



ASGBI
Central Hall
Manchester Central (GMEX/MICC)
Convention Complex
Petersfield
Manchester M2 3GX
18-20 April 2007
www.asgbi.org.uk

Exhibitors Guide

All queries regarding the Exhibition should be directed to Janet Mills. The general and technical information contained in this manual must be read in conjunction with the Terms and Conditions as printed on the reverse side of the Application/Contract for stand space and be considered part of them.

CONTENTS

Page		Return Date
3	Access/Delivery (form on page 14/15 of guide)	28 March 2007
12	Audio Visual (SLA form at back of guide)	
7	Banners/Hanging signs	23 March 2007
4	Breakdown/Collections	
8	Broadband/Wireless Internet Connection (G-Mex Technical form at back of guide)	14 March 2007
3	Build-up times	
9	Catering/Bar Services (Letheby & Christopher forms at back of guide)	
8	Compressed Air (Melville's form at back of guide)	23 March 2007
5	Contractor Passes	
12	Delegate Registration	
10	Editorial Entry - Congress Programme	23 February 2007
7	Electrical Services (Seymour's form in back of guide)	16 March 2007
5	Exhibitor Passes	
5	Exhibitor Badges (form on page 13)	28 March 2007
6	Fascia Nameboards (Hirex form at back of guide)	18 March 2007
10	Fire Precautions	
6	Floor Covering/Carpet	
9	Floral	
8	Fork Lift (YES form in back of guide)	
8	Freight Forwarding (YES form in back of guide)	
8	Furniture (brochure will be mailed separately)	
7	Height Restrictions	
12	Hotel Accommodation	
11	Insurance	
11	Invitations/Day Visitors	
12	IT (SLA order form at back of guide)	
3	Organisation	
3	Opening Times	
4	Parking (NCP order form in back of guide)	29 March 2007
9	Photography	
10	Security/Traffic Control	
10	Stand Cleaning	
5	Standfitting Services/Details (Hirex forms in back of guide)	
9	Storage (YES form in back of guide)	
8	Telecommunications (BT form in back of guide)	14 March 2007
3	Venue	
5	Vehicle Passes (form on page 14/15)	28 March 2007
8	Water and Waste (Melville's form in back of guide)	23 March 2007

VENUE

The Association of Surgeons of Great Britain and Ireland Annual Exhibition will be held in the Central Hall at Manchester Central, the new name for GMEX/MICC, Convention Complex, Petersfield, Manchester, M2 3GX. Tel: 0161 834 2700.

ORGANISATION

Janet Mills, ASGBI Exhibition Manager, will be on site in Manchester from 08.00 hours Monday 16 April 2007. Tel: 02392 570888

OPENING TIMES

The Exhibition will be open at the following times:

Wednesday	18 April 2007	08.00-17.00 hrs
Thursday	19 April 2007	08.00-17.00 hrs
Friday	20 April 2007	08.00-14.00 hrs

BUILD UP TIMES

The exhibition hall will be available to exhibitors and their contractors for stand construction/dressing as follows:-

Floor Space Only Stands

Monday	16 April 2007	08.00-20.00 hrs
Tuesday	17 April 2007	08.00-20.00 hrs

Shell Scheme Stands

Monday	16 April 2007	14.00-20.00 hrs
Tuesday	17 April 2007	08.00-20.00 hrs

All stands must be complete and ready for the exhibition opening at 08.00 hrs, Wednesday 18 April 2007.

ACCESS/DELIVERY OF EXHIBITS

On arrival at Manchester Central (GMEX/MICC), exhibitors and contractors must report to the security barrier at the rear of the Centre, accessed via the ramp off Albion Street, where they will be met by a traffic controller and directed to the appropriate exhibition hall access doors or holding areas.

To assist the traffic controllers with direction of vehicles, please ensure that vehicle passes are displayed prominently on windscreens with company name and stand number clearly marked.

