



# **2<sup>nd</sup> World Parkinson Congress | WPC 2010**

## **Exhibition Technical Manual**

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## INTRODUCTION

### DATES

The 2<sup>nd</sup> World Parkinson Congress | WPC 2010 will be held at the Scottish Exhibition and Conference Centre, (SECC) Glasgow, from Tuesday, September 28 – Friday, October 1 2010. Exhibition build will take place on Monday, September 27.

### DEFINITIONS

In this document, the following terms are defined as:

**Conference Organisers:** World Parkinson Congress Committee.

**Exhibition Organisers:** Congrex UK Ltd, (CX).

**Exhibition:** The industry exhibition being held in conjunction with the 2<sup>nd</sup> World Parkinson Congress, (WPC 2010).

**Exhibitor:** Includes any person, firm, company, or corporation and its employees and agents to whom space has been allocated for the purpose of exhibiting at the industry exhibition.

**Premises/Venue:** Those portions of the Scottish Exhibition and Conference Centre (SECC), Glasgow, licensed to the Conference Organisers.

### INDUSTRY OFFICE

WPC 2010	<b>Contact:</b>	Elaine Fellowes
Industry Dept.	<b>Tel:</b>	+44 (0) 141 331 0123
4B, 50 Speirs Wharf	<b>Fax:</b>	+44 (0) 141 331 0234
Port Dundas	<b>Email:</b>	<a href="mailto:industry@worldpdccongress.org">industry@worldpdccongress.org</a>
Glasgow, G4 9TH		

### EXHIBITION VENUE

The exhibition which will be split into two sections 'Medical' and 'Non-medical', together with the registration area, the cyber area, poster boards, Creativity & PD Exhibit and catering points, will take place in SECC Hall 4.

Scottish Exhibition and Conference Centre  
Glasgow, G3 8YW  
Tel: +44 (0) 141 248 3000  
Fax: +44 (0) 141 226 3423

*Please refer to the exhibition floorplan for the exact location of your stand.*

### EXHIBITOR LIST & FLOORPLAN

The Exhibitor Listing and Exhibition Floorplan can be viewed and downloaded on the website by accessing this [link](#).

### EXHIBITION DATES & OPENING TIMES

Monday 27 September	08.00 – 20.00	Exhibition build (Space Only Exhibitors only)
Tuesday 28 September	08.00 - 16.00	Exhibition build (All Exhibitors)
Tuesday 28 September	19.30 – 21.30	Welcome Reception & Opening of Exhibition
Wednesday 29 September	11.00 - 18.00	Exhibition open
Thursday 30 September	11.00 - 18.00	Exhibition open
Friday 1 October	11.00 - 14.00	Exhibition open
Friday 1 October	14.00 - 00.00	Exhibition break down

Exhibitors are expected to be present during the Welcome Reception. In the unlikely event that the above opening times have to be changed, exhibitors will be notified accordingly.

## BUILD UP AND BREAK DOWN

### BUILD UP TIMES

Access to the exhibition hall will be available to exhibitors with **space only** stands from 08.00 hours on Monday, September 27 2010; **all other exhibitors** will have access from 08.00 hours on Tuesday, September 28 2010. Basic shell scheme will be in place at 08.00 hrs on the Tuesday. **All stands should be completed to the satisfaction of the Organisers by 16.00 hrs on Tuesday, 28 September 2010.**

NOTE: All packaging crates must be removed from the aisles by **13.00 hrs on Tuesday, 28 September** to allow aisle carpeting to be laid. After this time, forklift trucks, cherry pickers, etc will not be permitted within the exhibition area in order to prevent the carpeting being damaged.

### BREAK DOWN TIMES

The Exhibition will close officially at 14.00 hrs on Friday, 1 October 2010. Break down of stands **may not** commence before this time, please allow 30 minutes for the exhibition to clear of all delegates. Due to Health and Safety Legislation, it is strictly prohibited for any exhibitor to break down before the official closing time. The exhibition area must be cleared of all exhibits/stands/materials by 00.00 hrs on Friday 1 October.

*IMPORTANT: Any items remaining after break down will be removed and disposed of. Neither the Organisers nor Venue will be held responsible for any loss.*

### UNLOADING DETAILS

Exhibitors will be allocated a time and Vehicle Access Door 4.4 at which to unload. It is imperative that these times and locations are adhered to and that exhibitors follow the instructions of the traffic marshals at all times. Vehicles must be removed as soon as unloading is complete.

You must provide us with details of your preferred time slot and the size and type of vehicle which you intend to use for delivery of your goods and equipment. Please see the Vehicle Scheduling form in the Order Forms document. This form should be completed and returned by the date specified on the form in order to facilitate vehicle scheduling. All delivery vehicles will be supplied with a vehicle identification pass which must be displayed prominently inside the windscreen. This will be sent you in the Joining Instructions email. Failure to display the vehicle identification pass will result in no entry to the unloading service yard.

Contractors must report to the Gate House (Service Entrance) which is marked on the plan below at the SECC and is located to the west of site nearest Hall 3. Contractors will be cleared and checked by the SECC security personnel who will instruct the driver to the nearest available parking location in/next to or in the vicinity of the Hall (designated Vehicle Doors), dependent on the nature of the build/breakdown they are carrying out. Once the contractor is finished they will be directed back to the Gate House or to the exit barrier at Hall 5 to egress, if they need to remain onsite they will be directed to park in Car Park 5.

Exhibitors, like contractors, will report to the Gate House. The onsite SECC security personnel will ask to see their Access passes on arrival. All exhibitors must have and / or collect their Exhibitor Car Parking pass on the first day of build from the Organisers. Please note, that the amount of Exhibitor Car Parking passes are limited and they will be served on a first come, first served basis. They then must display this pass on their windscreen / dash of their vehicle for the duration of their stay and show the pass to Security on every entry onto site. Exhibitors that do not have a pass will be sent to a fee paying car park and have to pay £6.00 per visit.

There are two vehicle entry doors into Hall 4. Door 4.3 is 4.9m high and 5.5m width and Door 4.4 is 5.4m high and 5.5m width.

*IMPORTANT: When unloading has been completed, vehicles must be removed from the service yards. Those remaining must be parked in the designated area for the purpose of unloading and all instructions given by the security staff must be adhered. Motor vehicles used for delivery of materials*

or equipment will not be permitted to remain inside the exhibition halls overnight. Vehicles should be removed to the designated vehicle park. Delivery vehicles may be left in the car park for the duration of the Congress at your own risk.

Please see map below for directions to the Gate House which is on the plan as the Service Entrance and Car Parks at the SECC.



### VEHICLE PASSES

Vehicle passes will be sent to you by email approximately three weeks prior to build up in the Joining Instructions email. These must be displayed prominently in your vehicle.

### DELIVERIES & STOCK DELIVERIES

**Deliveries cannot be made and will not be accepted by the Venue prior to Monday, September 27 2010.** Please be advised that neither the Exhibition Organisers, nor the SECC can accept deliveries on an exhibitor's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made and should give the courier company a contact name and phone number for them to contact onsite.

For any deliveries on or after Monday, September 27, requiring **no** handling assistance, the address is as follows:

World Parkinson Congress | WPC 2010  
Stand number & Company name  
Hall 4, Scottish Exhibition and Conference Centre  
Glasgow, G3 8YW,  
UK

For deliveries before Monday, September 27, requiring handling and storing, you can contact Melville Logistics; please refer to the Order Form included with this manual and/or contact details overleaf:

Melville Logistics  
Unit 27, Exhibition Way  
NEC, Birmingham,  
B40 1PJ  
Tel: +44 (0) 121 782 4433 / Fax: +44 (0) 121 782 4545  
Email: [logistics@melville.co.uk](mailto:logistics@melville.co.uk)

Exhibitors who find it necessary to re-stock their stands during the exhibition should make arrangements to do so prior to opening times. Deliveries will not be permitted during exhibition open hours.

**MOVEMENT OF DELIVERIES / TROLLEYS**

Exhibitors are advised to make their own arrangements for handling exhibits, brochures, etc. If you require forklift assistance, please contact our logistics company Melville Logistics for more information. Please note, forklifts and cherry pickers cannot be used in the exhibition hall after the aisle carpeting is laid.

**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) 2920 501261.

## STAND CONSTRUCTION – SHELL SCHEME

### SHELL SCHEME

Stanco Exhibitions have been appointed as the official contractor for the provision of shell scheme and shell scheme extras:

Standfitting – Hayley Thomas/Clare Woodward  
Tel: +44 (0)1495 273660/273666  
Fax: +44 (0)1495 271970,  
Email: [hayley.thomas@stanco.co.uk](mailto:hayley.thomas@stanco.co.uk)  
Or [clare.woodward@stanco.co.uk](mailto:clare.woodward@stanco.co.uk)

Website and online ordering:  
<http://www.stanco.co.uk/options/WPC2010/>



Basic shell scheme will be provided within the cost of hiring exhibition space, if required. The stands provided will consist of a modular system consisting of white infill panels with polished aluminium uprights at 1m width intervals and white fascia boards with grey lettering displaying company name and stand number to all open sides. To order the name board(s) for your exhibition stand, please complete Stanco's [online form](#).

