



2011 Symposium Technical Manual

SECTION 1 – VENUE INFORMATION

- 1.1 Finding Imperial College
- 1.2 Registration desk
- 1.3 Seminar and Learning Centres
- 1.4 CX Learning Centres
- 1.5 Internet Facilities
- 1.6 Refreshments
- 1.7 Cloakrooms
- 1.8 Toilets
- PDF Appendix Map of the campus

SECTION 2 – EXHIBITION AND GENERAL INFORMATION

- 2.1 Exhibition Schedule
- 2.2 Exhibitors Badges

SECTION 3 – EXHIBITION TECHNICAL GUIDELINES

- 3.1 Stand Construction
- 3.2 Delivery Information
- 3.3 Cleaning and Refuse
- 3.4 Stand catering and equipment hire through Imperial College
- 3.5 Insurance and Security
- 3.6 Stand Rules and Regulations
- 3.7 Shell Scheme or stand fitting order form
- 3.8 Electrical requirements order form
- 3.9 Furniture requirements order form
- 3.10 AV & IT Equipment order form
- 3.11 Catering order form
- 3.12 Application for extra exhibitor badges
- 3.13 Application for Full registration badges
- 3.14 Shipping and Lifting prices
- 3.15 Shipping and lifting Order Form
- PDF Appendix Credit Application Form with Imperial College

SECTION 4 – SPONSORSHIP AND ADVERTISING OPPORTUNITIES

- 4.1 Sales Promotion and Sponsorship form
- 4.2 Charing Cross Special Edition of Vascular News booking form

SECTION 5 – IMPORTANT DATES

SECTION 6 – IMPORTANT CONTACT DETAILS

1.1 TRAVEL TO AND FROM IMPERIAL COLLEGE

Symposium Venue

Imperial College of Science, Technology and Medicine
South Kensington Campus
Imperial College Road
London SW7 2AZ
Tel +44 (0) 20 7594 9509

From Heathrow airport

Take the Underground train (Piccadilly Line) to South Kensington station (50 minutes travelling time). Alternatively take the Heathrow Express to Paddington (15 minutes travelling time) and from Paddington take the Underground train (Circle/District Line) to South Kensington station (12 minutes travelling time).

From Gatwick airport

Take a British Rail train to Victoria station (journey time 40 minutes) and then by Underground train (Circle or District Line; westbound) to South Kensington.

Both airports are some distance from central London and a taxi is not recommended for the whole journey. However, if you have to do so, establish the cost before you get in.

By Sea

Take a British Rail train from the port of entry to London (Harwich to London journey time 1hr 30 mins; Dover to London journey time 2hrs) and then travel by Underground train to South Kensington station.

On Foot

From South Kensington station, the campus is only five minutes' walk. Either follow the subway signposted to the museums or walk north up Exhibition Road. The College is next to the Science Museum.

By Bus

Bus Number	Alighting Point
9,10 or 52	Royal Albert Hall
74 or 14	Victoria and Albert Museum
49	Gloucester Road
45A or C1	South Kensington
70	Queen's Gate
9A	Prince Consort Road

By Car

Car parking at the South Kensington campus is severely restricted and you are advised NOT to bring a car unless permission has been given. After 6pm, at weekends and during vacations the car park is open to the paying public. Parking in the streets surrounding the College is at pay and display or parking meters for limited periods.

1.2 REGISTRATION DESK

Location

The Registration desk is located in the Senior Common Room, on the first floor (Concourse Level 2) of the Sheffield Building.

Opening times

Friday 8 th April 2011	14.00 - 18.00
Saturday 9 th April 2011	07.00 - 18.00
Sunday 10 th April 2011	07.00 - 18.00
Monday 11 th April 2011	07.00 - 18.00
Tuesday 12 th April 2011	07.00 - 18.00

The following services are available from the registration desk

- **Badge Collection (pre-registered)**

- **Exhibitor Badges**

Exhibiting Company personnel badges must be collected by the company representative him/herself and will only be provided on presentation of a business card. Badges may not be collected except by the person named on the badge.

- **Full Symposium Registration**

Exhibitor personnel who are registered to attend the full symposium in the Great Hall must collect their badge in person from the registration desk. Similarly, any physicians, sponsored by an exhibitor, must collect their own badges from the registration desk.

- **New Stand Personnel Registration**

Should you need to register more stand personnel, you can do so at the conference or before the cut off date by faxing form 3.10, for the cost of GBP £370.00/Euro €430.00 per person.

Please note that admittance into the meeting or any of the exhibition areas will not be permitted without the appropriate symposium badge.

- **Book Collection**

Those registered to attend the full symposium and who have paid the appropriate fee should collect their copy of the symposium book from the registration desk at the same time as they collect their badge. Additional copies of the book may be purchased at any time during the symposium opening hours.

- **Information**

We will be happy to answer any general enquiries you may have about the symposium and hotel accommodation.

NB: The registration area will be very congested each morning, therefore, if you simply wish to purchase a book or make a non-urgent enquiry, then please wait until after the busy period.

1.3 SEMINAR AND LEARNING CENTRES (SaLC)

The Seminar and Learning Centres on level 5 of the Sherfield Building are available to hire for companies wishing to hold meetings or hospitality throughout the Charing Cross Symposium. Catering can be arranged to suit your requirements through Imperial College. Bookings must be confirmed with the Charing Cross Conference Office by 25th March 2011, and all bookings will be subject to availability.

Schedule:

Seminar and Learning Centre Room List

Room	Size
1	Hollow square for up to 24 delegates
2	Hollow square for up to 24 delegates
3	Boardroom for up to 10 delegates
4	Boardroom for up to 10 delegates
5	Reserved as the 'Speaker ready' Room
6	Classroom for up to 36 delegates
7	Classroom for up to 36 delegates
8	Boardroom for up to 16 delegates
9	Classroom for up to 18 delegates

Photos of the Seminar and Learning Centre are available from the following link:

www.ic.ac.uk/conferences/rooms_directory/sk_campus/sherfield/slc1.htm

1.4 CX LEARNING CENTRES

The CX Learning Centres can be found adjacent to the exhibition hall and are available for companies to hire by the hour for product launches, hands on demonstrations and company seminars. They are fully equipped with seating, audio visual and amplification. For further details please contact Sanna Eronen.

1.5 INTERNET FACILITIES

Free Internet access will be available at the cyber café, located in the Exhibition area.

1.6 REFRESHMENTS

The café in the Senior Common Room will be open on each day of the meeting.

1.7 CLOAKROOMS

There is a complimentary cloakroom facility available throughout the conference. This is located on Concourse Level 2 outside the SCR and the Great Hall. It will be open from 07.30-18.00 from 9-12 April inclusive.

1.8 TOILETS

There are toilets on the Ground Floor of the Sherfield Building, located to the right of the security desk. There are additional toilets located in the Registration Area of the Senior Common Room.

2.1 EXHIBITION SCHEDULE

The conference venue address:

**Sherfield Building
Imperial College School of Science Technology and Medicine
South Kensington Campus
Imperial College Road
London SW7 2AZ
UK**

The trade exhibition consists of three parts; the Tower Rooms within the Sherfield building (previously known as the Main Dining Hall), the CX Boulevard and an adjacent purpose built exhibition hall on the Queen's Lawn.

Four pavilion sponsors will occupy the Tower Rooms, and The New Hall has been extended to accommodate for the other pavilion sponsors, major sponsors and other exhibitors. There will be further major sponsor stands in the CX Boulevard.

Entry to the Exhibition will only be permitted to personnel/delegates with their own Symposium Pass.

EXHIBITING HOURS AND INSTALLATION / DISMANTLE SCHEDULE

Exhibition Opening Times 2011

Pavilions and stands must be completed and ready for opening by 08.00 hours on Saturday, 9th April 2011.