Please see back cover for Map and Directions (follow Manchester Central [GMex/MICC] logo signage from city outskirts)

Early deliveries of goods to Manchester Central (GMEX/MICC) **cannot** be made before **Monday 16 April 2007**. Any deliveries prior to this date must be clearly marked with the Exhibition name and date, exhibitors/company name and stand number and sent directly to:-

**YES – Yorkshire Exhibition Services
Unit 17 and 21
Second Exhibition Avenue
NEC
Birmingham B40 1PJ**

All deliveries for Monday 16 April and Tuesday 17 April should be addressed as follows:-

**Exhibitor Name
Stand Number
ASGBI Exhibition
Manchester Central (GMEX/MICC)
Convention Complex
Petersfield
Manchester, M2 3GX**

BREAKDOWN/COLLECTION OF EXHIBITS

Breakdown of stands will commence after lunch at 14.00 hrs Friday 20 April, the official closing time. Exhibits may not be removed from stands before that time unless by prior arrangement and agreement with the Organisers. The exhibition hall must be clear of all exhibitors, materials and standfittings by **23.00 hrs, Friday 20 April 2007**.

PARKING

a) Car Parking

Manchester Central (GMEX/MICC) is served by three car parks:-

NCP Undercroft – Access from Lower Mosley Street

Open 7 days, 24 hours (manned)

Height restriction of 6ft 6 ins

NCP Upper Level - Access from Albion Street

Open 7 days, 24 hours (unmanned)

Weight limit of 3.5 tons

Exhibitors can obtain Parking Vouchers for build-up and the 3 day Open period of the Exhibition, for any of the car parks above, at £6.00 per car per day, including VAT. Please complete the **NCP Order Form** at the back of this guide by **29 March 2007**.

b) Goods Vehicles

As space is limited, commercial vehicles cannot be accommodated on site during the Open Period but nearby facilities are available at Trafford Truck Stop HGV Parking. Located Past Old Trafford Stadium, 150yds on the right of the Imperial War Museum Please telephone: 0161 872 8753 for details.

GOODS VEHICLE PASSES

All exhibitors' and contractors' vehicles including cars, must have a vehicle pass to allow entry to Manchester Central (GMEX/MICC) for goods delivery or collection. Please complete the **Loading/Unloading Permit Form** on pages 14/15 of this guide. A schedule of arrival times will subsequently be sent to exhibitors and contractors, together with the requested Delivery Vehicle Passes. Vehicles must be removed as soon as unloading is complete. **All passes will be sent in advance.**

EXHIBITOR/CONTRACTOR PASSES

Manchester Central (GMEX/MICC) will issue wristbands valid for the build-up and breakdown periods to all persons requiring admission to the Hall in connection with the building or breakdown of exhibition stands.

EXHIBITOR BADGES

Exhibitor lapel badges must be worn by all stand personnel whilst within the Open period of Manchester Central (GMEX/MICC). **These badges will be available for collection from the Exhibition Registration Desk on arrival and will not be sent by post to exhibitors.** Please complete the **Lapel Badge Order Form on page 13** of this guide.

STANDFITTING SERVICE/DETAILS

a) The appointed shell scheme/stand contractors are:-

**HIREX LTD.,
1 Lomax Street
Radcliffe
Manchester, M26 1PX
Tel: 0161 723 6100
Fax: 0161 723 4744**

Any exhibitor requiring standfitting services, whether it be for shell scheme or space only, should contact **Hirex Ltd.** direct.

b) **Shell Scheme (Hirex Ltd.)**

- i. A diagram including a full description of the “**Click**” modular shell scheme can be found at the back of this guide.
- ii. Fixing to the shell walls should be carried out using Velcro tape or tabs, available for sale on site. For heavy fixing, exhibitors should consult the stand contractor, **Hirex Ltd.** Fixing with nails, screws, staples and glue etc. to the wall panels is **NOT PERMITTED**. Any damage must be paid for.
- iii. Optional extras such as panelling, doors, shelves etc. are available using the **Order Form** at the back of this guide.

c) Space Only

- i. Space Only exhibitors are advised that no walls or standfittings are provided and they should make their own arrangements for stand building and decoration. All floors are carpeted.
- ii. Scale drawings showing the proposed design, with full dimensions, and heights of all space only stands must be submitted to the Organisers for approval 6 weeks before the event. N.B. **Please note building height restrictions on next page.**
- iii. **No stand or display exposing an unfinished surface to neighbouring stands will be permitted, nor many any solid wall of more than one third of the total length of any elevation be erected on the perimeter of a stand bordering a gangway which would impede the frontage or view from or into a neighbouring stand.**
- iv. Where stand walls, including towers, exceed 2.5 metres in height, they must be suitably clad and decorated on the reverse side to the requirements of the adjoining Exhibitor, but carry neither titles, devices, advertising matter nor exhibitors where the elevation overlooks the lower stand. No part of the stand construction (including rotating signs) or any exhibits may protrude over the gangways or neighbouring stands. Any inflatables must be included in the stand plan. All lockable doors to store rooms, kitchens etc must have a vision panel in case of emergency. Doors may not open onto the gangways.
- v. Disabled Ramps. All stands built on a platform should have a ramp incorporated into the design to meet the requirements under the recent Disability Discrimination Act. Ramp edges must be clearly defined with a contrasting colour or material, preferably high visibility.

