

# Exhibition Technical Manual

## **BACO INTERNATIONAL 2018**

**Innovation and Collaboration in ENT**  
4-6 July 2018 | Manchester Central, UK



[www.bacointernational.org](http://www.bacointernational.org)

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## IMPORTANT INFORMATION

Under new legislation brought into effect from 1st April 2015, events are required to comply with the Construction (Design and Management) Regulations 2015 (CDM 2015). CDM 2015 makes the general duties of the Health and Safety at Work etc. Act 1974 more specific. They complement the general Management of Health and Safety at Work Regulations 1999 and integrate health and safety into the management of construction projects. Under the CDM 2015 regulations, the build-up and breakdown phases of BACO International 2018 will be classed as a CDM construction site and as such full CDM rules will apply. The key principles of CDM 2015 will be familiar to those already managing risks effectively as part of their event production.

BACO INTERNATIONAL 2018 IS COMPLIANT WITH THE MEDTECH EUROPE CODE  
OF ETHICAL BUSINESS PRACTICE

## EXHIBITION 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, by email: [charlotte.hegarty@conferencecollective.co.uk](mailto:charlotte.hegarty@conferencecollective.co.uk) or +44 (0) 208 977 7997.

Please ensure that you read it carefully at your earliest possible opportunity.

**PLEASE FORWARD A COPY TO ALL COLLEAGUES WORKING ON BACO INTERNATIONAL 2018, INCLUDING YOUR STAND BUILDER (WHERE APPLICABLE).**

It is an event requirement and legal obligation that you, and any contractors employed by you, pay special attention to the Health and Safety and Risk Assessment sections and all related forms within this manual. Please note that these requirements will be strictly enforced throughout the event at all times.

### ONSITE CONTACTS

All general Exhibition enquiries should be referred to staff at the Exhibition Enquiries Desk, located in the main registration foyer for the duration of the Conference.

## CONTACTS

<b>Conference Secretariat</b>	<b>The Conference Collective Ltd</b> 8 Waldegrave Road, Teddington, Middlesex, TW11 8HT, UK Exhibition contact: Charlotte Hegarty T: +44 (0) 20 8977 7997 E: <a href="mailto:sales@conferencecollective.co.uk">sales@conferencecollective.co.uk</a>
<b>CONTRACTOR CONTACTS</b>	
<b>Audio Visual Services</b>	<b>Think Audio Visual Ltd</b> T: +44 (0) 8450 946 007 Online order form: <a href="http://hires.think-av.com">hires.think-av.com</a>
<b>Catering</b>	<b>Manchester Central Hospitality</b> T: (0)161 827 8766 E: <a href="mailto:catering@manchestercentral.co.uk">catering@manchestercentral.co.uk</a> Online order form: <a href="https://www.manchestercentral.co.uk/services/hospitality-0">https://www.manchestercentral.co.uk/services/hospitality-0</a>
<b>Furniture Hire</b>	<b>Inspire Hire</b> W: <a href="http://www.inspirehire.co.uk">www.inspirehire.co.uk</a>
<b>IT Connections</b>	<b>Manchester Central</b> T: +44(0)161 827 7676 E: <a href="mailto:EventsIT@manchestercentral.co.uk">EventsIT@manchestercentral.co.uk</a> Online order form: <a href="https://www.manchestercentral.co.uk/services/it-solutions-0">https://www.manchestercentral.co.uk/services/it-solutions-0</a>
<b>Rigging</b>	<b>KRS</b> Contact: Karen Connell T: +44 (0)1253 894688 ext 42 E: <a href="mailto:karen@knightrigging.co.uk">karen@knightrigging.co.uk</a>
<b>Shell scheme extras, electrics, lighting, flooring, graphic and stand design</b>	<b>Anchor Exhibitions</b> T: +44(0) 1455 612341 E: <a href="mailto:admin@anchor-exhibitions.co.uk">admin@anchor-exhibitions.co.uk</a> Online order form: <a href="https://baco.anchorexhibitions.co.uk/">https://baco.anchorexhibitions.co.uk/</a>
<b>Shipments, freight forwarding and onsite logistics (e.g. forklifts)</b>	<b>Stevie Cameron Event Logistics Ltd</b> Contact: Stevie or Eileen T: +44 (0)1355 238 559 E: <a href="mailto:info@cameronlogistics.co.uk">info@cameronlogistics.co.uk</a> Online order form: <a href="https://fs27.formsite.com/pUjkz4/form5/index.html">https://fs27.formsite.com/pUjkz4/form5/index.html</a>

## IMPORTANT DEADLINES and QUICK LINKS

Item	Deadline	Quick Links
Exhibition Guide Entry*	18 May 2018	<a href="#">View form here</a>
Email artwork for advertising (if booked) in the Final programme	<b>18 May 2018</b>	<a href="#">Email artwork here</a>
Upload Stand design plans, risk assessment and method statement ( <b>space only stands</b> )*	25 May 2018	<a href="#">View form here</a>
Exhibitor Requirements Form*	3 June 2018	<a href="#">View form here</a>
Risk Assessment ( <b>shell scheme stands</b> )*	3 June 2018	<a href="#">View form here</a>
Health & Safety and Insurance Declaration ( <b>all exhibitors</b> )*	3 June 2018	<a href="#">View form here</a>
Order power and additional electrical items	16 June 2018 ( <i>to avoid surcharge</i> )	<a href="#">View order form</a>
Order shell scheme extras	18 June 2018	<a href="#">View order form</a>
Order stand furniture	18 June 2018	<a href="#">View order form</a>
Order Audio Visual equipment	13 June 2018	<a href="#">View order form</a>
Order Stand Catering	13 June 2018	<a href="#">View order form</a>
Send 1500 copies of inserts for delegate bags (if booked)	25 June 2018	Address on page 21

### [VIEW MANCHESTER CENTRAL INDUCTION VIDEO](#)

ALL OF THE EXHIBITOR FORMS ARE ALSO AVAILABLE TO DOWNLOAD FROM THE BACO WEBSITE

<http://bacointernational.org/baco-international-2018-exhibitor-forms/>

**\*Please note that the following forms are mandatory:**

Health & Safety and Insurance Declaration  
Risk Assessment  
Stand Design Plans and Method Statement - *Space Only Exhibitors only*  
Exhibitor Requirements form  
Exhibition Guide Entry

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.