The opening hours for the exhibition will be:

Saturday, 9 th April 2011	09.00 - 17.30
Sunday, 10 th April 2011	09.00 - 17.30
Monday, 11 th April 2011	09.00 - 17.30
Tuesday, 12 th April 2011	09.00 - 15.00

Stand Set-up Times – Thursday 7th & Friday 8th April 2011

THURSDAY 7TH APRIL 2011

Pavilion sponsors in the Tower Rooms to set up from	07.00
Pavilion sponsors in the Exhibition hall to set up from	07.00
Major sponsors in the CX Boulevard to set up from	12.00
Major sponsors in the Exhibition hall to set up from	12.00

FRIDAY 8TH APRIL 2011

Exhibitors in the Exhibition hall to set up from	07.00
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Breakdown

Breakdown of stands may not commence before 15.00 on Tuesday, 12th April 2011. The exhibition area must be clear of all exhibits by 20.00. Please notify us if it is not possible for you to clear your area by this time. Storage may incur some charges.

2.2 EXHIBITOR BADGES

Exhibitor Badges under individual name and company name

Exhibitors are entitled to a certain number of these badges for free, the number of these free badges for each Exhibitor is determined by stand space in m², as outlined in the Table below.

Stand Type	Size	Personnel Allocation (included in booth price)
Standard:	6m2	2 Personnel
Superior	8/9m2	3 Personnel
Superior Plus	12m2	4 Personnel
Supporter	18m2	8 Personnel
Major Sponsor	24m2	30 Personnel plus 5 full registrations
Pavilion Sponsor		45 Personnel plus 10 full registrations

- lost badge fee = €35/ £23

- Any additional personnel attending your stand will be required to register at a specially reduced rate of £370/€430. **Please note that the company registration does not include a copy of the book or access to the Great Hall lecture theatre which is all part of the full delegate registration.** TV monitors placed throughout the exhibition area will transmit the academic meeting.
- Exhibitors are obliged to wear their official Charing Cross Symposium badges, and they must be clearly visible at all times when in the exhibition area or any other part of the building. The wearing of any other badge, including company ID badges is not sufficient.
- Individuals without badges will not be allowed into the exhibition halls. It is the responsibility of the exhibitor contact person to ensure that all staff, visitors, stand personnel, etc. are aware of this restriction. Exceptions will not be made.
- **Please note:** The names of those requiring company badges must be submitted to Sue Couch or Jenny Daley at the Conference Office no later than 9th March 2011.

Extra Exhibitor Badges under individual name

- If the number of free Exhibitor badges is insufficient, extra badges for your stand personnel may be purchased for GBP £370.00/Euro €430.00 each. All Exhibitor badges must be ordered by means of the 'Application Form for Exhibitor's Badges', which is available in section 3.12 of this manual. These badges are NOT transferable.
- **NEW!** Exhibiting companies may also buy badges for staff who will attend for only one day. The cost is £100 per person per day. When ordering, please specify the day.
- Upgrades to Full Registration may be made in advance or at the Registration Desk.
- Exhibiting Company personnel badges must be collected by the company representative him/herself and will only be provided on presentation of a business card. Badges may not be collected except by the person named on the badge.

Full Registrations

- For entry into the symposium in the Great Hall, all company delegates must be fully registered. The price of this is GBP 795 or Euros 900. If you would like to register delegates at the full rate, please complete section 3.10 of this manual.
- Replacement of a lost badge (under individual's name only) will cost € 35 / £23. The replacement badge must be paid for at the time of replacement.
- Exhibitor badges ordered on-site must be paid for immediately.
- If a person listed under Company individual name decides not to attend the exhibition, the badge can only be exchanged for another named badge. Unused badges will not be credited.

3.1 STAND CONSTRUCTION

Stand Dimensions

No shell scheme will be in place in the exhibition. There is a general height restriction for all stands of 3m. Companies wishing to build over 3m in height should contact the organisers.

The floor in the Queens Tower Rooms is wooden. Please note that nothing should be fixed to the floor or the walls in the Queens Tower Rooms. The CX Boulevard and Exhibition Hall will have an interlinked wooden floor covered with blue carpet.

Stand Recommendations

We strongly recommend that stands are built with an open façade and sides to allow free flow of traffic through exhibition stands. Island and half-island stands should not have walls on the open sides.

Shell Scheme

Please note that no shell scheme, furniture, electrical sockets or plants are included as standard in your stand space. Exhibitors wishing to have shell scheme should contact the organisers.

Contractors who may be able to assist you with stand fitting, furniture, electrical sockets or plants are listed here:

Stand Contractors

Ardan Exhibitions (www.ardan.co.uk)
+44 (0)208 207 4957
sales@ardan.co.uk

Audio Visual & IT Equipment hire

The Stock Answer (www.stockanswer.net)
Tel 01803 550614
ian@stockanswer.net

Furniture Hire:

Indisplay Ltd (www.indisplay.co.uk)
+44 (0) 870 224 1640
sales@indisplay.co.uk

Exhibition Florist:

Poppies (www.exhibitionflorists.co.uk)
+44 (0) 1342 323834
mrpoppi@btinternet.com

Health & Safety

There are many new legislation with regards to H&S and in particular:

1. Due to the lack of smoke detection within the exhibition Hall, all materials used for stand dressing must conform to BS 476 Pt7, however products of the exhibiting company are exempt to this requirement.
2. Space only sites who wish to install an access ramp must ensure that the ramp fully conforms to DDA requirements in that, handrails and guard rails must be installed, the gradient on the ramp must not be greater than 1:12 and the ramp surface must be of a non slip surface and differentiate with platform colours etc.
3. Any door installation within a stand used for storage must incorporate a vision panel of clear glazing, which again must conform to DDA and Pt K of building regulations in that the panels must be positioned between 800 and 1500mm from foot of door and have a dimension of the vision panel of a minimum of 130mm x 130mm.
4. All exhibiting companies or their contractors will be required to submit a suitable and sufficient risk assessment and method statement for the processes and methods associated with the build and dismantle of the stand.

Please don't be daunted by these regulations. For 2011 we have appointed a qualified H&S supervisor to assist exhibitors and their contractors. Lee Holloway will contact you in this respect and will produce a simple risk assessment template which will be sent out to all exhibitors for completion. If you wish to contact Lee in advance please do so in the first instance by email to lee@essauk.org or telephone 01442 285805

Electricity:

- ALL ELECTRICS MUST BE ORDERED IN ADVANCE DIRECT FROM THE ELECTRICAL CONTRACTOR (No orders may be placed on-site) see [page 13](#)

Supreme Exhibitions Ltd
Tel: +44 (0) 20 8653 2215
Fax: +44 (0) 20 8653 7013
Email: brian@bsyers.wanadoo.co.uk

Imperial College

Imperial College can arrange items such as telephone sockets and any additional catering you may require. Please see section 3.4 for details.

3.2 DELIVERY INFORMATION

On site contact details for Friday 8th April:

Event Co-ordinators (BIBA Medical):	Chris Timmins
+44 (0) 20 7736 8788	Cathy Mowat
	Sue Couch
	Jenny Daley

The following is useful step-by-step information for sending deliveries to Imperial College London for the Charing Cross.

Deliveries can only be received at Imperial College between the 7th and 12th April 2011.

Companies wishing to deliver goods before 7th April should contact Europa Showfreight, who has been appointed by the organisers, BIBA Medical, to look after the forwarding and shipping of goods for the Symposium. There will be a charge for this service.

Europa Showfreight will operate a direct help line for pre-event enquiries on +44 (0) 121 766 8000 x 3253. Alternatively they may be contacted by email at jbroom@europa-worldwide.co.uk. The contact is Jeff Broom.

All deliveries to Imperial College (7-12 April 2011 only) should be addressed as follows (same details to be provided for pick-up after the event):

Conference Operations (+44 (0) 20 7594 9509)
Imperial College London
C/o Kim Vieira-Martins
101 Sherfield Building
Imperial College Road (off Exhibition Road)
South Kensington
London SW7 2AZ

- **All deliveries must be labelled "Charing Cross International Symposium" and carry your company details and exhibition stand number.**
- All boxes must be labelled: Box 1 of 10, 2 of 10 etc., so that after the delivery the Co-ordinator, handling the event can ascertain if all the boxes have been received.
- Please note that Imperial College London does not accept any responsibility for loss or damage of these goods.

