

# SYMPOSIUM MAMMOGRAPHICUM 2012

EXHIBITION TECHNICAL MANUAL  
1st – 3rd July 2012  
Harrogate International Centre





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## Show Management

This manual is intended to make your participation at the event as smooth and productive as possible. If you have any questions or require further assistance please do not hesitate to contact

Charlotte Hegarty  
 Conference Manager  
 The Conference Collective  
 Templeton Lodge  
 114 High Street  
 Hampton Hill  
 Middlesex  
 TW12 1NT  
 Tel: +44 (0) 208 977 7997  
 Email: [charlotte.hegarty@conferencecollective.co.uk](mailto:charlotte.hegarty@conferencecollective.co.uk)

## Exhibition Opening Times

Exhibition build will take place on Saturday 30<sup>th</sup> June 09.00 – 17.00 (for Mammography vehicles only) and Sunday 1<sup>st</sup> July 2012: 09.00 – 16.00hrs (for space only and shell scheme stands).

The trade exhibition will take place in Hall H of the Harrogate International Centre on 1-3 July 2012. The Exhibition area will consist of exhibition stands, tea, coffee & lunch stations, poster display boards & a seating area, to enhance the footfall to all exhibition stands and allow your key sales team to interact with all delegates during the various breaks in the conference sessions. Please refer to the exhibition floor plan on page 5 for the exact location of your stand.

### Exhibition Dates and Opening Times

- Saturday 30<sup>th</sup> June times to be confirmed Mammography Vans set-up
- Sunday 1<sup>st</sup> July 09.00-17.00 hrs Exhibition build (**Space Only Exhibitors only**)
- Sunday 1<sup>st</sup> July 12.00-16.00 Exhibition set-up (**Shell Scheme Exhibitors**)

### **Stand build must be complete by 16.00 on Sunday 1<sup>st</sup> July.**

- Sunday 1<sup>st</sup> July 17.00-19.00 Exhibition open
- Sunday 1<sup>st</sup> July 17.00-19.00 Welcome Reception and buffet supper in Exhibition Area
- Monday 2<sup>nd</sup> July 10:30–16.15 Exhibition open
- Tuesday 3<sup>rd</sup> July 09.45-15.00 Exhibition open
- Tuesday 3<sup>rd</sup> July 15.00-18.30 Exhibition breakdown

### **PLEASE NOTE: All stands MUST remain intact until the exhibition has closed at 15.00 on Tuesday 3<sup>rd</sup> July.**

The exhibition is for the full two days and leaving early not only impinges on venue health and safety regulations, but is detrimental to the quality of the event for exhibitors and delegates who stay. We hope you understand that in the interest of all attendees, exhibitors who do not stay for the full duration, may not be permitted to exhibit at future events



## Deadline Checklist

Item	Page No	Deadline Date	Returned
Health & Safety Declaration	30	28 May 2012	
Risk Assessment	27	28 May 2012	
Stand Plans & Contractor Details	-	28 May 2012	
Insurance Declaration	26	28 May 2012	
Stand fitting order (if shell scheme)	30	14 May 2012	
Additional electrical items order form	36	15 June 2012	
Additional stand items order form	37	15 June 2012	
Exhibitor Requirements Form	22	28 May 2012	
Accommodation Requirements	22	28 May 2012	
Access Requirements	24	28 May 2012	
Exhibition Guide Entry	26	28 May 2012	

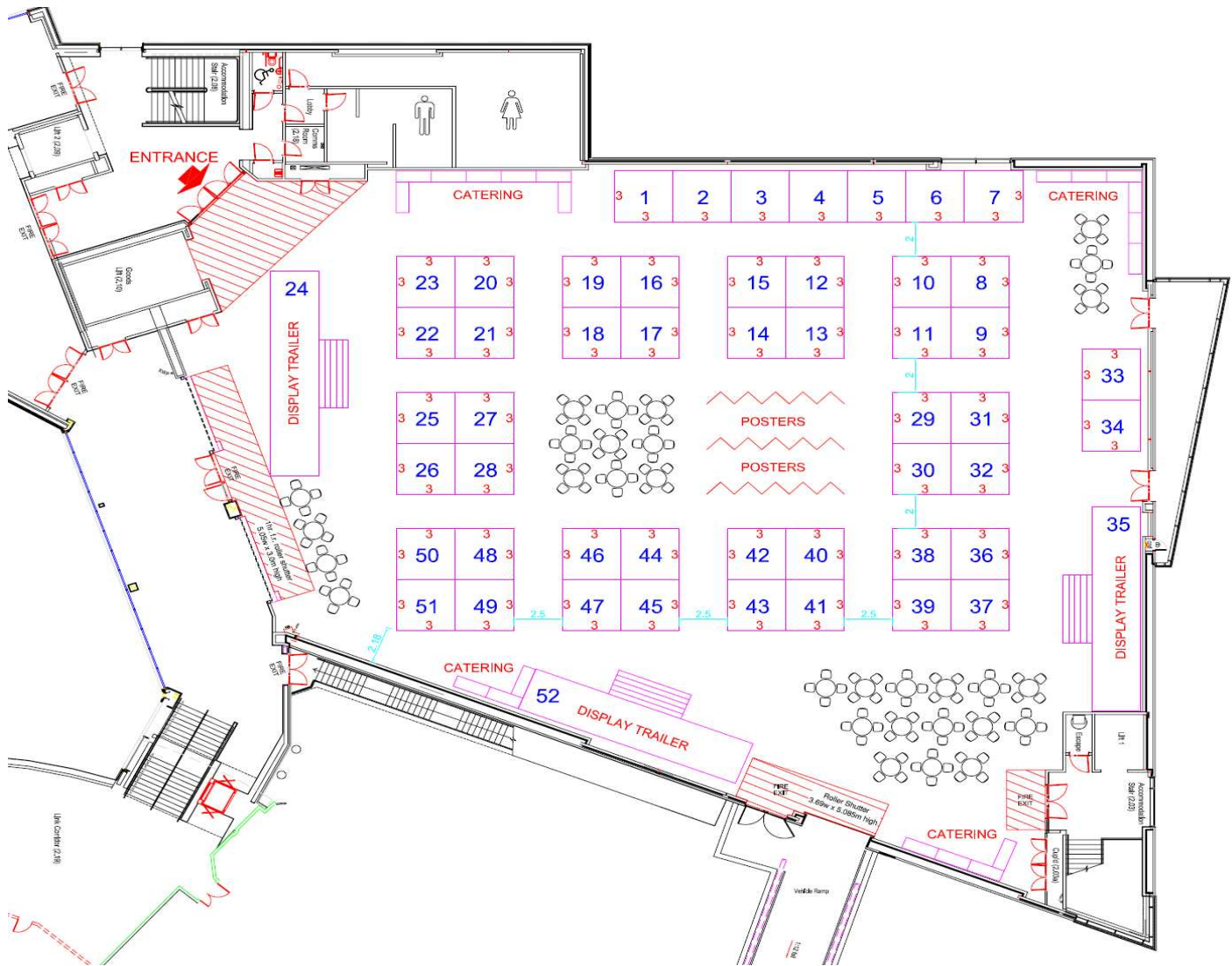
**\*Please note that the following forms are mandatory for all exhibitors:**

Health & Safety Declaration (page 26)  
Risk Assessment (page 27)  
Insurance Declaration (Page 26)  
Stand Plans – Space Only Exhibitors only  
Exhibitor Requirements form (page 22)  
Access Requirement (page24)

Please help us to help you by returning the order forms as soon as possible. Failure to meet the deadline dates may result in surcharges or the contractors' inability to meet your precise requirements



## Exhibition Plan



## Exhibitor Listing

Stand Number	Exhibitor	Stand Number	Exhibitor
1	Devicor Medical	25 – 28	G E Healthcare
2	Hitachi	29 & 30	MIS Healthcare
10 & 11	Phillips	35	Fujifilm UK
12 & 13	Southern Scientific	36 – 39	Fujifilm UK
14	UK Medical	40	Esaoe
15	NEC Displays	41 & 43	DAAX
16	Xograph	42	Mana-Tech
17	Bard	44 – 47	Hologic
18 & 19	Sectra	48	Mediscientfic
20 -23	Siemens Healthcare	49	Avail Medical
24	W H Bence	50	Unfors Raysafe
		51	Oncotherapy Resources Limited





## Exhibition Build and Breakdown – Access for unloading

### Build up/breakdown and vehicle passes

Contractor passes will be distributed onsite. These must be worn to gain admittance to the halls during the build-up and breakdown period and must be worn at all times. They are not valid during the open hours of the exhibition. Additional supplies are available from the organisers either ordered in advance or on site.

### Loading/Unloading

All Vehicles will be required to:

1. Upon arrival in Harrogate report to the Dragon Road Park, entrance on Dragon Road.
2. Park on that Vehicle Park as directed by the Traffic Controller.
3. Upon space becoming available at the appropriate Gate at the Exhibition Centre the Traffic Controller will issue the driver of the vehicle with a 'Delivery' or 'Collection Pass' which should be displayed in the windscreen of the vehicle.
4. Only on the authority of the Traffic Controller will the vehicle be allowed to leave the Dragon Road Park and approach the Exhibition Centre.
5. Only vehicles displaying the appropriate Pass will be allowed to park at the Exhibition Centre for the purpose of delivery or collection.
6. As soon as the delivery or collection has been completed the vehicle is to be removed from the vicinity of the Exhibition Centre as soon as possible.
7. Vehicles requiring parking facilities over the duration of the Exhibition may return to the Dragon Road Park, but may not return to the Exhibition Centre for the purposes of collection of equipment without the appropriate 'Collection' Pass issued by the Traffic Controller.
8. Vehicles are not permitted to enter the Dragon Road Park earlier than 7:00am or later than 9:00pm. Traffic Controllers, employed by the Exhibition Organiser, will control the off-street access roads to the Exhibition Centre. The North Yorkshire Police will control the public high-way in the vicinity of the Exhibition Centre.