## VENUE INFORMATION

Manchester Central is a spectacular world class venue situated in the heart of the city. The exhibition and catering will be located in the **Central Hall** adjacent to the main entrance and registration desks. Conference catering, ePosters and the Clinical Skills Centre will also be located in the exhibition hall

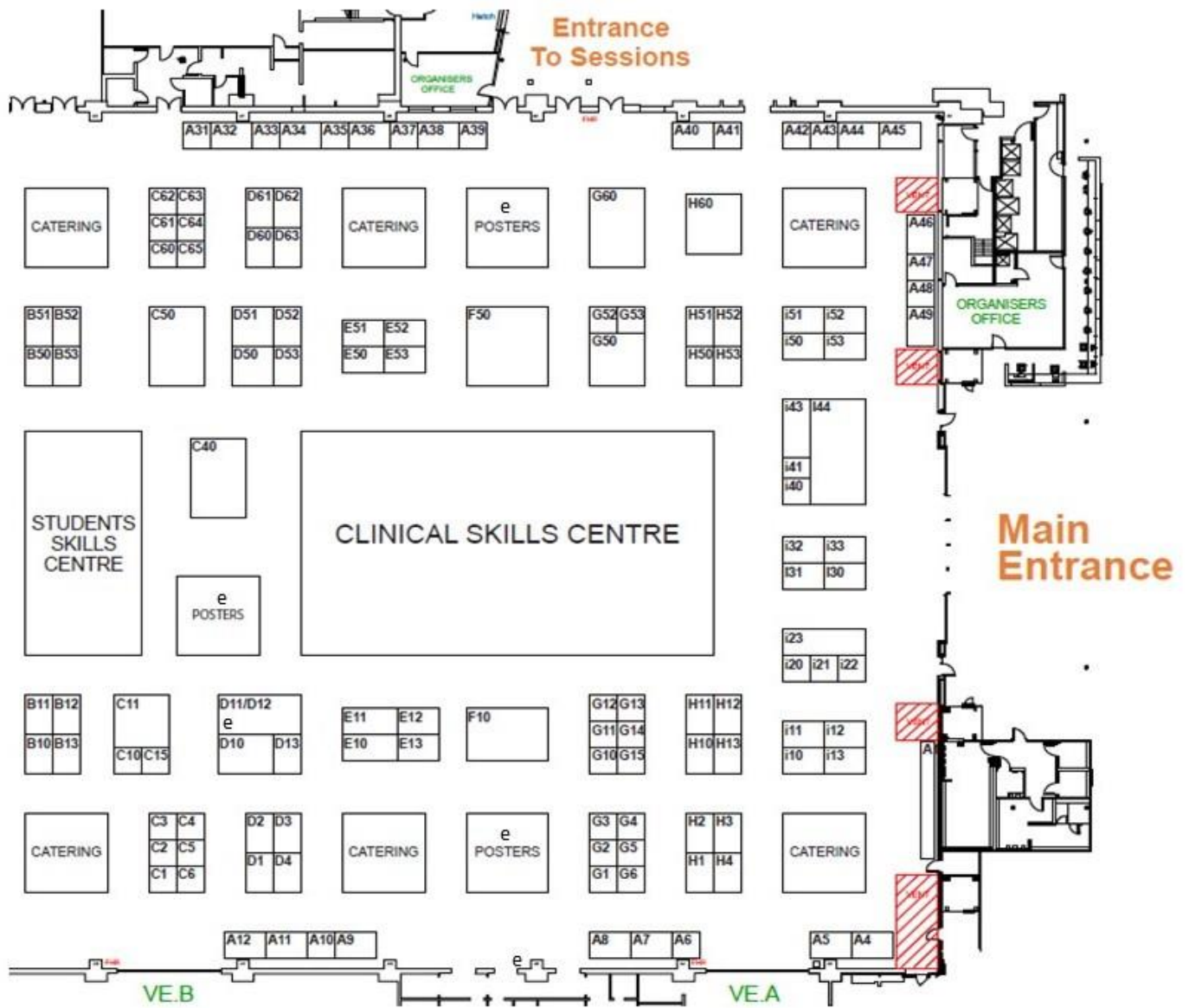
**Venue Address:**  
Manchester Central Convention Complex  
Petersfield, Manchester, M2 3GX  
**W:** [www.manchestercentral.co.uk](http://www.manchestercentral.co.uk)

## SCIENTIFIC PROGRAMME

The full programme is available at: [www.bacointernational.org/programme](http://www.bacointernational.org/programme)