Please note that NO fork lift truck is available on campus, and therefore packages sent should be broken down into the smallest possible arrangement with none of the individual items weighing more than 30kg. Specific arrangements will need to be made for any individual item weighing more than 30kg as we may not be able to accept/move items weighing more than 30kg. If required, use of a forklift truck may be available at a charge from Europa Showfreight. Please contact Jeff Broom on +44 (0) 121 766 8000 x 3253

VERY IMPORTANT - Imperial College London cannot be responsible for any VAT / duty owed on shipments. The Conference Office will not sign for any delivery where the College is liable for taxes. Please ensure that the correct box is filled in on the Air Way Bill so that the courier company bills any taxes due back to the sender.

Please send all deliveries to Exhibition Road Entrance and **not** Prince Consort Road. We would advise Exhibitors that a drop off/collection time of 4-hours will be allowed free of charge. After this time daily rates will be charged. Drivers should remain with their vehicles at all times. There is no long stay or overnight parking allowed.

Parking Facilities for Deliveries

Please be advised that for the foreseeable future, Imperial College is not able to provide car parking facilities on campus, however, access for deliveries and collections will continue to be available.

The contact details for the closest Car Parks are as follows:

- 1) London and Country Car Parks (T) +44 (0) 20 7581 3371**
396 Kingston House North, Princes Gate, SW7 1LS

24 hours. Height restriction 7 ft 2 in (2 metres 20 approx).

- 2) NJA Limited (T) +44 (0) 20 7589 9815**
244 Brompton Road, Knightsbridge

- 3) NCP - Young Street W8 (T) +44 (0) 20 7938 1101**
Height Restriction 1.9 metres.

NCP operates an open vehicle park for commercial vehicles, coaches, trucks, etc. It is located in the Bayswater Road, (on the north side of Hyde Park) which is not too far from the College. Their phone number is +44 (0) **20 7229 9381**. They have information on their website www.ncp.co.uk.

There are also several metered-parking-spaces around the college, but these are subject to time restrictions.

3.3 CLEANING AND REFUSE

Stand Cleaning

Imperial College is responsible for the general cleaning of the aisles, public areas and stands. However, exhibitors are responsible for the cleaning and maintenance of their own exhibits.

3.4 STAND CATERING AND EQUIPMENT HIRE FROM IMPERIAL COLLEGE

BOOKING FACILITIES FOR SPONSORS AND EXHIBITORS OF CHARING CROSS SYMPOSIUM AT IMPERIAL COLLEGE LONDON

The following is a useful step-by-step guide for booking facilities for your company at Imperial College London whilst exhibiting at the Charing Cross Symposium.

Email Misha Levi in the Conference Office at m.levi@imperial.ac.uk, to advise her of your request. You can also call her on +44 (0) 20 7594 9509 if you would like to discuss your order but she will need an email confirming the order as well.

When emailing Misha Levi at Imperial College London please also remember to include the following information: Your company name, address for correspondence, a contact name, a contact telephone number and your fax number.

If you do not have access to email, then you can contact Misha at the following address:

Imperial College London
101 Sherfield Building
Imperial College Road (off Exhibition Road)
South Kensington
London SW7 2AZ
Tel: +44 (0) 20 7594 9509 Fax: +44 (0) 20 7594 1690

Imperial College London offer a variety of catering options to suit your timetable, taste and budget from breakfasts and lunches to cocktail receptions and gala dinners. If you would like to view their menu selection and wine list please visit their website at <http://www.imperial.ac.uk/conferences/>

When requesting catering services please remember to provide Misha with the following information about the order:

The date and time of catering for e.g. Monday 11th April 2011 at 14:00
The area/room where catering should be served/delivered for e.g. Main Dining Hall
The actual request for e.g. Tea/Coffee/Biscuits or menu choice
Any special dietary requirements
The number of guests for whom the catering is required

Please note that certain restrictions apply at certain times at Imperial College London e.g. they apply minimum charges in the evenings and on weekends. These will be advised to you when you place your request.

Imperial College London also provide a wide range of other services for e.g. audio visual equipment, telephone lines for internet use and prices for these ad-hoc services are available on request.

If your order is simple then you will only receive an email back confirming your order but if it is more detailed then you receive a programme and quotation.

Paying for your order:

Payment for all services provided to Exhibitors is by credit card. Imperial College accept personal or company credit cards. Please note Imperial College do not accept Amex or Diners but most other cards are accepted (Visa, MasterCard, Switch, Solo etc.) Once your credit card details are received, a 25% deposit will be taken against the card to guarantee your order. Please note this deposit is non-refundable. A confirmed booking contract will then be issued and sent out to you with a receipt of payment. Balance of the final invoice will be charged to your credit card immediately after the Symposium finishes. This allows for consumption of beverages and any additional items ordered during the conference to be added to your bill where applicable. A final invoice indicating full receipt of payment will be issued to you at this time.

Sponsors may set up an account with Imperial College, prepayments may be required. Please ask Kim Hawley for more details.

3.5 SECURITY AND INSURANCE

Security

There is a 24-hour security guard in the Sherfield Building and the doors are locked at night. However, there is no regular patrol of the building, and all exhibitors are advised to be extremely careful with any valuable items of equipment.

Insurance

Whilst every reasonable precaution will be taken to protect the exhibitors' property whilst on display at the exhibition, it must be clearly understood that the conference organisers BIBA Medical Limited cannot be held responsible for the security of exhibits before or during the Symposium and therefore we strongly recommend that insurance is obtained on all your equipment.

3.6 STAND RULES AND REGULATIONS

The main activity of any exhibition stand should be the presentation of the exhibiting company and/or its products or services.

The use of photographers, portrait artists or other performers is not allowed without the written permission of the Meeting Organisers.

Non-approved stand activities will result in the exhibitor being obliged at their own expense to discontinue any such activity on-site and may risk penalties.

The projection of films and slides, any amplification with the aid of loudspeakers, the production of music and / or sound, as well as the use of television sets, is allowed within the stand space as long as no disturbance is caused. If the Meeting Organisers judge that a disturbance is being caused, the Exhibitor is to halt the activity immediately. If this is not done, the Meeting Organisers reserve the right to make the necessary arrangements at the expense of the Exhibitor.

Photographs & audio-visual activities

The Meeting Organisers are entitled to photograph, draw or film the installations and stands, as well as the exhibits thereon and to use these reproductions in its publications and in the press.

The Exhibitor is entitled to photograph or film his own exhibition stand during exhibition hours.

Exhibitors shall refrain from:

- holding lotteries
- organising games of chance
- using "market stall techniques".

Only quizzes with a scientific content can be held at the stand. The Conference Organisers must approve any such activity. Participation can be "rewarded" with a prize. However, the prize should be the same for everybody. "Drawing winners" is not allowed. Maximum retail value of prizes is not to exceed £5/€ 5.

If the prize is a "medical information carrier" such as a medical textbook, a CD Rom, a tape, a slide set, etc., the maximum retail value is not to exceed £50/€ 50. The sponsoring of the registration fee, travel expenses or housing costs for the next Charing Cross International Symposium may also be awarded as a prize. This stand activity should be "low profile" and no blatant publicity should be made.

Promotion

Distribution or display of material printed by industry or its agents is limited to:

- the company's exhibition space only
- or the "Information Desk" which will be specially set up for that purpose and marked as such for organisations such as ISES, VSS etc.
- these restrictions begin Saturday, 9th April at 08.00 hours and continue until Tuesday, 12th April at 15.00 hours.

It is prohibited to advertise goods and services that are not associated with the Charing Cross meeting, or to make publicity for firms or institutions that do not occupy stand space at the Charing Cross Symposium 2011. Exhibitors should be aware that they are held responsible for any material on which their logo and / or name appears. This applies especially to Congress and Seminar brochures produced and distributed by a third party.

