

BOA
ACC, Liverpool
19-21 September 2017
www.boa.ac.uk

Exhibitors Guide

All queries regarding the Exhibition should be directed to Janet Mills (j.mills@boa.ac.uk) (Tel:01243 377792). The general and technical information contained in this manual must be read in conjunction with the Terms and Conditions on the reverse of the Application/Contract for stand space and be considered part of them.

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VENUE

The British Orthopaedic Association Exhibition will be held in Hall 2 at the BT Convention Centre (ACC), Kings Dock, Liverpool Waterfront, L3 4FP Tel: 0151 475 8888. www@accliverpool.com

ORGANISATION

Janet Mills, BOA Exhibition Manager & Hazel Choules, BOA Director of Event Management will be on site in Liverpool from 07.00 hours Sunday 17th September 2017. Tel: 01243 377792.

BUILD UP TIMES

The exhibition hall will be available to exhibitors and their contractors for stand construction/dressing as follows:-

Floor Space Only Stands

Sunday	17 September 2017	07.00-20.00 hrs
Monday	18 September 2017	07.00-22.00 hrs

Shell Scheme Stands

Monday	18 September 2017	12.00-22.00 hrs
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During build-up and breakdown, all personnel **MUST** wear hi-vis (high visibility).

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

Hi-vis are available for purchase on the day at a cost of £3 per vest payable by the individual.

Registration coffee will be served in the exhibition hall from 07.30 on Tuesday 19th September 2017 so stands must be complete and ready for this time.

OPENING TIMES

Tuesday	19 September 2017	07.30-17.00 hrs
Wednesday	20 September 2017	07.00-17.00 hrs
Thursday	21 September 2017	07.15-14.00 hrs

BREAKDOWN/COLLECTION OF EXHIBITS

Breakdown of stands will commence after lunch at **14.00 hrs Thursday 19 September 2017**, the official closing time. Exhibits may not be removed from stands before that time unless by prior arrangement and agreement with the BOA Organisers. The exhibition hall must be clear of all exhibitors, materials and standfittings by **22.00 hrs, Thursday 19 September 2017**

ACCESS/DELIVERY OF EXHIBITS

Please see ACC Loading Bay Access Map to Hall 2 on BOA website. For Satellite Navigation please use postcode L3 4BX.

Exhibitors and contractors should report to the vehicle holding area (VHA) within Loading Bay 3, indicated on the map. Please remain in the holding area until you are given instructions to move to Loading Bay 2 via Keel Wharf. Loading Bay height is 4.3 metres and you are required to unload your vehicle within a 30 minute period.

Exhibitors will be required to advise their preferred time of vehicle access during the build-up period. Please complete the Order Form on page 13/14 of this guide. Traffic controllers will be on duty to direct and advise.

Early deliveries of goods to BT Convention Centre (ACC) cannot be made before **Sunday 17 September 2017**. Any deliveries prior to this date must be clearly marked with the Exhibition name and date, exhibitors/company name and stand number and sent directly to:-

Onsite Exhibitions
Email: alan.hazelhurst@btconnect.com
Tel: +44 (0) 7768 562770

All deliveries from Sunday 17 September 2017 should be addressed as follows:-

Exhibitor Name/Joe Mangan Event Manager
BOA Exhibition – 19-21 September
Hall 2/Stand Number
Loading Bay 2
ACC Liverpool
Kings Dock, Liverpool Waterfront,
Liverpool, L3 4FP (**Sat Nav Postcode L3 4BX**)

PARKING

a) Car Parking

ACC Liverpool has a multi-storey car park on site for 1,600 vehicles and charges are as follows:-

Up to 1 hr	£2.00
Up to 2 hrs	£5.00
Up to 5 hrs	£7.00
Up to 9 hrs	£10.00
Up to 24 hours	£15.00

b) Goods Vehicles

There is limited space for commercial vehicles on site during the Open Period. If you wish to reserve space, please telephone Janet Mills, Exhibition Manager on 01243 377792 for details.

