

# FIS|HIS INTERNATIONAL

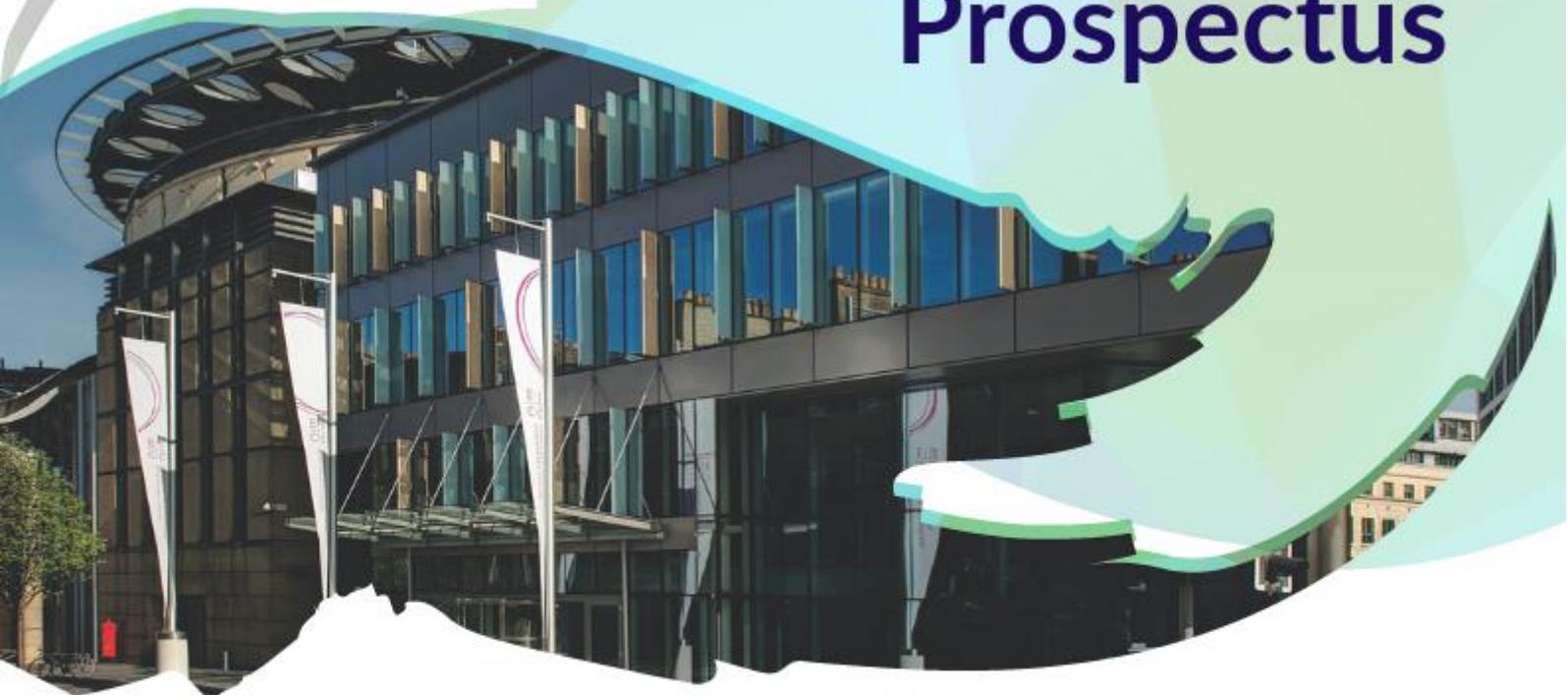
# 2020

8-10 NOVEMBER 2020 EICC EDINBURGH, UK

FEDERATION OF  
infection societies

hosted by  Healthcare  
Infection  
Society

## Exhibitor and Sponsorship Prospectus



More information available at  
[www.his.org.uk/training-events/fis-his-2020](http://www.his.org.uk/training-events/fis-his-2020)

@HISConf | #FISHIS20



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## Join us!