Exhibitors are not allowed:

- To display or use names or trade marks which may be misleading or cause hindrance to the Exhibitors at the other stands or to visitors to the Charing Cross Symposium.
- Barring exemption applied for and granted, to sell goods against surrender of the purchased items or to receive money in any way for goods sold or offered for sale or for services rendered.
- Dismantle or removed the stand prior to the end of the event.

3.7 SHELL SCHEME OR STAND FITTING ORDER SHEET

Please note that there is no shell scheme included with any stand unless ordered from the organisers

Name of Company: _____

Address: _____

Contact Person: _____

Phone no: _____

email: _____

Stand Number: _____

Stand Type: _____

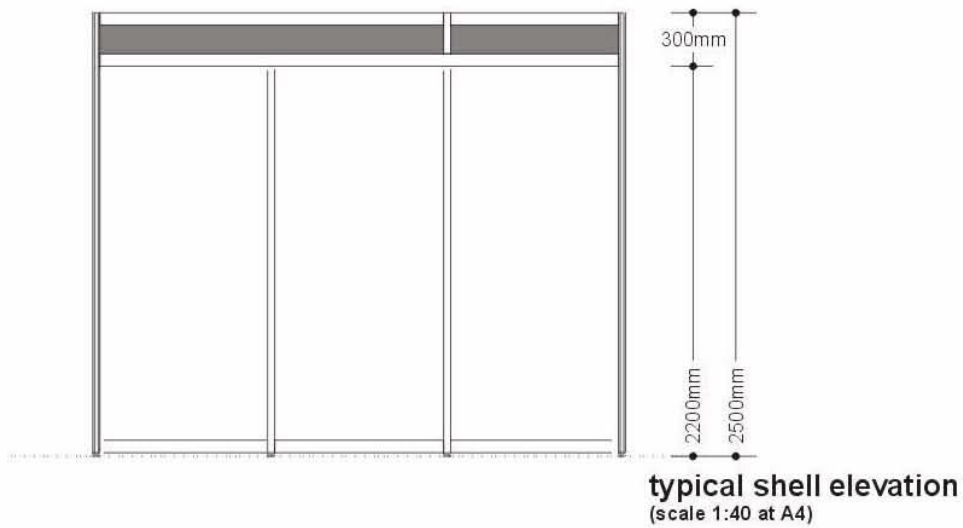
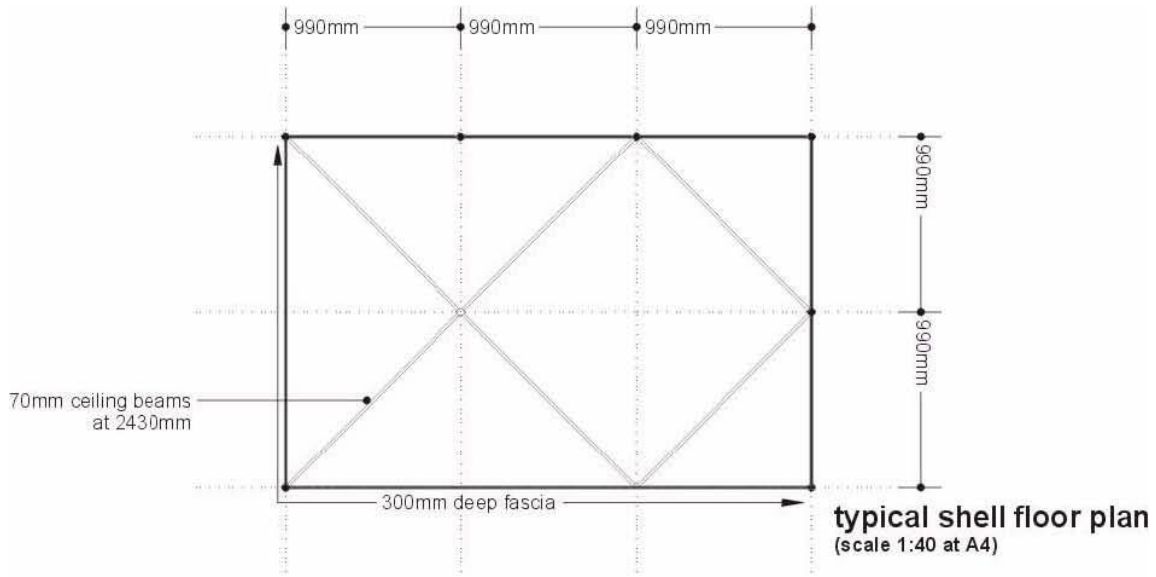
Important Note: Stand fitting or shell scheme can only be provided if ordered at least 2 weeks in advance of the Symposium before 26th March 2011.

Shell scheme should be ordered from the organisers. For other stand fitting, please contact Ardan Exhibitions.

If you have any requests for your stand please list these below:

Please return to
Ardan Exhibitions
7 North Medburn Farm
Watling Street
Elstree
Herts
WD6 3AA

Tel +44 (0)208 207 4957
Fax +44 (0)208 207 3040
sales@ardan.co.uk
www.ardan.co.uk





3.8 ELECTRICAL REQUIREMENTS ORDER SHEET

CHARING CROSS SYMPOSIUM 9th-12th APRIL 2011

QTY	FITTINGS		TOTAL	TOTAL COST
	50w Adjustable Spotlight		£22.00	
	240v Socket 1000w(4amp)		£48.00	
	240v Socket 2000w(8amp)		£55.00	
	240v Socket 3000w(13amp) ##		£67.00	
	240v Socket 24Hour (2amp)		£60.00	

	16amp TPN 415V Supply		£300.00	
	32amp TPN 415V Supply		£425.00	
## PLEASE NOTE : KETTLES & COFFEE CONAS REQUIRE 3000W			SUB TOTAL	£
			VAT @ 17.50%	£
			TOTAL	£

For items not listed, please contact us for a quotation. All work must comply with EVA Regulations. All prefabricated work must be covered by the Exhibitors Public Liability Insurance. Only the official electrical contractor is permitted to carry out work on site.

ORDERS NOT RECEIVED BY MARCH 18th 2011 WILL BE SUBJECT TO A LATE SURCHARGE.

Full Payment must be sent when placing an order together with a drawing showing the position of the electrics ordered.

We accept Access/Visa/Mastercard & American Express. A 2.5-3.50% Charge is Applicable with card payments.

Cheques should be made payable to: **Supreme Exhibitions Ltd.**

Contact					Date		
Company						Stand No.	
Address							
Postcode			County (UK)			Country	
Telephone					Fax		
Email							
Card type	Visa		Mastercard		Amex	Expiry Date	
Card No						Security code (last 3 digits on back)	
Name on card					Signature		

Brian Syers, Mobile: 07976686291. Email Address: brian@bsyers.wanadoo.co.uk

Postal Address: Supreme Exhibitions LTD, 10 Grange Gardens, South Norwood, London SE256DL

Tel: 0208 653 2215 Fax: 0208 653 7013

Reg.No: England 5182020

VAT No: 843 3592 18

3.9 FURNITURE REQUIREMENTS ORDER SHEET

Please note that there is no furniture included with any stand

Name of Company: _____

Address: _____

Contact Person: _____

Phone no: _____

Email: _____

Stand Number: _____

Stand Type: _____

Please note: There is no furniture included with any stand

Important Note: Please place your order for furniture by 1st April 2011 to avoid disappointment.