The maximum height for displays inside shell scheme stands is 2340mm and the maximum display width per panel is 950mm.

Please note that nothing may be screwed, nailed or glued to the face of the panels nor may any part of the shell scheme be damaged or disfigured in any way. If any such damage occurs the exhibitor concerned would be invoiced for any dilapidation costs. Any fixing to the panels should be by "Blu-Tak". All materials used in display, construction work, etc must be effectively fireproofed or made of non-flammable materials in accordance with the standards of the appropriate authorities. Any display work or materials contravening this clause must be removed from the exhibition area at the exhibitor's own cost.

### IMPORTANT INFORMATION

If your wall is above 2.5m, you must only have generic branding above this height; any prescription information must be displayed below this height restriction. We strongly ask you to take this into consideration as there will be patients present at the Congress. Although the Medical exhibition is closed to patients; anything above 2.5m will be visible outwith the medical exhibition.

This rule also applies to any Rigging of banners above your stand. It is not permitted to expose any prescriptive drug in branding above the height of 2.5m. If you wish to brand above this height, please only use a generic company logo.

**IMPORTANT:** Failure to comply you will result in breach of the Association of the British Pharmaceutical Industry (ABPI) Code of Practice. For further information on the Code of Practice; please visit: [www.abpi.org.uk](http://www.abpi.org.uk)

### NAME BOARDS

Any exhibitor may, if they wish, have their company name in logo style. Please contact Stanco for a quotation. For safety reasons, exhibitors will not be permitted to affix their own material to fascia boards.

**STANDARD SHELL SCHEME FURNITURE**

Furniture will be included in the shell scheme packages only, which consist of

- 2 x Givila Chairs white
- 1 x Black table
- 1 x Black cabinet
- 1 x Waste bin

**COMPLIMENTARY SHELL SCHEME FURNITURE**

Furniture will be included in the complimentary shell scheme packages only, which consist of

- 2 x Side chairs
- 1 x Table
- 1 x Waste bin

For any additional furniture orders, they are available from the official shell scheme stand contractor, Stanco Exhibitions. Please refer to the Stanco [online](#) ordering service.

**ELECTRICS**

Electrics will not be included in the shell scheme and space only packages. For any electric orders please see the 'Bill Moule and Sons Ltd' in the Order Forms document or you can contact:

Bill Moule and Sons Ltd  
Unit 27 Fairways  
New River Trading Estate  
Cheshunt  
Herts  
EN8 0NL  
Tel: +44 (0) 1992 636331  
Fax: +44 (0) 1992 639289  
Email: [billmoule@billmoule.co.uk](mailto:billmoule@billmoule.co.uk)

**SHELL SCHEME ACCESSORIES**

Additional shell scheme items are available from the official shell scheme stand contractor, Stanco Exhibitions, at extra cost. Please refer to the Stanco [online](#) ordering service.

**FLOOR COVERINGS**

Hall 4 will be carpeted. Exhibition stands will have the carpet colour 'Champagne' in the Medical section and 'Silver' carpeting in the Non-medical exhibition area. The colour 'Tango' as the aisle carpeting in the Medical and Non-Medical sections of the exhibition.

If you wish to order alternative flooring at an additional cost, Stanco offers a range of floor coverings including cord carpet, velour carpets, carpet tiles, laminate and vinyls. To discuss your stand requirements please contact Stanco directly by emailing Elizabeth Morgan at [elizabeth.morgan@stanco.co.uk](mailto:elizabeth.morgan@stanco.co.uk) or Tel: +44 (0) 1495 273635

## STAND CONSTRUCTION – SPACE ONLY

### SPACE ONLY STANDS

Free-build stands are allocated on a space only basis. This means that no stand services and carpeting are provided.

### STAND DRAWING SUBMISSION

Free-build exhibitors are reminded of the following points:

- a. Drawings of all free-build stands must be submitted for approval to the Exhibition Organisers no later than **Monday, August 2, 2010**. Electronic plans are preferred; please email your plans to **Daniella.girasoli@congreg.com**. Please submit the Stand Drawing Submission form with your drawings.
- b. Any stands with floors at 600mm or higher may be subject to local licensing authority. Please contact the Exhibition organisers. All Structures out with this criteria, must conform to current legislation, contractors method statements/risk assessments and/or manufacturers conditions of use.
- c. *IMPORTANT: Exhibitors are advised that the procedure for obtaining approval can take a considerable amount of time. Working drawings should therefore be submitted as soon as they are available. All costs relating to obtaining approval will be met by the exhibitor.*
- d. All stand designs with a raised platform must incorporate a wheelchair access ramp on at least one of its open sides.
- e. 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. Please submit copies of the drawings as in b, above.
- f. 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.
- g. 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.
- h. **Important** - If your stand wall is above 2.5m, you must only have generic branding above this height. Failure to comply will result in breach of the Association of the British Pharmaceutical Industry (ABPI) Code of Practice. For further information on the Code of Practice; please visit: [www.abpi.org.uk](http://www.abpi.org.uk)
- i. This rule also applies to any Rigging of banners above your stand. It is not permitted to expose any prescriptive drug in branding above the height of 2.5m. If you wish to brand above this height, please only use a generic logo.
- j. No exhibitor will be permitted to span an aisle by ceiling or floor covering.
- k. Please contact the Exhibition Organisers if you require a copy of the exhibition layout plans.
- l. It is the responsibility of free-build exhibitors to observe the building, fire and health and safety regulations of the Venue. Copies of these are available on request from the Exhibition Organisers.

**Failure to comply with any of the afore-mentioned could result in approval of your stand being withdrawn.**

## EXHIBITOR SERVICES

### OFFICIAL CONTRACTORS

For insurance, security reasons, and to adhere to the regulations stipulated by the Venue, the official contractors detailed below must be used for the following services:

- Shell Scheme, Furniture and Accessories, Stanco Exhibitions
- Electrical Mains, Bill Moule & Sons Ltd.
- IT and Telecommunications, SECC
- Audio Visual, Cameron Presentations
- Lifting services, Melville Logistics
- Catering, Leiths

### ACCOMMODATION

Hotel rooms have been reserved at preferential rates for Congress participants. You may choose according to your budget. Accommodation can be booked via the Congress website at [http://www.worldpdcongress.org/reg\\_housing/housing\\_info.cfm](http://www.worldpdcongress.org/reg_housing/housing_info.cfm)

### ACCESS PASSES

A voucher has been emailed to you in PDF format; please print this off (one per member of staff) and bring the complete voucher on-site to exchange at the exhibition desk for a full Access Pass. The exhibition desk will be located in Hall 4. Access Passes will be valid for build up and break down. Access Passes must be worn at all times during build up and break down; any personnel without a badge will not be permitted to remain in the exhibition areas. In addition, all personnel will be required to wear an access badge when entering in and out of the exhibition hall as there will be security guards on the loading bay doors during build up and breakdown and at the main entrance of hall 4.

### AUDIO VISUAL

Audio Visual services will be provide by Cameron Presentations, for further information and to place an order, please see the order form in the Order forms document.

### BAR CODE READERS

Delegate badges will be both bar- and colour-coded. Exhibitors wishing to scan delegate details will need to hire a bar code reader. At the end of the Congress, the scanned information is matched with the registration database to provide exhibitors with contact details for all visitors who have been at their stand or symposia, in excel format. In addition, exhibitors and sponsors will have the opportunity to define up to 20 marketing codes, for example, 'wants product brochure', 'contact by telephone', interested in product category A', etc.

To hire a bar code reader would be an excellent opportunity for you to capture delegate details who attended your stand. If you wish to order a bar code reader, please see the Order Forms document.

### CATERING

Leiths are the appointed Caterers at the SECC. No company or individual may bring any food or drink into exhibitions for distribution, except with written permission from Leith's. For further information on exhibitor catering, please see Leiths's order form at the SECC [website](#).

### ELECTRICAL SERVICES & LIGHTING

All electrical mains connections will be carried out by the officially appointed contractor, Bill Moule. Should you require details and costs for their services, please refer to their order form in the Order Forms document.

Note: For safety reasons, the use of coiled extension leads and double adaptors are not permitted in the exhibition area. System multi-points of four outlets may be used. The total loading must not exceed the wattage of the socket ordered and multi points must not be connected from an adjacent multi point.