<b>STAND SET UP/BUILD UP - Note changes to setup times only</b>		
Tuesday 3 July	08.00 - 00.00	Exhibition build ( <i>Space Only Exhibitors</i> )  <u>EXHIBITOR ACCESS STRICTLY PROHIBITED AS THE EXHIBITION AREA IS A CDM CONSTRUCTION SITE. ACCESS MAY BE GRANTED TO COMPANIES WHO MAKE REQUESTS TO OBTAIN PRIOR AUTHORISATION FROM THE ORGANISER. HIGH VIZ GARMENTS AND APPROPRIATE FOOTWEAR MUST BE WORN OTHERWISE ACCESS WILL BE DENIED.</u>
Tuesday 3 July	14.00 - 00.00	Exhibition set-up ( <i>Shell Scheme Exhibitors</i> )
<b>EXHIBITION OPEN</b>		
Wednesday 4 July	08.30 - 16.45	Exhibition open
Thursday 5 July	08.00 - 16.45	Exhibition open
Friday 6 July	08.00 - 14.15	Exhibition open
<b>STAND BREAKDOWN</b>		
<b>PLEASE NOTE: All stands MUST remain intact until the exhibition closes at 14.15 on Friday 6 July.</b>		
Friday 6 July	14.30 - 16.00	Soft breakdown
Friday 6 July	16.00 - 22.00	Exhibition breakdown - CDM rules apply  <u>All belongings and goods must be removed from ALL stands. ANY EXHIBITORS NEEDING TO STAY BEYOND THE SOFT BREAKDOWN TIME SHOULD BE AWARE THAT CDM CONSTRUCTION SITE RULES APPLY AND THEY WILL BE REQUIRED TO WEAR APPROPRIATE HIGH VIZ GARMENTS AND FOOTWEAR. In case of any difficulty, you are advised to liaise with the Organiser's Office. ALL contractors must be clear of the hall by 22.00hrs.</u>

# EXHIBITION PLAN



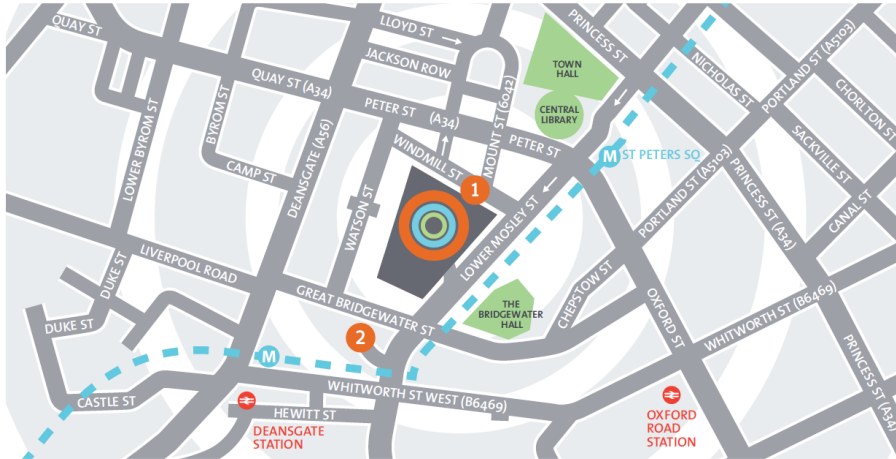
LIST OF EXHIBITORS – as 20.04.18

COMPANY NAME	STAND NUMBER		COMPANY NAME	STAND NUMBER
AGA	i41		Karl Storz Endoscopy (UK) Ltd	F50
Albert Waeschle	H12		Liteoptics Ltd	G12
Armstrong Medical Ltd	A40-A41		MDDUS	D13
Army Medical Services	B12		MED-EL UK Ltd	E12
Arri Medical	i42- i43		Medical Disposables Ltd	D51
Aspire Pharma	i52		Medical Perspectives UK Ltd	C40
ATMOS	H50		Medtronic	i44
Atos Medical	F10		Minim Healthcare Ltd	H10-H11
AventaMed	C50		Neomed UK Ltd	E53
Axis Medical	E50		NSK UK LTD	i20
Bailey Instruments Ltd	D53		Olympus	H60
Carleton Medical Ltd	i40		Oticon Medical	G50
Cook Medical	i23		PENTAX Medical	H51
CorrMed Limited	D62		Prescotts, Inc	C53
Delta Surgical	C11		Promed	H13
DP Medical Systems	i30-i33		R&D Surgical Ltd	G13
Dr-Kim Co.	H3		RB UK Commercial Ltd	i21-i22
Eckel Noise Control Technologies	A31		Severn Healthcare	E51-E52
Edge Medical Ltd.	i12		Sheffmed	G3-G4
Endoscope-i	D52		Sigmacon (UK) Ltd.	i50-i51
ENT & Audiology News	D10		Single Use Surgical	H52
Entellus Medical	D11-D12		Smith & Nephew	D50
Exmoor	i53		Solvos Medical	A42
GBUK Ltd	i13		Stryker UK	G60
Gemini Surgical UK	E10		The Magstim Company Limited	A38-A39
Guymark UK Ltd/ Otopront	G52-G53		The Medical Defence Union (MDU)	D63
HL Healthcare Ltd	H53		Wisepress Medical Bookshop	A1
IAC Acoustic Company Ltd	C52		Zeiss	i10-i11
Interact Medical	E13			



## Vehicle access for unloading and loading

### 2 Central Hall: Albion Street, M1 5LN



Floor loading is 1450 kg/sqm. Point loads of 7 tonnes are permissible, 3m apart or at 2m distance from other distributed loads.



Manchester Central's traffic management team issue goods vehicle passes on-site. To obtain a pass, the team will need vehicle and driver's details. Once issued, the pass should be displayed in the vehicle window throughout the loading and unloading process. Please note, a goods vehicle pass is not a parking permit. Manchester Central cannot provide on-site parking.

### Build-up

Vehicles will be directed to the relevant goods entrance for unloading. Once unloaded, vehicles must be taken off site.

### Parking after unloading

There is a 24-hour NCP car park directly below Manchester Central. Lower Mosley Street, Manchester, M2 3GX

Maximum height: 1.98m

The car parking rate is £12 per day and is for one entry and one exit from the car park (i.e. you cannot drive in, drive out and then drive back in again at the same rate).

- <https://www.ncp.co.uk/find-a-car-park/car-parks/manchester-central-under-jv/>
- Under the pre-book parking section, put the date in **Book from** and a date **Book until**. In the Enter a promo code: section put in: **EXHIBMC**. Press the **Find best prices** button.
- In the next screen find the event and select it. It will take you through the payment section to book the car parking.