Please view a full catalogue of available furniture and place your order online at www.indisplay.co.uk

If you have any requests for your stand please list these below:

Please return to
Indisplay Ltd
Unit A, Ventura Park
Old Parkbury Lane, Colney Street
St Albans, Herts AL2 2DB
UK

Tel: +44 (0) 1923 851580
Fax: +44 (0) 1923 854681

www.indisplay.co.uk

3.10 Audio-Visual & IT Equipment

Product	Day rate £ ex VAT	4 day rate £ ex VAT
32" LCD screen – high resolution	60	180
37" LCD screen – high resolution	75	215
42" Plasma screen –see * below for audio	100	300
50" Plasma screen - see * below for audio	160	480
Stand for above	15	45
2500 lumen Projector	90	270
3500 lumen projector	130	390
4500 lumen projector	160	480
5 ft projection screen	20	60
6ft projection screen	25	75
Laptop with DVD	80	200
* Audio for plasmas	15	45

Other requirements not listed – 25000 products in stock

We stock 25000 product lines so please enquire if what you need is not listed above

Power Adaptors – European / United States / Other

A range of power adaptors are available free of charge to all hire customers. Please notify us in advance of any requirements you may have. (Minimum hire charge for conference equipment is £50+VAT)

Technical support

An engineer can be made available to support you with technical issues you may be experiencing with your AV or IT equipment. This service is charged out at £60 per hour (£50 min charge) + VAT

All bookings and enquiries to be made by email to ian@stockanswer.net

Or contact by phone on +44 1803 550614 and ask for Ian Souster (mobile +44 771 500 2232)

VAT will be charged.

3.11 CATERING ORDER FORM

Name of Company: _____

Address: _____

Contact Person: _____

Phone no: _____

Email: _____

Details of Order

Date and Time of Catering: _____

Area / Room for delivery: _____

Food / Drink Selection: _____

Special Requirements: _____

Number of Guests: _____

Please return to Misha Levi
Conference Operations
Imperial College London
Sherfield Building
Imperial College Road (off Exhibition Road)
South Kensington
London SW7 2AZ
Tel: +44 (0) 20 7594 9509
Fax: +44 (0) 20 7594 1690
E-Mail: m.levi@imperial.ac.uk

3.12 EXTRA EXHIBITOR BADGE ORDER FORM

Name of Company: _____

Address: _____

Contact Person: _____

Phone no: _____

Email: _____

Stand Personnel Badge	Individual's name to be printed on badge	£370 / €430

Payment Options:

- Cheque - Please make payable to BIBA Medical Ltd.
- Invoice/Bank Transfer – Please note your company name on the transfer
- Credit Card

Credit card: I authorise BIBA Medical Ltd to debit my credit card

Card type: VISA / MASTERCARD / DELTA / SWITCH / AMEX Please specify type

Card number: ____ | ____ | ____ | ____

Expiry date: __|__ Issue no (Switch only): __ Security Code ____ (AMEX 4 digits, all other cards 3 digits)

Cardholder's name:

Cardholder's signature:

Please return to:
Sue Couch or Jenny Daley
 Conference Office
 BIBA Medical Ltd.,
 44 Burlington Road,
 London SW6 4NX
 Tel: +44 (0) 20 7736 8788; Fax: +44 (0) 20 7736 8283
 email: susan@bibamedical.com
 email: Jennifer@bibamedical.com

3.13 FULL REGISTRATION BADGE ORDER FORM

Book before 31st January 2011 to benefit from our early booking rate of only £675 / €740

Name of Company: _____

Address: _____

Contact Person: _____

Phone no: _____

Email: _____

Full Registration	Individual's Name to be printed on badge	£795 / €900

Payment Options:

- Cheque - Please make payable to BIBA Medical Ltd.
- Invoice/Bank Transfer – Please note your company name on the transfer
- Credit Card

Credit card: I authorise BIBA Medical Ltd to debit my credit card

Card type: VISA / MASTERCARD / DELTA / SWITCH / AMEX Please specify type

Card number: _ _ _ _ | _ _ _ _ | _ _ _ _ | _ _ _ _

Expiry date: __|__ Issue no (Switch only): __ Security Code _ _ _ _ (AMEX 4 digits, all other cards 3 digits)

Cardholder's name:

Cardholder's signature:

Please return to:
Sue Couch or Jenny Daley

Conference Office
 BIBA Medical Ltd.,
 44 Burlington Road,
 London SW6 4NX

Tel: +44 (0) 20 7736 8788; Fax: +44 (0) 20 7736 8283

email: susan@bibamedical.com
 email: Jennifer@bibamedical.com

3.14 SHIPPING AND LIFTING CHARGES



CHARING CROSS SYMPOSIUM 2011
APRIL 9 – 12
IMPERIAL COLLEGE
LONDON

HANDLING TARIFF & ORDER FORM

1. UNLOADING FROM VEHICLE TO STAND AREA	£ 15.00 PER 333 KGS/1.00 CBM – MIN £ 60.00	
2. RELOADING FROM STAND AREA TO VEHICLE	£ 15.00 PER 333 KGS/1.00 CBM – MIN £ 60.00	
3. REMOVAL, STORAGE & RETURN OF EMPTY CASES	£ 26.00 PER CUBIC METRE - MIN £ 78.00	
4. PRE/POST STORAGE & TRANSIT FROM OUR BIRMINGHAM WAREHOUSE TO ARRIVAL N.E.C. BIRMINGHAM	£ 75.00 per 333 KGS/1.00 CBM – MIN £ 75.00 EACH WAY	
5. COMMUNICATIONS & FILE FEE	£ 35.00 PER EXHIBITOR	

NO. OF PACKAGES	DESCRIPTION	WEIGHT	DIMENSIONS

PLEASE CAN YOU COMPLETE & RETURN NO LATER THAN 25 MARCH TO

DARREN HARRIS – TEL. 0121 766 8000
dharris@europa-worldwide.co.uk

EUROPA WORLDWIDE LOGISTICS
TILTON HOUSE, TILTON ROAD
BORDESLEY GREEN.
BIRMINGHAM B9 4PP





PAYMENT OF CHARGES

UNLESS FREIGHT IS ROUTED VIA ONE OF OUR APPOINTED AGENTS WE WILL REQUIRE PAYMENT OF ALL CHARGES.

SETTLEMENT CAN BE MADE IN ADVANCE BY BANK TRANSFER OR ALTERNATIVELY BY CREDIT CARD.

OUR ACCOUNT DETAILS ARE AS FOLLOWS

ACCOUNT NAME EUROPA EUROPEAN EXPRESS LTD

SORT CODE 40-52-62

ACCOUNT NO. 2992803

SWIFT NO. GEBAGB22

IBAN NO. GB19 GEBA 4052 6242 9928 03

BANK HSBC Bank Plc

ALL BUSINESS IS TRANSACTED IN ACCORDANCE WITH BIFA TRADING TERMS & CONDITIONS (2005)

A COPY IS AVAILABLE UPON REQUEST.

IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO MAKE SURE THAT THE GOODS ARE FULLY INSURED, AS EUROPA

SHOWFREIGHT CANNOT BE HELD RESPONSIBLE FOR THE LOSS OR DAMAGE OF THE GOODS WHILST IN TRANSIT OR

AT THE EXHIBITION.

ALL PAYMENTS BY CREDIT CARD ARE SUBJECT TO A 3% SURCHARGE

CARD TYPE
CARD NUMBER
EXPIRY DATE
SECURITY NUMBER
NAME



4.1 SALES PROMOTION AND SPONSORSHIP APPLICATION FORM

Name of Company: _____

Address: _____

Contact Person: _____

Phone no: _____

Email: _____

Reception
 Drinks and canapés tailored to your needs (500 attendees)
 Cost: Price on Application based on requirements

Delegate Bag inserts
 Cost: £1,700/€2,550

Workshop facility
 Session based
 Cost: Based on requirements

Email Blast
 Your message to all pre-registered delegates
 Cost: £1700 / €2500

Delegate Badge Lanyards
 Cost: £5,000/€7,400

Symposium Bag
 Cost: Price on Application

SOLD

SOLD

Cyber Café
 Logo to appear on screens and link up to company website
 Cost: £10000/€11500

Staff sweat-shirts
 Your logo displayed prominently on registration staff and at information point
 Cost: £2000/€2840

Hotel Room Drop
 Your promotional material delivered to approx 1000 delegate hotel rooms.
 Cost: POA

Free Standing Graphic
 1m squared sign/board in strategic position throughout the symposium.
 Cost: £700/€990

To discuss these and other opportunities to promote your presence at Charing Cross contact:

Sanna Eronen

BIBA Medical Ltd.,
 44 Burlington Road,
 London, SW6 4NX

Tel: +44 (0) 20 7736 8788, Fax: +44 (0) 20 7736 8283

email: sanna@bibamedical.com

web: www.cxsymposium.com

vascularNEWS

CHARING CROSS EDITION
2011

Name of Company: _____

Address: _____

Contact Person: _____

Phone no: _____

Email: _____

Advertising Prices

	Number of pages	Price
Double page spread - £4,470		
Single page - £3,200		
Half page - £1,910		
Island Advert - £2,425		
Product News	N/A	Price available on request
Total:		

Please note – the deadline for advertising is Monday 23rd February 2011.