On behalf of the Healthcare Infection Society, it is my pleasure to invite you to join us for the FIS / HIS International Conference, 8-10 November 2020 at the Edinburgh International Conference Centre, UK.

Previous FIS / HIS International conferences have attracted over 700 healthcare professionals interested in all aspects of healthcare infection diagnosis, treatment, prevention and control from across the world. The delegate profile will appeal to a vast range of companies offering products and services to the healthcare market, particularly those with an interest in nosocomial or healthcare-associated infections, infection diagnostics, vaccines and therapeutics. By sponsoring or exhibiting at this event you will have unprecedented access to infection prevention and control practitioners from around the world, including high profile physicians involved in combating infectious diseases.

The three day programme will include extensive opportunities for delegate and exhibitor interaction and networking, including, scheduled poster sessions

Professor Hilary Humphreys  
President of HIS

and refreshment stations strategically located within the exhibition hall to increase footfall. You may even wish to utilise one of the dedicated symposium slots which proved hugely popular in 2018.

When it comes to inspirational cities, Edinburgh is hard to beat. With excellent transport links it is a destination that draws delegates from far and wide and is one of the country's most popular cities in the UK and Europe for hosting international society meetings.

The Edinburgh International Conference Centre (EICC) is modern, purpose-built and located in the heart of the city within walking distance of the train station and only 20 minutes from the airport.

Every conference we welcome back our regular supporters as well as new-to-market enterprises; whichever category you fall into, I hope you'll consider joining us for FIS/HIS International 2020.

I look forward to welcoming you to Edinburgh.

## About Federation of Infection Societies

The Federation of Infection Societies (FIS) is a unique conference which includes the collaboration of 17 societies across the UK with interests in different aspects of Infectious Diseases, Clinical Microbiology, Biomedical Science and Infection Control. The conference usually attracts over 700 delegates from a wide variety of backgrounds which include, based on previous conference attendance, Medical Microbiology and Infectious Disease consultants and trainees, nurses, laboratory staff, pharmacists and post-graduate students. In 2020 the FIS conference will be hosted by The Healthcare Infection Society.

### Member societies of FIS:

- British Association for Sexual Health & HIV (BASHH)
- British HIV Association (BHIVA)
- British Infection Association (BIA)
- British Paediatric Allergy Immunity Infection Group (BPAIIG)
- British Society for Antimicrobial Chemotherapy (BSAC)
- British Society for Medical Mycology (BSMM)
- Central Sterilising Club (CSC)
- Children's HIV Association (CHIVA)
- Healthcare Infection Society (HIS)
- Infection Prevention Society (IPS)
- Microbiology Society
- National Travel Health Network and Centre (NaTHNaC)
- Public Health Medicine Environmental Group
- Royal Society for Public Health (RSPH)
- Royal Society for Tropical Medicine & Hygiene (RSTMH)
- The UK Clinical Virology Network (UK CVN)
- United Kingdom Clinical Pharmacy Association Management Group (UKCPA)
- Welsh Microbiological Association (WMA)

## Delegate profile

FIS / HIS International 2020 will be one of the largest infection prevention and control events in the UK in 2020, and will attract around 700 professionals in this field. The audience will come from backgrounds whereby they either have direct decision making responsibility or otherwise heavily influence policy.

**Biomedical Scientists**   **Intensivists**  
 Directors of Infection Prevention and Control   Paediatricians  
 Consultant Microbiologists   **Respiratory Physicians**  
**Antimicrobial Pharmacists**   **Epidemiologists**  
 Infectious Disease Physicians   Surveillance Nurses  
 Infection Prevention and Control Nurses  
 Public Health Practitioners   **HIV Consultants**  
**Practitioners in Infection Prevention and Control**  
 Decontamination/Sterile Services Staff

## FIS / HIS International 2020 sustainability policy

HIS recognises that conferences and events have a direct impact on the local, regional and global environment. As a Society we are dedicated to providing a high quality conference, whilst minimising the environmental impact of the events we organise where possible. The FIS/HIS International 2020 conference aims to reduce the environmental impact in a number of ways, and the full conference sustainability policy and the EICCs sustainability policy can be viewed at <https://his.org.uk/training-events/fis-his-2020/fis-his-international-2020-sustainability-policy/>.