Please note that car parking must be booked at least 24 hours in advance in order to receive the discount.

## Parking for Larger Vehicles

Alternative parking, **without height restriction**, is available at the [NCP Manchester Bridgewater Hall](#). Bridgewater Hall, Little Peter Street, Manchester, M15 4PS

### Loading or unloading smaller items

Exhibitors with smaller items, which can be carried into the venue are encouraged to park in the car park underneath Manchester Central. See information above about how to book at a discounted rate

## Break-down

There is no break-down access to the hall until it is clear of visitors. Vehicles can be parked on-site under the instruction of Manchester Central's traffic management team. Contractors who arrive prior to specified break-down times will be refused entry until the allocated time.

**PLEASE NOTE: All stands MUST remain intact until the exhibition has closed at 14.15 on Friday 6 July.**

Breaking down early not only impinges on venue health and safety regulations but is detrimental to the quality of the event for other exhibitors and delegates. Exhibitors who do breakdown early may not be permitted to exhibit at future events.

## Trolleys and Forklifts

Please note that Manchester Central does not provide trolleys, pumps trucks or forklifts.

These can be arranged through our official logistics contractor Stevie Cameron Logistics. For more details please contact Stevie or Eileen either by email: [info@cameronlogistics.co.uk](mailto:info@cameronlogistics.co.uk) or phone +44 (0)1355 238 559

## SHIPMENTS/FREIGHT FORWARDING (EVENT LOGISTICS)

Stevie Cameron Event Logistics is appointed as the official freight forwarding and site handling agent for BACO International 2018. We strongly recommend that you use Stevie Cameron Event Logistics, a courier and exhibition logistics company, to look after deliveries to the venue. Cameron Logistics can collect your items from your premises - or you can send them to their local Warehouse - a week before the event, then they will deliver your equipment directly to your exhibition stand, ahead of the allocated set up time, so that everything is awaiting your arrival for set-up.

In addition, Cameron Logistics will collect all packaged-up materials from your stand post-event and will return any remaining items to your premises thereafter, or to their Warehouse for your own collection.

For a summary list of their services, which also includes assistance with customs clearance, click [here](#).

To receive a quotation for their services, please complete their online enquiry form which is accessible using this link: [ENQUIRY FORM - CLICK HERE](#)

Alternatively contact Stevie or Eileen either by email: [info@cameronlogistics.co.uk](mailto:info@cameronlogistics.co.uk) or phone: +44 (0)1355 238 559

## EXHIBITION SPACE

### Exhibition Fees include:

- Provision of stand space only
- Daily cleaning of walkway area
- Lunch & refreshments for company representatives\* on the exhibition stand on Wednesday 4 July - Friday 6 July 2018.
- Access to scientific sessions
- Acknowledgement of company in the Final Programme to include a 75-word company biography.

### ALL STANDS ARE ALLOCATED ON A SPACE-ONLY BASIS.

This means that no stand services, including shell scheme, power or lighting are provided *unless* pre-ordered. Details of how to order this can be found on pages 14 & 15.

\*The number of company representatives covered by the Exhibition Fee is as follows:

Up to 9sqm	2 company representatives
10-13sqm	3 company representatives
14-18sqm	4 company representatives
19-23sqm	5 company representatives
24-28sqm	6 company representatives
29-32sqm	7 company representatives
33-36sqm	8 company representatives

Additional passes can be purchased by completing the relevant section of the [Exhibitor Requirements Form](#).

*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.*

## 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 fascia's 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, vapors, 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.
- 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.
- Lockable store cupboard doors should have a small window; otherwise the door cannot be locked at any time.
- Floor coverings must be secured and maintained so that they do not cause a hazard. Fixing of floor covering to the hall floor may only be carried out using venue approved tape. The venue

will only approve exhibition tape which has a low tack bottom, high tack grab top and does not leave any residue or cause any damage to the floor when removed. Other forms of fixing to the hall floor such as cable clips, nails and bolts are prohibited.

**Space only exhibitors are required to submit design plans, a risk assessment and method statement online by 25 May 2018.**

## Stand height and walls

THE MAXIMUM BUILD HEIGHT IN CENTRAL HALL IS 4M.

- 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.
- 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.
- It is the responsibility of free-build exhibitors to observe the building, fire and health and safety regulations of the Venue. Failure to comply with any of the afore-mentioned could result in approval of your stand being withdrawn.

## SHELL SCHEME STANDS

**ALL STANDS ARE ALLOCATED ON A SPACE-ONLY BASIS.**

COMPANIES WHO ARE NOT PLANNING TO CONSTRUCT (I.E. BUILD) A STAND MUST PURCHASE A SHELL SCHEME PACKAGE. POP-UP DISPLAY/TABLE TOP STANDS WILL NOT BE PERMITTED.

This means that no stand services, including shell, lighting or power, are provided unless previously ordered with the Secretariat at the time of booking your stand. If you are unsure if you have already ordered shell scheme, lighting or power, please contact Charlotte Hegarty [charlotte.hegarty@conferencecollective.co.uk](mailto:charlotte.hegarty@conferencecollective.co.uk)

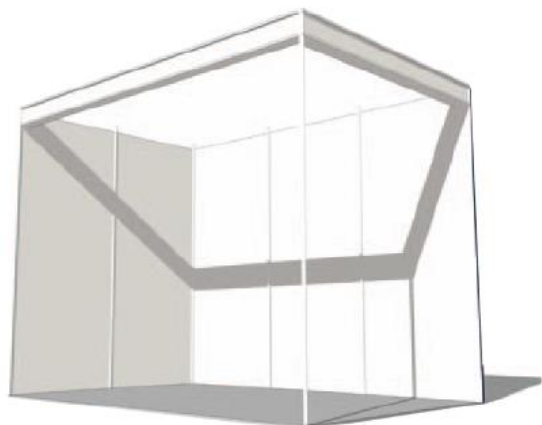
If you wish to now purchase a shell scheme package please also contact Charlotte Hegarty [charlotte.hegarty@conferencecollective.co.uk](mailto:charlotte.hegarty@conferencecollective.co.uk). Costs for shell scheme packages are as follows:

Shell Scheme Package	Price
4 sq metres - to include shell scheme, 1 x 500w socket and 2 spot lights	£165 +VAT
6 sq metres - to include shell scheme, 1 x 500w socket and 2 spot lights	£195 + VAT
8 sq metres - to include shell scheme, 1 x 500w socket and 2 spot lights	£230+ VAT
10 sq metres - to include shell scheme, 1 x 500w socket and 4 spot lights	£340 + VAT
12 sq metres - to include shell scheme, 1 x500w socket and 4 spot lights	£375 + VAT

Details of how to book Shell Scheme EXTRAS can be found on page 15.

## PANELS

Your shell scheme stand is constructed using the Octanorm Modular Display System and consists of 300mm deep fascia (212mm high display area), ceiling grid and name panels. The shell panels will be white foamex panels.



## FIXING EXHIBITS

The use of nails, screws, staples, etc., is not permitted to the standard wall panels.

Fixing exhibits to white foamex panels - two-part Velcro (hook and loop), blutac and double-sided sticky pads can be used to fix light exhibits.

Please note that between each wall panel there is an upright pole giving a 20mm protrusion from the infill panel which means that displays wider than 950mm will not fit flush to the stand walls. For items wider than 990mm, fixing clips can be ordered.

## Fascia Name Board

Shell scheme exhibitors must confirm the exact wording for their stand name board. All nameboard text will be in uppercase lettering. Company name is to be kept at a maximum of 30 characters (including spaces). In all cases, abbreviations will be used, i.e. Limited=LTD Company=CO Brothers=BROS etc.

Please complete the relevant part of the online [Exhibitor Requirements form](#). Failure to do so by 3 June, may result in the name board and listing in the final programme being incorrect.

## INSURANCE

Whilst the Organisers will take every precaution to protect property during the event, they will not be held responsible for any loss or damage caused directly or indirectly by the exhibitor or any contractor, sub-contractor, servant, agent or invitee of his, or the act, omission or neglect of any such person or by any exhibit, machinery etc.

Each exhibitor is also responsible for all claims arising from personal injury or damage to property during the periods of build-up, show open and break-down.

Please be warned that standard company policies are often not valid when participating at an exhibition. We strongly recommend that you ensure your insurance cover is sufficient and covers you fully in the event of a claim.

**IMPORTANT:** Exhibitors and their contractors shall take out and maintain at all times public liability and employee liability insurance against personal injury, death and damage to or loss of property for a limit of indemnity not less than £5,000,000 sterling (or its equivalent). The organiser shall be entitled to inspect the exhibitor's public liability policy, which the exhibitor shall make available upon request.

**Exhibitors must ensure that any appointed STAND CONTRACTOR has adequate and comprehensive employee and public liability insurance cover for the event.**

All exhibitors must submit the online [health and safety declaration](#) by 3 June to confirm they have adequate insurance in place.

### AV Equipment Hire

If you require additional audiovisual equipment for your stand, Think Audio Visual Ltd can assist. Please download the [AV order form](#) for a list of items and prices.

**Deadline for ordering:** Wednesday 13 June 2018

### Carpet

The exhibition hall will be carpeted in dark blue. Space only exhibitors can order alternative flooring from Anchor Exhibitions if required.

### 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. Exhibition stand cleaning can be arranged at an additional cost. For details please contact the venue on +44 (0)161 834 2700.

### Electrics

All electrical work to your stand must be carried out by the official electrical contractors Anchor Exhibitions.

**NO ELECTRICS ARE INCLUDED IN THE PURCHASE OF EXHIBITION SPACE.**

#### Space Only

If you require electrical items to your stand these can be ordered via the online order form of the official contractor Anchor Exhibitions <https://baco.anchorexhibitions.co.uk/>. Any queries should be referred to the Anchor Exhibitions Office on +44 (0) 1455 612 341 or email [admin@anchor-exhibitions.co.uk](mailto:admin@anchor-exhibitions.co.uk).

#### Shell Scheme

If you **have purchased a shell package**, you will be provided with the following power and lighting

- 4 - 8sqm = 1 500w socket & 2 spotlights
- 9 - 12sqm = 1 500w socket & 4 spotlights

If you have purchased a package and wish to determine the position of the power on your stand, please [click here](#), login, and on the Shell Electrical page you can download a grid to complete and send directly to the electrics company. If a grid is not submitted, the installation position will be at the electrician's discretion.

If you require additional electrical items to your stand these can also be ordered via the online order form of the official contractor Anchor Exhibitions <https://baco.anchorexhibitions.co.uk/>. Any queries can be referred to the Anchor Exhibitions Office on +44 (0) 1455 612 341 or email [admin@anchor-exhibitions.co.uk](mailto:admin@anchor-exhibitions.co.uk).

On the open days 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 16 June at the latest to guarantee delivery. Orders placed after 17 June will incur a 20% surcharge.**

## Exhibitor Data Capture

We are pleased to offer Exhibitors a powerful, secure, lead management system called 'LeadReference' which will enable you to manage and follow up on your exhibition leads ensuring you maximise your ROI at BACO International 2018. Data can be collected via a LeadReference App. Alternatively you can organise the hire of a handheld scanner. Full details about LeadReference software and how to order your App badge scanner can be found [here](#).

## Furniture

Inspire Hire is 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.inspirehire.co.uk](http://www.inspirehire.co.uk).

**Orders must be placed by 18 June to guarantee delivery.** Onsite orders will be subject to availability and a surcharge.