To book or to discuss any of these opportunities further please fax or contact:

Nathalie Fortin
BIBA Publishing,
44 Burlington Road
London SW6 4NX, UK
Tel: +44 (0) 20 7736 8788, Fax: +44 (0) 20 7736 8283.
Email: Nathalie@bibamedical.com

IMPORTANT DATES

January

Monday 31st

- Deadline for reduced registration rate.

February

Friday 4th

- Deadline for the next issue of Charing Cross programme. All logos and satellite symposium information to be with the Conference Office.

Monday 23rd

- Deadline for all advertising material for Charing Cross Special Edition of Vascular News.

March

Wednesday 9th

- Deadline for names of company personnel badges.

Friday 18th

- Deadline for ordering electrics.
- Deadline for material for final Charing Cross programme to be distributed at meeting.

Friday 25th

- Deadline for ordering electrics

Thursday 31st

- All delegate bag inserts to be with the Conference Office
- Deadline for all advertising material for Charing Cross Daily News.

April

Friday 1st

- Deadline for ordering furniture
- Deadline for shipping and handling orders

Thursday 7th

- Deadline for all pre-paid registrations. From here onwards registrations can only be made at the meeting.
- Set up day for pavilion sponsors and major sponsors

Friday 8th

- Set up day for exhibitors

Saturday 9th to Tuesday 12th April

- Charing Cross International Symposium

Tuesday 12th

- Stand breakdown from 15.00 to 20.00. Stands must be all cleared by 20.00

6.0 IMPORTANT CONTACT DETAILS

Conference Office/Organisers

Event Director

Chris Timmins
BIBA Medical Conferences Office
44 Burlington Road
London SW6 4NX
Tel: +44 (0) 20 7736 8788
Fax: +44 (0) 20 7736 8283
Email: chris@bibamedical.com

Stand Sales & Vascular News Special Edition

Nathalie Fortin
BIBA Medical Ltd.,
44 Burlington Road,
London, SW6 4NX
Tel: +44 (0) 20 7736 8788,
Fax: +44 (0) 20 7736 8283
Email: nathalie@bibamedical.com

Sponsorship, Daily News & Learning Centres

Sanna Eronen
BIBA Medical Ltd.,
44 Burlington Road,
London, SW6 4NX
Tel: +44 (0) 20 7736 8788,
Fax: +44 (0) 20 7736 8283
Email: sanna@bibamedical.com

Registration & Exhibitor Liaison

Sue Couch or Jenny Daley
BIBA Medical Ltd.,
44 Burlington Road,
London, SW6 4NX
Tel: +44 (0) 20 7736 8788,
Fax: +44 (0) 20 7736 8283
Email: susan@bibamedical.com
Email: Jennifer@bibamedical.com

Faculty Liaison

Cathy Mowat
BIBA Medical Ltd.,
44 Burlington Road,
London, SW6 4NX
Tel: +44 (0) 20 7736 8788,
Fax: +44 (0) 20 7736 8283
Email: cathy@bibamedical.com

Accounts

Marion Rogers
BIBA Medical Ltd.,
44 Burlington Road,
London, SW6 4NX
Tel: +44 (0) 20 7736 8788,
Fax: +44 (0) 20 7736 8283
Email: marion@bibamedical.com

Contractors

Imperial College London

Kim Vieira-Martins

Imperial College London
Conference Link
101 Sherfield Building
Exhibition Road
South Kensington
London
SW7 2AZ

Tel: +44 (0) 20 7594 9509

Fax: +44 (0) 20 7594 1690

E-Mail: k.vieira-martins@imperial.ac.uk

Furniture

Indisplay Ltd
Unit A, Ventura Park
Old Parkbury Lane, Colney Street
St Albans, Herts AL2 2DB
UK

Tel: +44 (0) 1923 851580

Fax: +44 (0) 1923 854681

sales@indisplay.co.uk

www.indisplay.co.uk

Stand Contractors

Keith Daniels

Ardan Exhibitions
7 North Medburn Farm
Watling Street
Elstree
Herts

WD6 3AA

Tel +44 (0)208 207 4957

Fax +44 (0)208 207 3040

sales@ardan.co.uk

www.ardan.co.uk

Audio-Visual and IT Equipment

Ian Souster

The Stock Answer
17 Osney Crescent,
Paignton,
Devon TQ4 5EY

Tel 01803 550614

ian@stockanswer.net

www.stockanswer.net

Electrics

Brian Syers

Supreme Exhibitions
10 Grange Road
South Norwood
London SE25 6DL
UK

Tel: +44 (0) 20 8653 2215

Fax: +44 (0) 20 8653 7013

Email: brian@bsyers.wanadoo.co.uk

Shipping & Storage

Jeff Broom

Europa Showfreight
Tilton Road
Bordesley Green
Birmingham B9 4PP
UK

Tel: +44 (0) 121 766 8000 x 3253

Fax: +44 (0) 121 773 4920

Mobile: +44 (0) 7710 588914

Contact: Jeff Broom

jbroom@europa-worldwide.co.uk

Exhibition Florists

Poppies Exhibition Florists
Ganwhins Paddle,
Woodcock Hill,
Felbridge,
East Grinstead, RH19 2RB
UK

Tel: +44 (0) 1342 323834

Fax: +44 (0) 1342 325575

mrpoppi@btinternet.com

www.exhibitionflorists.co.uk

CX REGULATIONS

Definitions

- In these Regulations the following words and expressions shall have the following meanings:
- 1.1. The Term BIBA shall where the context so permits, include its employees and agents.
 - 1.1.1. The term Exhibitor shall, where the context so permits, include all employees, servants and agents of any company, partnership, firm or individual to whom a Unit has been allocated for the purpose of exhibiting.
 - 1.1.2. The term Landlord shall mean the owners and management of the appointed Exhibition Venue including, where the context permits, its employees or agents.
 - 1.1.3. The term Contract shall mean the contract for Unit hire entered into between BIBA and the Exhibitor comprising the Main Contract Terms, these Regulations and the Technical Manual. In the event of any discrepancy between the Main Contract Terms, these Regulations and the Technical Manual, the Main Contracting Terms will take precedence over these Regulations and the Technical Manual, and these Regulations will take precedence over the Technical Manual.
 - 1.1.5. The term Authorities shall mean the Local Authority and the Fire Authority.
 - 1.1.6. The term Fees means the sum payable under the Contract for Unit hire, plus VAT in accordance with the appropriate legislation.
 - 1.1.7. The term Technical Manual shall mean the manual published from time to time by BIBA setting out practical aspects of participation in the Exhibition.
 - 1.1.8. The term Main Contract Terms means the document setting out the main contract terms agreed between BIBA and the Exhibitor, and to which these Regulations are appended.
 - 1.2. Terms defined in the Main Contract Terms shall have the same meaning when used in these Regulations or the Technical Manual.
 - 1.3. The titles used in the Contract are for ease of reference only and shall not be construed as limiting or defining the content of any term of the Contract.

