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**EXHIBITOR MANUAL INFORMATION**

**BNA2017 FESTIVAL OF NEUROSCIENCE**

**10TH TO 13TH APRIL 2017**

**BIRMINGHAM INTERNATIONAL CONFERENCE CENTRE**

**Please read this information carefully. Section One provides information that requires your immediate attention and includes deadlines for returning booking forms. The booking forms referred to are sent with this document as separate attachments. Section Two provides detailed information regarding arrangements for the exhibition and guidelines that should be followed.**

**SECTION ONE**

Exhibitor Risk Assessment Form – **To Be Completed By All Exhibitors – Deadline Friday 10th February 2017.**

Exhibitor E-Programme Form – **To Be Completed By All Exhibitors – Deadline Friday 10th February 2017.**

Exhibitor Badges Form – **To Be Completed By All Exhibitors – Deadline Friday 24th February 2017.**

Fascia Board Information – Please check that the wording on your fascia board in column C is correct. If it is not correct please contact [caroline.griffiths@neurofest17.co.uk](mailto:caroline.griffiths@neurofest17.co.uk) - **To Be Checked By All Exhibitors – Deadline Friday 27th January**

Pre- Festival Email Shot – The BNA are offering exhibitors the opportunity to include up to 100 words of text within the Pre- Festival Email Shot that the BNA will be sending out to exhibitors one week before the start of the Festival. **If you wish to take part in this email please send your text by email to** [simone.peter@neurofest17.co.uk](mailto:simone.peter@neurofest17.co.uk) **– Deadline Friday 24th February.**

Europa International Additional Requirements Booking Forms – Europa International are the stand contractors for the exhibition. They offer a variety of additional items and services. For further information contact [sales@europainternational.com](mailto:sales@europainternational.com). **Please complete the relevant forms if you wish to order additional items or services – Graphics Order Form, Shell Scheme Extras Order Form, Additional Electrics Order Form, Furniture and Carpet Order Form - Deadline See Form.**

**NB: The furniture items that are supplied as part of your stand package are supplied by the ICC. Therefore, if you require any more of these items please order them directly from the ICC – Please refer to the Exhibition Stand Package information in Section Two.**

Internet Access – Internet Access for exhibitors. Wi-Fi is available in the Exhibition Hall but if a secure connection or heavy usage is required internet access must be ordered in advance from the ICC – **Please refer to the Internet Access information in Section Two.**

ICC Additional Requirements – The ICC offer a variety of additional services to exhibitors including stand catering, floral arrangements etc. **Please refer to Section Two for further details.**

**SECTION TWO**

**Access**

The exhibition is located in Hall 3 of the ICC. Access for exhibitor deliveries/collections is to the rear of Hall 3 via Bay A. The entrance to the loading bay is on Cambridge Street. Please note that traffic wardens operate along Cambridge Street. ICC Traffic Control Officers will be present to help with access to the loading bay.

Please see map attached.

**BNA Registration Desk**

The main BNA Registration Desk for exhibitors and delegates will be located in the main foyer immediately outside the Exhibition Hall.

**Build Up And Deliveries**

Deliveries for exhibition set up:-

Deliveries of exhibition materials by courier can only be accepted on Monday 10th April 2017 from 6.00 am. (Please note stands must be ready by 2.00pm on Monday 10th April 2017).

If you are using a courier and are not on site when the courier arrives the ICC delivery bay officer will be able to sign for your goods.

Deliveries should be made to Loading Bay A.

Delivery Address:-

Please ensure that all materials are appropriately labelled with your company name, the event name, date of the event, hall and stand number. Failure to do so may result in deliveries being lost or not being accepted. Therefore, the delivery address should read:-

Your Company Name

BNA2017 Festival of Neuroscience 10th-13th April 2017

Hall 3

Your Stand Number

The ICC

Goods Inward Bay A

Cambridge Street

Birmingham

B1 2NP

Exhibition Set Up:-

Exhibitors can set up their stands from 11.00 am on Monday 10th April 2017. Stands must be ready by 2.00 pm on Monday 10th April 2017.

Exhibitors are reminded to ensure they provide sufficient staff and trolleys to transport goods from their vehicles to their stands as the ICC have a very limited number on a first come first served basis.