FLOOR COVERING/CARPET

Central Hall is permanently covered in purple carpet. If a change of colour is required, please remember that **it is not possible to lay carpet directly onto carpet.** Hirex can supply a plinth at a cost of £13.50 per square metre. Alternatively if you wish to hide electrical cables, Hirex can also provide a 100mm raised platform at £17.50 per square metre. Either will need to be ordered and paid for in advance of build-up.

FASCIA NAMEBOARDS (SHELL SCHEME ONLY)

Fascia nameboard requirements should be notified to the contractors, **Hirex Ltd.**, using the **Order Form** at the back of this guide by **18 March 2007.**

STAND IDENTIFICATION – SPACE

Exhibitors with floor space only sites are requested to ensure that their **stand is clearly identified with company name and stand number placed in a prominent position.**

HEIGHT RESTRICTION

- a) *Shell Scheme Stands*
No stand fitting, display or exhibit may exceed the shell scheme height of 2.40m.
- b) *Space Only Stands*
The maximum permissible height for building is **4 metres**.

BANNERS/HANGING SIGNS

Exhibitors wishing to use hanging banners or signs as part of their stand display should apply by **23 March 2007** latest to:-

TRAPEZE RIGGING
Unit 1 Green Lane Industrial Estate
Small Heath
Birmingham, B9 5QP
Tel: 0121 766 7712
Fax: 0121 772 5273
Email: trapezerigging@btconnect.com
Contact: Paul Chamberlain or Steve Poles

ELECTRICAL SERVICES

The official electrical contractors to the exhibition are:-

S SEYMOUR (ELECTRICS) LTD.,
50 Glenthams Road
London, SW13 9JJ
Tel: 020 8748 7788
Fax: 020 8741 0720

All electrical connections must be made by Seymours. Exhibitors may provide their own electrical fittings where such fittings are in the form of made-up units, complete and ready for connection to the mains supply. Exhibitors' equipment must conform to all current electrical and safety standards and appliances should be delivered to stands complete with **13 amp** square pin plugs **BS No. 1363**. Exhibitors must arrange with their stand contractors for support battens if any lighting is required over the centre of stand areas. Shell scheme exhibitors should complete the **Order Form** for optional extras.

Stand Contractors ordering Mains Only

The new EVA and Health & Safety Regulations dictate that a full test certificate is required by all venues giving readings for insulation and continuity. This is normally performed by S. Seymour (Electrics) Ltd but must be completed by stand contractors ordering mains only.

Please complete and return the **Order Form** for Electrical Services direct to **Seymours** by **16 March 2007**. (A copy should be retained for record purposes).

COMPRESSED AIR/WATER AND WASTE

These services are available in the exhibition hall through floor ducting. All stand blocks are positioned over these ducts. Runs across gangways are prohibited.

Direct application should be made to **Melville Electrical Services** using the **Piped Services Order Form** at the back of this guide. This form should be return to Melville by **23 March 2007**.

FURNITURE

The appointed furniture contractors are:-

**INDISPLAY LTD.,
Units1-2 Walton Road
Bushey
Watford
Herts, WD23 2PD
Tel: 0870 2241640
Fax: 0870 2241650
www.indisplay.co.uk**

A current brochure, price list and order form will be mailed to you separately. Please return the **Order Form** direct to **Indisplay Ltd.**

TELEPHONES & COMMUNICATIONS

Any exhibitor requiring a telephone, ISDN line on their stand should complete the **British Telecom Order Form** at the back of this guide by **14th March 2007**.

Any exhibitor requiring broadband or wireless internet access to their stand should complete the **Manchester Central Order Form** at the back of this guide by **14th March 2007**.

FORK LIFT

Any exhibitor requiring the use of a forklift should contact YES – Yorkshire Exhibition Services (see next section).

