



# The BSG Annual Meeting 2017

Manchester  
19-22 June

## Exhibition Services



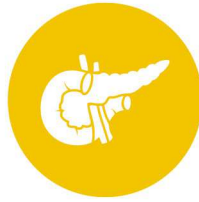
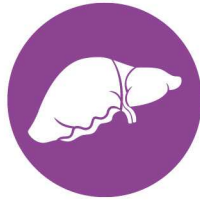
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## Exhibition Services

### Audio Visual Equipment Hire

All audio visual requirements for exhibition stands can be requested through Manchester Central Convention Complex on-site contractor, Blitz Communications – using the appropriate form (please refer to *BLITZ ~ Audio Visual Form.pdf*). All ordering, payment and logistics should be coordinated directly with the venue.

### Stand Cleaning

Manchester Central's cleaning provider will remove waste from exhibition aisles, stands, organiser's offices and event spaces. Exhibition stand cleaning can also be arranged before your event at an additional cost. Please contact [stappenden@manchestercentral.co.uk](mailto:stappenden@manchestercentral.co.uk) for more information.

### Deliveries – Stand materials

Please ensure you are present at Manchester Central Convention Complex to receive your shipments, the Organisers (MCI UK Ltd) cannot take responsibility for any delivery or for shipments being turned away for any reason. Deliveries made outside of the tenancy will not be able to access the loading bay and will be turned away. All deliveries made to the venue should be clearly marked as follows;

Recipient Name and Contact Number  
BSG 2017 (19-22 June 2017)  
Central Hall  
Stand Name/Number (if applicable)  
Loading Bay 2 / Manchester Central  
Manchester Central Convention Complex  
Windmill St, Manchester M2 3GX  
  
Sat Nav: M2 3GX



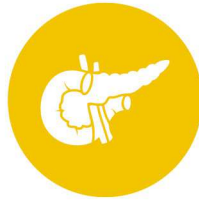
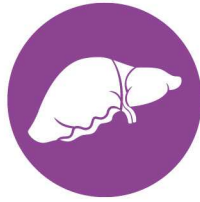
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Deliveries sent directly to the venue must only arrive during the official move-in times, which are:

Date	Hours	Restrictions
Saturday 17 June 2017	08:00 – 18:00	All deliveries must be signed for by a member of your team
Sunday 18 June 2017	08:00 – 18:00	All deliveries must be signed for by a member of your team
Monday 19 June 2017	08:00 – 16:00	All deliveries must be signed for by a member of your team . No forklifts will be allowed on the exhibition floor during this time.

## Onsite Logistics

Pre, onsite and post onsite logistics 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. All ordering, payment and logistics should be coordinated directly with GES, our preferred partner for exhibition services.

Prior to the end of the event we will issue courier collection forms to exhibitors which must be affixed to any items being collected by couriers and will detail clear instructions as to where to leave items for collection. All items must be picked up by 21:00 on Thursday 22 June 2017. Any items left after this time or not clearly labelled will be destroyed and may be subject to a waste disposal fee.

## Floor Loadings

The floor loading for Central Hall is 1450 kg/sqm. Point loads of 7 tonnes are permissible, 3 m apart or at 2 m distance from other distributed loads. Vehicles up to 40 tonnes gross weight are allowed in the main hall once approved and granted access by venue traffic, Exhibitor Director, and Health & Safety Officer.

## Furniture

All furniture enquiries for exhibition stands 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 may sure all orders are placed by Friday, 2 June 2017. All ordering, payment and logistics should be coordinated directly with GES, our preferred partner for exhibition services.



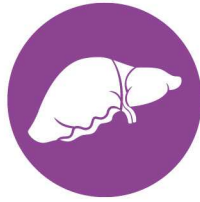
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## Internet

Manchester Central is a fully Wi-Fi enabled venue. Free Wi-Fi is available to all exhibitors (up to 5mb). For exhibitors requiring a permanent internet connection with specifically allocated bandwidth can request this directly from Manchester Central using the appropriate form (Please refer to *Manchester Central ~ Internet Connectivity Form.pdf*). All ordering, payment and logistics should be coordinated directly with the venue.

## Insurance

All exhibitors should be aware of the need for adequate insurance cover. Whilst we take every precaution to protect your property during the event, we cannot be held responsible for any loss or damage and we strongly advise you to check your own insurance policy to ensure you are adequately covered. You are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this, you should protect your expenditure against abandonment and cancellation or curtailment of the event due to reasons beyond our control.

For further information or advice, please contact:

Hiscox  
PO Box 501, Sittingbourne, ME10 9AF  
Contact: Marion Rankin  
Email: [eventinsurance@hiscox.com](mailto:eventinsurance@hiscox.com)  
Telephone: 0141 339 7260  
Fax: 0845 213 8438  
Web: <http://www.hiscox.co.uk/events>

## Power

All power enquiries 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 (Please refer to *GES ~ Electrical Order Form.pdf*).



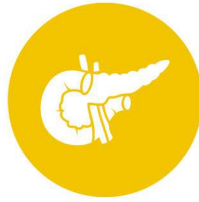
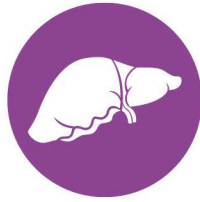
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## Responsibilities

As an exhibitor, you must ensure the health, safety and welfare of your employees, contractors and visitors as far as is reasonably practicable throughout the exhibition. You should ensure that your actions (or inactions) do not give rise to accidents, injuries or unsafe working environments; you should provide proper information, instruction and training and supervise all parties throughout the event.

