 participants during coffee breaks is accepted. A request to hold such sessions must be submitted to the Organisers (MCI UK Ltd) for approval.



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