FREIGHT FORWARDING, LIFTING AND HANDLING

The appointed freight forwarding, lifting and handling agents for the exhibition are:-

YES – YORKSHIRE EXHIBITION SERVICES

**Unit 17 & 21
Second Exhibition Avenue
NEC, Birmingham, B40 1PJ
Tel: 0121 782 4626
Fax: 0121 782 4680
Contact: Claire Nicholls**

YES can provide information and advice to international and United Kingdom exhibitors regarding shipment, transportation, lifting and handling of exhibit material. They can also offer Customs Clearance and temporary Importation Bonds for overseas exhibits. A **storage** service is also available.

Exhibitors requiring any of these services should contact **YES**, using the **Order Form** at the back of this guide

STORAGE

No storage space is available at Manchester Central (GMEX/MICC). Exhibitors are requested to make any necessary arrangements for the removal and storage of empty boxes, cartons, wrappers etc., prior to the opening of the Exhibition. It is contrary to the fire regulations to have packing materials stored on or behind stands. Storage is available through the Freight Forwarding, Lifting and Handling agents, **YES**.

FLORAL AND PLANT DECORATION

The appointed floral and plant contractors to the exhibition are:

PEEBLES EXHIBITION FLORISTS

**Fillongley Mill Farm
Tamworth Road, Fillongley
Nr. Coventry, CV7 8DZ
Tel: 01676 542234
Fax: 01676 542456**

An **Order Form** can be found on their website **www.peeblesflorists.co.uk**

PHOTOGRAPHY

At the time of going to press ASGBI have not yet appointed a photographer. Details will be circulated once this has been confirmed.

CATERING/BAR SERVICES

Full catering and bar services are available at Manchester Central (GMEX/MICC) through the official caterers, Letheby & Christopher, who have the **sole rights** to provide food and drink for consumption on stands and the premises. A price list and order form can be found at the back of this guide but all catering enquiries should be directed to:-

**LETHEBY & CHRISTOPHER
Manchester Central (GMEX/MICC)
Windmill Street
Manchester, M2 3GX
Tel: 0161 834 0123
Fax: 0161 834 5334
Contact: Cleo Kay/Claire Mulroy**

Coffee, tea and lunch for all exhibitors will be available free of charge each day.

DAMAGE TO EXHIBITION

Care should be taken to avoid damage to any structural part of the exhibition halls, including floors. Any reparation found to be necessary will be charged to the exhibitor concerned.

SECURITY/TRAFFIC CONTROL

Security officers are on 24 hour duty throughout the exhibition period, including build-up and breakdown. Exhibitors are requested to ensure that all personnel wear lapel badge identification. Any exhibitor requiring extra security services should apply to the Organisers as early as possible.

Traffic Control Officers will be on duty during build-up and breakdown. Exhibitors and their contractors are requested to co-operate with these officers to ensure a problem free traffic flow operation. Where possible, vehicles will be allowed into the exhibition hall during build-up and breakdown. However, this will be entirely at the discretion of the traffic control officers.

FIRE PRECAUTIONS

Flameproofed and fireproofed materials must be used for all stand construction including decorative drapings and muslin ceilings. All tanks containing **Petrol** and **Diesel** must be drained to 2 litres and **all batteries** disconnected. Drip traps must be provided under all vehicles. Fire points are situated throughout the exhibition hall. These points must be kept clear at all times.

Exhibitors should ensure that at least two members of their staff are familiar with the use of fire extinguishers.

STAND CLEANING

All stand cleaning is included in the stand rental charge and will be carried out each day prior to opening. However, exhibitors are responsible for the maintenance of their stand areas in a clean and rubbish free state during the open period of the Exhibition.

N.B. Exhibitors and their agents/contractors are responsible for **the complete removal of all exhibits and materials** used by them in the stand construction on final departure from the exhibition hall after breakdown. Any costs incurred by the Organisers for the removal and storage of exhibits and materials left in the halls will be passed on to the exhibitor concerned.

MEETING PROGRAMME – EDITORIAL ENTRY

Each exhibitor may have up to 100 words of free copy, including Company Name and Address together with Telephone and Fax Number, in the 2007 Final Meeting Programme which will be given to each delegate on arrival at the Meeting. The Editor reserves the right to edit contributions exceeding 100 words.