Delegate bags will not be provided to FIS / HIS 2020 delegates, and as such there will be no opportunity for delegate bag inserts at the conference. Instead, exhibitors and sponsors wishing to promote products or services may do so by including adverts in the app and the at a glance programme (limited number available), and displaying limited numbers of leaflets on tables provided throughout the venue.

In place of a branded delegate bags, as a conference gift, every delegate will be provided with a reusable water bottle which they can refill at stations around the conference venue. Sponsors and exhibitors have the option to purchase exclusive sponsorship of the water bottles.

## Scientific programme

The conference programme is currently under development and will shortly be available to view at <https://his.org.uk/training-events/fis-his-2020/>

## Marketing

A strong event brand and well-developed marketing plan is in place to ensure all possible channels are accessed, so you can rest assured that the event will attract plentiful and relevant delegates.

1. A campaign is planned which will focus on attracting the FIS societies' membership to include medically qualified microbiologists, infectious disease physicians, trainee medical microbiologists, infection control nurses, biomedical scientists and other professionals who work in the field of hospital and other healthcare-associated infection.

The event plan has been developed to ensure there is:

- a strong microbiological content on the educational programme
- a strong infection prevention and control educational programme
- a forum by which delegates can update their knowledge and skills by offering unrivalled networking opportunities
- opportunity to be part of the programme by submitting an abstract as an oral paper or poster presentation
- using a world class conference centre in a popular and historical city with excellent transport links
- gaining CME/EACCME points

2. A detailed marketing campaign will be launched to include:

- launching at FIS 2019 to a relevant audience with a strong and recognisable conference brand
- integrated conference webpages within the already established HIS website
- targeted digital marketing campaign to members and non-members with incentives to register early
- regular communication with the HIS and FIS membership
- creative use of social media to include advertising campaigns
- partnering with related UK and international organisations and events
- working with relevant media channels
- utilising the audience of relevant journals, including the JHI, by including print adverts
- engaging with exhibitors and sponsors

## Feedback from the previous FIS/HIS International Conference (2016)

**95%** rated their overall conference experience as **very good** or **good**  
**93%** of delegates rated the overall scientific content as **very good** or **good**  
**100%** felt the event was **better** or the same as previous HIS events  
**75%** of exhibiting companies found the final day of the exhibition **beneficial**

“The best exhibition arrival we have experienced.

Everything in place, build complete, all working. Outstanding.”

## HIS International Conference 2018 exhibitors

Amity International  
 Associates of Cape Cod  
 Astellas Pharma  
 BD Diagnostics  
 Bioquell  
 Bitecsa, SA  
 BSAC  
 Clinitech Medical  
 Daniels Healthcare  
 ETS  
 EU Medica  
 GAMA Healthcare Ltd  
 HIS

ICNet International  
 IPS  
 Laborie  
 Luminex  
 MEG Support Tools  
 Mobidiag  
 MSD (UK)  
 Multimesh UK  
 Nordic Pharma  
 Novaerus  
 Pal International  
 Pall Medical & Armitage Shanks  
 PDI Europe Inc

Qiagen UK  
 RDI Systems  
 Robinson Healthcare  
 Roche Diagnostics  
 Sanivap  
 Sanondaf  
 Serosep UK Ltd  
 Teal Patents  
 TIMERTAG  
 TSI

