

ANNUAL CONFERENCE AND EXHIBITION 2018

26-27 November | Bournemouth International Centre



Exhibitor Pre-Event Information

This is your main source of information regarding your exhibition stand at the BAUN 2018 Annual Conference & Exhibition. Please read the document thoroughly and retain for future reference. You may also wish to forward this document to colleagues / contractors who will be involved in the event.

For general event details, including the conference programme please visit the main website at <http://www.baun.co.uk/baun-conference/exhibition1/>

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THE **ESSENTIAL**
CONFERENCE
TO INSPIRE
UROLOGY
PROFESSIONALS

ANNUAL CONFERENCE AND EXHIBITION 2018

26–27 November | Bournemouth International Centre



Venue

Bournemouth International Centre (BIC), Exeter Road, Bournemouth BH2 5BH

Website: <http://www.bic.co.uk/>

Accommodation

For more information including accommodation options, please visit:

<http://www.bebres.org.uk/baun18/>

Travel and Parking

Detailed travel information can be found at <http://www.baun.co.uk/baun-conference/vta/>

Set Up/Breakdown Times

Set Up

Sunday 25 th November 2018	Space only exhibitors 9am – 8pm
Sunday 25 th November 2018	Shell scheme exhibitors 3pm – 8pm

Breakdown

Tuesday 27 th November 2018	1:30pm – 8pm (closes after delegate lunch)
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All exhibitors must have cleared the premises by 8pm on Tuesday 27th November 2018. Any additional charges levied by the venue because of missing this deadline will be passed onto the exhibiting company.

Programme

To view the most up to date version of the programme, please visit

<http://www.baun.co.uk/baun-conference/programme>

Delivery & Collection of Packages

This information is in line with the rules and regulations set by the BIC. Failure to follow these procedures may result in packages being lost or not being accepted by the venue.

Packages can be delivered to:

Contact Name

Company Name

Stand Number

BAUN Annual Conference 2018

Windsor Hall

BIC

Exeter Road

Bournemouth

BH2 5BH



Deliveries must not be sent before Sunday 25th November. If you are unable to deliver on the Sunday, we have appointed a logistics company to enable you to send your packages in the week prior to the event. The logistics company will then transport your packages to the venue and place them on your stand on Sunday 25th November. There is a charge for this service.

Please contact: Eileen MacQuarrie,
Office Manager,
Stevie Cameron Logistics Ltd
T: 01355 238 559 E: info@cameronlogistics.co.uk W: www.cameronlogistics.co.uk

Collection of Packages

The exhibition closes at 1:45pm on Tuesday 27th November. All packages must be collected on this day. You should inform your courier company of your stand number and instruct them to collect the packages from the correct exhibition hall.

Unloading/Loading

Windsor Hall Security-controlled access via Beacon Road. Enter the lower loading bay and drive through the loading bay to the loading doors. Security barriers for the Windsor Hall are operated by intercom. You will need to book access to these areas or ask your contractor to contact our security office when they arrive. CCTV operates throughout the venue and surrounding access roads.

Parking

There is a multi-storey car park built into the BIC. For directions and pricing, please visit:
<http://www.bic.co.uk/visiting-the-venue/parking/>

Exhibition Floorplan

A floor plan link can be found [here](#). An up to date Floor Plan will be emailed to you closer to the event.

Ordering of Furniture/Electrics/Shell Scheme Accessories/Carpet

Ordering forms for the above can be downloaded at <http://www.baun.co.uk/baun-conference/exhibition1/baun-2018-exhibitor-manual> (the form can be downloaded at Step 3)

The venue is pre carpeted in grey; this will apply to all stands and aisle areas. If you would like to order additional carpet, please use the link on step 3 on the manual.



Gala Dinner

The gala dinner will take place at the Ballroom in the Bournemouth Pavilion, which is a five-minute walk from the conference venue. Following a three course meal, live entertainment will take to the stage to provide a memorable evening.

Tickets for exhibitors are £40.00 including VAT.

To order tickets and for further details please visit <http://www.baun.co.uk/baun-conference/galadinner>

Internet Access

The venue offers complimentary Wi-Fi access for basic use (e-mails, browsing).

If you require a faster internet connection this can be ordered directly from the BIC using the following form. Please return to Nicola.Coney@bhlive.co.uk

[Connectivity Order Form](#)



Shell Scheme Stands

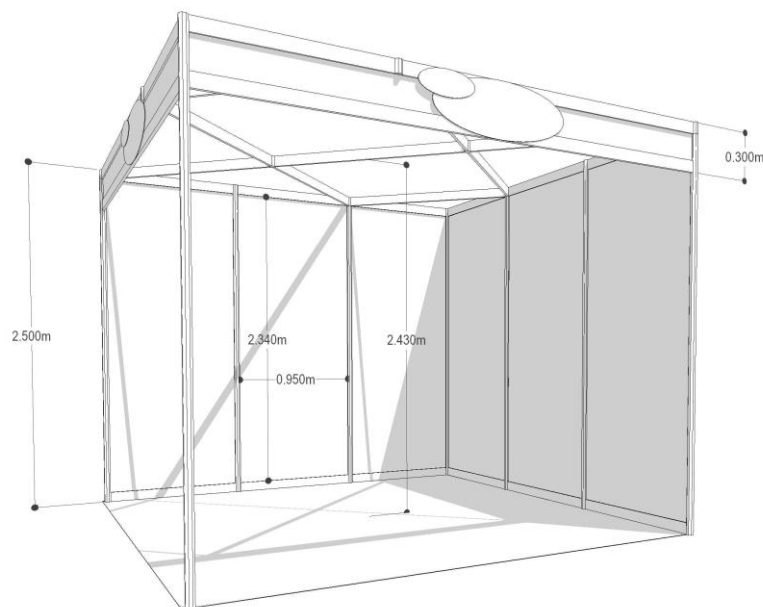
Included with stand space:

- Shell scheme
- Name fascia board
- Catering for 1 company representative per 3m² of space booked (charge of £35+VAT per day for additional attendees)
- 2 x Spotlights (spotlights are positioned on the back of the fascia board)
- 1 x 500w socket/s* (socket/s are positioned on any perimeter wall panels)

Does not include water and waste supply, furniture, display equipment etc. All these additional services can be ordered using the downloadable forms available at:

<http://www.baun.co.uk/baun-conference/exhibition1/baun-2018-exhibitor-manual/>

Measurements of the Octanorm Shell Scheme:





Space Only Stands

Included with stand space:

- Catering for 1 company representative per 3m² of space booked (charge of £35+VAT per day for additional attendees)

There are no lighting or electrical points supplied with your stand. The venue is pre carpeted in grey; if your contractor is laying flooring, they must ensure that it does not damage the venue carpet below.

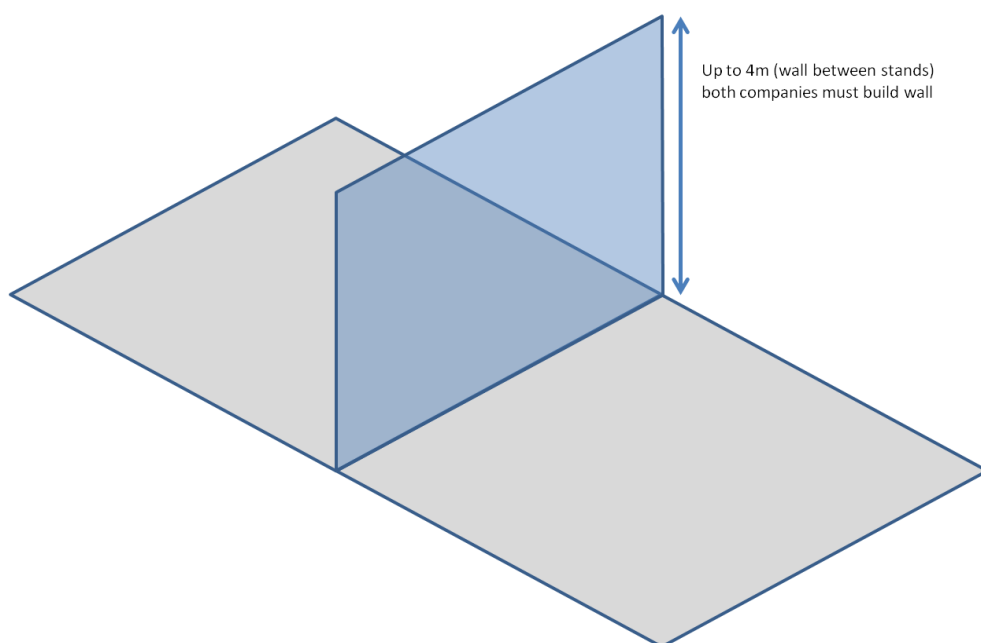
Stands can be built to a maximum of 4 metres high (dependant on stand location this may be lower); there is no scope to build above this height. You should contact the conference organisers (Fitwise Management Ltd) to discuss if you wish to discuss your stand build. (craig.webster@fitwise.co.uk) Tel: + 44 (0)1506 639606.

Does not include water and waste supply, furniture, display equipment etc. All these additional services can be ordered using the downloadable forms available on the manual website.

If you are in the process of tendering for a stand contractor we ask that you liaise with us directly regarding any information they may request; this is to avoid multiple companies contacting us directly for the same information.