2 Eligibility of Exhibits

- 2.1. Exhibits must fall within the advertised and established scope of the Exhibition. The Exhibitor shall not display in his Unit any products which fall into any other classes unless prior consent has been given in writing by BIBA.
- 2.2. No second hand or reconditioned equipment may be displayed in the Unit.
- 2.3. An Exhibitor who is either associated with or a selling agent for another firm or firms and who wishes to exhibit the products of another firm or firms must state at the time of making application for the Unit the name of the firm(s) to be represented at the Exhibition and undertake to confine the exhibits to the goods of such firm(s). The names of such firm(s) must be displayed on the Unit throughout the Exhibition period.
- 2.4. Allotment of the Unit by BIBA shall not imply that it accepts the proposed exhibits and the Exhibitor must satisfy himself that his exhibits comply with the Contract. BIBA reserves the right to exclude and/or require to be removed, any exhibit which in its reasonable opinion is not within the scope of the Exhibition or is not suitable for the site allocated to the Exhibition. The decision of BIBA as to the eligibility of exhibits will be absolutely final and binding.
- 2.5. The Exhibitor must conform to the stand fitting regulations outlined in these Regulations and those set out in the Technical Manual.

Conditions of Payment

- 2.6. The Fee for the Unit does not include any stand fitting unless specified.
- 2.7. All sums referred to in the Contract shall be payable in full without deduction, withholding or set-off.
- 2.8. Interest will accrue on any late payments at the rate of 2% above the base rate from time to time in force of Barclays Bank plc, as well after judgment as before.

3 Occupation and Completion of Site

- 3.1. The Exhibitor will be entitled to use the Unit for the purposes set out in the Contract and subject to the terms of the Contract during opening hours of the Exhibition Venue for the period from when it is permitted under the Contract to enter the Exhibition Venue until the time it is required under the Contract to leave the Exhibition Venue. The Exhibitor will, during such opening hours and duration, be entitled to access the public areas of the Exhibition Venue. The Exhibitor will not have exclusive right of occupancy of any part of the Exhibit Venue, including the Unit, at any time.
- 3.2. The Exhibitor and its contractors may (subject to any special conditions contained within the Technical Manual) enter the Exhibition Venue for the purpose of erecting his stand on the Unit and preparing exhibits from the time and date published in the Technical Manual. In the interests of the Exhibition BIBA may in exceptional cases and in its absolute discretion require the erection of particular stands to be carried out on days and at times to be specified by them.
- 3.3. All handling of non-portable exhibits within the Exhibition Venue must be carried out by the contractors appointed by BIBA.
- 3.4. The Exhibitor undertakes that his Unit will be ready, and all exhibits (other than those which are small and have high value) installed and arranged thereon for display, and all arrangements in connection therewith will be completed by 8.00am on the first day of the Exhibition
- 3.5. The Exhibitor will not remove any of his exhibits prior to the closing of the Exhibition after the lunch break on the last day. Immediately after the Exhibition closes and in any event by 20.00 on the same day, the Exhibitor must have removed from his Unit all portable exhibits, display material and personal effects. Notwithstanding instructions issued specifically for the closing night of the Exhibition, the security of the Unit and its contents during the entire breakdown period remains wholly the responsibility of the Exhibitor, his agent or contractor.
- 3.6. BIBA's tenancy of the Exhibition Venue terminates at 18.00 on the day after the Exhibition ends. All non portable exhibits and other property of the Exhibitor, his contractors and agents must be removed from the Exhibition Venue before noon on that day. BIBA shall be entitled if, in its reasonable opinion, the Exhibitor, his contractors and agents will be unable for any reason to comply with this condition, to remove and despatch such exhibits and property (at the risk and expense of the Exhibitor) to the address of the Exhibitor stated on the Contract.

4 Damage to Buildings

- 4.1. The Exhibitor shall not cause or permit any damage to the Exhibition Venue or any part thereof or to any of the fixtures and fittings therein not the property of the Exhibitor and shall not alter or interfere with the structure of the Exhibition Venue.
- 4.2. Any Exhibitor in breach of this Regulation shall indemnify BIBA in respect of any claim for such damage for which BIBA shall be liable to any third party.

5 Insurance and Liability

- 5.1. The Exhibitor is responsible for all claims, actions or costs for personal injury and loss of or damage to property caused by or arising from the erection and dismantling of any stand at the Unit and anything permitted, omitted or done thereon or therefrom during the period of the Exhibition or the construction and dismantling periods, caused directly or indirectly by the Exhibitor or any contractor, sub-contractor, licensee or invitee of his or the act, omission or neglect of or by any such person or by any exhibit, machinery or other article belonging to, or in the possession of, or used by the Exhibitor. The Exhibitor will indemnify BIBA in respect of each and every claim, and all actions, proceedings, costs, claims and demands in respect thereof. The Exhibitor will take out and maintain public liability insurance cover providing a minimum indemnity of £2,000,000 for the duration of the Exhibition including the construction and dismantling periods.
- 5.2. BIBA shall not be responsible for loss of or damage to exhibits or other property of or in the possession, control or custody of the Exhibitor, his invitees or licensees at the Exhibition Venue unless caused by the negligence or wilful default of BIBA or its agents. The Exhibitor must take out and maintain adequate insurance in respect of all such possible loss or damage.
- 5.3. The Exhibitor must insure against costs and expenses which it may incur in the event of the Exhibition being abandoned, cancelled, postponed or curtailed in whole or in part for causes outside BIBA's control, since BIBA accepts no responsibility in such an eventuality.
- 5.4. The Exhibitor will ensure that any Unit sharers have adequate public liability insurance cover of their own, as the Exhibitor is responsible for any claims relating to the Unit sharers. BIBA recommends that the Exhibitor requests his Unit sharers to each have the same level of public liability cover as the Exhibitor is required to have, namely a minimum indemnity of £2,000,000.
- 5.5. Unit sharers can arrange their own insurance. If Unit sharers organise or have their own insurance the Exhibitor should ask its Unit sharer to check that its public liability insurance covers them at the Exhibition and not just at its own premises.
- 5.6. The Exhibitor shall do nothing to jeopardise the current insurance policies or the licences of the Landlord or BIBA, and the Exhibitor shall in all cases comply with any requirements of the Authorities. Exhibitors who do or omit to do anything which renders BIBA's or the Landlord's current insurance policy invalid or liable for premium loading are responsible for any liability not covered as a consequence of the extra premium payable, as the case may be. An Exhibitor in breach of any of the provisions of this Regulation will indemnify BIBA in respect thereof.
- 5.7. The Exhibitor shall indemnify BIBA in respect of all costs, losses, damages and expenses (including any consequential loss or damage) incurred as a result of any breach of the Contract by the Exhibitor.
- 5.8. Nothing in the Contract operates to exclude or limit BIBA's liability for death or personal injury caused by its negligence.

6 Force Majeure

- If the Exhibition is abandoned, cancelled or suspended in whole or in part by reason of war, fire, national emergency, labour dispute, strike, lock-out, civil disturbance, inevitable accident, the non-availability of the Exhibition Venue or any other cause not within the control of BIBA, BIBA may at its entire discretion repay the Fees paid by the Exhibitor, or part thereof, but shall be under no obligation to repay the whole or part of such Fees and shall be under no liability to the Exhibitor in respect of any actions, claims, losses, costs or expenses whatsoever which may be brought against or suffered or incurred by the Exhibitor as the result of the happening of any such event.

7 Multi-Year Exhibitors

- In the event that the Contract relates to the hire of the Unit for more than one year of the Exhibition, BIBA reserves the right to change the Exhibition Venue to one within the M25 of similar or better quality and similar or larger size. In the event of such a change of Exhibition Venue, BIBA will allocate to the Exhibitor a location for the Unit within the new Exhibition Venue that is commensurate with the size, shape and position of the Exhibitor's Unit location within the previous Exhibition Venue.