The daily supply of electricity operates from 30 minutes prior to the Exhibition opening until 30 minutes after the Exhibition closes each day and is the principal supply for all equipment and lighting on stands. 24 hour supply, if required, must be requested from Stanco by Exhibitors (e.g. for refrigerators, security equipment, etc.)

#### **FLORAL DISPLAYS**

Stanco can provide a variety of floral arrangements, please contact Stanco's furniture department for further information.

#### **FURNITURE**

Stanco can provide a variety of stand furniture items which can be viewed and ordered [online](#).

#### **GRAPHICS**

Stanco exhibitions are able to provide a full and comprehensive graphic service. Design and quotations are available on a job by job basis through their graphic studios. Please contact Stanco for more details.

#### **IT / TELECOMMUNICATIONS**

IT and Telecommunications services will be provided by the venue, for further information and to place an order, please see the SECC's order form [online](#).

#### **Public Liability Insurance**

All Exhibitors **must** have Public Liability Insurance. Please ensure that your Insurance Certificate is brought on-site as the Exhibition Organisers may ask you to produce it for inspection during exhibition build. Please consult your insurance company or brokers to cover you fully against all risks at the Exhibition. If you do not have a broker, you could contact Hiscox at <https://www.hiscox.co.uk/events/2852> or Towergate Coverex at <http://www.towergate.co.uk/> for more information.

#### **RISK ASSESSMENT**

All Exhibitors must complete EITHER a shell scheme OR a space only Risk Assessment Form, which should be returned to the Exhibition Organisers by Monday, August 2, 2010.

#### **RIGGING**

If you are planning to use the rigging facilities within the SECC, please be aware that you are required to submit an order to the Technical Services Department of the SECC, 14 days prior to commencement of build up as well as a full description of the item (Please see the SECC's order form on venue [website](#)).

As stated on page 10-11, it is not permitted to expose any prescriptive medicine in branding on a banner above the height of 2.5m from the floor. If you wish to brand above this height, please only use a generic logo. We strongly ask you to take this into consideration as there will be patients present at the Congress.

#### **SECURITY**

Exhibitors are requested to use common-sense precautions at all times and to ensure that all stand personnel wear identity badges. Should any suspicious or unidentified articles be discovered, they must be reported to the Organisers' Office immediately. The security provided by the Organisers has been implemented to prevent unauthorised access to the hall and not to secure the contents of your stand. Each Exhibitor is responsible for their property and necessary precautions should be taken. Exhibitors wishing to hire additional security personnel to patrol individual stands, please contact Daniella Girasoli at [Daniella.girasoli@congrex.com](mailto:Daniella.girasoli@congrex.com)

**STAFFING REQUIREMENTS**

If you require any hostesses or staff at your stand or at your symposia session, there are some agencies that can provide you with this service. Please contact Daniella Girasoli for more details at [Daniella.girasoli@congrex.com](mailto:Daniella.girasoli@congrex.com)

**STAND CLEANING/WASTE REMOVAL**

The Venue will be responsible for the cleaning of the aisles and public areas within the exhibition. If you wish for any rubbish to be removed please leave it on the aisles at the end of each day. Should you require your stand to be cleaned daily during the exhibition, please contact Daniella Girasoli at [Daniella.girasoli@congrex.com](mailto:Daniella.girasoli@congrex.com)

**TRANSPORT, LIFTING, SHIPPING & STORAGE**

Melville Logistics have been appointed as the official transport, lifting, shipping, and storage contractors for this event. Should you require a quote for their services, please refer to their order form in the Order Form document. Please note that there are no storage facilities at the SECC.

**VENUE SOURCING FOR MEETINGS AND ADDITIONAL SERVICES**

Congrex UK Ltd can provide you with all the services you need to ensure your participation is worthwhile and successful. With 25 years experience working with prestigious pharmaceutical and commercial companies, we can assist you with any event catered for whether it Congress Participation, Sales Conference, VIP Dinner, Internal or External Meetings or Product Launch. You can be assured that your enquiry will be handled professionally and with all sensitivities handled in a confidential manner. You can make your experience successful without the stress and benefit from:

- Saving you the time and money in locating the best venue for your meeting
- Knowledge and experience of many global destinations
- Flight bookings
- Preferential rates on hotel bookings and group accommodation requests
- Registration coordination
- Ground agents for buses/transportation and external dinners can be arranged.

If you require any additional services, please contact us at [daniella.girasoli@congrex.com](mailto:daniella.girasoli@congrex.com)

## EXHIBITOR EDITORIALS / DELEGATE BAG INSERTS

### **EDITORIALS – FINAL PROGRAMME**

Each Exhibitor may have a maximum of 50 words of free editorial copy in the Exhibitor Catalogue / Final Programme. Please see the corresponding order form for information on composing your editorial. Sponsors will have a different editorial entitlement, please refer to your confirmation letter for more information. **Please note deadline date: Monday, July 26, 2010.**

### **DELEGATE BAG INSERTS**

Exhibitors wishing to include an insert in the delegate bags should contact the Industry Office for further information. We must see an electronic sample of your bag insert in order for us to approve this. Once your sample is approved and covers the ACCME Guidelines; further details will be provided to you.

Contact: Elaine Fellowes  
Tel: +44 (0) 141 331 0123  
Fax: +44 (0) 141 331 0234  
Email: [industry@worldpdcongress.org](mailto:industry@worldpdcongress.org)

## CONGRESS INFORMATION

### REGISTRATION PROVISIONAL OPENING TIMES

On-site registration will take place in the Exhibition Hall 4. The registration desks will be open during the following times:

Tuesday, September 28, 2010	07.00 – 21.30
Wednesday, September 29, 2010	07.00 – 18.30
Thursday, September 30, 2010	07.30 – 17.30
Friday, October 1, 2010	07.30 – 17.30

### SCIENTIFIC SESSIONS

All session halls are located within the SECC and in the Crowne Plaza Hotel. Details of plenary and parallel sessions are available [online](#) and will be printed in the Final Programme.

### SCIENTIFIC/LIVING WITH PARKINSON'S POSTERS

Scientific/Living with Parkinson's posters will be located in the Exhibition, Hall 4.

### DELEGATE BADGES

Delegate badges will be bar-coded and colour coded in reference to Healthcare Professionals and Healthcare Non-Professionals. Exhibitors and Sponsors wishing to scan delegate details will be required to hire a bar code reader; see corresponding order form in the Order Forms document.

### EXHIBITOR NAME BADGES

Exhibitors will receive two company name badges for every nine square metres of exhibition space purchased. These badges will give exhibitors access to the exhibition only. Additional badges can be purchased for £100.00 plus VAT per badge. Exhibitor name badges will be prepared in advance for all exhibitor personnel. To register your exhibitor personnel, please complete the spreadsheet that will be sent to you by email. Please note that exhibitors are entitled to personalise exhibitor name badges provided that the names are received before Tuesday, August 3. Any requests received after this date will have the company name only on each badge.

The exhibition will be split into two sections 'Medical' and 'Non-medical'. The badges will be colour co-ordinated for this purpose. A Purple strip name badge will be for the 'Medical' exhibitors and a light blue strip name badge for the 'Non-medical' exhibitors.

### CATERING

Tea/coffee will be provided for each badged exhibitor during morning and afternoon breaks.

### CONGRESS DOCUMENTATION

Exhibitors are entitled to one Congress briefcase per stand containing the documentation that will be given to delegates; this will ensure that exhibitors have relevant Congress information. You will receive your briefcase when you collect your exhibitor name badges from the Industry Desk onsite.

### SOCIAL EVENTS

#### OPENING CEREMONY

**Tuesday, September 28: 18.15 – 19.30**

Opening Ceremony will take place at the SECC in the Clyde Auditorium

#### WELCOME RECEPTION

**Tuesday, September 28: 19:30 – 21:30**

Welcome Reception will be held immediately after the Opening Ceremony in the Exhibition Hall 4. The evening will allow delegates to relax and socialise, renewing old friendships and making new ones. Wine and canapés will be served.

Due to the Welcome Reception being held in the Exhibition, all Exhibitors are expected to be present during this event.

**PD GAME NIGHT – THE BRAIN GAME**

**Friday, October 1: 17.00 – 18.30**

Host: Author and comedian Tony Hawks and The Cure Parkinson's Trust

*Note:* Registration is free, but seating will be limited. Please indicate your attendance on the Exhibitor Booking Form.

The Brain Game - establishing once and for all who knows the most about the World, the Parkinson's, the Congress and everything else for that matter. Split into seven categories representing all aspects of Parkinson's, the Brain Game sees the PD community go head-to-head to decipher who **are** the real experts. The winners will go on to lift the much coveted 'Basal Ganglia Bucket' (otherwise known as "The Basil") and will be given the opportunity to donate their superior brains immediately afterwards! Teams comprising PD Specialists, Healthcare Professionals, Administrators (including students), Pharma, Patients and families, Researchers and the Media will do battle in this thrilling finale to the Congress.