**Break Down And Collections**

The exhibition will finish at 5.00 pm on Wednesday 12th April 2017. Exhibitors will have until 10.00 pm on 12th April to remove their items. Exhibitors may leave their items in a designated area for collection by courier on Thursday 13th April 2017. All items must be removed by 1.00pm on Thursday 13th April 2017.

Items being collected on Wednesday 12th April and Thursday 13th April before 1.00pm must be picked up from Loading Bay A.

Please ensure that all items to be collected are clearly labelled with your company name, contact details of your company and the forwarding address.

Exhibitors are responsible for their own equipment and for clearing the stand area of all their belongings. Please note that the ICC will not take any responsibility for any left items.

**Business Centre**

The Business Centre is located on Level 3 of the ICC near the Centenary Square entrance. The centre can provide photocopying, fax facilities and secretarial services. Opening hours are 08:30 to 16:00 Monday to Friday.

**Carpets**

There are carpet tiles throughout the exhibition hall.

Carpet Tape - please note that exhibitors and contractors must use the NEC Group approved Stikatak B3/A5 exhibition tape and ensure that it is lifted before they leave the hall at the end of the show. Any exhibitors who leave tape on the floor after the show will be subject to a dilapidation charge of at least £7.50 per linear metre of tape depending on the amount of damage caused to the floor. Damaged carpet tiles will be charged at £20 + VAT per tile.

**Cashpoint**

There is a cash point located within the ICC’s main mall, next to the cloakroom. The machine offers free withdrawals.

**Catering On Stands**

ICC Catering have the sole rights to all food and beverage consumed at the ICC and all food and beverages, and associated catering equipment, must therefore be ordered through them.

Should any company attempt to provide their own food, beverages or catering equipment in the venue, they will be asked to remove it or pay a corkage/facilities fee for it. Any breech of the agreed contract could put the exhibition tenancy in jeopardy, so please ensure that you comply with these instructions.

Orders with full payment should reach the ICC no later than one week before the start of the event. No accounts are sent out after the event for invoice payment.

If you require any catering on your stand, please email Catering Support on catering.support@theicc.co.uk to obtain a copy of our stand catering order form. Should you require anything over and above the form content, please contact Catering Support on +44 (0)121 644 5132, who will be happy to assist you with your requirements.

Alternatively, catering can be booked on-line via our web site. Simply click on the link

<http://www.theicc.co.uk/organisers/exhibiting> and type in the pass code **61895**

**Children**

For Health and Safety reasons, children aged 16 and under are not permitted in the hall during build-up or pull-out periods.

**Cleaning**

General cleaning of stands will be carried out prior to the exhibition opening on each morning. This service is free of charge to all exhibitors and paper or packaging rubbish should be placed in the aisle at the end of the day (any bagged waste left on stands will not be removed). The cleaning of exhibits, however, remains the responsibility of the exhibitor. Any exhibitors requiring extra cleaning should contact Fran Moore on +44 (0)121 644 5150.

Please note that, with the exception of paper and packaging, exhibitors are expected to dispose of their own rubbish.

The disposal of Medical waste (such as needles) needs to be pre-booked and will be charged for. Please contact your Event Manager, Chloe Herbert, [chloe.herbert@theicc.co.uk](mailto:chloe.herbert@theicc.co.uk)

**Damage and Loss**

Neither the organisers, nor the ICC, accept any responsibility for damage or loss of any properties introduced by the exhibitors or their agents/contractors. Exhibitors are especially warned that the exhibits are the sole responsibility of the exhibitors to whom they belong. Exhibitors should affect their own insurance against all risks. The strongest possible precautions against theft should be taken at all times.

**Demonstrations**

Exhibitors intending to use televisions or any other potentially loud appliances for stand demonstrations or who wish to hold live demonstrations must contact the organisers for approval at least one month prior to the show to gain written permission.

**Dilapidation**

You are reminded that you will be charged for making good any damage to the hall or stand area, including the floor, caused by your staff or contractors. All tape used to secure carpets must be removed at the end of the exhibition. Under no circumstances can stand construction, graphics, displays, etc. be attached to the fabric of the building.

**Electrical/Technical Equipment**

Any electrical/technical equipment brought onto site must have been PAT tested within the last 12 months.