Upon departure from the Dragon Road Vehicle Park all vehicles must turn left onto Dragon Road, turn left at the junction with Skipton Road, turn left at the junction with Kings Road, and then proceed to the appropriate entrance Gate to routes to the Dragon Road Park and Exhibition Centre. The above Procedures are not discretionary, they are a requisite of the Traffic Order, and will be enforced by both Police and Traffic Controllers.

### Tuesday 3rd July 2012: 15.00 – 18.30

All vehicles must report to the holding area. Stands should be broken down and be ready to load before the vehicle enters the loading bay. Exhibitors will dismantle from 15.00 hrs through Hall H. Please note exhibitors will be responsible for any additional charges incurred if their stand is not clear by the stated times. If your stand is not cleared, the venue reserves the right to invoice for any additional hours incurred over and above this time.

**Breakdown of stands must not commence before the official close of the exhibition at 15.00 hrs on Tuesday 3<sup>rd</sup> July 2012. The Exhibition area must be cleared of all exhibits/materials by 18.30 hrs on Tuesday 3<sup>rd</sup> July 2012.** Any remaining items left in the exhibition area after the breakdown time will be disposed of and neither the organisers nor the venue will be held responsible for any loss. The exhibitor will be charged for the breakdown and any associated costs for waste.

Following the breakdown of the shell scheme, Mammography vans can be removed from the exhibition.

### Trolleys

We regret that there are NO trolleys for use, please bring your own if you require one.



## Exhibition Space

### Exhibition Rates include:

- Provision of stand space only
- Access to electrical supply
- Daily cleaning of walkway area
- Two Tickets to the Welcome Reception and buffet supper on Sunday 1<sup>st</sup> July 2012
- Lunch & refreshments for two company representatives on the exhibition stand on Monday 2nd July and Tuesday 3rd July 2012.
- Access to scientific sessions
- Acknowledgement of company in the Final Conference Programme to include a ¼ page company biography.

Please maintain your exhibits throughout the event, ensuring stands are staffed, well presented and gangways are kept clear and free for passage. All emergency and service areas must be accessible at all times.

**All stands are allocated on a space-only basis.** This means that no stand services are provided.

## Space Only Stands

Space only stands must fit entirely within the space purchased. Materials used in the construction of stands, features and displays, including signs and fascias must be:

- Of a suitable nature and quality for the purposes and conditions of their intended use.
- Adequately prepared and fixed in order to adequately perform the functions for which they are designed.
- Non-combustible, inherently non-flammable or durably flameproof, in accordance with BS476-Part 7.
- Water based, where applicable, e.g. adhesives and paint.

Any exhibit, process or feature that is likely to generate and/or emit gases, vapours, liquids, fumes or dust shall be constructed so as not to be prejudicial to health or a nuisance and shall comply with the requirements of the Control of Substances Hazardous to Health Regulations 2002. Floor coverings must be secured and maintained so that they do not cause a hazard.

**Space only exhibitors are required to submit design plans and a risk assessment to [charlotte.hegarty@conferencecollective.co.uk](mailto:charlotte.hegarty@conferencecollective.co.uk) by 28<sup>th</sup> May 2012.**

### Stand height and walls

The maximum build height in Hall H is 4 m.

Any stand incorporating closed rooms/theatres with covered ceilings must include a vision panel or window and may be subject to approval on emergency lighting and exit width. Please submit copies of the drawings.

All structures, materials, special designs, unusual constructions, and all signs shall conform to British safety standards and codes of practice and comply with all relevant statutory authority regulations. Any display work or materials contravening this clause must be modified to meet requirements.

It is every free-build exhibitor's responsibility (if sharing a space only site) to provide partition walls between themselves and their neighbours. These walls must be built to the height of the highest point on their stand (minimum of 2.5m, maximum 4m high) and must be cleanly decorated on both sides.

No exhibitor will be permitted to span an aisle by ceiling or floor covering.



Stands should be designed to ensure that it is not unreasonably difficult for a disabled person to access the stand as required by The Equality Act.

It is the responsibility of free-build exhibitors to observe the building, fire and health and safety regulations of the Venue. Copies of these are available on request from the Exhibition organisers. Failure to comply with any of the aforementioned could result in approval of your stand being withdrawn.

Stand builders and exhibitors must have adequate public liability insurance in place.

## Shell Scheme Information

**All stands are allocated on a space-only basis.** This means that no stand services are provided. To order shell scheme panels, electricity and name boards please complete the shell scheme order form on page 28. Orders must be placed by 28<sup>th</sup> May to guarantee delivery.

## Exhibiting Vehicles

Companies exhibiting vehicles on their stand should ensure that:

- Any vehicles being displayed must have the minimum amount (sufficient to move the vehicle out of the building) or no fuel in them.
- The batteries must be disconnected
- The fuel caps must be sealed
- All vehicles must be provided with a drip tray placed underneath the vehicle.

## Furniture

Dimension 8 are the official furniture contractor. They have a comprehensive selection of furniture and display products available for exhibitors to hire. You can view their full range and order online using their secure website at [www.dimension8.com/onlineordering.php](http://www.dimension8.com/onlineordering.php) using password SM2012. A copy of the furniture and display price list can be found on page 32.

**Orders must be placed by 15<sup>th</sup> June to guarantee delivery. Onsite orders will be subject to availability and a surcharge.**

## Electrics

All electrical work to your stand must be carried out by the official electrical contractors Dimension 8. If you are ordering shell scheme and require electricity please complete the form on page 32.

If you are a space only stand and require additional electrical items to your stand please complete the form enclosed with this manual, page 36. If you are unsure whether a 500 watt socket will be sufficient for your needs, please contact the Electrical Contractor on +44 (0)1633 270808 or email [heidi@dimension8.com](mailto:heidi@dimension8.com). On the open day of the exhibition, stand mains supply will be switched on half an hour before the show opens and switched off half an hour after it closes.

Full electrical regulations can be obtained on request, but you must comply with the electrical requirements of the Health and Safety Information section.

**Orders must be placed by 15<sup>th</sup> June to guarantee delivery. Onsite orders will be subject to availability and a surcharge.**





## Carpet

Shell scheme exhibitors will be provided with carpet as part of the stand price. All gangways and catering areas will be carpeted.

## Stand Catering

For any catering orders, please contact Kudos, the venues official caterers, Kudos have the sole rights to all food and beverages, and associated catering equipment consumed within the HIC Harrogate and all food and beverages, and associated catering equipment must therefore be ordered through them. Should any company attempt to provide their own food, beverages or catering equipment onto site they will be asked to remove it or to pay a "corkage" fee. To check 'corkage' fees or discuss stand catering please contact Kudos. See page 17 for details. To order stand catering please complete the order forms on page 29-31.

## Attendee Data Scanners

For further information on hiring data scanners for lead and collection of marketing data use at Symposium Mammographicum please contact the Conference Secretariat, The Conference Collective, [charlotte.hegarty@conferencecollective.co.uk](mailto:charlotte.hegarty@conferencecollective.co.uk). Cost £150 + VAT per scanner.

## Internet Access

If you require internet access for your stand please contact [charlotte.hegarty@conferencecollective.co.uk](mailto:charlotte.hegarty@conferencecollective.co.uk) for further information.

## Cleaning

The organisers will arrange for general overnight cleaning of the aisles and gangways during the close of the conference to include sweeping vacuuming, mopping and emptying of bins. This service is free of charge to all exhibitors. The exhibition stands will not be cleaned, and cleaning of exhibits remains the responsibility of the exhibitor. Any exhibitors wishing to have their stands/vehicles cleaned throughout the day should contact the Conference Secretariat: [charlotte.hegarty@conferencecollective.co.uk](mailto:charlotte.hegarty@conferencecollective.co.uk) or +44 (0) 20 8977 7997.

## Rigging

The clear height from the floor is 5 metres. If you are planning to use the rigging facilities within Hall H, please contact Charlie Darwent – [Charlie.darwent@harrogate.gov.uk](mailto:Charlie.darwent@harrogate.gov.uk) +44 (0) 1423 537250.

## Security

Exhibitors are requested to use common-sense precautions at all times and to ensure that all stand personnel wear their Symposium Mammographicum conference badges. Should any suspicious or unidentified articles be discovered, they must be reported to the Organisers' Office immediately. The security provided by the Venue has been implemented to prevent unauthorised access to the hall and not to secure the contents of your stand. Each Exhibitor is responsible for their property and necessary precautions should be taken.