## Sponsorship packages

	<b>Platinum</b> £40,000 (1 available)	<b>Gold</b> £29,500 (2 available)	<b>Silver</b> £18,500 (2 available)
Symposium session in the conference programme* (60 mins)	✓	✓	✓
<b>6m x 6m</b> exhibition space with power socket, 2 spotlights	✓		
<b>5m x 4m</b> exhibition space with power socket, 2 spotlights		✓	
Company logo and website link on conference website	✓	✓	✓
Logo next to company editorial in conference app	✓	✓	✓
15% discount on additional sponsorship (excludes stand space)	✓	✓	✓
Logo and website link on delegate marketing emails	✓	✓	
App alert during conference (1 only) ★NEW★	✓	✓	
Complimentary delegate registrations (full conference)	✓ 10 places	✓ 4 places	✓ 2 places
App banner advert ★NEW★	✓		
Badge scanner app license (one user only**)	✓		
Company logo on cover of conference at a glance	✓		
Logo on HIS 2020 conference adverts	✓		
Verbal mention at opening of conference	✓		
Logo on conference holding slide	✓		

\*Symposium slots allocated on first come, first served basis and content requires approval by organising committee

\*\*Additional users can be purchased

Some sponsorship benefits are time sensitive.

All prices quoted exclude UK VAT at 20%.

For all stand and sponsorship bookings, a 5% early booking discount will apply. 50% payment is due on completion of the booking form. Early bird closes on the 31st December 2019.

There will be a 65% deposit required for those that book after the early bird date has passed.

## Sponsorship opportunities

### CONFERENCE MATERIAL

Programme at a glance	£3,000
A4 writing pads*	£1,575
Pens*	£1,575
Sponsorship of refillable water bottles	£2,500

\* supplied by sponsor – 1000 required

### COMPANY SYMPOSIUM SESSION

**£10,500**

60 minute slot within the conference programme. Session will be advertised to delegates via email. Content will require approval by organising committee. Slots are allocated on a first come, first served basis.

### POSTER SESSION SPONSORSHIP

**£4,500**

Your logo included on stand graphics at each of the 2 poster sessions located within the exhibition.

### POSTER AREA SPONSORSHIP

**£6,000**

Your logo prominently displayed in the poster area and on each page of the poster section on the conference App.

### KEYNOTE SPEAKER SPONSORSHIP

**£6,000**

Logo on screens before and after presentation. Acknowledgment on conference website and conference App. Sponsorship will require approval by the Keynote Speaker.

### SESSION SPONSORSHIP

**£3,000**

Logo on screens before and after presentation. Acknowledgment on conference App.

### BESPOKE SPONSORSHIP

**£POA**

Unique sponsorship opportunities available to companies (subject to availability).

Some sponsorship benefits are time sensitive. All prices quoted exclude UK VAT at 20%.

## Ways to exhibit

### There are 2 ways to exhibit:

1. Space *with* shell scheme
2. Space *without* shell scheme

### 1. Space with Shell Scheme

If you have a pop up stand, banner stand, table top stand, display cabinets or literature racks, this is the method for you. The majority of exhibiting companies will use this method.

The shell scheme stand includes up to 3 walls. Where it is situated on a corner or at the end of a row of stands, it will normally be left open on two sides unless other instructions are received from the exhibiting company. Price includes:

- Shell scheme
- Name fascia board
- Catering for 1 company representative per 3m<sup>2</sup> of space booked
- General-purpose spotlights allocation based on m<sup>2</sup> (spotlights are positioned on the back of the fascia board)
- 500w socket/s supplied dependant on m<sup>2</sup> sold (socket/s are positioned on any perimeter wall panels)

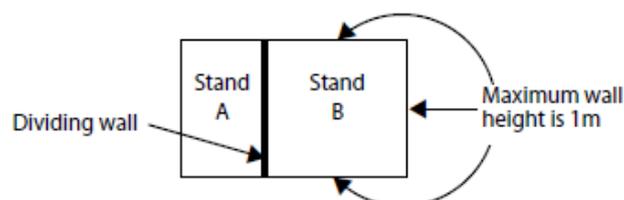
The venue is carpeted.

Price does not include water and waste supply, furniture, display equipment and floral displays. All these additional services can be hired from the official exhibition contractor. Further details will be sent around July 2020.