## Internet Access

Manchester Central offers free WIFI access to all visitors, suitable for basic web browsing. However, should you require an Internet connection for any product demonstrations on your exhibition stand or business connections, we strongly recommend that you order a connection to ensure full, high speed coverage with technical support.

To pre-order additional connectivity, please use Manchester Central's [online ordering platform](#).

## Rigging

Rigging can be arranged through Knight Rigging Services (KRS), Manchester Central's official contractor. Please contact KRS for further information. Sven Knight, +44 (0)1253 894688 or email [MCCC@knightrigging.co.uk](mailto:MCCC@knightrigging.co.uk)

## Shell Scheme Extras & Stand Build Service

Anchor Exhibitions is able to print graphic panels to replace the standard white panels (if you have purchased a shell scheme package). Anchor Exhibitions is also able to provide a full stand build service. Further details and order form can be found at <https://baco.anchorexhibitions.co.uk/>. Any queries should be referred to the Anchor Exhibitions Office on +44 (0) 1455 612 341 or email [admin@anchor-exhibitions.co.uk](mailto:admin@anchor-exhibitions.co.uk).

## Stand Catering

All food, beverages and catering equipment must be ordered through Manchester Central Hospitality. Please note that exhibitors may not serve alcohol from their exhibition stand.

To order stand catering, please complete the [online order form](#).

**Please order at the latest 14 working days in advance of the event (13 June).** Please note: should any exhibitor attempt to provide their own food, beverages or catering equipment, they will be asked to remove it or pay a facility fee.

## Stand Security

At the end of the day when the exhibition areas are to be vacated, Manchester Central Security will be informed so that these areas can be secured. Please ensure stand personnel take all personal belongings with them at the end of each day. The organisers and Manchester Central cannot accept responsibility for any damage to and/or loss of any property introduced by exhibitors or contractors. It is the responsibility of the exhibiting company to ensure they have adequate insurance in place.

Please ensure that all electrical equipment has been turned off before leaving the exhibition hall at the end of each day

## Unidentified packages

The organisers and Manchester Central wishes to stress the importance of a CONSTANT CHECK being made of the contents of exhibitors' stands to see that no unidentified package, case or bag has been left unattended. In any case of doubt, the article should not be handled - inform a member of Manchester Central staff immediately.

## Storage

A storage area (unmanned) adjacent to the Exhibition Hall will be available for storage of exhibitor flight cases, boxes of stand collateral etc. during the conference. Exhibitors are requested to make use of this facility rather than storing boxes and cases on their stand. Boxes should be clearly labelled if left in this storage area with details of company name and contact name and contact number.

## HEALTH AND SAFETY

Manchester Central has adopted the industry wide [AEO Health and Safety Venue E-guide](#). It is the exhibitors' responsibility to ensure that their staff and contractors are fully compliant with the mandatory requirements:

- 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
- Cinematography Acts 1909 - 1982
- 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

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. Trailing power leads must be kept to a minimum and not across gangways. Petrol powered equipment must not be used onsite. 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 is prohibited.

**The Health and Safety and Insurance Declaration Form must be completed by ALL exhibitors and submitted by 3 June 2018**

**View the form [here](#)**



The Construction Design & Management (CDM) Regulations 2015 state that the build and breakdown of an exhibition is deemed a building site and thus the CDM regulations now apply. These regulations require site information and site rules to be issued to all persons attending the premises during the build and breakdown period.

Site rules should be used in conjunction with those of Manchester Central. The organising team, exhibitors, contractors (the approved contractors appointed by the Organisers as well as those appointed by the exhibitors) and venue staff must comply with the site rules and site information of the Organisers and Manchester Central. It is the exhibiting companies' responsibility to read and pass this information on to all parties (whether staff or contractors) who will be attending the venue during the build period on their behalf. It is not the responsibility of the Organiser or the Venue.

**Site rules will be sent to exhibitors approximately two weeks before the conference.**

**IMPORTANT:** Under CDM regulations, NO exhibitors will be allowed access to the CDM site before 14.00hrs on Tuesday 3 July unless prior written approval has been granted by the Organisers. All exhibitors with authorised entry will be required to wear high viz garments and 'appropriate' footwear (no flip flops, sandals, high heeled shoes or ballet/dolly shoes will be allowed). Any Exhibitors or their Contractors doing stand construction (other than pop ups and stand dressing) must wear steel toe capped boots (safety footwear). The only exception to wearing steel toe caps is carpet fitters. ALL exhibitors granted access into the CDM site will need to undergo a full site safety induction prior to accessing the site.

### **Soft Breakdown**

Soft Breakdown is the 1.5 hr time period given to exhibitors to pack and remove items from their stands prior to introduction of CDM site regulations which will occur at approximately 16.00 on Friday 6 July. During Soft Breakdown contractors are not allowed to undertake any dismantling of stands involving the use of ladders, power tools etc. Once the CDM site has been called, hi viz garments and appropriate footwear will be required to be worn by all exhibitors/venue staff remaining in the hall and hi-vis/safety footwear will require to be worn by all contractors (with the exception of carpet fitters). If you need to stay longer than the first hour of breakdown, you will need to inform the Organiser's Office as you will be required to be given a site safety induction (if you have had one prior to coming on site you will be exempt) and you will be required to wear appropriate footwear with hard soles and high viz garments.

### **IMPORTANT - MANCHESTER SITE INDUCTION**

All contractors and exhibitors who will be on site during the build/break time when CDM rules are in effect should view the induction video. You will be required to reconfirm this when acknowledging the receipt of the site rules.

Please forward the link below to all those concerned.

The traffic team will ask each person who arrives on site to confirm that they've seen the induction and then issue them a wristband for access.

*You will be asked to confirm as part of your Health & Safety declaration that this video has been sent to all those who will be in attendance.*

<https://www.manchestercentral.co.uk/MC-induction-exhibitors>

### **ALL EXHIBITORS ARE REQUIRED TO COMPLETE A RISK ASSESSMENT**

**Shell scheme** exhibitors should complete the online Risk Assessment form found [here](#). A template for guidance can be found on page 25 of this brochure.