The venue provides 24 hour staff cover. Exhibitors wishing to hire additional security personnel to patrol individual stands should contact the Conference Secretariat, [charlotte.hegarty@conferencecollective.co.uk](mailto:charlotte.hegarty@conferencecollective.co.uk)

## Health and Safety

It is the exhibitors responsibility to ensure that their company personnel and any contractors building their stand are fully compliant with the Health and Safety at Work etc Act 1974 and that the mandatory requirements are adhered to:



- The Health and Safety at Work Act, etc, 1974 (HASAWA74)
- The Management of Health and Safety at Work Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Control of Substances Hazardous to Health Regulations (COSHH) 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
- The Building Regulations 1991 (England & Scotland)
- Environmental Protection Act 1990
- Food safety act 1990 and relevant statutory provisions
- Food safety (general food hygiene) regulations 1995
- Food safety (temperature control) regulations 1995
- Health and safety display screen equipment regulations 1992
- Personal protective equipment at work regulations 1992
- Lifting operations and lifting equipment regulations 1998
- Electricity at work regulations 1989

Personnel present in Hall H during build and breakdown when dangerous construction and vehicle movement is taking place, are required to wear a hi-vis waistcoat or jacket and appropriate footwear. Wearing of hard hats will be required when rigging is taking place. All portable power equipment must be used only for the purpose for which it was designed and the correct safety guards and devices must be fitted and used. Petrol powered equipment must not be used on site. Fire exits and gangways should be kept free of obstruction at all times. Display of heaters, heat producing apparatus, naked flames, toxic and flammable substances are prohibited.

**The Health and Safety and Insurance Declaration Form on page 25 must be completed by ALL exhibitors and returned by 28 May 2012.**

## **Fire Safety**

### **Fire Precautions**

All material used in construction work, display materials etc must be effectively fire proofed and made of non-flammable products in accordance with the standards of the appropriate authority. Harrogate International Conference Centre I will provide fire precautions, regulations and extinguishers.

### **Fire Safety**

#### **Flammable Materials / Gases**

Exhibitors are advised that the Centre has stringent regulations governing materials used on-site during an Exhibition.

The use of flammable materials must be in accordance with the manufacturer's instructions and with due regard for the safety of others.

Oil, liquid or gas needed for replenishing the working appliances shall be stored in a suitable flammable store and will be issued and distributed with the agreement of venue.

### **Conditions of Use**

- a) Detailed specifications of the working of such exhibits and appliances together with a risk assessment and plan showing their location on the stand, shall be submitted to the venue at least 12 weeks prior to the beginning of tenancy, giving details of the materials, quantity and purpose for which the materials are required.
- b) Not more than one of each model or type, oil, liquid or gas, may be exhibited in a working demonstration.
- c) Each working exhibit shall only have sufficient oil, liquid or gas for one day's use.
- d) The oil, liquid or gas shall only be replenished at times when the public is not present in the halls or the arena.
- e) Each working exhibit shall be firmly fixed or placed in such a position that it cannot be overturned.



f) Where working exhibits are within reach of event visitors, notices shall be displayed stating that the appliance is working and should not be touched.

## Risk Assessment

The risk assessment shall cover the stand, work activities and any equipment that will be demonstrated. An assessment of risk is a careful examination of all work-associated activities that could cause harm to people. Hazard means anything that could cause harm (e.g. chemicals, electricity etc). Risk is the chance, great or small, of harm caused by the hazard. You must evaluate the hazards and risks and conclude if existing precautions are adequate or further action is necessary. More information can be found in the relevant HSE publication entitled, Management of Health and Safety at Work; Approved Code of Practice and Essentials of Health and Safety. Further information is available from <http://www.hse.gov.uk/risk/>.

All exhibitors are required to complete a risk assessment and return to [charlotte.hegarty@conferencecollective.co.uk](mailto:charlotte.hegarty@conferencecollective.co.uk)

A simple risk assessment template for all exhibitors can be found on page 26 and should be returned by 28 May 2012. Even if no risks are involved, exhibitors will need to confirm this in writing to the organisers. Space only exhibitors should ask their stand builders to submit this along with stand design plans and any additional information by 14 May 2012

## Insurance

The Organisers and Harrogate International Conference Centre cannot be held responsible for any loss or damage to stands, exhibits, property or equipment. Exhibitors are responsible for insuring against any legal liability incurred in respect of injury or damage to persons or property belonging to themselves or third parties. In addition to this, exhibitors should protect expenditures against abandonment and cancellation or curtailment of the event due to reasons beyond our control.

All exhibitors must sign the health and safety declaration on page 25 confirming they have adequate insurance in place.

## Shipping and delivery information

Deliveries cannot be made and will not be accepted by the venue prior to Saturday 30<sup>th</sup> June 2012. Please be advised that Symposium Mammographicum, the exhibition organisers and the venue cannot accept deliveries on an exhibitor's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made. Please ensure that your courier/company driver has a contact name and phone number for the recipient on site.

Please clearly mark all deliveries:

COMPANY NAME

Symposium Mammographicum – 1-3 July 2012

Stand Name/ Stand Number/ Hall H

Harrogate International Centre

King's Road

Harrogate

HG1 5LA

Number of Boxes [box x of x]

For satellite navigation, use postcode HG1 5LA

## Customs clearance

It is the Exhibitor's responsibility to carry out correct customs formalities for equipment and products arriving from abroad. The HM Customs and Excise office requires 48 hours notice to process customs clearance. The Exhibition



organisers will not be held responsible for any difficulties which may arise in connection with such formalities. Further information should be obtained direct from the National Advice Service at HM Customs and Excise Office. Please telephone: +44 (0) 845 010 9000.

## Collections

Please ensure that any left items are taken with you or collected no later than 18.30 on Tuesday 3 July 2012. Any items not collected will be deemed as waste and disposed of. Please leave items at the designated collection point ready for collection clearly labelled with the delivery name and address, the name, company and stand number of the sender, and also the name and telephone number of the courier company instructed to collect.

## Exhibitor Information in Final Programme

Each exhibiting company is entitled to an acknowledgment of the company in the Final Conference Programme to include a ¼ page company biography – maximum 75 words. Please complete the form on page 24 and return to [charlotte.hegarty@conferencecollective.co.uk](mailto:charlotte.hegarty@conferencecollective.co.uk). **The deadline for receipt of this text is 28 May 2012.**

## Delegate Bag inserts

Exhibitors who wish to include a promotional insert in the delegate bags should contact the Conference Secretariat, The Conference Collective - [Charlotte.hegarty@conferencecollective.co.uk](mailto:Charlotte.hegarty@conferencecollective.co.uk). This promotional literature will be included in each delegate bag provided for delegates and speakers. Flyers are to be provided by the sponsor. (Inserts will be subject to approval before printing by Organising Committee). Cost: £250.00 + Vat

## Final Programme Advertising

The Final Programme will be available to all registered delegates, invited speakers, exhibitors and company personnel at the meeting. It will contain the full scientific programme, including all invited speakers and presenters of free communications, together with a list of all poster presentations. The Final Programme will also contain a list of all sponsors and exhibitors, together with general information on the symposium.

Advertising Rates:

Outside back cover (full colour)	£1,300.00 + Vat
Inside front cover (full colour)	£950.00 + Vat
Inside back cover (full colour)	£800.00 + Vat
Full page inside programme(full colour)	£600.00 + Vat
Half page inside programme(full colour)	£375.00 + Vat

Exhibitors who wish to advertise in the final programme should contact the conference Secretariat, The Conference Collective: [charlotte.hegarty@conferencecollective.co.uk](mailto:charlotte.hegarty@conferencecollective.co.uk). The deadline for receipt of adverts is 28<sup>th</sup> May 2012.

## Exhibitor registration

All exhibitors are required to register and will receive a badge displaying the exhibition company and persons name. Individual company badges will not be accepted. Allowance is made for two persons per stand 9 sq metre stand, additional exhibition staff will be charged at £75.00 + vat per person to include access to the exhibition and welcome reception and buffet supper and all refreshment breaks.

Please provide the names of your exhibition team by completing the relevant section of the Exhibitor Requirements Form.



## Symposium Information

### Scientific Sessions

The Scientific Sessions will be take place in the Harrogate International Centre. The conference programme is available on the Symposium Mammographicum website: [www.conferencesympmamm.org.uk](http://www.conferencesympmamm.org.uk).

### Scientific Poster Presentations

Posters will be located in Hall H alongside the exhibition.

### Registration times

The registration desks will be open at the following times:

Sunday 1<sup>st</sup> July 15.00-20.00

Monday 2<sup>nd</sup> July 08.00-18.00

Tuesday 3<sup>rd</sup> July 08.00-16.00

### Social Events

#### Welcome Reception – Sunday 1st July 2012 – 17.00–19.00

Exhibitors are expected to be present at their stands during the Welcome Reception in the Exhibition Hall. In the unlikely event that the above opening times have to be changed, exhibitors will be notified accordingly. All registered exhibitors are given two tickets to attend the Welcome Reception on Sunday 1<sup>st</sup> July 2012.

#### Gala Dinner- Royal Hall, Monday 2<sup>nd</sup> July 2012

The Symposium Gala Dinner will take place in Royal Hall on Monday 2<sup>nd</sup> July 2012. Exhibitors are welcome to attend this event and tickets can be purchased in advance by completing the relevant section of the Exhibitor Requirements form. Tickets are priced at £45.00 per person and this includes a drinks reception followed by dinner. To book tickets please complete the relevant section of the Exhibitor Requirements form.

### Delegate bags

Each exhibiting company will be provided with a delegate bag containing the final programme and abstract book, delegate list and other conference information. A delegate bag will be distributed to every stand on Sunday 1st July 2012.