**Exhibitor Badges**

Exhibitor Badges will be available to pick up from the main BNA2017 Registration Desk which will be situated in the foyer area immediately outside the Exhibition Hall. If you are delivering your own items via Loading Bay A you will be allowed to deliver the items to your stand but must then immediately go to the BNA desk to pick up your badge. Two complimentary exhibitor registrations are included in the standard exhibition package. The complimentary registrations give full access to all scientific sessions and the Welcome Reception.

For security reasons exhibitors must wear the supplied name badges at all times whilst on-site.

Please complete the Exhibitor Badge Form attached to order your badges.

**Exhibition Contractor**

The Exhibition Contractor for the Festival is Europa International. Forms for additional equipment and services supplied by Europa International are attached. If you require any further details regarding the forms or other equipment/services supplied by Europa contact:-

Email [sales@europainternational.com](mailto:sales@europainternational.com) Web [www.europainternational.com](http://www.europainternational.com)

Tel +44 (0) 20 8676 0062 Mobile +44 (0) 7786 54 54 90

**Exhibitor E-Programme**

Each exhibitor is entitled to a 200 word entry in the Festival e-programme. A full colour version of your company logo and your contact details may also be submitted.

Please complete the attached e-programme form.

**Exhibition Opening Times**

Monday 10th April 2017 – 2.30 pm to 8.30 pm after close of Welcome Reception. (Please note stands must be ready by 2.00 pm).

Tuesday 11th April 2017 – 9.00 am to 6.00 pm

Wednesday 12th April 2017 – 9.00 am to 5.00 pm

There is no exhibition on Thursday 13th April.

**Exhibition Stand Package**

Please note your exhibition shell scheme stand package includes:-

Power supply (500W plus 2 x spotlights)

Two chairs

One 2m trestle table and table covering

Stands are 3m x 2m (except for stands 13,20,27, A, B, C, D, E, F)

The shell scheme is 2.4m in height

The shell scheme is dove-grey and the walls are Hook Velcro compatible Polyweave.

Fascia board name panel

Please refer to the Fascia Name Board Information attached to check your name panel is correct and to check the number of walls on your stand i.e. corner stands are open on two sides.

Please refer to booking forms attached from Europa International if you require additional items such as display stands, bar tables, bar stools, counters, cupboards etc.

The stand package furniture is supplied by the ICC, therefore, if you require additional trestle tables, cloths and chairs that match those included in the stand package please order them directly from the ICC at <http://www.theicc.co.uk/organisers/exhibiting> and type in the pass code 61895.

**Evacuation Procedures**

In the event of an emergency evacuation please follow the instructions of ICC Hosts and Fire Marshals (identified by high visibility jackets). You will be directed to the assembly point in Centenary Square. If it becomes necessary to evacuate the building, the following message will be broadcast:

“Ladies and Gentlemen, may I have your attention please. We must ask you to leave the building by the nearest exit as quickly as possible. Do not use the lifts and do not stop to collect personal belongings.”

**Fabrics**

Please ensure that all fabrics used on stands have the relevant fire proofing solutions. It is a requirement that all drapes brought into the venue conform to BS 5867 Specification for Fabrics for Curtains and Drapes.

**Festival Programme**

Please visit the BNA2017 Festival of Neuroscience website to view the Festival Programme. Please note the times of refreshment breaks, lunches and poster sessions as these will be the prime times when delegates will be in the exhibition hall.

**Fire Precautions**

Fire extinguishers are located at convenient points around the Hall. All materials used for the interiors of stands must be thoroughly fireproofed or be non-combustible to the satisfaction of the local authority. Failure to do so may result in the removal of all offending fittings. Any person discovering a fire should immediately notify a member of ICC staff or operate a break glass unit.

**Forklifts**

All forklifting requirements must be booked through the ICC Technical Event Manager.

**Gangways**

The gangways used in this venue are the minimum permissible by law and have been subject to approval by the Local Authority. Under no circumstances will exhibits, stand dressing, tables and chairs, etc. be allowed to encroach into the gangways. All exhibits must be kept inside your space at all times.