**Space only** exhibitors should ask their stand builders to submit their risk assessment along with stand design plans and a method statement by 25 May 2018

The Risk Assessment shall cover as a minimum (but not limited to)

- the build-up of the stand
- the open period
- break down of the stand

Take into account the work practices and exhibits - you need to include the open period of the show, taking into account the activities you and your staff will be carrying out on the stand and any potential risk to visitors e.g. using and displaying electronic equipment and ensuring all trailing cabling is hidden or suitably strapped down so as not to pose a trip hazard. Think of any interactive activities in which you may be engaging visitors. Will this require additional supervision, third party insurance etc.?

However simple your stand erection is and the perceived risk insignificant, we require a Risk Assessment in writing from you showing that you have given due thought and attention to the construction process of your stand and the activities carried out on your stand during the event and any possible risks involved, be they very minimal or highly unlikely.

**A blank form submitted or one with the blanket wording 'no risks' throughout will not be accepted as an adequate and accurate assessment. We ask for nothing complicated, just some common-sense listing of obvious things such as trip hazard from boxes, loose cabling, secure panel and display erection etc.**

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/> .

## SHIPPING, DELIVERY & COLLECTION INFORMATION

We strongly recommend engaging the services of Stevie Cameron Event Logistics to ship goods to and from the venue to ensure the process is as seamless as possible. They will deliver your equipment directly to your exhibition stand, ahead of the allocated set up time, so that everything is awaiting your arrival for set-up.

In addition, Cameron Logistics will collect all packaged-up materials from your stand post-event and will return any remaining items to your premises thereafter, or to their Warehouse for your own collection.

To receive a quotation for their services, please complete their online enquiry form which is accessible using this link: [ENQUIRY FORM - CLICK HERE](#)

For further details please contact Stevie or Eileen either by email: [info@cameronlogistics.co.uk](mailto:info@cameronlogistics.co.uk) or phone: +44 (0)1355 238 559.

Should you wish to make alternative arrangements please adhere to the following instructions:

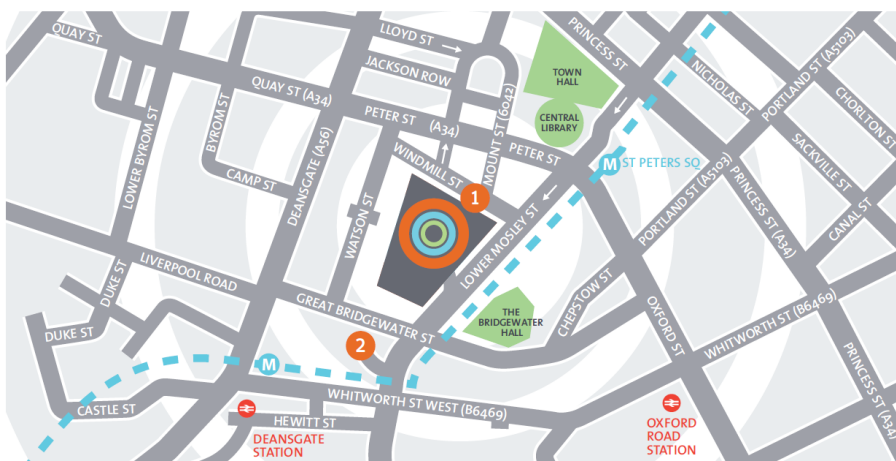
### Deliveries

Deliveries can only be made during tenancy days and hours and no earlier.

Couriers cannot deliver *directly to exhibition stands* during CDM hours. Therefore, deliveries should be made on Tuesday 3 July after 13.00 hrs wherever possible. If deliveries are received earlier, it will be the responsibility of the exhibitor personnel to collect their goods from the storage area once CDM is complete.

Tenancy commences at 07.00 hrs, Monday 2 July and ends at 22.00 hrs, Friday 6 July.

Couriers making deliveries should be advised to delivery at the entrance to Central Hall: Albion Street, M1 5LN, marked **2** on the map below.



Deliveries should be labelled as follows:

<p>BACO International 2018 <b>EXHIBITOR COMPANY NAME &amp; STAND NUMBER</b> CONTACT NAME OF RECIPIENT (FROM EXHIBITING COMPANY) Manchester Central Convention Complex Petersfield, Manchester M2 3GX</p> <p>Box ___ of ___</p>
--

Please ensure all items are clearly labelled as above as due to the very high volume of deliveries the organisers and Manchester Central cannot be held responsible for loss or damage of items.

## Collections

Items cannot be stored after the conference ends. Tenancy ends 22.00 hrs Friday 6 July. Items left uncollected after this time may be disposed of.

Because of the new health and safety regulations we are operating under, couriers will be allowed to collect goods from your stand between 14.30 and 15.30hrs whilst soft breakdown is in operation.

Any courier collections after 15.30hrs must be left in the Exhibitor storage area at the rear of the exhibition hall.

Your items must be clearly labelled as follows:

- Company name
- Stand number
- Name of COURIER COMPANY who will be collecting the item(s)
- Contact name and number for the Exhibiting company

The courier company **MUST** be expressly informed who they are collecting for.

## 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.

If utilizing the services of the official BACO logistics contractor Stevie Cameron Logistics, they can advise and assist with customs clearance.

## EXHIBITION GUIDE ENTRY

Company biographies and contact details will be made available to delegates on the conference app. Company name and stand number will be included with an exhibition floorplan in the printed Conference Highlights & Exhibitor Guide.

### Word allowance for biographies:

Exhibitor only =75 words.

Sponsors: Platinum = 250 words; Gold = 200 words; Silver 150 words; Bronze = 100 words.