VEHICLE PASSES

All exhibitors' and contractors' vehicles, including cars, should report to the vehicle holding area (VHA) within Loading Bay 3, indicated on the **Loading Bay Access Map** on the BOA website and once space is available, you will be advised to proceed to Loading Bay 2, via Keel Wharf.

EXHIBITOR/CONTRACTOR PASSES

For security purposes all personnel entering the BT Convention Centre (ACC) must carry a pass which must be produced on request by security officers.

a) Exhibitor Passes

Exhibitors must ensure that all personnel including representatives etc. attending BOA 2017, whether for build-up or breakdown, are issued with a pass. These passes are in addition to exhibitor lapel badges which will be issued by the Organisers on site. Please complete the **Order Form** on **page 13** of this guide.

b) Contractor Work Passes

Exhibitors using their own contractors for stand installation/design should pass on the Contractors Work Pass **Order Form** on **page 14** of this guide for completion and returning direct to the Organisers.

All passes will be sent in advance.

EXHIBITOR BADGES

Exhibitor lapel badges must be worn by all stand personnel whilst within the Open period of BOA. These badges will be available for collection from the Exhibition Registration Desk on arrival and will not be sent by post to exhibitors. Please complete the Lapel Badge **Order Form** on **page 12** of this guide.

EXHIBITOR REGISTRATION FOR CONGRESS

Exhibitor badges do not give access to scientific sessions. Companies wishing to register representatives for Congress should complete the Allied Health Professional rate on the BOA website. The special rate of £95 per day or £180 for a full congress registration will apply.

STANDFITTING SERVICE/DETAILS

a) The appointed shell scheme/stand contractors are:-

Hirex Ltd
1 Lomax Street
Radcliffe
Manchester, M26 1PX
Tel: 0161 723 6100
Email: admin@hirex.co.uk

Any exhibitor requiring standfitting services, whether it be for shell scheme or space only, should contact **Hirex Ltd.** direct.

b) Shell Scheme (Hirex Ltd)

- i) A diagram including a full description of the “**Click**” modular shell scheme can be found on the BOA website.
- ii) Fixing to the shell walls should be carried out using Velcro tape or tabs, available for sale on site. For heavy fixing, exhibitors should consult the stand contractor, **Hirex Ltd.** Fixing with nails, screws, staples and glue etc. to the wall panels is **NOT PERMITTED**. Any damage must be paid for.
- iii) Optional extras such as panelling, doors, shelves etc. are available using the **Order Form** on BOA website.

c) Space Only

- i) Space Only exhibitors are advised that no walls or standfittings are provided and they should make their own arrangements for stand building and decoration.
- ii) **A technical drawing, including all specifications, together with a Construction Phase Plan (CDM 2015) and PL Insurance, must be submitted to Janet Mills (j.mills@boa.ac.uk) for provisional approval, subject to an onsite inspection by 25 August 2017 N.B. Please note that SPACE ONLY Contractors must submit signed CDM 2015 notifications which will be issued one week prior to tenancy.**
- iii) No stand or display exposing an unfinished surface to neighbouring stands will be permitted, nor may any solid wall of more than one third of the total length of any elevation be erected on the perimeter of a stand bordering a gangway which would impede the frontage or view from or into a neighbouring stand.
- iv) Where stand walls, including towers, exceed 2.4 metres in height, they must be suitably clad and decorated on the reverse side to the requirements of the adjoining Exhibitor, but carry neither titles, devices, advertising matter nor exhibitors where the elevation overlooks the lower stand. No part of the stand construction (including rotating signs) or any exhibits may protrude over the gangways or neighbouring stands. Any inflatables must be included in the stand plan. All lockable doors to store rooms must have a vision panel in case of emergency. Doors may not open onto the gangways.
- v) Disabled Ramps. There is no requirement to install access ramps on a stand platform up to 100mm. However, stands have to be designed to be able to accommodate access and egress for wheelchair and mobility scooter dependant visitors. If you still wish to install a ramp, then compliance must be to include handrails, non slip surfaces, contrasting colour on ramp and gradient compliance.
- vi) All space only designs are provisionally approved subject to an onsite inspection and providing they meet the rules and regulations of ACC

Liverpool. Please refer to the e-guide with regard to stand build compliance. http://www.aeo.org.uk/files/stand_build_july_2015.pdf

- vii) High visibility vests must be worn by all contractors during build-up and breakdown. Failure to wear a hi-vis vest will prohibit access to the site. Hi-vis are available for purchase on the day at a cost of £3 per vest payable by the individual.