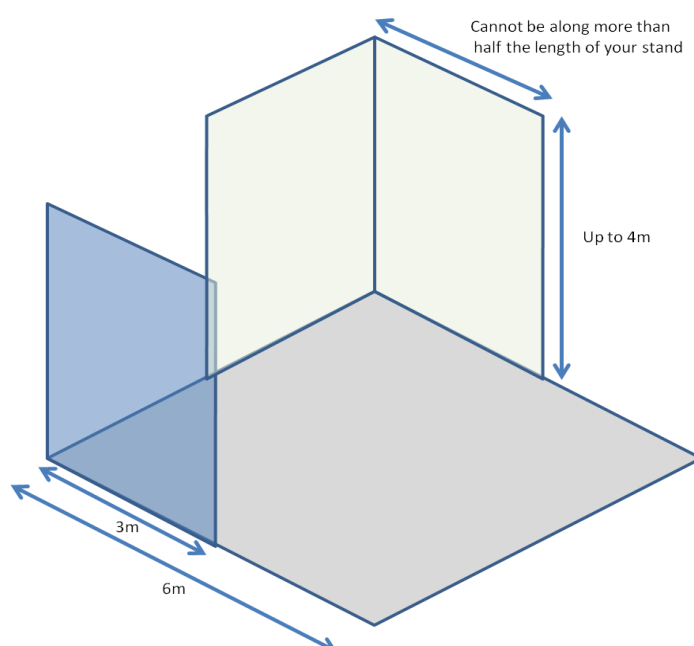
Please Read

Please note that where your stand backs onto another stand, you must build a back wall. The back of the wall must be finished in white with no logos or branding (dressed down). All wiring must be out of sight.





Where your space opens on to a common corridor or walk way you must not build more than half the width of your stand, for example if you have a 6m x 6m stand you cannot build more than 3m across on any of the open sides, this is also applicable to island stands. You are still able to build up to 4m (space permitting).



Exhibition Banner Rigging Rules and Regulations

We are aware that exhibitors may wish to hang banners above their exhibition stand at an event and we are supportive of this. However, these banners may have an impact on the stands in the immediate vicinity. For this reason, the banners have to comply with some simple requirements, and therefore we have to approve any banners at the time of approving the stand design. The following rules must be adhered to when considering / preparing a banner:

1. These rules and regulations are in addition to any imposed by the venue.
2. Rigging costs will be charged by the venue, you are responsible for paying any costs directly to the venue.
3. Your banner/graphic should only be visible from any open side of your stand. If your stand is directly adjoining another stand the side of your banner that backs onto the other exhibiting company/companies must be completely blank.
4. If you do not adhere to any of the rules but in particular to rule 4, we have the authority to insist you remove the banner or amend it at your own cost.
5. Banners must be included in your final stand plans submitted to the Event Manager for approval.



Audience Profile

The below profile attended BAUN in 2017

Uro oncology nurses	Macmillan urology CNS
Regional business manager	Lecturer in nursing
Urology nurse practitioners	Urology nurse advisor
Urology clinical nurse specialists	Policy & evidence manager
Theatre practitioners	Urology ward manager
Senior urology nurse practitioner	Senior research sister
Uro Oncology CNS	Charge nurse/ward nurse
Administrator	Lithotripsy sister
Nurse specialist	Scientific liaison manager – urology oncology
Marketing and sales administrator	Urinology/Oncology ONS
Research nurse	Macmillan Uro-oncology CNS
Urology CNS	Advanced nurse practitioners urology
Urology specialist nurses	Clinical manager
Staff nurses	Continence advisory nurses
Macmillan CNS uro oncology	Urology matron
Orchid male cancer information nurse	Urology specialist support nurse
Advanced urology nurse practitioner	Sisters
Registered Nurse	Senior clinical nurse
Nurse consultant	Continence nurse specialist
Cancer nurse co-ordination	Consultant nurse urology
Prostate cancer charity nurse specialist	Urology outpatients manager
Sales and marketing administrator	Clinical governance lead
Nightingale Nurse Advisor	Clinical & op lead, Bladder & Bowel Service
(continence/urology)	Prostate cancer specialist nurse
Continence nurse specialist	UCAN PCUK specialist nurse
Senior lecturer in adult nursing	Communications manager
CNS – Community urology	Lead urology nurses
Urology unit manager	Nurse Advisors
Urodynamics nurses	Uro gynaecology CNS
Urology ward deputy manager	Urology & stoma nurse specialist
Urology theatre team leader	Urology & oncology nurse specialist
Lecturer practitioner – urological care	



Rules & Regulations

Definitions

In these regulations, the term “Exhibition” in all cases refers to the exhibition being held in conjunction with The British Association of Urological Nurses. 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 national organising committee of The British Association of Urological Nurses. The term “Premises” refers to the Harrogate International Centre.

Applications for and allocation of stand space

Applications for stand space must be made on the form provided which should be returned to Fitwise, Blackburn House, Seafield, EH47 7AQ as soon as possible. Full payment should be made within 28 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.

Payment

Payment must be made in full by 5th October 2018, failure to pay will result in your company being refused entry, and you will still be liable for the full cost of your stand and any ensuing costs.

Invoices not paid within 30 day net will incur an 8.5% charge.

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 by Tuesday 27th November 2018 at 19.59pm. Failure to occupy your allocated stand space by 08.00am on Monday 26th November 2018 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 of 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 on site survey. The organisers will appoint official contractors to undertake the following work: shell scheme construction, electric, provision of water and waste services, compressed air services, furniture, floral arrangements, 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 be kept clear at all times 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 once application has been made. 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.

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 advise the nature of the competition to the national organising committee and obtain approval of the committee.



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 20.00 on Sunday 25th November 2018 to allow cleaning to take place prior to the opening of the exhibition at 08.00 on 26th November 2018.

Disclaimer

The information in this manual is correct as of 9/8/2018. Any changes which are deemed necessary by the organisers will be confirmed via email.