## General Information

### Banks

The majority of the main banks are available in the centre of Harrogate. Please check with concierge for directions to the nearest.

### Car parking

200 Pay and Display parking spaces are available for delegates in the Conference Centre underground car park, accessed from Springfield Avenue. Jubilee Car Park, situated on Cheltenham Crescent, has an additional 440 spaces. Please be aware that there is another car park next to HIC's (Green Car Park) which belongs to the Holiday Inn - this car park is completely separate from the HIC. A vehicle holding area and long stay parking for contractor vehicles are located nearby on Dragon Road.

There are disabled parking spaces in the HIC's Red Car park. These spaces are within easy access of the lift. Also, any blue badge holder can park free of charge in any car parking bay.

Please see page 17 for details of car parking charges.

### Cloakroom

There is a cloakroom facility situated on the ground floor foyer of the Conference Centre.

### Damage to the Premises

Any damage, to the venue, incurred from your exhibit or negligence, will be at the responsibility of the exhibitor and should this occur you would be invoiced directly.

### First Aid

The conference secretariat provides first aid and on public events there will be qualified staff on site. In event of a medical emergency, please notify a member of Security or any member of staff for assistance.

### Floor Loading

The maximum floor loading weight for the exhibition hall is 10kN/m<sup>2</sup>.

### Insurance

We recommend sponsors and exhibitors have appropriate insurance and provide the organisers with a copy of this policy. Risk and health and safety assessments should be completed of the stand and event. All risks on loss or damage, transit risks, public liability and property including fixtures and fittings and property of a personal nature should be covered. Please note the organisers and venue are unable to accept responsibility of any of the aforementioned.

### Lunches

An exhibitor lunch station will open 30 minutes before delegates are due to break for lunch on Monday and Tuesday to enable exhibitors to return to their stands before delegates arrive. The delegate lunch break times are as follows:

Monday 2nd July 2012 12:55 – 14:00

Tuesday 3rd July 2012 12:00 – 13:15



### **Messages**

There will be a message board located in the Delegate Registration area for all attendees/exhibitors.

### **Public Liability Insurance**

All Exhibitors must have Public Liability Insurance. Please ensure that your Insurance Certificate is brought on-site as the Exhibition organisers may ask you to produce it for inspection during exhibition build. Please consult your insurance company or brokers to cover you fully against all risks at the Exhibition.

### **Risk Assessment**

All Exhibitors must complete a Risk Assessment Form, which should be returned to the Exhibition organisers before the Exhibition opens.

### **Security**

Please ensure that you wear your exhibitor name badge at all times in the conference area. Security Staff are provided to operate the security control room including the operation and control of a closed circuit television system. The Security Staff also control the access of all vehicle entrances and the operation of all parking areas at the Centre.

### **Smoking Policy**

The Harrogate International Centre is a non-smoking venue throughout.

### **Storage**

A small storage area will be available for your stand materials at the conference, however there is no provision for the storage of packaging materials on site. Exhibitors must make their own arrangements for the removal and storage of all packaging materials, crates, etc. Large numbers of printed materials/boxes should not be stored behind stands and we advise that the minimum amount is stored on your stand for each day. Additional deliveries can be made from 08:00 hrs each morning until the exhibition opens.

### **Trolleys**

Exhibitors are advised to bring trolleys for build-up and breakdown as they are NOT provided by the organisers or venue. Trolleys cannot be used during the exhibition open periods.

### **Truck Parking**

After you have unloaded your materials, please park near the holding area. The cost for parking is £7.50 per bay per day.



## Exhibitor Contact List

### **Shell scheme, furniture, electrics, lighting and accessories:**

Dimension 8  
Dimension House  
28 Clearwater Road,  
Queensway Meadow Industrial Estate,  
Newport, South Wales  
NP19 4ST  
Tel: +44 (0)1633 270808

### **Audio Visual Services:**

Think Audio Visual Ltd,  
Unit 9 Acorn Business Centre,  
Oaks Drive,  
Newmarket CB8 7SX  
Tel: +44 (0) 8450 946 007  
Email: [info@think-av.com](mailto:info@think-av.com)  
Fax: +44 (0) 8700 519 736  
[www.think-av.com](http://www.think-av.com)

### **Catering:**

Kudos Catering  
Harrogate International Centre  
King's Road  
Harrogate  
HG1 5LA  
Tel: +44 (0) 1423 537334  
Email: [hic@kudosknowhow.co.uk](mailto:hic@kudosknowhow.co.uk)  
Fax: +44 (0) 1423 537328



## Travel Guide

### By Car

Harrogate International Centre  
King's Road  
Harrogate  
North Yorkshire  
HG1 5LA

Directions to Harrogate by car

From London: M1 - A1(M):

From the North: A1(M):

From the East: M621 - A1(M):

From the West: M56 - M62 - A1(M):

Then exit A1(M) at Junction 47 signposted Knaresborough and follow Harrogate signs.

There are 210 car parking spaces at the Harrogate International Centre alone, a further 1,200 at the nearby Jubilee and Victoria car parks, plus a 180-space car park specifically for contractors. Harrogate International Centre car parking charges are as follows:

Up to 3 hrs - £4

Up to 6 hrs - £7.50

Up to 12 hours - £11.50

Up to 24 hrs - £13

### By Rail

An excellent train service exists between London/Edinburgh to Leeds/York. Trains run about every half hour (through the week) with average journey times from London of around 2 – 2.5 hours.

When at Leeds/York there is a simple change to a Harrogate bound train. These also run about every half hour (through the week) with an average journey time of 30 – 40 mins.

For more information on trains to and from Harrogate please go to: National Rail Enquiries Tel: 08457 48 49 50  
[www.nationalrail.co.uk](http://www.nationalrail.co.uk)

Other useful train companies:

- Virgin Trains [www.virgintrains.co.uk](http://www.virgintrains.co.uk)
- Transpennine Express [www.tpexpress.co.uk](http://www.tpexpress.co.uk)
- Midland Mainline [www.eastmidlandstrains.co.uk](http://www.eastmidlandstrains.co.uk)

For more details about travelling to Harrogate by public transport, visit [www.transportdirect.info](http://www.transportdirect.info)

Please check with relevant office for current details/timetables.



### By air

Leeds Bradford International Airport (LBA) is the closest airport to Harrogate. There are plenty of regular daily flights from many connections in Europe and worldwide. For more information on flights please visit:

Lbia Tel: 0113 250 9696 [www.leedsbradfordairport.co.uk](http://www.leedsbradfordairport.co.uk)

Other Useful links:

- **Air Southwest** Tel: 0870 241 8202 [www.airsouthwest.com](http://www.airsouthwest.com)
- **Bmi** Tel: 0870 607 0555 [www.flybmi.com](http://www.flybmi.com)
- **Eastern Airways** Tel: 0870 3669 100 [www.easternairways.com](http://www.easternairways.com)
- **Flybe** Tel: 0871 700 0123 [www.flybe.com](http://www.flybe.com)
- **Jet2.com** Tel: 0871 226 1737 [www.jet2.com](http://www.jet2.com)
- **KLM** Tel: 08705 074 074 [www.klm.com](http://www.klm.com)
- **Manx2** Tel: 0871 200 0440 [www.manx2.com](http://www.manx2.com)
- **Pakistan International Airlines** Tel: 01274 731 705 [www.piac.com.pk](http://www.piac.com.pk)
- **Ryanair** Tel: 0871 246 0000 [www.ryanair.com](http://www.ryanair.com)
- **easyJet** (from 17 December 2010) Tel: 0871 244 2366 [www.easyJet.com](http://www.easyJet.com)

### From the Airport

To get from the airport to Harrogate it couldn't be simpler.

Catch the Dales and District 767 bus which will drop you off at the bus station, then it is just a short walk from the HIC. The buses run every 90 minutes. The closest stop to us is Cheltenham Crescent. More information at: [www.dalesanddistrict.co.uk](http://www.dalesanddistrict.co.uk) or Tel: 01677 425203

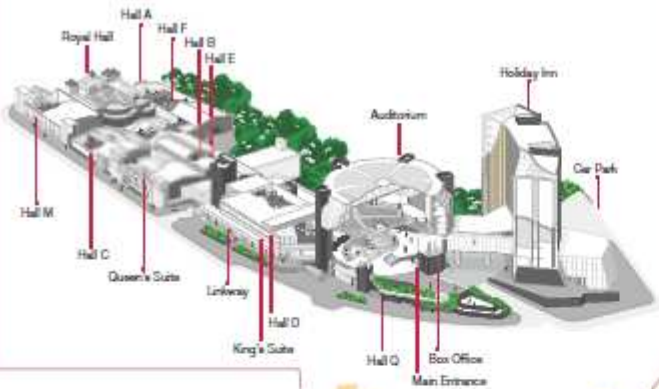
There are also plenty of Taxi firms available:

- Blue line Tel: 01423 530830 [www.bluelinetaxis.co.uk](http://www.bluelinetaxis.co.uk)
- Mainline Taxis Tel: 01423 555555 [www.mainlinetaxis.co.uk](http://www.mainlinetaxis.co.uk)
- Central Radio Cars Tel: 01423 505050 [www.centralradiocars.co.uk](http://www.centralradiocars.co.uk)
- Yellow Line Tel: 01423 508000
- Star Cars Tel: 01423 500515