### 2. Space without shell scheme

This is for companies who wish to build their own bespoke stand. **The minimum size for this method of exhibiting is 15m<sup>2</sup>.** A scaled (1:200) floor plan and design visuals will need to be provided 6 weeks before the start of build.

Please note that where the space opens onto a common corridor or walkway, the maximum height of any walling built there is to be no more than 1m. Where the space backs onto another stand, dividing walls will need to be built by both parties.



Catering will be provided for 1 company representative per 3m<sup>2</sup> of space booked. Sockets, lighting and shell scheme are not included in the cost (the venue is carpeted). Further details will be sent around July 2020.

## To book

The cost is £525.00 per sqm

Click the link below to view the current floor plan:

<https://floorplan.live/data/api/events/1163/views/2/pdf-external>

(copy/paste into browser if link does not work)

Stands will be allocated on a first come, first served basis. Bookings can be made by the following methods and will be held for 7 days:

- Phone Fitwise on +44 (0)1506 292 036
- E-mail: [paul.harrison@fitwise.co.uk](mailto:paul.harrison@fitwise.co.uk)

### Confirm your provisional booking

Send us the completed stand booking form within 7 days by post or email.

For all stand and sponsorship bookings, a 5% early booking discount will apply. 50% payment is due on completion of the booking form. Early bird closes on the 31 December 2019

There will be a 65% deposit required for those that book after the early bird date has passed.

### What happens next?

Once Fitwise receives your completed booking form with payment (or a copy of an official purchase order) we will write to you confirming your space allocation and enclose a tax invoice or receipted tax invoice as appropriate.

Around the beginning of July 2020 you will receive a link to the online exhibition manual. This will include further details and will ask you to submit required information.

There will be return deadlines which will be clearly marked on the home page of the website. Your assistance in meeting these deadlines would be appreciated.

### Cancellations

Refunds for stands, which are cancelled, will only be made if the event is sold out. Every effort will be made to resell all stand space.

All prices quoted exclude UK VAT at 20%.

## Set up and breakdown times

*Please note that timings are provisional and are subject to change. Further details will be sent to exhibiting companies around July 2020.*

### Set up – Saturday 7 November 2020

Space only exhibitors and their contractors:	11:00 – 19:00
Exhibitors with shell scheme stand:	15:00 – 19:00

### Sunday 8 November 2020

Exhibition opens: 08:00

### Breakdown – Tuesday 10 November 2020

Shell scheme: 13:30 – 20:00

Contractors: 14:30 – 20:00

All exhibitors must have cleared the premises by 20:00 on Tuesday 10 November 2020. Any additional charges levied by the venue as a result of missing this deadline will be passed onto the exhibiting company.

### Stand restrictions for space only stands

Any stand over 4m in height has to comply with the health and safety requirements for a complex temporary structure and must have a full risk assessment and structural plan approved by a qualified structural engineer. This is the responsibility of the exhibitor.

When booking stand space, it is the responsibility of the exhibitor to ensure that there is adequate and suitable access to all services including water and waste supply. We strongly recommend that a site survey be undertaken if you are planning a complex structure.

### Floor plans

Detailed floor plans of your space only self-build stand must be submitted to the organisers 6 weeks prior to the event. The plans will then be forwarded to the venue for a health and safety check and for compatibility check with adjacent stands.

### Risk assessment

All space only stands must submit a risk assessment for their stand. A risk assessment template will be available on the online exhibitor manual around July 2020.

## Additional information

### Conference and exhibition App

Each delegate will receive details pre conference on how to access the App which will include full details of the conference programme, exhibition plan and exhibiting companies' details.

Exhibiting companies or organisations are invited to submit a free editorial entry of up to 75 words for inclusion in the App. Further information and deadlines will be sent to you around July 2020.

### Attendance at conference sessions

Conference sessions are open to all exhibiting company representatives as part of the exhibition fee but priority is given to delegates in busy sessions.

### Catering within the exhibition

All daytime catering for delegates will be served in the exhibition areas. Tables and seating will be situated around the exhibition for delegates to use during this time to encourage people to remain within the exhibition hall. Multiple catering service points will limit queuing time and therefore maximise exhibition viewing time.