**OPTIONAL TOURS**

There will be optional tours available for delegates to attend. For more information please visit the tours section on [website](#)

## GENERAL VENUE INFORMATION

### ATM FACILITIES

There is a cash machine located outside McColls shop on the East side of the concourse inside the SECC. A Bank of Scotland banking lobby is also located on the east concourse (between Box Office and Loch Suite) and also offers an ATM service. Both of these ATMs offer a free of charge service. The ATM services the following:

Amex, Barclays, Clydesdale, CIRRUS, EC, Euro MasterCard, Link, Lloyds TSB, Maestro, MasterCard, NatWest, PLUS, Royal Bank of Scotland, VISA.

Additional machines are positioned at the VIP doors under the escalators on the South side of the building and at the West entrance. Both charge £1.75 per withdrawal.

Express pay-in and direct phone banking facilities are also available at the SECC.

### BUSINESS CENTRE

There is an office that provides fax and photocopying facilities is located on the Concourse just inside the East entrance at the North side of the building. It offers a comprehensive range of business services. These services are used at your own expense.

### CLOAKROOM

The cloakroom is located on the Concourse and is subject to a charge of £1.00 per item. The cloakroom is open 30 minutes before the event open time and until the Congress closes.

### COOKING ON STANDS

All exhibitors administering and/or providing goods, foods, materials, activities etc, must comply with all relevant Environmental Health legislation. All relevant licenses for trading/selling products, foods, and any other services, must all comply with current licensing regulations. Any feature stands with specialised rigging requirements must be approved in advance by SECC management. Any catering stands cooking food products must ensure there is adequate and/or canopies to diffuse any emissions.

If you wish to have a boiler, stove, furnace or similar equipment in operating conditions at your stand, you must take precautions to prevent the transmission of heat to any combustible part of the Stand and the floor of the Premises at the SECC. Also, evaporation or vapours must be prevented from leaving the stand. A suitable non-combustible insulating material of sufficient thickness shall be inserted between the equipment and the Stand. If the SECC see the floor surface is liable to be or is damaged by your equipment, they will be entitled to protect and/or reinstate the floor surface of the hall at the exhibitor's expense.

Full details of the proposed equipment shall be submitted to your Event Planner for approval prior to any such demonstration under working conditions. It shall be at the discretion of the SECC to determine if the fire extinguisher(s) will be located in the area of such demonstration.

All exhibitors cooking food for consumption on stands will be required to comply with the Food Safety and Hygiene Regulations. A full risk assessment including details of storage, washing facilities, stand layout and type of appliance to be used in the cooking must be submitted to your Event Planner at the first opportunity prior to the start of your tenancy. Unless otherwise agreed, exhibitors should use electric cooking appliances as opposed to gas due to the health and safety implications of a naked flame.

Exhibitors may not cook and distribute their own food from stands except as samples.

### DISABLED ACCESS / FACILITIES

Parking is available and is defined by the International parking symbol for disabled patrons. Car Park 7 is the main car park for all delegates and there are disabled bays available in CP 1, 5 & 7.

As from the 1<sup>st</sup> April 2010, the parking charge will be £6.00 per car per day incl. VAT. Entrance doors at east and west entrances are automatic. Inside the main building, all public areas are accessible by lifts situated at two points on the main concourse. The direct link to the Crown Plaza hotel from the main SECC is fully accessible to wheelchair users via various lifts.

Exhibitors should use the West Entrance and report to the Security Gate where they will be directed to the designated car park(s). Lorries and delivery vehicles may be left overnight at Exhibitors'/Contractors' risk. Exhibitors and Contractors can collect parking passes for designated car parks from the Exhibition desk in Hall 4.

For further information on costs, please contact the Exhibition Organisers.

#### **FIRST AID/MEDICAL CENTRE**

An equipped Medical Centre is located on the concourse just inside the East Entrance to the SECC and will be staffed during build up, event open, and break down periods.

#### **FIRE SAFETY**

##### Flammable Materials / Gases

Exhibitors are advised that the SECC has stringent regulations governing materials used on-site during an Exhibition.

The use of flammable materials must be in accordance with the manufacturer's instructions and with due regard for the safety of others.

The use of compressed gasses will only be allowed with prior permission from Security. Storage of these materials should always be outside the building, special arrangements for this will need to be made. No flammable liquid or liquid petroleum gas shall be used within the SECC without prior written consent. All materials must be fire rated and flame testing certification available where applicable. You must comply with the current regulations on fire treated materials. Should an application for flammable material be required, please contact Exhibition Organisers no later than Monday, June 21, 2010.

#### **GAS AND COMPRESSED AIR**

Natural gas and compressed air are permitted in Exhibition areas. You can obtain details and costs for this by contacting:

Kenny Dickson  
Building & Technical Services Department  
Tel: 0141 275 6218

Please note that any additional supplies are to be retained in SECC Gas Bottle Store until required.

#### **HELIUM BALLOONS**

Distribution or use of gas-filled balloons at the SECC must be approved by the venue.

#### **INTERNET**

There will be a Cyber Café within both of the 'Medical' and 'Non Medical' sections of the Exhibition. If you wish to have Internet facilities at your stand this is available. Internet for your stand can be ordered online from the venue [website](#).

#### **Photography**

If you are planning any filming or photography with the hall, please inform Congrex, the Congress Organisers. During the Congress, only hand held and battery operated equipment may be used within the hall and all gangways, particularly in the Exhibition hall must be clear of dollies, tripods and cables.

**PUBLIC ADDRESS SYSTEM**

The public address system is for use by the organisers and authorities only. During the Congress only official and emergency messages will be broadcast.

**PUBLIC TELEPHONES**

Public telephones are located throughout the Venue. They are located on the Concourse at the north east corner of Café Ritazza, at the entrance to Hall 1, and also along from Hall 1.

**SMOKING POLICY**

Exhibitors should note that there is a no smoking policy throughout the SECC Premises.

**WATER AND WASTE**

SECC currently supply a half inch water pipe and a 1 and a half inch waste pipe if you require this service. This includes one connection to your own appliance. For more detailed information on water and waste supplies, please contact:

Kenny Dickson  
Building & Technical Services Department  
Tel: 0141 275 6218

**WiFi**

WiFi (Wireless Local Area Network) hotspot internet access is provided throughout the building to all visitors. There are no codes required for the public WiFi system; as long as the laptop is WiFi compatible you can access the internet.

Premium WiFi facilities are available at a charge of £298.54 + VAT. This service is a little quicker than the public WiFi, which is supported by the SECC IT department and when ordered, you will be provided with an 'encryption key', which will be given to ensure it is secure. The SECC IT department can also order leased lines at £277.22 + VAT (early bird rate) & £66.00 + VAT for any additional connections.

## **FIRE AND EMERGENCY PROCEDURES**

The SECC in house security will visit each Exhibitor on site and will provide an Evacuation Procedure leaflet on each stand prior to the first day of open.

### **ALL EMERGENCY PUBLIC ANNOUNCEMENT MESSAGES ARE PRECEDED BY CHIMES**

#### **IF YOU DISCOVER A FIRE:**

- a) Break the glass on the nearest fire call point.
- b) Telephone the Control Room in the Security Suite (extension 444), giving the location of the fire, or inform a member of the SECC Staff in the Hall.
- c) Advise other persons in the vicinity of the emergency.
- d) Do not attempt to extinguish the fire unless this can be accomplished without personal risk.
- e) As soon as the instruction to evacuate the SECC has broadcasted, you must leave the premises by the nearest available exit and make your way to the Fire Assembly Points outside the main entrance between Car Parks I and 3 or in the North East Corner of Car Park 7.
- f) You must not attempt to return to the SECC until the Senior Officer in charge of the Fire Brigade Detachment says that it is safe to do so.

#### **MEDICAL PROBLEMS**

The Medical Centre is located at the East end of the Concourse close to the Information Desk. If medical assistance is required, the Nurse/First Aider should be contacted immediately at Ext 333 or via the Control Room at extension 444.

#### **EVACUATION**

If evacuation is necessary, a pre-recorded message will be broadcast in the halls. Please leave the building by the nearest exit and assemble in a safe area as directed by the venue stewards. Exhibitors and Contractors should account for all their staff.

In the event of a partial or complete evacuation of the building, Exhibitors from Halls 2, 3 & 4 should make their way to the North East Corner of Car Park 7.

#### **CANCELLATION – STAND DOWN**

An announcement will be made by Public Announcement when the emergency situation has ended.