**Graphics and Signage**

The ICC has its own in-house graphics team who can produce any required signage. The Graphics Co-ordinator is clark.bishop@theicc.co.uk 0121 644 5149. Please be aware that it is not permitted to affix anything to the fabric of the building (no blu-tak, pins etc.), and that any signage brought onto site must be freestanding and of a professional quality.

**Health and Safety**

All parties including exhibitors and their contractors have responsibilities as laid out in accordance with the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999 and any mandatory Acts/Regulations relevant to their activities.

Risk Assessment Form

Each exhibitor must supply the event organiser with a completed copy of the attached Risk Assessment form and should be able to provide a copy of their organisations Health and Safety Policy if requested. The Risk Assessment form should examine all potential risks to exhibitors, staff, ICC staff and delegates. For further assistance with the completion of risk assessments, please visit <http://www.hse.gov.uk/risk/index.htm>

Specific Items of Risk

If Exhibitors have any items of specific risk they should notify the event organizer. For all relevant documentation and guidelines about specific items of risk please visit:

eGuide

The eGuide brings together guidance for achieving common standards of health, safety and operational planning, management and on-site conduct for events at all participating AEV member venues. The ICC and the festival organisers require all exhibitors, contractors and any other personnel to comply with all relevant sections of the eGuide. For more details visit <http://www.aev.org.uk/files/eguide_august_2015_clean_copy.pdf>

It must also be stressed that all employers have a legal duty to employ staff that are competent to manage health & safety, and other operations that are relevant to their level and range of responsibilities.

**Height Limit**

A height limit of 4 metres must not be exceeded at the ICC. This limit includes the overall height of the stand-fitting, any branding and all raised platforms as measured from the hall floor. Stands wishing to exceed this height or to erect a double decker stand must supply the ICC with full drawings and structural calculations by a minimum of one month prior to the event, for approval by Birmingham City Council. Stands over 4m coming onto site without approval will not be permitted to be built.

The minimum height for dividing walls is 2.5m. The height from floor to ceiling under the gallery of Hall 3 is 3.4m.

**Insurance**

It is the responsibility of all exhibitors to ensure they have sufficient insurance cover for the event and all attendees at the event to ensure their personal belongings are stored safely. Exhibitor’s stands and exhibits on stands are not accepted into the custody or control of the BNA, BNA Events Ltd, Neurofest17, Festival of Neuroscience Secretariat, or the ICC. Exhibitors shall make their own insurance arrangements. All exhibitors should be adequately insured. Please check that your current insurance covers you for exhibitions including public liability insurance.

**Internet Access**

The ICC offers free venue Wi-Fi which is an unsupported network limited to 1mb upload/download per device, suitable for social media, checking emails etc. If exhibitors have any Internet Access requirements that are event critical and if they will require constant Internet Access during the event dedicated feeds are recommended by the ICC. A 1mb dedicated feed will cost £195 + VAT and must be ordered directly from the ICC at <http://www.theicc.co.uk/organisers/exhibiting/>

**Lost Property**

Lost property should be handed in to ICC Hosting staff. Should you lose any of your possessions please ask a Host who will check with the Security Office to find out if it has been found. Alternatively, please call our Security Department directly on 0121 644 5151.

**Lunch And Refreshments For Exhibitors**

Exhibitors will be supplied with two lunch vouchers per stand during exhibition opening days. Lunch vouchers can be exchanged for a lunch which is provided in the Exhibition Hall. Lunch vouchers can be collected from the main BNA Registration Desk situated in the main foyer immediately outside the Exhibition Hall. Lunch vouchers do not have any cash value. Morning and afternoon refreshments served in the Exhibition Hall are complementary for exhibitors.

**Mall Opening Times**

The ICC main mall is open from 7.00 am to 11.30 am each day. The mall offers a variety of shops and cafes.

**Maps And Car Parking**

Maps of the ICC and local area plus information on car parking can be found at

<http://www.theicc.co.uk/locationtravel>

**Medical Emergencies**

In cases of medical emergencies, please call Security Control (+44 (0)121 644 5151, dial. 2222 from internal phones) giving the exact location of the casualty and details of injuries sustained. Security Control will then arrange for all necessary assistance. Alternatively locate the nearest security guard at the entrance or at an emergency exit as they all have radio contact with Security Control.