### Exhibitors

Coffee/tea and lunch for company representatives will be provided free of charge.

Further requirements for catering are available to exhibiting company representatives directly from the official venue caterers. An order form will be provided on booking a stand. Corkage charges will apply to all food and beverages brought onto the premises by exhibiting companies for delegate consumption. Both the official caterers and the organisers must be informed of any intention to supply delegates with food or beverages on your stand during the event.

For further event information visit <https://his.org.uk/training-events/fis-his-2020/>

### IMPORTANT INFORMATION – post conference delegate lists

*You will receive a final delegate list with name, position title, company name and email address after the event. We are providing this data in accordance with GDPR legislation and advice received from the Information Commissioners Office. Should you wish to use any of this personal data for direct marketing purposes, it is your responsibility to obtain unambiguous and positive consent from the delegate prior to this.*

## Event details and organisers

### Venue

The Edinburgh International Conference Centre Limited  
The Exchange  
Edinburgh EH3 8EE  
Scotland

Web: [www.eicc.co.uk](http://www.eicc.co.uk)

Tel: +44 (0)131 300 3000

### Organisers

FIS/HIS International 2020 Chairman: Dr Elisabeth Ridgway

Conference & Exhibition Sales: Paul Harrison, Sales Lead, Fitwise Management Ltd.

[paul.harrison@fitwise.co.uk](mailto:paul.harrison@fitwise.co.uk)

+44 (0)1506 292 036

For enquiries after booking space:

Phyllis Tait, Event Lead, Fitwise Management Ltd.

[phyllis.tait@fitwise.co.uk](mailto:phyllis.tait@fitwise.co.uk)

+ 44 (0)1506 292 043

## Exhibition Open Hours

*Provisional opening times – please refer to the most recent information provided*

	<b>Opening</b>	<b>Closing</b>
Sunday 7 November	08:00	18:00
Monday 8 November	08:00	18:00
Tuesday 9 November	08:00	13:30

## Flow of delegates

Much consideration goes into encouraging delegates to move easily and freely around all areas of the exhibition to gain access to all stands. Catering is placed strategically to draw delegates to all areas of the exhibition hall and seating areas are designed to allow delegates somewhere to enjoy their refreshments but not to linger. Every effort is made to facilitate the successful flow of delegates around the exhibition.

## Terms and conditions

### Definitions

In these regulations the term “Exhibition” in all cases refers to the exhibition being held in conjunction with the “**Healthcare Infection Society**”. The term “Exhibitor” includes any person, firm, company, association, organisation and its employees, servants or agents to whom space has been allocated for the purpose of exhibiting at the exhibition. The term “Organisers” means Fitwise Management Ltd on behalf of the Conference Organising Group of the “**Healthcare Infection Society**”. The term “Premises” refers to the “Edinburgh International Conference Centre”.

### Cancellations

Refunds for stands, which are cancelled, will only be made in the event of the exhibition being sold out. Every effort will be made to re-sell all stand space.

### Applications for and allocation of stand space

Applications for stand space must be made on the form provided which should be returned to [paul.harrison@fitwise.co.uk](mailto:paul.harrison@fitwise.co.uk) as soon as possible. Full payment **MUST** be made within 30 days of the confirmation of booking. Acknowledgement of the booking and a VAT invoice will be sent to you within 7 working days. Attention will be paid to the order in which forms have been received when allocating space. Notification of stand(s) allocated will be circulated to exhibitors as soon as possible after the booking date. The organisers reserve the right to refuse any application or prohibit any exhibit without assigning any reason for such refusal or prohibition. An exhibitor may not, except by express written permission of the organisers, display or give credit directly or indirectly to any goods, products or services other than his own or his named principals. The display or acknowledgement or credit or advertisement indicating membership of any organisation, society or trade association is not allowed except by express written permission of the organisers. The organisers retain the right to alter the layout of the exhibition if it is deemed to be in the best interests of the exhibition. Exhibitors should note, however, that every effort will be made to maintain the published exhibition plan layout.