## **RULES & REGULATIONS**

### **1. PAYMENT OF STAND SPACE**

Exhibitors have 14 days in which to make their final payment when it falls due. After this time, and only when monies have not been paid, the stand will be available for sale to another company. No Exhibitor shall occupy their stand space in the Exhibition until all monies owing to the Exhibition Organisers by the Exhibitor are paid in full. Should an Exhibitor not be allowed to occupy their stand space, all deposits paid will be forfeited automatically and no refund will be made.

### **2. VAT**

All companies are required to pay VAT at the prevailing rate, which is currently 17.5%. For more information in reclaiming the VAT, please contact:

Tax Back International  
Phone: +353 1 878 3361  
Fax: +353 1 878 3382  
E-mail: [congrex@eventrefunds.com](mailto:congrex@eventrefunds.com)  
Web: [www.eventrefunds.com/congrex](http://www.eventrefunds.com/congrex)

### **3. OCCUPATION OF STAND SPACE**

The Exhibitor, his servants, agents, employees, and contractors may enter the building at a time which will be nominated to them for the purpose of stand fitting and dressing. In the event of an Exhibitor failing to take possession of their stand the Exhibition Organisers have the right to re-allocate the stand and all monies paid shall be forfeited.

In the event of the Exhibitor failing to occupy the said space by the advertised opening time of the show the Exhibition Organisers are authorised to occupy or cause the said space to be occupied in such manner as may be deemed best for the interest of the Exhibition without refund to the said Exhibitor and without releasing the Exhibitor from any liability within these Rules and Regulations.

Unless otherwise agreed in writing by the Exhibition Organisers, Exhibitors are not authorised to sublet, share, or transfer their stand space.

### **4. BUILD UP AND BREAK DOWN OF EXHIBITS**

Exhibitors will be advised when they may commence build up and break down of exhibits. Exhibitors are prohibited from commencing such build up and break down until the times designated.

The Exhibition Organisers will use their best endeavours to adhere to the nominated date for the commencement of Exhibitor's work but will accept no responsibility for any costs, claims or expenses arising from any variation to such date. Exhibits which do not reasonably satisfy the Exhibition Organisers shall be modified by the Exhibitor in such manner and within such time as the Exhibition Organisers may require and in default the Exhibition Organisers may remove such exhibits at the expense of the Exhibitor who shall forfeit all sums paid by way of deposit, rental or otherwise.

No Exhibitor shall erect any sign, stand, wall, or obstruction which in the opinion of the Exhibition Organisers interferes with an adjoining Exhibitor.

During break down at the SECC, Exhibitors and Contractors must wait until the Exhibition Hall is officially closed and free from members of the public before commencing breakdown.

There should be no material left unattended at any time. The Exhibitor is responsible for the safety of his products, displays, and stand. It is the responsibility of each Exhibitor to leave his stand spaces clean and tidy during the Exhibition and after break down. All exhibitors must remove their waste e.g. carpet, wood, pieces of unwanted stands or displays, stand fittings, and materials must be removed from the Premises by the time and date stated by the Exhibition Organisers. No materials should be lying in gangways during the Congress. All gangways should be cleared at the end of build up, and during the Congress for Health and Safety reasons and to allow the SECC's cleaning contractor to

sweep the Gangways and general circulation areas within the Exhibition Hall. Break down and removal of exhibits may not commence until after the official closing time. Any special arrangements for build up or break down and removal of exhibits must be made in consultation with the Exhibition Organisers.

#### **5. BUILD RESTRICTIONS**

Any stand that has: more than one level (multi-storey); viewing/service platforms; suspended items (e.g. signs and lighting rigs); raised walkways; ramps; sound/lighting towers; temporary tier seating; and/or a raised platform or stage over 600mm is considered to be a complex structure. Exhibitors wishing to build stands which fall into one or more of these categories must have the prior approval of the Exhibition Organisers and Local Authority Department of Planning, which is under the Civic Government Scotland Act 1982 Section 89. Please submit stand drawings as detailed in the 'Stand Construction – Space Only' section of this manual at least 8 weeks prior to the Congress. A fee shall be charged by the Local Authority for Section 89 approvals.

#### **6. STAND CONSTRUCTION AND SERVICES**

For insurance and security reasons, and to adhere to regulations stipulated by the stated venue, the Exhibition Organisers have appointed official contractors for all shell scheme stand construction, all electrical services (mains and fittings), and all ancillary services. Due to the necessity of co-ordinating all such activities during build up and break down periods, and for security purposes, no other contractors will be permitted to undertake any of this work without the prior consent of the Exhibition Organisers.

#### **7. BANNERS AND POSTERS**

Where possible, banners are permitted within the Exhibition with the approval of the Exhibition Organisers. Please submit any proposals for rigged banners above stands with the working drawings.

If your stand wall is above 2.5m, you must only have generic branding above this height. Under no circumstances should any prescription medicine be exposed at a public exhibition. We strongly ask you to take this into consideration as there will be patients present at the Congress.

This rule also applies to any Rigging of banners above your stand. It is not permitted to expose any prescriptive drug in branding above the height of 2.5m. If you wish to brand above this height, please only use a generic logo.

Failure to comply you will result in breach of the Association of the British Pharmaceutical Industry (ABPI) Code of Practice. For further information on the Code of Practice; please visit: [www.abpi.org.uk](http://www.abpi.org.uk)

Exhibitors may not utilise any poster sites within the exhibition area unless they have been given permission to do so by the Exhibition Organisers. Posters and/or notices, including sponsors' logos, may not be displayed in the foyer, session hall foyers, corridors, or any other public areas within the Premises.

#### **8. ELECTRICAL REQUIREMENTS**

Full lighting and power services are available to Exhibitors through the official electrical contractor. Exhibitors may provide their own electrical fittings only where such fittings are in the form of made-up units, showcases, and/or signs complete and ready for connection to the mains supply.

Electrical devices which interfere with radio or television systems must be switched off immediately if requested by the Exhibition Organisers.

The use of electrical appliances, such as coffee makers, etc., shall only be permitted if they conform to the conditions concerning electrical appliances as laid down by the appropriate authority and other statutory bodies. Before such appliances are used, permission must be obtained from the Exhibition Organisers. The use of immersion heaters and electric heaters with unguarded elements is not permitted.

Exhibitors must not use, or install, or permit; or suffer to be used, or installed, any supplementary plant for the generation or supply of electricity from the Premises unless they have obtained the written consent of the Exhibition Organisers and/or the Venue. Electrical sockets are British standard, three pin sockets, and adaptors must be used where required, these can be hired from the venue's relevant contractors, see contact details appended with this document.

#### **9. MOVING EQUIPMENT**

Exhibitors are required to provide information to the Exhibition Organisers of all displays involving moving equipment. Displays involving equipment must not be left unsupervised at any time.

#### **10. TRADE UNION LABOUR**

All stand fitting, construction, or display work should be carried out by members of the appropriate Trade Unions recognised by the Exhibition Industry at the rates of pay and overtime and conditions in accordance with the Terms of the Working Rules Agreement currently in force.

#### **11. OBSTRUCTION OF GANGWAYS AND OPEN SPACES**

Exhibitors will not be allowed to display exhibits in such a manner as to obstruct the light or impede or project over gangways or affect the displays of neighbouring exhibitors. Gangways must at all times be kept clear and free for passage. All emergency exits and access to service areas are to be kept clear at all times and must not be restricted or rendered unrecognisable. Public gangways shall remain the means of escape even during build up and break down periods. Any Exhibitor who continues to cause obstruction or nuisance after notice has been given will be liable to have his stand closed by the Exhibition Organisers at the Exhibitor's expense and risk.

#### **12. VEHICLES ON THE CONCOURSE**

No vehicles, hand propelled or motorised, are permitted to traverse the Concourse without the prior approval of the Company and then only those fitted with rubber or similar tyres and with an axle loading of less than 10 tons will be authorised.

#### **13. VEHICLE ENTRY DOORS**

All vehicle entry doors to the Halls shall be operated only by the Company's security staff or such other persons as the Company shall designate in writing. This does not apply to the emergency exit doors set into the lower section of the vehicle entry doors. Wheeled vehicles, whether motor driven or hand propelled, shall not be taken through any of the emergency pedestrian exit doors set in the lower section of the vehicle entry doors.

#### **14. DELIVERY, UNPACKING, STORAGE AND REMOVAL**

Unloading and loading of delivery and service vehicles may be carried out in the service yards adjacent to the Halls, provided that no undue obstruction is caused to the free flow of traffic. When unloading has been completed, vehicles must be removed from the service yards. Those remaining at the Centre must be parked in the designated area for that purpose and/or as directed by the Company's security staff.

All private cars must be parked as directed by the Company's security staff when loading and unloading. When unloading has been completed, vehicles must be removed from the Service Yards. Those remaining at the centre must park in the area designated for that purpose and/or as directed by the Company's security staff.