## Harrogate International Centre



## Hotels in Harrogate

- |                    |                      |
|--------------------|----------------------|
| 1 Kimberley Hotel  | 8 Grants Hotel       |
| 2 Majestic Hotel   | 9 Holiday Inn Hotel  |
| 3 Old Swan Hotel   | 10 Cairn Hotel       |
| 4 St George Hotel  | 11 Cedar Court Hotel |
| 5 Crown Hotel      | 12 Studley Hotel     |
| 6 White Hart Hotel | 13 Yorkshire Hotel   |
| 7 Hotel du Vin     |                      |

## Harrogate Town Centre

- |          |  |               |  |
|----------|--|---------------|--|
| Car Park |  | Bus Station   |  |
| Hotel    |  | Train Station |  |
|          |  | Tourist Info  |  |

Approx Scale of Miles  
0 1/4





## Accommodation

The Conference Secretariat, Conference Collective, has negotiated rates at a number of hotels close to the conference centre. Exhibitors wishing to book accommodation should complete the relevant section of the Exhibitor Requirements Form:

<b>Hotel</b>	<b>Rates</b>	<b>Description</b>
Holiday Inn	£129.00 Single occupancy	Located next door to Harrogate International Centre with views over the rolling Yorkshire Dales. Leeds Bradford Airport is 12 miles from the hotel, and there's an underground car park. Guests can use facilities at the Harrogate Academy & Spa, including a pool and tennis courts. All 214 rooms include free morning newspaper, cable/satellite tv, high-speed Internet Access, a hairdryer, Tea Making facilities, iron/ironing board, and a trouser press. All rooms are non-smoking.
Kimberley	£95.00 Single Occupancy	The Kimberley Hotel, a few minutes' walk from the International Conference Centre, is a 93 bedroom classic, yet contemporary hotel with up to date facilities and a stylish new bistro. All of the rooms include plasma tvs (except budget rooms), tea & coffee making facilities, complimentary WIFI access, Freeview TV, a hair dryer and lift access.
Old Swan	£100.00 Single occupancy	A short walk from the Harrogate International Centre and the town centre, the Old Swan is one of the most famous hotels in Harrogate. The 136 contemporary-styled bedrooms include a TV and radio, trouser press, hairdryer and tea & coffee-making facilities. The Wedgwood Restaurant or more intimate Library serve menus featuring fresh, local ingredients, and afternoon tea is served in front of a log fire in the Swan Lounge and Bar.
Yorkshire	£75.00 Single Occupancy	A 3 minute walk from The Harrogate International centre, the Yorkshire Hotel is situated in the heart of Harrogate. Harrogate train station is a 3 minute walk and Leeds Bradford Airport a 20 minute drive away. In room facilities include flat screen TV, free wireless internet, tea & coffee making facilities, hairdryer and 24 hour room service. All bedrooms are non-smoking.
Crown	£95.00 Single Occupancy	A few minutes from the Harrogate International Centre, the Crown's 114 bedrooms include 24 hour room service, broadband connection through modem link, television, radio, movie and CD system, tea & coffee facilities, iron & ironing board, hair dryer, limited complimentary car parking.
Cedar Court	£109.00 Single Occupancy	The 100 bedrooms include a welcome refreshment tray, tv, trouser press, hair dryer, free WIFI, gym, and free car parking.
Cairn Hotel	£86.00 Single Occupancy	Located 5 minutes from the centre of town, the 135 bedrooms include a tv, hospitality tray, trouser press and 24 hour room service.
Majestic	£125 Single Occupancy	Located adjacent to the Harrogate International Centre the majestic has 167 bedrooms. Guest facilities include the Majestic Restaurant, Victoria Regency Bar, Orchid Spa, and a Health Club with an indoor swimming pool, sauna, Jacuzzi and fully equipped gym. Rooms include wireless internet access, satellite television and complimentary refreshment trays.



## Exhibitor Requirements form

<b>Company Name</b>			
<b>Contact Name</b>			
<b>Stand Number</b>			
<b>Address</b>			
<b>Email</b>			
<b>Telephone</b>			
<b>Attendees</b>	<b>(Please note each exhibition stand includes two passes). If you wish to register extra attendees there is a cost of £75.00 per person +Vat) Please state attendees names below:</b>		
	1	2	
	3	4	
	5	6	
	7	8	
<b>Any special access or dietary requirements:</b>			

## Accommodation Requirements

<b>Preferred hotel</b>	<b>(Name of Hotel)</b>				
<b>Guest Name</b>	<b>Occupancy (single/double/twin)</b>	<b>Arrival Date</b>	<b>Departure Date</b>	<b>No of Nights</b>	<b>Total Cost</b>
<b>Gala Dinner- Royal Hall, Monday 2<sup>nd</sup> July 2012</b> - The Symposium Gala Dinner will take place in Royal Hall on Monday 2 <sup>nd</sup> July 2012. Exhibitors are welcome to attend this event .Tickets are priced at £45.00 per person and this includes a drinks reception followed by dinner.					
<b>Guest name 1</b>			<b>No of tickets @ £45.00 each</b>		<b>Total Cost</b>
<b>Guest name 2</b>					<b>£</b>
<b>Guest name 3</b>					
<b>Any special access or dietary requirements:</b>					



## Payment Details

**Please complete the following to confirm method of payment for accommodation and Symposium Dinner**

Total Cost: £. \_\_\_\_\_ Date of booking: \_\_\_\_\_

Payment Details

I enclose a cheque payable to 'Symposium Mammographicum' and drawn on a UK bank

Please invoice us:

Invoice Address (if different from above): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purchase Order Number \_\_\_\_\_

**Please return with full payment to:**

SM2010 Exhibitor Desk, **The Conference Collective**, 114 High Street, Hampton Hill, Middlesex, TW12 1NT

Email: [sympmamm@conferencecollective.co.uk](mailto:sympmamm@conferencecollective.co.uk)

Telephone: +44 (0) 20 8977 7997

**Please keep a copy for your records**



## Access Requirements

To construct a timetable for loading and unloading during build days we require some information.

### Build Access Times

Sunday 1st July – Space only                      10:00 – 13:00    OR    13:00 – 17:00  
 Sunday 1st July: All Stands                      08:00 – 12:00    OR    12:00 – 16:00

### Please complete all details below

Exhibitor Name	
Stand Number	
Contact Name	
Contact Number	

Name of contractor(s)/stand builder	Tel:	
	Tel:	
	Tel:	
	Tel:	

### Badges/passes required

Please specify below the number of build up/breakdown passes and vehicle passes required by you and your contractor. All contractors/exhibitors requiring access to the halls on Saturday/Sunday will require a build up pass/vehicle pass. Please note that you may use your exhibitor badge on Monday/Tuesday to gain access to the halls if entering the Harrogate International Centre via the main entrance. If you wish to access the halls via the loading bays on Tuesday you will still require a build up and vehicle pass. If you are driving and unloading via the loading bays, you will require a build up/breakdown pass for each person and a vehicle pass (loading/unloading) for each vehicle used. Vehicle passes will be distributed onsite once vehicles arrive in the holding bay.

Couriers delivering stand items will NOT require any build up/breakdown passes or vehicle passes

Number of build up passes	
Number of break down passes	
Number of Vehicle Passes – Build-up	
Number of Vehicle Passes - Breakdown	

### Desired Access Time

Build up      Sunday 1st July – Space only                       10:00 – 13:00                       13:00 – 17:00  
                   Sunday 1st July: All Stands                       08:00 – 12:00                       12:00 – 16:00

Breakdown    Tuesday 3rd July     15:30 – 17:00                       17:00 -18:30

Your access time cannot be guaranteed and we will contact you within three weeks of the event if we need to change it.

Please return to [charlotte.hegarty@conferencecollective.co.uk](mailto:charlotte.hegarty@conferencecollective.co.uk)





## Exhibition guide entry

Each exhibiting company is entitled to an acknowledgment of the company in the Final Conference Programme to include a ¼ page company biography – maximum 75 words. Entries that exceed 75 words will be edited without the exhibitor's approval. We reserve the right to edit entries without the exhibitor's approval, to conform to the Symposium Mammographicum house style.

**The deadline for receipt of this text is 28 May 2012.**

**Please return to:**

SM2012 Exhibitor Desk, **The Conference Collective, 114 High Street, Hampton Hill, Middlesex TW12 1NT**

**Email:** [charlotte.hegarty@conferencecollective.co.uk](mailto:charlotte.hegarty@conferencecollective.co.uk)

**Telephone:** 020 8977 7997

Organisation name:
Contact name:
Stand No:
Address:
Postcode:
Tel No: <span style="float: right;">Fax No:</span>
Email:
Website:
<b>Your descriptive entry</b>

**Please keep a copy for your records**



## **Health and Safety and Insurance Declaration**

**TO BE COMPLETED BY ALL EXHIBITORS AND RETURNED WITH A RISK ASSESSMENT**

Company name \_\_\_\_\_ Stand no \_\_\_\_\_

The Health and Safety at Work Act, etc, 1974 (HASAWA74)

It is a condition of entry into the exhibition that every Exhibitor, Contractor, sub-Contractor, supplier and their agents comply with the HASAWA74 and all other legislation covering the venue. The Exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others' health and safety is not put at risk by their actions (or inactions) throughout tenancy. The exhibitor confirms that its staff will be sufficiently instructed and trained in relevant matters in order to carry out their tasks competently:

a) We are SHELL SCHEME and are using the Symposium Mammographicum 2012 recommended contractors. We have trained and made our stand staff aware of the potential risks present onsite and we will copy them in with any additional safety information. We will complete and return a risk assessment by 28<sup>th</sup> May. Any significant risks caused by our exhibits, demonstrations and work practises to either ourselves or others onsite are detailed on the form OR if our exhibits, demonstrations and work practises cause NO HAZARD to either ourselves or others onsite our risk assessment form will be marked clearly 'NO/ONLY LOW RISKS'

b) We are SPACE ONLY. My principal contractor(s) (named below) has undertaken a specific Risk Assessment for this event in accordance with the HASAWA74. They have trained and notified their staff and sub-contractors in all such areas identified as being of risk. A copy will be forwarded to the Organisers by 28<sup>th</sup> May.