STAND IDENTIFICATION – SPACE

Exhibitors with floor space only sites are requested to ensure that their stand is clearly identified with company name and stand number placed in a prominent position.

FASCIA NAMEBOARDS (SHELL SCHEME ONLY)

Fascia nameboard requirements should be notified to the contractors, Hirex Ltd., using the **Order Form** on the BOA website by **18 August 2017**.

FLOOR COVERING/CARPET

The floor is permanently covered in grey carpet. If a carpet colour change is required the cost for cord is £8.00 per m2. You cannot lay carpet on carpet but Europa can supply standard 18mm floor flats @ £20.00 per m2 plus aluminium edging at £10 per linea metre or 40mm platform at £25.00 per m2 plus £10 per linea metre for aluminium edging. All will need to be ordered and paid for in advance of build-up - 020 8676 0062 or complete the Europa **Order Form** on the BOA website.

HEIGHT RESTRICTIONS

- a) ***Shell Scheme Stands***
No stand fitting, display or exhibit may exceed the shell scheme height of **2.4m**.
- b) ***Space Only Stands***
The maximum permissible height for building is **4 metres**.

BANNERS/HANGING SIGNS

Exhibitors wishing to use hanging banners or signs as part of their stand display should contact Xavi Pamies in the first instance and copy our Event Manager, Joe Mangan, into any correspondence:-

Xavi Pamies/Joe Mangan
Xavi.pamies@accliverpool.com / joseph.mangan@accliverpool.com
0151 703 7259/ 0151 703 7249

ELECTRICAL SERVICES

The official electrical contractors to the exhibition are:-

SUPREME EXHIBITIONS LTD
10 Grange Gardens
South Norwood
London, SE25 6DL
Tel: 0208 653 2215/07976 686291
Email: b.syers.supreme@gmail.com

All electrical connections must be made by Supreme Exhibitions. Exhibitors may provide their own electrical fittings where such fittings are in the form of made-up units, complete and ready for connection to the mains supply. Exhibitors' equipment must confirm to all current electrical and safety standards and appliances should be delivered to stands complete with **13 amp** square pin plugs **BS No. 1363**. Exhibitors must arrange with their stand contractors for support battens if any lighting is required over the centre of stand areas. Shell scheme exhibitors should complete the **Hirex Order Form** for optional extras.

Stand Contractors ordering Mains Only

The EVA and Health & Safety Regulations dictate that a full test certificate is required by all venues giving readings for insulation and continuity. This is normally performed by Supreme Exhibitions Ltd but must be completed by stand contractors ordering mains only.

Please complete and return the **Order Form** on the BOA website for Electrical Services direct to **Supreme Exhibitions** by **24 August 2017**. **There are no electrics supplied in the shell scheme package.**

INTERNET CONNECTION/TELECOMMUNICATIONS

ACC Liverpool offers free Wi-Fi for all exhibitors, suitable for basic web browsing. Should you require additional IT connectivity on your stand, please complete the ACC Exhibitor IT **Order Form** on BOA website by **29 August 2017**.

FORK LIFT

Any exhibitor requiring the use of a forklift should contact **OnSITE Exhibition Services Ltd** (see next section).

FREIGHT FORWARDING, LIFTING AND HANDLING

The appointed freight forwarding, lifting and handling agents for the exhibition are:-

Onsite Exhibitions
Unit 6, Denton Enterprise Park
Denton
M34 6PT
Tel: +44 (0) 7768 562770
Email: alan.hazelhurst@btconnect.com

OnSITE can provide information and advice to international and United Kingdom exhibitors regarding shipment, transportation, lifting and handling of exhibit material. They can also offer Customs Clearance and temporary Importation Bonds for overseas exhibits. A **storage** service is also available.