Please complete and submit the Exhibition Guide Entry form by 18 May. Open the form [here](#).

## DELEGATE BAG INSERTS

If you have booked inserts in delegate bags or these form part of your sponsorship package please forward **1500** copies to the address below.

DEADLINE FOR RECEIPT: Monday 25 June 2018 at the latest

**INSERTS SHOULD BE SENT TO THE FOLLOWING ADDRESS:**

Stevie Cameron Event Logistics Ltd  
**BACO 2018 Delegate Inserts**  
1 Tennant Avenue  
College Milton South  
East Kilbride  
Glasgow, G74 5NA

**Contact:** Ewen Cameron: 07495 145646

*Where possible, please package all inserts into just one box/parcel.*

Each box/package should be clearly labelled:

**DELEGATE BAG INSERTS**  
**SENDING COMPANY NAME**  
**EXHIBITING COMPANY NAME (IF DIFFERENT)**  
**BACO INTERNATIONAL 2018**  
**STAND/BOOTH NUMBER**

Exhibitors who wish to include a promotional insert in the delegate bags should contact the Conference Secretariat, The Conference Collective - [sales@conferencecollective.co.uk](mailto:sales@conferencecollective.co.uk). Inserts will be subject to approval by Organising Committee before printing. Cost: £400 + VAT

## FINAL PROGRAMME ADVERTISING

Adverts (if booked) for the onsite printed conference guide should be submitted to [charlotte.hegarty@conferencecollective.co.uk](mailto:charlotte.hegarty@conferencecollective.co.uk) by 18 May.

Click [here](#) for the advert specification document.

## EXHIBITOR BADGES

All exhibitors will receive a badge displaying the exhibition company and person's name. Individual company badges will not be accepted.

The following allowances have been made for company personnel in the Exhibition Fee:

Up to 9sqm stand	2 company representatives
10-13sqm stand	3 company representatives
14-18sqm stand	4 company representatives
19-23sqm stand	5 company representatives
24-28sqm stand	6 company representatives
29-32sqm stand	7 company representatives
33-36sqm stand	8 company representatives

The cost for any additional passes is £115 + VAT per person. This pass will cover the 3 days of the exhibition and will include access to the exhibition, scientific sessions, lunch and refreshments.

Please provide the names of your exhibition team by completing the relevant section of the online [Exhibitor Requirements Form](#). You can input the names of up to 20 personnel and will be invoiced accordingly for any personnel over your allowance.

## SOCIAL EVENT TICKETS

We warmly invite exhibitors to attend the official BACO social events.

### VIP Reception at Manchester United

Wednesday 4 July  
6.00pm to 8.30pm

Join us for what promises to be a memorable evening at Old Trafford, the home of Manchester United.

- Drinks & canapés in the Red Café
- Q&A with legendary Manchester United player
- Tour the famous Manchester United museum

*The story of Manchester United is unlike any other club in the world. Beginning more than a century ago, it combines eras of total English and European domination with some of the greatest adversity faced by any football club. Blending historical exhibits with state-of-the-art interactive experiences the Museum lets you get even closer to the world of Manchester United than ever before.*

- Photo with the Trophies
- Pitch side visit inside the iconic Old Trafford stadium
- Transport to and from Old Trafford

**Tickets cost £45 (incl. VAT).**

## BACO Party Night

**Thursday 5 July**  
**7.30pm until late**

Join us for the first ever BACO Party Night at the Exchange Hall, Manchester Central Conference Centre.

- Global theme with international street food stations
- Entertainment with a live band and disco until late
- Cash bar available
- Great opportunity to catch up with colleagues and friends

**Tickets cost £45 (incl. VAT)**

Tickets can be purchased by completing the relevant section of the [Exhibitor Requirement form](#). A maximum of 20 tickets per company can be purchased.

Exhibitors and sponsors are kindly reminded that they must not organise or invite participants to social events which clash with the formal BACO social events.

## GENERAL INFORMATION

### Accommodation

The Conference Secretariat, in conjunction with Marketing Manchester Convention Bureau, has secured accommodation at preferential rates in a number of hotels ranging in cost, all within a short distance of Manchester Central.

For more information and booking, please visit:  
<http://bacointernational.org/registration/accommodation/>

### Catering for Exhibitors

An exhibitor lunch station will open 30 minutes before delegates are due to break for lunch on Wednesday, Thursday and Friday to enable exhibitors to return to their stands before delegates arrive.

### Cloakroom

Manchester Central provides free cloakroom facilities.

### Delegate bags

Each exhibiting company will be provided with one delegate bag containing the final programme and additional conference information. A delegate bag will be distributed to every stand on Wednesday 4 July.

### Registration times

The registration desk will be open at the following times:

Tuesday 3 July	17.00 - 19.00 hrs (includes badge collection for exhibitors)
Wednesday 4 July	07.45 - 18.00 hrs
Thursday 5 July	07.00 - 18.00 hrs
Friday 6 July	07.00 - 16.00 hrs

### Security

Manchester Central will have highly-trained teams in place as well as certain measures designed to provide comfort and reassurance for all participants at BACO International 2018.

Every visitor who comes to Manchester Central may have their bags searched. We therefore ask you to consider keeping bags and possessions to a minimum. Please also consider the size of your bag - we recommend just one small bag or handbag - to minimise the time it takes to search and gain access to the event. When planning your arrival to the venue, we suggest you allow some extra time for security checks.

## Smoking Policy

Smoking cigarettes and e-cigarettes is not permitted in any of Manchester Central’s internal areas. Those wishing to smoke should do so in the designated areas outside of the building.

## Travelling to Manchester Central

Manchester Central is located in the heart of the city and is easily accessible.



For comprehensive travel details visit: <https://www.manchestercentral.co.uk/getting-here>  
For details of parking, see page 9.



## Risk assessment - template guide only

Please complete the risk assessment [online](#).

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>