### **Stand contractor 1**

Company \_\_\_\_\_ Contact name \_\_\_\_\_  
Address \_\_\_\_\_  
Tel \_\_\_\_\_ Email \_\_\_\_\_

### **Stand contractor 2**

Company \_\_\_\_\_ Contact name \_\_\_\_\_  
Address \_\_\_\_\_  
Tel \_\_\_\_\_ Email \_\_\_\_\_

### **Insurance and public liability**

I confirm that we have adequate public liability insurance in place to protect ourselves against any loss or damage to our stand, exhibits, property and personnel and for any legal liability incurred in respect of injury or damage to persons or property belonging to third parties.

Health and Safety Representative on the stand will be \_\_\_\_\_  
Position \_\_\_\_\_ Mobile No \_\_\_\_\_

### **Declaration**

Authorised by \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_ Position \_\_\_\_\_

Please return to [charlotte.hegarty@conferencecollective.co.uk](mailto:charlotte.hegarty@conferencecollective.co.uk) by **28<sup>th</sup> May 2012**.



## Risk Assessment

All exhibitors are required to complete a risk assessment. Even if you do not think there are any risks this must be confirmed in writing. This template is for use by shell scheme exhibitors only where no construction is required. Space only exhibitors must ask their stand builders to complete and submit a thorough risk and assessment and method statement.

Company name: \_\_\_\_\_ Stand no: \_\_\_\_\_  
 Completed by (name): \_\_\_\_\_ Phone: \_\_\_\_\_

Please describe below any tasks and potential hazards or risks entailed in setting up/breaking down your stand

	1	2	3
Task			
Description of hazard (fire, injury etc)			
Products to be stored/displayed			
Consequence of hazard (*delete)			
Persons at risk			
Current control method			
Other relevant information			

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return to [charlotte.hegarty@conferencecollective.co.uk](mailto:charlotte.hegarty@conferencecollective.co.uk) by 28<sup>th</sup> May 2012.**



## Risk assessment template guide

HAZARDS	CONSEQUENCES	WHO IS AT RISK	RISK LEVEL	CONTROLS	ACTION LEVEL
<p><b>Identify the hazards.</b></p> <p>List the hazards:</p> <p>NB - Below is a list of potential areas that hazards may arise from:</p> <p>Adverse weather Complex structure Compressed air Dust/fumes Electricity Falling objects Fall from height Fire Gas/LPG Hazardous substance Special effect Stored energy Use of lifting equipment Use of vehicles Use of work equipment Equipment/machinery Explosion Extreme temperature Noise Radiation Slip/fall Water features</p>	<p><b>What could result from the hazards?</b></p> <p>List the results:</p> <p>NB - Consider the likely effects which could lead to any of the following:</p> <p>First aid injury</p> <p>RIDDOR 3 day injury Serious injury – Usually an injury from which full recovery is likely.</p> <p>Death or very serious Injury to one person - Life changing injury from which full recovery is unlikely.</p> <p>Death or very serious injury to more than one person.</p>	<p><b>Who might be harmed?</b></p> <p>List everyone who might be harmed by each hazard:</p> <p>Example</p> <ul style="list-style-type: none"> <li>• Organiser’s staff</li> <li>• Venue staff</li> <li>• Exhibitors</li> <li>• Contractors</li> <li>• Young/new inexperienced staff</li> <li>• Disabled</li> <li>• Children</li> <li>• New and expectant mothers</li> <li>• Trespassers</li> <li>• Pedestrians and drivers around the venue</li> <li>• Local inhabitants</li> </ul>	<p><b>Calculate the level of Risk:</b></p> <p>To calculate the risk level, use the formula below, where:</p> <p>Probability (1-5) X Severity (1-5) = Risk (between 1-25)</p> <p><math>P \times S = R</math></p>	<p><b>What controls can be implemented to reduce either the probability or severity of the risk?</b></p> <p>NB - Consider the risk control hierarchy:</p> <ul style="list-style-type: none"> <li>• Eliminate</li> <li>• Substitute</li> <li>• Reduce</li> <li>• Isolate</li> <li>• Control</li> <li>• PPE</li> <li>• Discipline</li> </ul>	<p><b>Once the controls have been considered and recorded, re-calculate the Risk Level (PxS=R) and determine the Action Level, where:</b></p> <p><b>High 8+ =</b> Immediate action required</p> <p><b>Medium 5-7 =</b> Justify and review each event day</p> <p><b>Low 1-4 =</b> No further action required</p>







## Catering Order Form

Price Date From: January 2012



T: +44 (0)1423 537334 | F: +44 (0) 1423 537328 | E: hic@kudosknowhow.co.uk | Harrogate International Centre, Kings Road, Harrogate, North Yorkshire HG1 5LA

Contact Name:	
Company Name:	
Invoice Address:	
Contact Number:	

Exhibition Name:	
Stand Number:	
On-show Contact:	
On-show Contact Number:	
Date of Show:	
Email Address:	

### Breakfast:

Item	Price	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total
Breakfast Bacon Rolls (Minimum Order 10)	£ 3.80								£ -
Breakfast Vegetarian Rolls (Minimum Order 10)	£ 3.80								£ -
Handmade Brunch Skewers (18)	£ 38.00								£ -
Cocktail Danish Selection (12)	£ 13.80								£ -
Fresh Fruit Platter (10)	£ 21.40								£ -
Fresh Fruit Skewers (12)	£ 26.00								£ -
Fruit Basket (10)	£ 10.00								£ -

### Food Items:

Item	Price	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total
8 Rounds of Assorted Sandwiches	£ 26.40								£ -
8 Rounds of Assorted Vegetarian Sandwiches	£ 26.40								£ -
Mixed Savoury Turnovers (9)	£ 15.60								£ -
Gourmet Flavoured Sausage Roll Selection (16)	£ 15.25								£ -
Selection of 30 Canapes	£ 38.90								£ -
Packed Lunch (Sandwiches, Crisps, Fruit, Mineral Water)	£ 8.95								£ -
Buffet Lunch (Sandwiches, Kettle Crisps, Fresh Fruit Platters)	£ 8.75								£ -
Cheese and Continental Meat Platters (Serves 10)	£ 26.85								£ -
Nuts (250g) Bowl	£ 2.85								£ -
Kettle Crisps (150g) Bowl	£ 3.95								£ -

### Sweet Tooth:

Item	Price	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total
Mini Muffins (12)	£ 12.00								£ -
Assorted Sweet Biscuits	£ 14.20								£ -
Tin of Chocolates	£ 12.50								£ -
Afternoon Tea (Traditional Tea and Homemade Scones with Jam and Cream - Minimum for 10 People)	£ 4.75								£ -

### Water:

Item	Price	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total
Water Tower Hire (per 3 Days) (Includes 19 L Water Carboy and 100 Plastic Cups)	£ 83.50								£ -
Water Carboy Replacements (19L)	£ 11.50								£ -
Sparkling Water (75cl) Bottle	£ 3.95								£ -
Still Water (75cl) Bottle	£ 3.95								£ -
Sparkling Water (24 x 500ml)	£ 36.00								£ -
Sparkling Water (24 x 500ml)	£ 36.00								£ -



Price Date From: January 2012

**Tea & Coffee:**

Item	Price	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total
50 Cup Tea and Coffee Package to inc: Kettle Hire. Twining Teas Bags (25), Filter Coffee machine (3kw), 4 Coffee Sachets and Filters, Hot Drinks Cups (50), Plastic Teaspoons (50), Sugar (50), UHT Milk (50)	£ 75.00								£ -
100 Cup Tea and Coffee Package to inc: Kettle Hire. Twining Teas Bags (50), Filter Coffee machine (3kw), 5 Coffee Sachets and Filters, Hot Drinks Cups (100), Plastic Teaspoons (50), Sugar (50), UHT Milk (100)	£ 101.00								£ -
Additional Twinings Tea Bags	£ 3.95								£ -
Additional Ground Coffee Sachet & Filter	£ 4.70								£ -
Instant Coffee (750g)	£ 23.35								£ -
Additional Brown Sugar (50)	£ 1.75								£ -
Additional White Sugar (50)	£ 1.75								£ -
Sweetener Sachets (50)	£ 1.85								£ -
UHT portions (120x 12ml)	£ 8.35								£ -
Fresh Milk (2Litre)	£ 2.65								£ -

**Beverages:**

Item	Price	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total
House Champagne (Inc Hire of 6 Flutes)	£ 56.65								£ -
Sparkling Wine (Inc Hire of 6 Flutes)	£ 24.70								£ -
House White Wine (Inc Hire of 6 Glasses)	£ 16.50								£ -
House Red Wine (Inc Hire of 6 Glasses)	£ 16.50								£ -
Bottled Beer (275ml bottle)	£ 3.60								£ -
7up (12 x 500ml)	£ 26.40								£ -
Diet Pepsi (12 x 500ml)	£ 26.40								£ -
Pepsi (12 x 500ml)	£ 26.40								£ -
Orange Juice (1 litre carton)	£ 4.95								£ -
Ice (1kg bag)	£ 2.70								£ -