NHS Walk-In Centre – is located in the lower ground floor of Boots the Chemist (0121 255 4500)

Monday-Friday 8.00 am to 7.00pm

**Music**

Exhibitors wishing to play any recorded material must obtain a licence from the Phonographic Performance Limited (PPL) and Performing Rights Society (PRS). Exhibitors are solely responsible for obtaining any licence required to play music on their stand.

**Noise**

The use of microphones, videos or music is permitted, but the volume must not be such as to cause any annoyance to other exhibitors. The organisers reserve the right to prohibit their use if, in the organisers’ opinion, any annoyance is being caused and remove the offending equipment and/or exhibitor from the Hall.

**Online Ordering From The ICC**

This is the most convenient way to place all of your advance orders, with 24/7 access to browse and order from our online catalogue of products and services.

Products include:

Telecommunications and Networks, Audio Visual

Floral arrangements

Stand Catering - food, drink and equipment

Additional Services

Ordering products is both quick and easy, with payment being made via a secure card payment system.

To start ordering visit: <http://www.theicc.co.uk/organisers/exhibiting>

Select: ‘Order Exhibition Services’ and type in the pass code **61895**

**On Site Storage Facilities**

There is a very limited amount of on-site storage available for exhibitors during the event. This is located in a number of small rooms off Hall 3.

**Parking**

Pay and display parking for visitors and exhibitors is available at the Barclaycard Arena (formally the NIA), a few minutes’ walk from the ICC. The car parks operate under the pay and display system and tickets may be purchased either from the machines situated in the car parks or booked prior to the event by using a pre-booking application form (pre-bookings only apply to orders of 10 tickets or more). For more information, please call +44 (0) 121 644 7178.

Car Parking costs:

Up to 2 hours £2.30

2 – 4 hours £3.50

4 – 8 hours £6.80

24 hours £8.00

Disabled access parking spaces can be pre-booked by calling +44 (0)121 780 4949 with the blue badge details.

**Power**

If you require additional power to the power supplied in the standard exhibition package please order your requirements from Europa International using the forms attached. Additional power will not be available once the exhibition has been built. Any requirements for 24-hour power should be made clear to the event organiser.

**Public Address System**

Announcements made on behalf of exhibitors are made at the client’s discretion and need to be agreed with the client directly.

**Security**

The organisers will provide general security within the exhibition halls. However, the individual security of the stands and exhibits lies within the responsibility of each exhibitor. Valuables should be locked away overnight and additional care should be taken during exhibition build and breakdown. During the pull-out period extra care must be taken, as this is a vulnerable time. In the unlikely event of a theft, please report to the organisers’ office immediately.

Exhibitors are warned not to leave valuables unattended on their stands whether during the build-up, open or breakdown periods. Special care should be taken of mobile phones as these can be easily misplaced or stolen. Do not leave your stand unattended at any time. No exhibits may be removed from the hall during build-up or the open days of the show without obtaining a pass out authorisation from the organiser’s office. Exhibitor Badges/Passes should be worn at all times by both exhibitors and contractors.

**Smoking Policy**

Smoking is not permitted anywhere within the ICC. Smokers will be directed outside of the building via Mall East (Centenary Square) or Mall West (canal entrance). Electric cigarettes are not permitted anywhere within the ICC.

**Trademarks and Logos**

The sponsor/exhibitor shall be personally responsible for any authorization relating to copyright or related rights, originating from the elements of any nature whatsoever which it provides or uses during the BNA2017 Festival of Neuroscience. Any sponsor/exhibitor shall hold the BNA, BNA Events Ltd and the BNA2017 Festival of Neuroscience Secretariat harmless as regards any action in this respect. Moreover, the sponsor/exhibitor hereby expressly authorizes the BNA, BNA Events Ltd and the BNA2017 Festival of Neuroscience Secretariat to use the sponsor’s/exhibitor’s trademarks and logos within the strict framework of the BNA2017 Festival of Neuroscience for its organisation and promotion.

**Trolleys**

Exhibitors are reminded to bring trolleys for use during the build-up and breakdown of the exhibition, as there are limited numbers available on site (on a first come, first served basis).

**Waste and Recycling**

The ICC has facilities for the recycling of paper only. Exhibitors must ensure that all other waste material is removed otherwise a charge will be incurred.