Editorial copy should be submitted in the following order via email to janetmills@btconnect.com as early as possible, and in any case no later than **23 February 2007**. Please include your company name and “**ASGBI Editorial**” in the subject heading of the email:-

Stand Number
Company Name
Address, Post Code
Tel, Fax, E-Mail address
100 words editorial

We can include company logos, providing they are submitted in Jpeg format.

INVITATIONS – DAY VISITORS

Exhibitors are encouraged to invite their own guests to the exhibition using “company letterhead” invitations which will be honoured by the Organisers. These guests should present their invitations at the Exhibition Registration Desk on arrival.

Principals and employees of an exhibiting company visiting the exhibition may gain admission by producing identification. Badges will be issued by the organisers on arrival.

INSURANCE

Whilst we take every precaution to protect your property during the event, we are not responsible for any loss or damage. We recommend that you buy insurance cover.

You are responsible for insuring against legal liability incurred in respect of bodily injury to third parties or damage to property belonging to third parties. In addition to this, you should protect your expenditures against Cancellation and Abandonment or curtailment of the event due to reasons beyond our control.

The Financial Services Authority regulations do not permit us to advise you on any insurance matter. However we wish to draw your attention to insurance for Exhibitors offered by Insurex Expo-Sure Ltd.

Please contact Mrs Muriel Semple to discuss Exhibitors Insurance on 0845 213 8444 Fax: 0845 213 8439. You are under no obligation to purchase such insurance from Insurex Expo-Sure and may therefore choose to seek insurance from other providers.

Should you decide to insure with Insurex Expo-Sure, simply complete the proposal form included at the back of this guide and send it with your premium direct to:

INSUREX EXPO-SURE LTD
Royal Victoria House
2nd Floor
51-55 The Pantiles
Royal Tunbridge Wells
Kent TN2 5TE
Tel: 0845 213 8444 or 01892 552444
Fax: 0845 213 8438 or 01892 548731

AUDIO VISUAL/IT

Audio visual and video hire services are available direct from Steve Lovell who is looking after our AV requirements in Manchester. Please use the **SLA Order Form** at the back of this guide.

HOTEL ACCOMMODATION

Special rates for hotel accommodation are available through Virtuoso via ASGBI website:- www.asgbi.org.uk/manchester. You are advised to make reservations as soon as possible.

DELEGATE REGISTRATION/PROGRAMME

Please see the website www.asgbi.org.uk/manchester for delegate registration details and an up to date programme for the ASGBI Annual Scientific Meeting 2007. A pre-registered delegate list will be available on the opening morning of the exhibition with the final list mailed, as soon as possible, after the event.

**LOADING/UNLOADING PERMIT
EXHIBITOR VEHICLE PASSES**

**ASGBI 2007
Manchester Central (GMEX/MICC), Manchester
18-20 April 2007**

Company Name		
Contact Name		
Stand Number		
Contact Person in Building		
Mobile Number		
1. UNLOADING		
Date Unloading:	From:	To:
Time Unloading:	From:	To:
2. LOADING		
Date Loading:	From:	
Time Loading:	From	To:
Vehicle Type		
Registration No.		

EXHIBITOR VEHICLE PASSES

Please send us (qty) vehicle passes

Please complete and return one copy of the form no later than **28 MARCH 2007** to:-

Janet Mills
101 Valley Park Drive, Waterlooville, Hants, P08 0PS
Tel: 02392 570888
Fax: 02392 570880
Email: janetmills@btconnect.com

**LOADING/UNLOADING PERMIT
CONTRACTOR VEHICLE PASSES**

**ASGBI 2007
Manchester Central (GMEX/MICC), Manchester
18-20 April 2007**

Company Name		
Contact Name		
Stand Number		
Contact Person in Building		
Mobile Number		
1. UNLOADING		
Date Unloading:	From:	To:
Time Unloading:	From:	To:
2. LOADING		
Date Loading:	From:	
Time Loading:	From	To:
Vehicle Type		
Registration No.		

CONTRACTOR VEHICLE PASSES

Please send us (qty) vehicle passes

Please complete and return one copy of the form no later than **28 MARCH 2007** to:-

Janet Mills
101 Valley Park Drive, Waterlooville, Hants, P08 0PS
Tel: 02392 570888
Fax: 02392 570880
Email: janetmills@btconnect.com