### Early booking and deposits

For all stand and sponsorship bookings, a 5% early booking discount will apply. 50% payment is due on completion of the booking form. Early bird closes on the 31st December 2019. There will be a 65% deposit required for those that book after the early bird date has passed.

### 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 forfeit.

### Sub-letting

Sub-letting or licensing the use of stand space is not permitted, neither may the products or service of firms not exhibiting in their own rights be promoted or displayed as exhibits, except where the exhibitor is the United Kingdom selling agent for such products or firms, or express written permission has been obtained from the organisers.

### Occupation of stand space

The Exhibitor, his servants, agents, employees and contractors may enter the building at a time nominated to them for the purpose of stand fitting and dressing. In the event of an Exhibitor failing to take possession of his stand the organisers have the right to re-let the stand and all monies paid shall be forfeit. All exhibits, displays, stand fittings and materials must be removed from the building Tuesday 10 November 2020 at 19:59. Failure to occupy your allocated stand space by 08:00 on Monday 09 November 2020 may result in the allocated stand space being re-let or otherwise used.

### Installation and removal of exhibits

Exhibitors will be advised of when they may commence fitting up and arrangements of exhibits. Exhibitors are prohibited from commencing such fitting up until the time nominated to them. The organisers will use their best endeavours to adhere to the nominated date for the commencement of exhibitor’s work but will accept no responsibility for any costs, claims or expenses arising from any variation to such date. Exhibits which do not reasonably satisfy the organisers shall be modified forthwith by the exhibitor in such manner and within such time as the organisers may require and in default the organisers may remove such exhibits at the expense of the exhibitor who shall forfeit all sums paid by way of deposit, rental or otherwise. Exhibits may not be removed until the exhibition has been closed. Any special arrangements for installation or removal or exhibits must be made in consultation with the organisers in order that no liability arises in terms of the health and safety regulations applying at the venue.

### Stand construction and services

When booking the stand space it is the responsibility of the exhibitor to ensure that there is adequate and suitable access to water and waste should they require it by undertaking an onsite survey. The organisers will appoint official contractors to undertake the following work: shell scheme construction, electric, provision of water and waste services, furniture, carpeting and all other services. No other contractor will be permitted to

undertake any of this work other than one deemed appropriate by the organisers.

#### **Obstruction of gangways and open spaces**

Exhibitors will not be permitted to display exhibits in such a manner as to obstruct the light or impede or project over gangways or affect the displays on neighbouring stands. Gangways must at all times be kept clear and free for passage. Any exhibitor who continues to cause a nuisance or obstruction after notice has been given will be liable to have his stand cleared by the organisers at the exhibitor's own risk and expense.

#### **Trade union labour**

All stand fitting construction or display work should be carried out by members of the appropriate Trade Union recognised by the exhibitions industry at rates of pay and overtime in accordance with the terms of the working rules agreement currently in force.

#### **Electrical requirements**

Lighting and power services will be available to the exhibitor through the official electrical contractor. A schedule of these services will be available within the exhibitor manual provided in July 2020. Exhibitors may provide their own electrical fittings where such fittings are in the form of made up units, showcases and/or signs complete and ready for connection to the mains supply. Exhibitors whose display requires plumbing, compressed air or heavier weight loading are advised to contact the organisers before selecting their preferred site. All electrics are required to be PAT tested.

#### **Dangerous materials and exhibits**

The exhibitor must conform to the conditions concerning explosives and dangerous combustible materials as laid down by the organisers and every appropriate authority or the item will be removed from the building at the exhibitor's risk and expense.

#### **Fire precautions**

In accordance with the requirements of every appropriate authority, all materials used in construction work display material etc. must be effectively flameproof or made of non-flammable materials. Drapes and curtains must be at least 6" (150mm clear of the floor). Fire extinguishers will be provided by the organisers in the areas and placed, as regulations require. The exhibitor must comply with all reasonable instructions given by the organisers or any appropriate authority to avoid the risk of fire.