8 BIBA's Right to Terminate Contract

- 8.1. Without prejudice to BIBA's remedies under this Contract in law or in equity, including without limitation in respect of any antecedent breach, BIBA shall have the right to terminate this Contract forthwith by notice in writing to the Exhibitor in the event that:
 - 8.1.1. the Exhibitor fails to observe or perform any of the provisions of this Contract either before or during the Exhibition including but not limited to failing to make payments within 14 days of the date the Exhibitor is required to make payment under the Contract; or
 - 8.1.2. an administration order is made in relation to the Exhibitor, a receiver or manager or administrative receiver is appointed of the Exhibitor or any of its assets, the Exhibitor enters into liquidation, any petition is presented, any resolution is proposed or any other steps or proceedings are taken which may lead to any such occurrence, any distress or execution is levied on or affects any of the property or assets of the Exhibitor, the Exhibitor is or is deemed to be insolvent or unable to pay its debts or the Exhibitor ceases to carry on business in the ordinary course;
 - 8.1.3. the Exhibitor does or proposes to do anything or exhibits or proposes to exhibit anything which in BIBA's opinion is likely to bring BIBA or the Exhibition into disrepute or which in BIBA's opinion is likely to cause offence to any person, or which is illegal or immoral.
- 8.2. In the event of termination by BIBA, and without prejudice to any other remedy available to BIBA:
 - 8.2.1. the Exhibitor shall remove its exhibits and property from the Exhibition Venue at a time to be stated by BIBA and thereafter the Exhibitor shall not be entitled to access thereto or to the Exhibition. In the event of any failure by the Exhibitor to comply with such provision BIBA shall be entitled to remove and despatch the said exhibits and property (at the risk and expense of the Exhibitor) to the address of the Exhibitor stated on the Contract;
 - 8.2.2. all Fees paid by the Exhibitor shall be forfeited to and retained by BIBA and the balance of the Fees shall become payable forthwith; and
 - 8.2.3. BIBA shall be entitled to utilise the site which it had allocated to the Exhibitor in such manner as BIBA shall think fit and to recover from the Exhibitor any expenditure incurred in so doing.

9 BIBA's Right to Cancel Exhibition

- BIBA shall have the right at all times to abandon, cancel, or suspend the Exhibition in whole or in part in the event that there is likely to be insufficient exhibitor participation in and support for the Exhibition, the likelihood of such insufficiency to be determined by BIBA, whose decision shall be final. In the event of such an abandonment, cancellation or suspension, the Exhibitor shall be entitled to receive repayment of all Fees paid (or, in respect of multi-year Exhibitors, the annual Fees paid in respect of the particular Exhibition being abandoned, cancelled or suspended), but BIBA shall not be further responsible to the Exhibitor in respect of any actions, claims, losses (including consequential losses), costs or expenses which may be brought against or suffered or incurred by the Exhibitor as the result of the abandonment, cancellation or suspension of the Exhibition.

10 Failure of Services

- BIBA will use its best endeavours to ensure the supply of the services of the Landlord and of those mentioned in the Technical Manual, but it will not be liable to the Exhibitor for any loss or damage if any such services shall wholly or partially fail or cease to be available nor shall the Exhibitor be entitled to any allowance or reduction in respect of Fees due or paid.

11 Copyrights and Patents

- BIBA will not be liable for any loss or damage the Exhibitor may sustain in respect of the infringement of any of his copyrights, designs or patents arising out of his participation in the Exhibition. The Exhibitor is strongly advised to make formal application for the grant or the registration of a design or patent, as the case may be, in respect of any items displayed at the Exhibition.

12 Rights of BIBA and Landlord

- 12.1. BIBA, the Landlord and those authorised by them respectively have the right to enter the Exhibition Venue at any time to execute works, repairs and alterations and for other purposes. No compensation will be payable to an Exhibitor for damage, loss or inconvenience so caused unless caused by the negligence of BIBA, the Landlord or their agents.
- 12.2. BIBA may at any time in the interest of the good management of the Exhibition, impose such further regulations of general application as it may at its discretion think fit.

13 General Lien and Power of Sale

- 13.1. All exhibits and property of the Exhibitor at the Exhibition Venue are subject to a general lien in favour of BIBA for any sums, whether for unpaid Fees or otherwise due from an Exhibitor to BIBA.
- 13.2. BIBA shall give written notice to the Exhibitor in the event of exercising its lien whereupon the Exhibitor shall not remove any exhibits or property from the Exhibition premises and BIBA shall be entitled to take and retain possession of the same.
- 13.3. If within seven days of such notice the Exhibitor shall not have paid all sums due and owing as aforesaid BIBA may at any time thereafter sell the exhibits, property or any of them and shall apply the proceeds of such sale in payment:
 - 13.3.1. of all costs of removal and storage of the exhibits and property;
 - 13.3.2. of all costs of the sale;
 - 13.3.3. of all sums due as aforesaid; and the balance (if any) of such proceeds shall be paid to the Exhibitor.The exercise of such power of sale shall be without prejudice to BIBA's right to sue for and recover any balance which may remain outstanding and due after such sale.

14 Privacy Policy

- By signing the Contract the Exhibitor is consenting, under all relevant data protection legislation, to BIBA communicating with the Exhibitor by telephone, fax, email and by post and using its personal information for the following purposes, namely for BIBA's internal purposes which will include accounts processing, internal analysis of exhibitors, inviting exhibitors to other events organised by BIBA or its group, forwarding the details of contractors who provide services in respect of the Exhibition (including but not limited to shell scheme, security, registration, cleaning and freight contractors, caterers and electricians) and forwarding the details of products or services provided by BIBA's group worldwide to allow the group to further develop its business and its services to exhibitors. BIBA may also pass on to the Exhibitor details of third parties who provide goods and services likely to be of interest to the Exhibitor. The Exhibitor should contact BIBA in writing if it does not wish its personal information to be used in any of the ways mentioned above.

15 Authorities and Landlord

- The Exhibitor must comply with the requirements of the Authorities and with the regulations issued from time to time by the Landlord.

16 Exemptions

- 16.1. Applications for any consent by BIBA must be in writing and must set out full details of the matters for which consent is sought.
- 16.2. Exemptions from any Contract provision may be granted at BIBA's discretion. No exemption given by BIBA will be effective unless it is in writing.

17 Alteration of space allotted

- The Contract constitutes a licence to exhibit and not a tenancy. BIBA reserves the right at any time and from time to time to make such alterations in the ground plan of the Exhibition as may in its opinion be necessary in the best interests of the Exhibition and to alter the shape, size or position of the Unit allotted to the Exhibitor. No alteration to the Unit allotted will be made in such a way as to impose on the Exhibitor any greater liability for Fees than that undertaken in the Contract.

18 Entire Agreement

- The Contract represents the entire agreement between the Exhibitor and BIBA to use the Unit and supersedes all promises and statements between the parties other than those expressly incorporated into the Contract. In addition, the Exhibitor acknowledges that he has not entered into the Contract in reliance upon any representation, warranty or undertaking which is not expressly set out or referred to in this Contract. This does not exclude liability for fraudulent misrepresentation.

19 Sub-letting

- The Exhibitor shall not assign the Contract, sub-let or part with the Unit or any portion of it without prior written consent from BIBA. Other than as expressly permitted in the Contract no name other than that of the Exhibitor may be displayed at the Unit, nor may any literature in respect of goods other than those of the Exhibitor be displayed or distributed without the written consent of BIBA.

20 Confidentiality

- The parties hereto undertake to each other that they will not at any time hereafter use or divulge or communicate to any person the commercial terms of this Contract or any confidential information which may come to their knowledge as a result of this Contract.

21 Notices

- A notice or other communication under or in connection with the Contract shall be in writing and shall be delivered personally, by fax or by first class mail to the party due to receive the notice or communication, at its address set out in the Main Contract Terms or another address specified by that party by written notice to the other.

22 Waiver

- No waiver by BIBA of any of the requirements of the Contract or of any of its rights thereunder shall release the Exhibitor from full performance of his remaining obligations stated herein. The rights and remedies provided in this Contract are cumulative and not exclusive of any rights or remedies otherwise provided by law.

23 Disputes

- This Contract will be governed by and construed in accordance with English Law and the parties hereto hereby irrevocably submit to the exclusive jurisdiction of the English courts.