Delivery or service vehicles will only be permitted to enter the premises with the Company's approval and under the direction of its security staff. Delivery or service vehicles will not be admitted into the Premises whilst the Premises are open to the public. Exhibits and similar materials may only be delivered and unpacked at times outside the open period.

Motor vehicle used to deliver exhibits or stand fitting materials will not be permitted to remain in the Halls overnight. Vehicles remaining at the Centre overnight must be parked as directed by the Company's security staff.

Empty crates, cartons, boxes, shavings or other packing materials shall not be stored on, under or behind any Stand. Storage for packing cases, if provided within the Premises, shall be to the satisfaction of the Company and the relevant Authorities; packing cases thus stored must be complete with lids nailed back into place and must be stored at least 3 metres away from any Stand. If so required by the Company or the relevant Authorities, "No Smoking" or other warning notices must be displayed in positions which shall be notified by the Company or the relevant Authorities. The Company will not permit deliveries to the Premises of exhibits, standfitting or any other materials required for the staging of an Event prior to the first day of the Hire Period except in accordance with specific arrangements made in writing between the Company and the Hirer. Such arrangements will be made only with the Hirer, who will also be responsible for any charges the Company may make for extending the Hire Period and for any additional services provided.

The Hirer shall procure that all exhibits, standfitting and other materials brought into the Premises for the Event including materials scrapped at the end of the Event shall be removed from the Premises in sufficient time for the Company or its Contractor to clean the floors by the end of the Hire Period (unless specific arrangements to the contrary are made between the Company and the Hirer). The Hirer will be responsible for any charges the Company may make for extending the Hire Period and for any additional services provided if the Premises are not vacated by the end of the Hire Period.

#### **15. FLOOR LOADINGS**

No load in excess of 5 tons per square metre shall be placed on the floor of the Halls at the Centre. No vehicle having an axle load in excess of 20 tons shall be brought into the Halls at the Centre. Floor loadings in excess of the above may be permitted on application to and with the approval of the Company.

#### **16. PETROL FUELLED MOTOR VEHICLE EXHIBITS**

The exhibiting within the Premises of petrol fuelled vehicles or other petrol engined equipment shall be subject to the following conditions:

- The SECC shall be advised by the Hirer of all Stands where these exhibits will be shown;
- The fuel tanks of such motor vehicles must be fitted with a locked cap and the fuel content must not exceed a quarter of the capacity of the tank; and
- Batteries on such vehicles must be disconnected on all terminals before and throughout the time that the Public is admitted to the Premises.

#### **17. CONDUCT OF EXHIBITORS AND REPRESENTATIVES**

- Annoyance: The Exhibition Organisers reserve the right to stop any activity on the part of any Exhibitor that may cause annoyance to other exhibitors or visitors. Business must be conducted only from the Exhibitor's own stand and under no circumstances may this be carried out from a gangway or elsewhere within the Exhibition.
- Microphones/Audio Visual Equipment: The use of microphones/audio visual equipment is permitted, but the volume must not be such as to cause annoyance to other exhibitors; the Exhibition Organisers reserve the right to prohibit such use if, in the Exhibition Organisers' opinion, this is the case.
- Publicity Material: Publicity material shall be displayed and/or given away only from the Exhibitor's own stand. Leaflets displayed at any other point throughout the Premises will be removed or destroyed by the Exhibition Organisers.
- Projected Images: Projected images, however generated, may not play on to aisles or on to other stands.
- An Exhibitor may not, except by express written permission of the Exhibition Organisers, display directly or indirectly, advertise or give credits to any products other than his own or his named principal's. The display of acknowledgement or credit indicating membership of organisations or trade associations is not allowed except by the express written permission of the Exhibition Organisers. The Exhibition Organisers reserve the right to have masked or removed from the Premises any product or sign violating this regulation.

## **18. PRS / PPL LICENCES**

### *Performing Rights Society Licence*

For Exhibitors who intend having music on their stand, even for demonstration purposes only, a Performing Rights Society (PRS) Licence is required by law to authorise such use of its international copyright repertoire. Licences can be obtained for the duration of the Exhibition by completing the application form online at [www.prs.co.uk](http://www.prs.co.uk) or contact them by Tel: +44 (0) 845 309 3090.

### *Phonographic Performance Ltd (PPL) License*

A PPL license is needed for the playing of original sound recordings; e.g. CD's tapes or records, including jukeboxes and background music systems. It is PPL's policy to license event organisers for all sound recordings used at any event, not the owner of the venue where the event takes place.

Contact PPL, Tel: +44 (0)20 7534 1000

In most circumstances when music is provided, both the PRS and PPL licenses are required.

## **19. CHILDREN AND ANIMALS**

It is strictly forbidden for children under the age of 16 and all animals except Guide Dogs to be brought in to the Exhibition during build up, open days, and break down periods.

## **20. FIRE PRECAUTIONS – STAND MATERIALS**

In accordance with the requirements of the appropriate authority, all material used in construction work, display materials, etc. must be effectively fire proofed or made of non-flammable materials in accordance with the standards of every appropriate authority. Fire extinguishers will be provided by the Exhibition Organisers in the display areas and placed as regulations require. The Exhibitors must comply with any reasonable instructions given by the appropriate authority or the Exhibition Organisers to avoid the risk of fire. Exhibitors are advised to acquaint themselves with the legislation in respect of the Fire Precautions Act 1971.

All materials used in the construction of stands and stand interiors must be fireproofed to the satisfaction of the local Fire Authority. Plastics should not be used in the construction of stands without the special permission of the Exhibition Organisers. Failure to abide by these regulations may result in the removal of offending materials.

All fabrics dressing stand walls or ceilings should be fire retardant. Any person, whether Exhibitor, staff, contractor or worker, discovering an outbreak of fire should make immediate use of the exhibition area fire alarm system and, if it is safe to do so, endeavour to put out the fire by the use of extinguishers located throughout the exhibition area. The Exhibition Organisers should be notified immediately.

Exhibitors are reminded that they must comply with any reasonable instructions to avoid the risk of fire and are advised that the venue has stringent regulations governing materials used on site during an exhibition.

## **21. DANGEROUS MATERIALS AND EXHIBITS**

The Exhibitor must conform to the conditions concerning explosives and dangerous combustible materials as laid down by the appropriate authority and other statutory bodies. Any material or exhibit not approved by the appropriate authority or by the Exhibition Organisers must be removed from the building at the request of the Exhibition Organisers.

## **22. RADIOACTIVE SUBSTANCES**

Radioactive substances shall not be brought into or used at the Centre unless the following conditions are observed;

- Full details of the substances including arrangements for the protection of persons are submitted in a COSHH Assessment, [Control of Substances Hazardous to Health Regs. 1992], to the SECC for approval prior to the substances being brought to the centre;
- The submission shall include a copy of either registration under the Radioactive Substances Act 1960 or conditional exemption under the Radioactive (Exhibitions) Exemption Order 1961; and

- Fire extinguishers and warning notices as notified by the Company or the relevant Authorities are provided in the locations determined by the SECC or the relevant Authorities.

### **23. LASER PRODUCTS AND SMOKE MACHINES**

Any Exhibitor demonstrating or using laser products or smoke machines must note and observe the following requirement:

Full details of equipment that will be used must be submitted to the Exhibition Organisers for final approval no later than four (4) weeks prior to the commencement of the Exhibition. The Organisers must have the SECC's approval; therefore the application for such approval must be accompanied by full details of the equipment to be used and a layout plan identifying the location of the equipment within the exhibition hall.

Any approval by the SECC will be conditional upon compliance by the user with all current regulations governing the use of laser beams and appropriate warning notices shall be displayed in locations determined by the SECC or the relevant Authorities.

Failure to submit adequate details may result in the display being prohibited. Exhibitors must provide suitable fire extinguishers and warning notices.

### **24. GAS CYLINDERS**

Prior approval from the SECC Safety Officer is required before CO<sub>2</sub> gas cylinders can be used. The use of compressed gas cylinders other than CO<sub>2</sub>, e.g. LPG, or of other explosive or highly flammable materials will not be permitted except under exceptional circumstances and with the prior approval of the SECC Safety Officer.

### **25. FUMES, EXHAUST AND SMOKE**

The Halls are equipped with smoke detectors and a sprinkler system. The following procedure shall be complied with in all cases where exhibits emit fumes, smoke or dust particles.

Any exhibit or process which emits noxious or toxic fumes, exhausts or smoke shall be so arranged as to have an effective exhaust system to the outside atmosphere and if required by the SECC shall be sited adjacent to an external wall of the Hall adjacent to one of the extract louvers. Full details of the exhibit or process and proposed exhaust system shall be submitted to the Company for approval. Any attachments or fixings to the building structure or openings through the fabric of the buildings for the flue shall be made by the Company at the expense of the applicant requesting the service.