#### **Security**

The organisers will not be responsible for the safety of any exhibit, or any property of any exhibitor, or the loss, damage, or destruction by fire of other property. Nor will the organisers be responsible for any damage or injury to any exhibitor or any other person. It is recommended that exhibitors affect their own insurance to cover any potential loss. Exhibitors must obey all reasonable requests of both the organisers and security services in all cases.

#### **Damage to premises, fixtures, fittings and shell scheme**

No nails, screws or other fixtures may be driven into any part of the halls including floors nor may any part of the premises be damaged or disfigured in any way. Should any such damage occur the exhibitor concerned would be invoiced for any reparation charges incurred. Exhibitors may not alter the external shell scheme by adding or removing any part.

#### **Competitions**

Exhibitors who wish to run competitions at the exhibition such as prize draws, quizzes etc. must ensure that these fit with their own companies ABPI guidance.

#### **Cleaning**

The organisers will arrange for the daily cleaning of public areas of the exhibition hall outside the exhibition opening hours. Normal practice is for

all aisles surrounding stands to be cleaned and as far onto stands as possible without moving or touching any stand equipment. Stands should be dressed by 08:00 on Monday 09 November 2020. If further cleaning is required this can be ordered via your exhibitor manual provided from July 2020.

#### **Exhibitors technical manual**

Further technical information concerning the exhibition together with order forms for all ancillary services available to exhibitors will be forwarded to exhibitors in July 2020.

#### **General conditions**

The organisers are responsible for the control of the exhibition areas. Exhibitors are responsible for the control of their own stands. The decision of the organisers is final and decisive on any question not covered in the foregoing regulations. Exhibitors must comply in all respects with the requirement of every appropriate authority, with the Terms of Agreement by which the organisers may occupy the premises and with policies of insurance affected by the organisers.

#### **Insurance**

Exhibitors are reminded of the need to consult their insurance company or insurance broker to cover themselves fully against all risks at the exhibition. Particular attention is drawn to the need for the following: ABANDONMENT INSURANCE: Exhibitors should note below that the organisers are not obliged to return any monies paid for space in the event of cancellation or restriction of the exhibition.

STANDS/FIXTURES AND SIMILAR INSURANCE: All risks on loss or damage to exhibitor's property, fixtures, fittings and all other property of a similar nature such as personal property of directors principals and employees whilst on the premises and transit risks to and from the exhibition.

FAILURE TO VACATE: If the exhibitor should fail to remove all his property or otherwise fail to vacate the exhibition premises by 20:00 on Tuesday 10 November 2020 due to any cause whatsoever, the exhibitor shall be fully responsible for any penalties imposed by the premises or any other losses and costs incurred by the organisers as a result of the exhibitor failing to vacate the premises by the agreed time and without prejudice to any other right or remedy of the organisers on demand.

CANCELLATION INSURANCE: On the rare occasion of a Conference being cancelled only the value of your stand will be refunded. Travel, accommodation and any other expenses must be covered by your own insurance. We can provide you with details of an Insurance Broker if required.

PUBLIC LIABILITY: Liability to the public may arise out of the exhibitor's activities and should be covered by insurance. Insurance should be affected with the minimum delay.

#### **Liability**

Whilst the organiser will endeavour to protect exhibition property whilst on display at the exhibition it must be clearly understood that the management of the premises, the organising group and the organisers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever. Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the organisers against all claims and expenses arising as a result. In the event of it being necessary for any reason whatsoever for the exhibition to be abandoned, postponed or altered in any way in whole or part or if the organisers find it necessary to change the dates of the exhibition, the organisers shall not be liable for any expenditure, loss or damaged incurred by an exhibitor or exhibition contractor resultant upon such change. Nor shall the organisers be liable for any expenditure, loss or damage resultant upon the intervention of any authority which restricts the use of the premises in whole or in part in any manner whatsoever.