**Disposables & Hire:**

Item	Price	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total
Hot Drinks Cups (50 x 12oz)	£ 4.85								£ -
Plastic Cups (100 x 200ml)	£ 7.00								£ -
Stemmed Disposable Wine Glasses (20 x 5oz)	£ 5.25								£ -
Plastic Teaspoons (50)	£ 2.70								£ -
Small Disposable Plates (50 x 17cm)	£ 8.60								£ -
Paper Napkins (10)	£ 0.80								£ -
Refuse Sack (each)	£ 0.35								£ -
China Mug Hire (12 per day)	£ 10.15								£ -
Electric Kettle Hire 3kw (per day)	£ 6.75								£ -
Filter Coffee Machine Hire 3kw (per day)	£ 13.00								£ -
Catering Assistant Hire (per hour, min 4 hrs per day)	£ 13.35								£ -
Ice Bucket Hire (per day)	£ 5.55								£ -
Tablecloths 70 X 70 (Each)	£ 5.30								£ -

<b>Sub Total</b>	£	-
<b>VAT @20%</b>	£	-
<b>Grand Total</b>	£	-



Price Date From: January 2012



T: +44 (0)1423 537334 | F: +44 (0) 1423 537328 | E: hic@kudosknowhow.co.uk | Harrogate International Centre, Kings Road, Harrogate, North Yorkshire HG1 5LA

#### Prices

All prices quoted are exclusive of VAT at the current rate. - Kudos Catering (UK) Limited VAT number is 863736005

Credit card transactions will attract a 4% administration surcharge.

#### Stand Hospitality

We will happily work with you to provide a bespoke hospitality package in order for something special to be offered to your clientele.

#### To place your order

Please complete the attached order form and e-mail it to us at hic@kudosknowhow.co.uk no later than two weeks before the start date of your show. Upon receipt of your order, Kudos Catering (UK) Limited will issue you with an invoice for which payment is required within 7 days.

As we do not operate a sale or return policy, all items ordered prior to the event will be delivered to your stand in full and invoiced in full.

Subject to availability additional items can be delivered during the show. All additional items must be signed for upon delivery and paid for before the end of the show.

#### Delivery

All stand orders are free of delivery charge. Due to volume of orders received, it is not always possible to guarantee a specific time. If a specific time is required the delivery time will be approximate by one hour either side of the requested time.

#### Equipment Hire

It is the stand holder's responsibility to return any hired equipment to the catering department. Full replacement cost will be charged for any breakages or items that are not returned to the stand order office.

#### Terms and Conditions

Kudos Catering (UK) Limited, in conjunction with the Harrogate International Centre, reserves the right to sell and provide all catering equipment and refreshments including food, wine, spirits, beers and other alcoholic and non-alcoholic beverages, consumed on the premises and reserves the right to impose a surcharge on any goods not supplied by themselves.



## Furniture and Display Hire Price

- \* All prices shown are subject to VAT at 20%
- \* All Prices shown cover the hire cost for the duration of the exhibition.
- \* Prices include delivery and collection of hire equipment
- \* Customers are responsible for all goods hired from time of delivery until collection. Customers are advised to insure themselves against loss or damage to goods hired.

All Dimensions are shown in mm

## Package Deals

Code	Product	Description	Price
PD 1	2 Chairs & 1 Table	2 x SE100, 1x T08	£98.00
PD 2	2 Chairs, 1 Table, 1 Literature Stand	2 x SE100, 1x T08, 1 x D06	£156.00
PD 3	4 Chairs, 1 Table, 1 Literature Stand	4 x SE100, 1x T08, 1 x D06	£203.50

## Chair Range

Code	Product	Description	Dimensions Height Width		Price
SE 100	Beech Curve Chair	Chrome Frame, Curved Beech Seat	840	440	£28.00
SF01	2 Seater Sofa	Leather Sofa Black	740	1440	£317.00
SF01	2 Seater Sofa	Fabric Sofa White	650	1800	£317.00
SE 55	Classic Curve Chair	Chrome Frame, Black Upholstery	760	420	£33.50
C04	Metal Banquet Chair	Burgundy draylon, Gold Frame			£11.50
G04	Bistro Chair	Aluminium	730	500	£28.00
SE CN30	Conference Stacking	Chrome Frame, Charcoal Upholstery	780	440	£20.00
SE PP1	Basic Stacking Chair	Black Steel Frame (Black)	690	500	£9.00
SEWWSA	Executive Office Chair	Height Adjustable	810	1000	£58.50
SE 001	Adjustable Office Chair	Height Adjustable	810	1000	£51.00
SE TUB1	Single Tub Chair	Single, Upholstered Blue Tub	840	700	£58.00
C13	Lounge Corner Unit	Blue Upholstered			£50.00
SE ASSN	Lounge Chair	Blue Upholstered	680	560	£50.00
SE ATAB	Lounge Coffee Table	Table Blue Upholstery, Beech top	330	610	£36.00



## FURNITURE & DISPLAY HIRE PRICE LIST



### Stool Range

Code	Product	Description	Dimensions Height Width		Price
SG 16	Classic Beech Stool	Chrome Frame, beech Seat	900	380	£39.00
SG 1	Classic Stool	Chrome Frame & Upholstery	900	380	£39.00
SG 9	Leatherette Bar Stool	Chrome Frame, Black Leather padded Seat	800	380	£39.00
SG 53	Executive Stool	Chrome Frame, Navy or Black Upholstery	900	380	£39.00

### Table Range

Code	Product	Description	Dimensions Height Diam		Price
T08	Round Table	Beech laminated top, chrome frame	740	1000	£53.50
T420	Bistro Round Table	Brushed chrome top, chrome frame	740	800	£44.50
TCT1	Tall Table (Chrome Top)	Brushed Chrome Top, chrome Post & Base	1200	600	£64.50
TBT1	Tall Table (Beech Top)	Beech laminate Top, Chrome Post & Base	1200	600	£64.50
TBL1	Tall Table (Black Top)	Black laminate Top, Chrome Post & Base	1200	600	£64.50
T110	Glass Top Table	Chrome Frame, Glass Top	740	1000	£89.00
T02	Desk with Pedestal	Beech Top, 3 drawer pedestal	H740 x L1200 x w800		£83.50
T670	Rectangular Table	Rectangular Beech Top	H740 x L1200 x w800		£44.50
T01	Folding Trestle Table	Wooden top, folding legs	1200	600	£28.00
T07	Square Coffee Table	Beech, Black or White	320	600	£33.50

### Literature Stands

Code	Product	Description	Price
D06	Rigid Literature Stand	Metal finish A4	£75.00
L 11	Perspex Literature Stand	Perspex Finished A4 Literature Stand	£75.00
GC1	Corner reception Desk	Beech top, white Octanorm base	£133.50
L 13	Chrome Literature Shelves	Chrome Finished, 4 Shelves	£72.50



## FURNITURE & DISPLAY HIRE PRICE LIST



### Showcases & Reception Units

Code	Product	Description	Dimensions			Price
			H	W	D	
F 11	Full Glass Showcase	Glass case with shelf & lock Door	900	1000	500	£167.00
F 12	Lockable Quarter Glass Showcase	Glass Upper, Lower Storage Area	900	1000	500	£156.00
F 13	Lockable Counter	Lockable Door & Shelf Unit	900	1000	400	£89.00
M 14	Tower Cabinet	Glass, Internal Shelves	1860	410	410	£206.00

### Storage Cupboards

Code	Product	Description	Dimensions			Price
			H	W	D	
	Roller Banner Stand	Full colour graphic, with carry case	2100	800		P.O.A
	Quick Pop-up System	Full colour graphic system with pull-along case and accessories				P.O.A

### Accessory Range

Code	Product	Description	Price
A 10A	Water Cooler (Full)	Cold Water Cooler 18Lt	£86.50
A 10B	18Lt Water Refill	18Lt Refill	£22.50
A 10C	Additional Cups	Plastic Cups	£8.50
A 11	Laptop Plinth	Beech top, Octanorm construction with beech infills	£83.50
A 13	Carry Bag Stand	Octanorm Bag Stand (4 Pegs)	£39.00
A 14	Vacuum Cleaner	Upright Vacuum Cleaner	£40.00
A 15	Long Cheval Mirror	Long Mirror with Black Frame	£41.50
A 16	140 Litre Refrigerator	Contains Small Freezer Compartment	£86.50
A17	Small Lockable Safe	Compact Safe, with digital password	£105.50
A 18	Large Garment Rail	5' Garment Rail with Castors (H5'3 x W5')	£32.50
A 19	Waste Paper Basket	Metal Mesh Waste Paper Basket	£ 6.50
A 21	Cash Register	Sharp XE-A110 Cash Register	£105.50
A22	Velcro Hook/Loop	Available in 2m lengths Available in 25m rolls	£ 9.00 £44.50
A23	Kettle	Domestic kettle, 3kw socket recommended	£28.00
A24	Hat/Coat Stand	Free-standing coat stand	£25.00