The SECC will quote, upon request, for supplying any materials, installing and later removing flues, exhaust ducting, extraction fans, etc. Detailed requirements should be sent to the Company's Building Services Manager who will prepare a quotation.

The use of compressors, sprayers, auto trucks and similar plant powered by internal combustion engines is prohibited during periods when the Public is being admitted to the Premises. At any time when the use of internal combustion engines is permitted, all such vehicles and plant shall be fitted with a fire extinguisher of the type stipulated by the SECC or the relevant Authorities. Vehicles and plant using liquid fuel must be refuelled in the open air and well away from buildings at the Centre.

### **26. BOILERS, STOVES, FURNACES, ETC.**

Where an exhibit comprises boilers, stoves, furnaces and similar equipment in operating conditions, the Licensee shall take precautions to prevent the transmission of heat to any combustible part of the Stand and the floor of the Premises. A suitable non-combustible insulating material of sufficient thickness shall be inserted between the equipment and the Stand. If in the opinion of the SECC the floor surface of the Premises is liable to be or is damaged by such equipment, the SECC will be entitled to protect and/or reinstate the floor surface of the Premises at the expense of the Licensee. Full details of the proposed equipment shall be submitted to the SECC for approval prior to any such demonstration under working conditions. It shall be at the discretion of the SECC and the Authorities to determine if fire extinguisher(s) will be located in the area of such demonstration.

## **27. HEALTH AND SAFETY**

Exhibitors are reminded that it is a recommendation of the Health and Safety Executive that each stand is equipped with a fire extinguisher and a first aid kit.

## **28. HEALTH AND SAFETY AT WORK ACT**

Exhibitors are reminded that the Health and Safety at Work Act 1974 and The Management of Health Safety at Work Regulations 1999 requires that any equipment being operated or demonstrated shall be inherently safe and not create a hazard for the demonstrator or visitor. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 as from January 1981, an employer (the Exhibitor) is required to notify the enforcing authority when there is an accident resulting in death, major injury, or a notifiable dangerous occurrence. Moreover, false claims, related to suitability or safety of use in the UK, or to performance, quality, strength etc., may be subject to action under the Trade Description Act 1968.

It is a requirement of the venue that all Exhibitors and Contractors comply with the law and regulations covering Health and Safety at Work at all times.

## **29. RISK ASSESSMENT**

All Exhibitors are required to complete a Risk Assessment form. Risk Assessment forms are enclosed with this manual – please complete the appropriate form for **Shell Scheme** or **Space Only** stands and return to the Exhibition Organisers.

## **30. DAMAGE TO THE VENUE PREMISES**

You must ensure that exhibitors take care to avoid damage to any part of the SECC. At the end of the Hire Period, the SECC will prepare a list of dilapidations which have occurred within the Premises during the Hire Period and will report this back to the Organisers. If there are any necessary repairs, this will result in additional charges being made to the exhibitor.

You are, therefore, requested to notify the SECC in writing when a potentially dangerous exhibit or working demonstration involving substances of a dangerous, explosive or objectionable nature (including x-ray machines) is being considered. You should be also aware that the provisions of the COSHH Regulations (1989) must be recognised when substances that may be considered hazardous to health are being used.

No nails, screws or other fixtures may be driven into any part of the Premises, including floors, nor may any part of the Premises be damaged or disfigured in any way, including the use of Sellotape, Velcro, gaffa tape, etc. Should any such damage occur, the Exhibitor responsible will be invoiced for any reparation charges incurred. Exhibits, displays, stand fittings, and materials must not be stored against the exhibition hall walls, any damages caused from such action will be charged.

## **31. LIABILITY**

The Exhibition Organisers will endeavour to protect exhibition property while on display at the Exhibition. However, it must be clearly understood that the Management of the Venue, the Organising Committee and the Exhibition Organisers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever. Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the Exhibition Organisers against all claims and expenses arising there from.

In the event of it being necessary for any reason whatsoever for the Exhibition to be abandoned, postponed, or altered in any way in whole or in part, or if the Exhibition Organisers find it necessary to change the dates of the Exhibition, or vary the hours the Exhibition is open, the Exhibition Organisers shall not be liable for any expenditure, damage, or loss incurred in connection with the Exhibition. The Exhibition Organisers shall further not be liable for any loss that the Exhibitor or Exhibition Contractors may incur owing to the intervention of any authority which prevents or restricts the use of the Premises or any part thereof in any manner whatsoever.

### **32. INSURANCE**

Exhibitors are reminded of the need to consult their insurance company or brokers to cover themselves fully against all risks at the Exhibition. Particular attention is drawn to the need for the following:

*Public Liability Insurance:* All Exhibitors must have Public Liability Insurance. The Organisers will have the right to ask you for this onsite. Please consult your insurance company or brokers to cover you fully against all risks at the Exhibition. If you do not have a broker, you could contact Hiscox at <https://www.hiscox.co.uk/events/2852> or Towergate Coverex at <http://www.towergate.co.uk/> for more information.

*Abandonment Insurance:* Exhibitors will have seen from above that the Exhibition Organisers are not obliged to return any monies paid for space in the event of cancellation or restriction of the Exhibition.

*Stand, Fixtures and Similar Insurance:* All risks on loss or damage to Exhibitor's property, fixtures, fittings and all other property of a similar nature such as personal effects of directors, principals and employees whilst on the Premises and transit risks from the Exhibitor's premises to the Exhibition and return.

Exhibitors must not use or permit or bring into the Premises or any part thereof any act or thing which may render any extra or increased premium payable for any of the Exhibition Organisers and/or the exhibition area's insurance policies, including but not limited to material damage, consequential loss or public liability insurance.

### **33. RESTRICTED USE**

All obligations under the Terms and Conditions shall not be cancelled or affected by any reason relating to the use of the Premises or any part thereof being prevented or restricted by any Exhibitor's failure to obtain, or the failure of any local authority or other body to grant, any necessary licence, permission, or approval.

### **34. WORKS**

No Exhibitor shall object to the construction, demolition, repair, or replacement of any buildings or plant, or the carrying out of any other activity or undertaking of any vibration, noise, or other nuisance arising there from or in relation thereto, whether under or over or (in the case of emergency only) within the Premises or any other adjoining or neighbouring premises and whether by the Premises or any other owner or occupier.

If the Exhibitor fails to comply in any substantial respect with the terms of these Rules and Regulations, the Exhibition Organisers have the right to sell the stand space. The Exhibitor, however, will be liable for any loss suffered by the Exhibition Organisers thereby and all monies paid by the Exhibitor shall be absolutely forfeited to the Exhibition Organisers.

### **35. STORAGE**

There are no storage facilities on site; Melville Logistics may provide storage for Exhibitors at cost. If you require storage, please contact Melville Logistics. No empty crates, cartons, boxes, shavings or other packing materials may be stored on the Premises. Exhibitors should make their own arrangements for the removal of all boxes and packing materials prior to the opening of the Exhibition. Exhibitors are advised to store packing cases, cartons, boxes, etc. in their delivery vehicles if at all possible. Please note that it is contrary to fire regulations for any packing materials to be stored on or behind the stands, in gangways, or to obstruct fire exits.

### **36. ITEMS LEFT ON SITE**

Any goods/materials/deliveries or miscellaneous items left on the Premises without proper authority will be treated as abandoned and disposed of accordingly.

### **37. COMPLIANCE WITH RULES AND REGULATIONS**

If the Exhibitor fails to comply in any substantial respect with the terms of these Rules and Regulations the Exhibition Organisers have the right to sell the stand space. The Exhibitor, however, will be liable for any loss suffered by the Exhibition Organisers thereby, and all monies paid by the Exhibitor shall be absolutely forfeited to the Exhibition Organisers.

The Exhibition Organisers are responsible for the control of the Exhibition area. Exhibitors are responsible for the control and supervision of their own stands. The decision of the Exhibition Organisers is final and decisive on any question not covered in the foregoing Rules and Regulations.

**The Exhibition Organisers may from time to time add to or vary these Rules and Regulations and do anything at their sole discretion they deem desirable for the proper conduct of the Exhibition, provided that such amendments or additions do not operate to diminish the rights reserved to the Exhibitor under these Rules and Regulations and shall not operate to increase the liabilities of the Exhibition Organisers. Exhibitors must comply in all respects with the requirements of every appropriate authority, with the Terms of Agreement by which the Exhibition Organisers may occupy the Premises and with the policies of insurance affected by the Exhibition Organisers. Copies of the Agreement and policies of insurance may be inspected at the Exhibition office 30 days prior to the opening of the Exhibition.**

**All Exhibitors should note that participation at the Exhibition implies acceptance of these Rules and Regulations.**

## TERMS & CONDITIONS

### DEFINITIONS

The term 'Exhibition' in all cases refers to the Industry Exhibition being held in conjunction with the 2<sup>nd</sup> World Parkinson Congress | WPC 2010. The term 'Exhibitor' includes any person, firm, company or corporation and its employees and agents to whom space has been allocated for the purpose of exhibiting at the Exhibition. The term 'Organisers' means Congrex UK Limited on behalf of the Organising Committee. The term 'Premises' refers to those portions of the stated venue licensed to the Organisers.