Exhibitors requiring any of these services should contact **OnSITE** using the **Order Form** on BOA website by **16 August 2017**

STORAGE

No storage space is available at BT Convention Centre (ACC). Exhibitors are requested to make any necessary arrangements for the removal and storage of empty boxes, cartons, wrappers etc., prior to the opening of the Exhibition. It is contrary to the fire regulations to have packing materials stored on or behind stands. Storage is available through the Freight Forwarding, Lifting and Handling agents, **OnSITE**.

FURNITURE

The appointed furniture contractors are:-

Europa International Ltd
Europa House, Meaford Way
London SE20 8RA
T: +44 (0) 20 8676 0062
www.europainternational.com

Please note there are no tables and chairs included with the shell scheme package. Please return the **Order Form** on BOA website direct to **Europa International Ltd**.

AUDIO VISUAL

Exhibitors requiring plasma screens, DVDs, laptops etc on their stand should complete the ACC Exhibition AV **Order Form** on BOA website by **29 August 2017**

STAND CLEANING

Basic stand cleaning (vacuuming stands and waste collection) is included in the stand rental charge and will be carried out each day prior to opening. Please complete the ACC Stand Cleaning **Order Form** on the BOA website if you require a more thorough clean which must be paid for. Exhibitors are responsible for the maintenance of their stand areas in a clean and rubbish free state during the open period of the Exhibition.

N.B. Exhibitors and their agents/contractors are responsible for **the complete removal of all exhibits and materials** used by them in the stand construction on

final departure from the exhibition hall after breakdown. Any costs incurred by the Organisers for the removal and storage of exhibits and materials left in the hall will be passed on to the exhibitor concerned.

SECURITY/TRAFFIC CONTROL

Security officers are on 24 hour duty throughout the exhibition period, including build-up and breakdown. Exhibitors are requested to ensure that all personnel wear lapel badge identification. Any exhibitor requiring extra security services should apply to the Organisers as early as possible.

Traffic Control Officers will be on duty during build-up and breakdown. Exhibitors and their contractors are requested to co-operate with these officers to ensure a problem free traffic flow operation.

FIRE PRECAUTIONS

Flameproofed and fireproofed materials must be used for all stand construction including decorative drapings and muslin ceilings. There is no requirement for minimum fuel in vehicles manufactured after 1984. Lockable fuel caps will be the norm for a newly manufactured car and there will be no requirement for isolation of battery etc due to computer facilities on board new cars. Fire points are situated throughout the exhibition hall. These points must be kept clear at all times. Exhibitors should ensure that at least two members of their staff are familiar with the use of fire extinguishers.

CONGRESS APP and PROGRAMME – EDITORIAL ENTRY

BOA will once again utilize a bespoke event App for Congress in addition to the Final Programme.

Each exhibiting company may have up to 75 words in the Exhibitors section of the app. Editorial copy should be submitted via email to j.mills@boa.ac.uk together with your logo and link to your company website **no later than 21 July 2017**.

CATERING/BAR SERVICES

Full catering and bar services are available at BT Convention Centre (ACC) through the official caterers, Centerplate at ACC Liverpool, who have the sole rights to provide food and drink for consumption on stands and the premises. A price list and Order Form can be found on BOA website but all catering enquiries should be directed to:-

Centerplate at ACC Liverpool
Kings Dock, Liverpool Waterfront,
Liverpool, L3 4FP
Lisa Hughes (lhughes@centerplate.co.uk)
Tel: 0151 239 6013

Coffee, tea and lunch for all exhibitors will be available free of charge each day according to stand size:- 1m-4m² = 2 personnel, 6m-9m² = 3 personnel, 12m-15m² = 4 personnel, 18-30m² = 6 personnel

SOCIAL EVENTS

Tuesday 19th September - BOA Welcome Drinks Reception. Two free tickets per company (17.45 -19.15 hours) are included in your stand rental. **Please complete the form on page 15 of this guide if you wish to attend.**

A specific link for companies wishing to purchase additional tickets, at £35 per person, will be circulated nearer the event.