You should also check that any contractors, suppliers, agents, etc. which you may have contracted, have a Health and Safety Policy that is applicable to the exhibition environment.

The Organisers (MCI UK Ltd) wish to stress the importance of a **CONSTANT CHECK** being made on the contents of your exhibit stand to see that no unidentified package, case or bag has been left unattended. In any case of doubt, the article should not be handled – inform the Organisers (MCI UK Ltd) or a member of the convention centre staff.

## Risk Assessment

All exhibitors are required to complete the Exhibitors Risk Assessment and Exhibitor Induction Forms. The Risk Assessment is to inform the Health and Safety Officer and the Organisers (MCI UK Ltd) of any activities on the stand that may require any special attention. For more information please refer to the Health & Safety section.

## Storage

Storage within Manchester Central is very limited. Before or after tenancy, Manchester Central will not accept responsibility for storage so all deliveries must be made during the build up period.

Outstanding collections – Manchester Central does not have on-site storage or the capability to forward remaining items. Anything left on-site after tenancy may be removed/disposed of at the expense of the exhibitor.



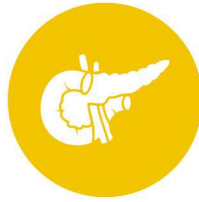
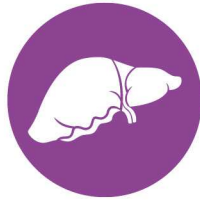
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## Security

For security reasons, exhibitors are advised to remove all portable items (including pop up stands) and valuable items immediately on closure of the exhibition each day and not leave their stand unattended until all such items are clear. BSG or the Organisers (MCI UK Ltd) cannot be held responsible for any items that go missing during the meeting, including load-in and load-out. Venue security will operate throughout the site but there is no event or exhibition hall security outside of opening hours. Please be aware that Satellite Symposia will be continuing outside of the exhibition opening hours in the meeting rooms surrounding the exhibition hall. Therefore, at this time we cannot guarantee that delegates will not access the exhibition floor when arriving at the early, or departing the late Satellite Symposia.

## Water

If you need water and waste services on your stand, please contact GES using the order form provided (Please refer to *GES ~ Hall Piped Services Form.pdf*)

## Vehicle Access

Each exhibition stand will be allocated a load-in and load-out time, these times must be adhered to. The times will be communicated w/c 19 May 2017. It is the responsibility of the exhibitor to make sure that these times are passed to their stand contractor. BSG or the Organisers (MCI UK Ltd) cannot be held responsible for the failure of this information not being passed on.

## Passes

Manchester Central's traffic management team issue goods vehicle passes on-site. To obtain a pass, the team need vehicle and driver's details. Once issued, the pass should be displayed in the vehicle window throughout the loading and unloading process.

Please note, a goods vehicle pass is not a parking permit. Manchester Central cannot provide on-site parking.

## Load-in

Central Hall 2

Exhibitors and contractors are requested to report to the Traffic Management team upon arrival at the delivery access to Central Hall 2; Albion Street, M1 5LN. Vehicles will be parked in the holding area in a queuing system and once suitable space for your vehicle is available, you will be advised to proceed.



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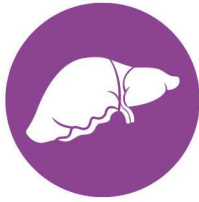


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## Load-out



## Central Hall 2

All exhibition stands must be broken down and items ready to load before vehicles are permitted to enter the loading area. Please inform a Traffic management team member once you are ready to begin your load out and your vehicle will be directed from the relevant holding area when a space becomes available.



## Assistance with loading/unloading

Please note that Manchester Central do not provide trolleys or pump trucks. Forklifts are available to hire in advance subject to availability, please refer to sections [Deliveries](#) and [Onsite Logistics](#) for further information.

## Parking

Once you have unloaded, you will be asked to remove your vehicle from the loading bay to be parked off site, either in the NCP car park adjacent to the venue, £20.50 per 24 hours, or if your vehicle exceeds the height restriction of 1.98m (on the ground floor) you will be directed to one of three parking areas marked A, B or C. Parking on either of these areas is £20.50 per 24 hour period. The discount code EXHIBMC is exclusive to the Annual Meeting and can be used to receive reduced rates if booked in advance (<https://www.ncp.co.uk/find-a-car-park/car-parks/manchester-central-under-iv/>).

## Loading or unloading smaller items

Exhibitors with smaller items, which can be carried into the venue are encouraged to park in the 24-hour NCP car park directly below Manchester Central and carry their items in.

## Rigging

If you are constructing an exhibition stand at Manchester Central and require rigging services, this guidance note sets out what information is needed from you, the rigging policies and procedures, and what your responsibilities are. Pricing for these services is covered in the rigging services document (Please refer to KRS ~ Rigging Form.pdf). Your order will be processed and payment taken on receipt.

BSG OR THE ORGANISERS (MCI UK) CANNOT BE HELD RESPONSIBLE FOR ANY BREACH OF CONTRACT BETWEEN THE PREFERRED PARTNERS AND/OR VENUE (MANCHESTER CENTRAL) AND EXHIBITORS.



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