### APPLICATION

The Organisers reserve the right to refuse any application or prohibit any exhibit without assigning any reason for such refusal or prohibition.

### EXHIBITION DATES & CANCELLATION

The Organising Committee reserves the right to change the venue, time and date of reservations up to six months before the start of the Congress.

The Organisers reserve the right to postpone the Exhibition from the set dates, and to hold the Exhibition on other dates as near to the original dates as possible, utilising the right only when circumstances necessitate such action and without any liability to the Organisers.

The Organisers accept no responsibility for any damages if the event is not performed due to any obstacle or hindrance outside the control of the Organisers, which the Organisers could not reasonably have foreseen and which the Organisers could not have avoided at a reasonable effort of cost. Such obstacles and hindrances include, but are not limited to, the outbreak of war, civil riots, governmental or other obstacles for the freedom of travel, union actions, natural disasters, fire, flooding and any other circumstances that fall within the meaning of the above.

### EXHIBITION LAYOUT

The Organisers reserve the right to change the exhibition floor layout if necessary. The Organisers reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the stand and the Exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the Organisers.

### CONTRACT CANCELLATION

In exceptional circumstances the Organisers will be prepared to consider cancellation of their Contract with Exhibitors, but only if the following conditions are complied with:

1. that the request for cancellation is submitted by registered post
2. that the Exhibitor agrees the organisation shall retain: 10% of the contract price if the cancellation is received more than 12 months prior to the exhibition;
3. that the Exhibitor agrees the organisation shall retain: 50% of the contract price if the cancellation is received less than 12 months prior to the Exhibition.
4. that the Exhibitor agrees the organisation shall retain: 100% of the contract price if the cancellation is received less than 3 months prior to the opening of the exhibition unless the exhibition is fully sold and the stand space can be re-let, in which case 50% will be retained.
5. that the Organisers are able to re-let the cancelled space in its entirety
6. that the reason given for the request of the cancellation is, in the opinion of the Organisers, well founded

In the event of an application for stand space being refused by the organisers, previous deposits will be returned to the applicant less administrative costs

### BANKRUPTCY OR LIQUIDATION

In the event of an exhibitor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the Receiver appointed, the contract with such an exhibitor will terminate forthwith, the allotment of stand space will be cancelled, and all sums paid by the Exhibitor under contract shall be forfeited.

**USEFUL CONTACTS****ACCOMMODATION**

Congrex Travel Ltd  
Contact: Gemma Douwens  
Tel: +31 20 5040 218  
Fax: +31 20 5040 225  
E-mail: [accommodation@worldpdcongress.org](mailto:accommodation@worldpdcongress.org)

**GRAPHICS**

Contact: Hayley Thomas/Clare Woodward  
Tel: 01495 273600  
Fax: 01495 271970  
Email: [hayley.thomas@stanco.co.uk](mailto:hayley.thomas@stanco.co.uk)  
[clare.woodward@stanco.co.uk](mailto:clare.woodward@stanco.co.uk)

Website and online ordering:  
<http://www.stanco.co.uk/options/WPC2010/>

**AUDIO VISUAL**

CAMERON PRESENTATIONS  
Unit 4/5  
West Street Industrial Estate  
Glasgow  
G5 8LG  
Tel: 0141 420 6500  
Fax: 0141 420 6900  
Email: [hire@cameronpres.co.uk](mailto:hire@cameronpres.co.uk)

**INSURANCE**

1). Hiscox  
Email: [enquiries@insurex-exposure.com](mailto:enquiries@insurex-exposure.com)  
Website: [www.insurex-exposure.com](http://www.insurex-exposure.com)

2). Towergate Coverex  
Website: <http://www.towergate.co.uk/>

**CATERING**

Leith Ltd  
Scottish Exhibition + Conference Centre  
Glasgow  
G3 8YW  
Scotland  
Tel: +44 141 576 3141 / Fax: + 44 141 226 3812  
Email: [standcatering@secc.co.uk](mailto:standcatering@secc.co.uk)

**IT / TELECOMMUNICATIONS**

SEC Ltd  
Scottish Exhibition and Conference Centre  
Glasgow, G3 8YW  
Tel: 0141 275 6218  
Fax: 0141 576 3555  
Contact: Kenny Dickson  
Email: [technical.services@secc.co.uk](mailto:technical.services@secc.co.uk)  
Website:  
<http://www.secc.co.uk/organise/downloads.aspx>

**DELEGATE REGISTRATION/SOCIAL EVENTS**

Congrex UK Ltd.  
4B, 50 Speirs Wharf, Port Dundas  
Glasgow, G4 9TH  
Contact: Elaine Fulton  
Tel: +44 (0) 141 331 0123  
Fax: +44 (0) 141 331 0234  
Email: [registration@worldpdcongress.org](mailto:registration@worldpdcongress.org)

**RIGGING**

SEC Ltd  
Scottish Exhibition and Conference Centre  
Glasgow, G3 8YW  
Tel: 0141 275 6218  
Fax: 0141 576 3555  
Contact: Kenny Dickson  
Email: [technical.services@secc.co.uk](mailto:technical.services@secc.co.uk)

**ELECTRICS AND ELECTRICAL FITTINGS**

Bill Moule and Sons Ltd  
Unit 27 Fairways  
New River Trading Estate  
Cheshunt  
Herts  
EN8 0NL  
Tel: +44 1992 636331  
Fax: +44 1992 639289  
Email: [billmoule@billmoule.co.uk](mailto:billmoule@billmoule.co.uk)

**TRANSPORT, LIFTING, SHIPPING & STORAGE**

Melville Logistics  
Unit 27, Exhibition Way,  
National Exhibition Centre, Birmingham, B40 1PJ  
Contact: Matthew Williams  
Tel: +44 (0) 121 782 4433  
Fax: +44 (0) 121 782 4545  
Email: [logistics@melville.co.uk](mailto:logistics@melville.co.uk)

**EXHIBITION ORGANISERS**

WPC 2010, Congrex UK Ltd  
4B, 50 Speirs Wharf, Port Dundas  
Glasgow, G4 9TH  
Contact: Elaine Fulton  
Tel: +44 (0) 141 331 0123  
Fax: +44 (0) 141 331 0234  
Email: [industry@worldpdcongress.org](mailto:industry@worldpdcongress.org)

**SHELL SCHEME AND FLOORING**

StancoStandfitting  
Contact: Hayley Thomas/Clare Woodward  
Tel: 01495 273600  
Fax: 01495 271970  
Email: [hayley.thomas@stanco.co.uk](mailto:hayley.thomas@stanco.co.uk)  
[clare.woodward@stanco.co.uk](mailto:clare.woodward@stanco.co.uk)

Website and online ordering:  
<http://www.stanco.co.uk/options/WPC2010/>

<p><b>FURNITURE &amp; FLORAL</b>  Contact: Hayley Thomas/Clare Woodward  Tel: 01495 273600  Fax: 01495 271970  Email: <a href="mailto:hayley.thomas@stanco.co.uk">hayley.thomas@stanco.co.uk</a>  <a href="mailto:clare.woodward@stanco.co.uk">clare.woodward@stanco.co.uk</a></p> <p>Website and online ordering:  <a href="http://www.stanco.co.uk/options/WPC2010/">http://www.stanco.co.uk/options/WPC2010/</a></p>	<p><b>VENUE</b>  Scottish Exhibition and Conference Centre  Glasgow, G3 8YW  Tel: +44 (0) 141 248 3000  Fax: +44 (0) 141 226 3423</p>
	<p><b>WATER AND WASTE SUPPLIES</b>  Building &amp; Technical Services Department  SEC Ltd  Scottish Exhibition and Conference Centre  Glasgow, G3 8YW  Tel: 0141 275 6218  Fax: 0141 576 3555</p>

## ***DISCLAIMER***

The information provided in this Technical Manual has been prepared by Congrex UK Limited to assist the exhibitors.

Whilst every care has been taken to ensure that the details are correct at time of issue, Congrex UK Limited shall not be liable or responsible to any Stand Organiser, Exhibitor or any other person in respect of inaccuracy or omission in the information contained herein, nor shall they be responsible or in any way concerned with any contract or agreement made by Stand Organiser or Exhibitor with any person, firm or company whose services are described herein.

CONGREX UK LIMITED – April 2010