BEST STAND AWARD

In addition to the Cup for the best stand award, the BOA now give a best small stand award which is a 50% reduction on the floor space cost for a similar size stand at the BOA Annual Congress the following year. All stands are still eligible for the main best stand award.

DAMAGE TO EXHIBITION

Care should be taken to avoid damage to any structural part of the exhibition halls, including floors. Any reparation found to be necessary will be charged to the exhibitor concerned.

HOTEL ACCOMMODATION

Special rates for hotel accommodation can be found on BOA website and you are advised to make reservations as soon as possible, if you have not already done so.

INSURANCE

Whilst we take every precaution to protect your property during the event, we are not responsible for any loss or damage. We recommend that you buy insurance cover. You are responsible for insuring against legal liability incurred in respect of bodily injury to third parties or damage to property belonging to third parties. In addition to this, you should protect your expenditures against Cancellation and Abandonment or curtailment of the event due to reasons beyond our control.

DELEGATE REGISTRATION/PROGRAMME

Please see BOA website for delegate registration details and an up to date programme for the 2017 Congress.

DELEGATE LIST

As in previous years, BOA will give a pre-registered delegate list out two weeks before Congress starts.

EXHIBITOR LAPEL BADGES

**BOA 2017
BT Convention Centre (ACC), Liverpool
19-21 September 2017**

All staff working on site must wear a lapel badge once inside the exhibition.

Please prepare lapel badges for the following persons **TO BE COLLECTED FROM THE ORGANISERS DESK ON SITE DURING BUILD-UP. (PLEASE PRINT).**

(FIRST NAME)	(SURNAME)	(Email for personalised link to BOA App)
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.....
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COMPANY:.....STAND NO:.....

CONTACT:.....TELNO:.....

Please complete and return one copy of this form no later than **29 August 2017**

Janet Mills
BOA Exhibition Manager
Email: j.mills@boa.ac.uk

**EXHIBITOR VEHICLE PASSES
UNLOADING PERMIT
WORK PASSES**

**BOA 2017
BT Convention Centre (ACC), Liverpool
19-21 September 2017**

Company Name		
Contact Name		
Stand Number		
Contact Person in Building		
Mobile Number		
Time Unloading:	From:	To:
Vehicle Type		
Registration No.		

EXHIBITOR VEHICLE PASSES

Please send us (qty) vehicle passes

EXHIBITOR WORK PASSES

Please send us (qty) work passes

Please complete and return one copy of the form no later than **29 August 2017** to:-

**Janet Mills
BOA Exhibition Manager
Email: j.mills@boa.ac.uk**

**CONTRACTOR VEHICLE PASSES
UNLOADING PERMIT
WORK PASSES**

**BOA 2017
BT Convention Centre (ACC), Liverpool
19-21 September 2017**

Company Name		
Contact Name		
Stand Number		
Contact Person in Building		
Mobile Number		
Time Unloading:	From:	To:
Vehicle Type		
Registration No.		

CONTRACTOR VEHICLE PASSES

Please send us (qty) vehicle passes

CONTRACTOR WORK PASSES

Please send us (qty) work passes

Please complete and return one copy of the form no later than **29 August 2017** to:-

Janet Mills
BOA Exhibition Manager
Email: j.mills@boa.ac.uk

SOCIAL EVENT TICKETS

**BOA 2017
BT Convention Centre (ACC), Liverpool
19-21 September 2017**

**BOA Welcome Drinks Reception – ACC Gallery
Tuesday 19 September 2017
17.45 – 19.15**

Each company has been reserved **2 FREE tickets for the Welcome Reception.**
Please confirm the names of your representatives who **will** be attending below:

.....
.....

COMPANY.....

**Welcome Drinks Reception – Gallery area, ACC
Tuesday 19 September 2017
17.45 – 19.15**

A specific link for companies wishing to purchase additional tickets, at £35 per person, will be circulated nearer the event but tickets need to be ordered no later than **29 August 2017**

Please complete and return one copy of the form no later than **29 August 2017** to:-

**Janet Mills
BOA Exhibition Manager
Email: j.mills@boa.ac.uk**