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## TERMS & CONDITIONS

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1. The hire prices quoted are for the duration of the event or exhibition for which they are hired up to a maximum of 14 days, and exclude VAT, which is added at 20%. (Prices listed are based on events that Dimension 8 are committed to attending) Additional delivery charges will be arranged for private exhibitions or events.
2. All contracts of hire shall be deemed to include these terms and conditions. No variation or addition to these conditions is effective unless agreed, in writing, by a director of Dimension 8.
3. The hirer's liabilities will commence from the time the articles are delivered to the event or exhibition for which they are hired until they are collected from the site by Dimension 8. During this period the hirer will:-
  - a) Keep hired articles fully insured to their full replacement value against all eventualities. Please note that hirer's are responsible for a period of insurance both 2 days prior to the exhibition and event and 2 days after the exhibition or event completion.
  - b) Keep, at the hirer's own expense, all articles in good and sustainable repair and condition. Hirer's are responsible to pay Dimension 8 the full replacement value of the hired articles plus the original hire charge if articles are damaged beyond repair or lost by fire, theft or any other cause whatsoever. Articles that require repair will be paid in full by the hirer.
4. It is the responsibility of the hirer (you) at each event or exhibition to accept the hire articles and to provide a written receipt of acceptance. If the hirer fails to provide for this, he will not be permitted to dispute subsequently the facts of the delivery and be deemed to have accepted these conditions and delivery.
5. At the discretion of the company a cancellation charge of 25% will be made in respect of orders cancelled prior to the event or exhibition. Dimension 8 reserves the rights to invoice in full for any articles that have been delivered to the site.
6. All hire equipment must be emptied of personal belongings prior to collection.
7. Dimension 8 will not be liable for any:-
  - a) Loss or damage to any of the hirer's own property
  - b) Delay or failure to deliver due to circumstances which are outside its control
  - c) Damage or injury caused by the misuse of the company property
  - d) Dilapidation charges for fixing of flooring covering at events or exhibitions. Prices include laying of carpet and not for taking up at the end of event or exhibition, the client is also responsible for the removal of adhesive tapes.
8. Dimension 8 reserves the right to make substitutes without prior notice for furniture that may be unavailable.
9. Dimension 8 reserves the right to suspend or cancel any services (in whole or in part) under Its contract with the hirer where the hirer is in breach of that contract or in breach of any credit arrangements.
10. Any complaints should be made in writing and presented to a Dimension 8 representative during the open period of the event or exhibition.
11. Dimension 8 do not exclude liability for loss of, or damage to, the exhibits or property of the customer where this has been caused by our negligence, providing that any claim in this respect is made within writing within 14 days of the problem having been brought to our notice. Any claim shall be limited to the amount of any loss or diminution in value of the goods and not in respect of consequential costs incurred by the company.
12. Dimension 8 do not exclude our liability in respect of death or personal injury to any party resulting from negligence of ourselves, our servants or agents.contractors, if any)





## Additional Electrical Items

Symposium Mammographicum  
1<sup>st</sup> – 3<sup>rd</sup> July, 2012  
*Harrogate International Centre*

CODE	DESCRIPTION	PRICE £	QTY	TOTAL £
GP	General purpose spotlight	£ 46.00	_____	_____
F8	8ft Fluorescent Fitting	£ 50.00	_____	_____
F6	6ft Fluorescent Fitting	£ 47.00	_____	_____
F5	5ft Fluorescent Fitting	£ 44.50	_____	_____
F4	4FT Fluorescent Fitting	-----	_____	_____
SK1	13 amp socket @ 500 watt	£ 94.50	_____	_____
SK2	13 amp socket @ 1000w	£128.00	_____	_____
SK3	13 amp socket @ 2000w	£161.50	_____	_____
SK4	13 amp socket @ 3000w	£233.50	_____	_____
CO	Clients own connection up to 500w	£ 94.50	_____	_____
LT8	8ft Lighting track including 8 No GP spotlights	£234.00	_____	_____
LT4	4ft Lighting track including 4 No GP spotlights	£121.50	_____	_____
LV	Low Voltage spotlights @ 50 watts	£ 53.50	_____	_____
SP1	Please add 20% for 24hr supply	£	_____	_____
SP2	Special	£	_____	_____
<b>TOTAL</b>				_____
<b>VAT @ 20%</b>				_____
<b>GRAND TOTAL</b>				_____

**PLEASE RETURN WITH REMITTANCE  
BY 15<sup>th</sup> June 2012.**

**A VAT INVOICE WILL BE ISSUED BY RETURN.**

**No orders will be undertaken until payment received. Credit card payments may be made to the office as below.**

Company Name: \_\_\_\_\_ Stand No: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN TO: Dimension 8 Ltd, 28 Clearwater Road, Queensway Meadows, Newport, South Wales NP19 4ST  
Tel: 01633 270808 Fax: 01633 274141 Email: info@dimension8.com**



## Additional Standfitting Items

Symposium Mammographicum  
1<sup>st</sup> – 3<sup>rd</sup> July, 2012  
Harrogate International Centre

CODE	DESCRIPTION	PRICE £	QTY	TOTAL £
An	Additional wall panel 2.5 x 1m wide	£61.50	_____	_____
AG	Glass wall panel 2.5 x 1m wide	£100.00	_____	_____
B	Lockable door	£122.50	_____	_____
C	Curtained entrance (Grey)	£89.00	_____	_____
D	Hat & Coat rack	£ 28.00	_____	_____
E	Flat shelf	£ 33.50	_____	_____
F	Angled shelf	£ 36.50	_____	_____
G	Garment rail	£ 28.00	_____	_____
H	Chain hanging packs	£ 20.00	_____	_____
I	Literature dispenser	£ 75.00	_____	_____
J	Lockable counter	£ 89.00	_____	_____
K	Lockable Showcase	£178.00	_____	_____
L	Muslin Ceiling	£ 13.50 Psm	_____	_____
M	Colour change	£ 78.00 psm	_____	_____
N	Raised platform	£ 25.00 psm	_____	_____
O	Flooring	£ 20.00 psm	_____	_____
P	Night sheeting	£ 17.00 plm	_____	_____
Q	Display board	£ 58.00	_____	_____
R	Carpet	£ 7.00 psm	_____	_____
S	Velcro roll	£ 44.50	_____	_____
T	Velcro 1m lengths	£ 4.50 psm	_____	_____

**TOTAL** \_\_\_\_\_

**PLEASE RETURN WITH REMITTANCE  
BY 15<sup>th</sup> June 2012.**

**VAT @ 20.00%** \_\_\_\_\_

**A VAT INVOICE WILL BE ISSUED BY RETURN.**

**GRAND TOTAL** \_\_\_\_\_

**No orders will be undertaken until payment received. Credit card payments may be made to the office as below.**

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**RETURN TO: Dimension 8 Ltd, 28 Clearwater Road, Queensway Meadows, Newport, South Wales NP19 4ST  
Tel: 01633 270808 Fax: 01633 274141 Email: info@dimension8.com**



## Terms & Conditions

### Conditions

The organisers and Symposium Mammographicum are responsible for the event. The sponsors and exhibitors are responsible for the control and supervision of their own stands. The organiser's decision is final and decisive on any points not covered within the pack. Any decisions made will be in the interest of the event and all parties as a whole.

### DEFINITIONS

The term "Exhibition" in all cases refers to the Exhibition being held in conjunction with Symposium Mammographicum Exhibition. The term "Exhibitor" includes any person, firm, company or corporation and its employees and agents to whom space has been allocated for the purpose of exhibiting at the Exhibition. The term "Organiser" means Happening NI Limited on behalf of the Organising Committee. The term "Premises" refers to those portions of the stated venue licensed to the Organisers.

### APPLICATION

The Organisers reserve the right to refuse any application or prohibit any exhibit without assigning any reason for such refusal or prohibition.

### EXHIBITION DATES & CANCELLATION

The Organisers reserve the right to postpone the Exhibition from the set dates, and to hold the Exhibition at another venue on other dates as near to the original dates as possible, utilising the right only when circumstances necessitate such action and without any liability to the Organisers.

The Organisers accept no responsibility for any damages if the event is not performed due to any obstacle or hindrance outside the control of the Organisers, which the Organisers could not reasonably have foreseen and which the Organisers could not have avoided at a reasonable effort of cost. Such obstacles and hindrances include, but are not limited to, the outbreak of war, civil riots, governmental or other obstacles for the freedom of travel, union actions, natural disasters, fire, flooding and any other circumstances that fall within the meaning of the above.

### EXHIBITION LAYOUT

The Organisers reserve the right to change the exhibition floor layout if necessary. The Organisers reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the stand and the Exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the Organisers.

### CONTRACT CANCELLATION

In exceptional circumstances the Organisers will be prepared to consider cancellation of their Contract with Exhibitors, but only if the following conditions are complied with:

1. that the request for cancellation is submitted by registered post
2. 100% of the contract price for any cancellations received within 3 months prior to the opening of the exhibition.
3. that the Organisers are able to re-let the cancelled space in its entirety
4. that the reason given for the request of the cancellation is, in the opinion of the Organisers, well founded.

In the event of an application for stand space being refused by the organisers, previous deposits will be returned to the applicant less administrative costs.

### BANKRUPTCY OR LIQUIDATION

In the event of an exhibitor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the Receiver appointed, the contract with such an exhibitor will terminate forthwith, the allotment of stand space will be cancelled, and all sums paid by the Exhibitor under contract shall be forfeited

