2019 Exhibition Manual

2019 NCRI Cancer Conference
3 - 5 November
Scottish Event Campus, Glasgow, UK
This manual is intended to help make your participation at the 2019 NCRI Cancer Conference as smooth as possible. The 2019 NCRI Cancer Conference will be held from **Sunday 3 November to Tuesday 5 November** at the Scottish Event Campus (SEC), Glasgow, UK.

The Exhibition will be held in Hall 4, where all registration, catering and scientific poster/e-Poster displays will also be located. If you have any questions or require further assistance, please do not hesitate to contact us in advance of the Conference.

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1 CONTACT DETAILS

**NCRI 2019 Exhibition Partners**

– Hampton Medical Conferences  
**Contact:** Jack Hayden  
**Email:** NCRIexhibition@hamptonmedical.com  
**Tel:** +44 (0) 1920 885164

**Exhibition Services – Anchor Exhibitions**  
**Contact:** Rachel Colburt  
**Email:** sales@anchor-exhibitions.co.uk  
**Tel:** +44 (0) 1455 612341

**AV Services – ClarkEvents AV**  
**Contact:** Nigel Clark  
**Email:** expoav@clarkevents.uk  
**Tel:** +44 (0) 7815 156163

**Couriers & Storage – Agility Fairs & Events**  
**Contact:** Tom Hands  
**Email:** thands@agility.com  
**Tel:** +44 (0) 121 780 2627
An exhibition & registration service desk will be situated within the entrance of Hall 4.

**SATURDAY 2 NOVEMBER**

<table>
<thead>
<tr>
<th>Event</th>
<th>Start</th>
<th>Finish</th>
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<tbody>
<tr>
<td>Set up</td>
<td>08:00</td>
<td>20:00</td>
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<tr>
<td>Space Only stands</td>
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<tr>
<td>Shell Scheme stands</td>
<td>12:00</td>
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**SUNDAY 3 NOVEMBER**

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<tr>
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<td>12:00</td>
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<tr>
<td>Exhibition open</td>
<td>15:00</td>
<td>20:30</td>
</tr>
<tr>
<td>Refreshment break, networking, exhibition and poster viewing</td>
<td>15:45</td>
<td>16:15</td>
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<tr>
<td>Opening reception, networking, exhibition and poster viewing</td>
<td>18:45</td>
<td>20:30</td>
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**MONDAY 4 NOVEMBER**

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<td>Exhibition open</td>
<td>08:00</td>
<td>17:15</td>
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<tr>
<td>Refreshment break, networking, exhibition and poster viewing</td>
<td>10:25</td>
<td>11:00</td>
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<tr>
<td>Lunch</td>
<td>12:30</td>
<td>14:00</td>
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<tr>
<td>Refreshment break, networking, exhibition and poster viewing</td>
<td>15:30</td>
<td>16:00</td>
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<tr>
<td>Conference Social Event (if pre-booked)</td>
<td>19:30</td>
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**TUESDAY 5 NOVEMBER**

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<tr>
<td>Refreshment break, networking, exhibition and poster viewing</td>
<td>10:25</td>
<td>11:00</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:30</td>
<td>14:00</td>
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<tr>
<td>Break-down (contractors and exhibitors)</td>
<td>15:00</td>
<td>22:00</td>
</tr>
</tbody>
</table>
3 VENUE

Exhibition Venue:
SEC Centre
Exhibition Way
Glasgow
G3 8YW
Tel: 01412 483000
Website: https://www.sec.co.uk/

3.1 DELIVERIES/COLLECTION AND LOADING DETAILS

DELIVERIES
Please ensure that all deliveries are clearly addressed with your company name, contact name, contact number, stand number(s), and total number of items delivered. Please print the delivery label at the end of this manual and clearly attach it to any items delivered.

Please note: all deliveries sent to SEC Glasgow before Saturday 2 November will be refused.

The exhibition will take place in SEC Hall 4. There are two vehicle entry doors at the back of Hall 4 which will be used for access. There is no loading bay at the venue; therefore, all vehicles must report to the SEC Gatehouse on arrival and will be directed to the back of Hall 4 to unload.

Please note: the only access into the Hall will be through Door 4.B, as the other doors must remain closed.

Please note: SEC Glasgow does not provide trolleys or pump trucks. Please contact thands@agility.com to arrange hire.

COLLECTIONS
All exhibitor items must be collected from the exhibition hall by the end of tenancy at 22:00 on Tuesday 5 November 2019.

3.2 COURIERS, FREIGHT AND STORAGE

AGILITY FAIRS & EVENTS
Agility Fairs & Events are appointed as the sole official handling, transport, storage and lifting contractor for the 2019 NCRI Cancer Conference, and are responsible for the movement of all exhibition and stand materials within the exhibition halls. Only the official handling and lifting agent is permitted to work within the halls and operate lifting equipment.

To book freight or storage, please complete the order form on page 20 and return to Tom Hands at Agility Fairs & Events via thands@agility.com

Alternatively, if you would like a no-obligation quote, please contact Tom at the same email address.
3.3 HOW TO GET TO NCRI 2019

BY CAR
If you are using a Sat Nav please use the postcode G3 8YW.

From the North
Leave the M8 at Junction 19 and join the A814 (westbound Clydeside Expressway). Take the turnoff signposted for the Scottish Event Campus. Turn left at the traffic lights and take the first right to access the multi-storey parking.

From the South
Continue on M6 north until you reach the M74. From the M74, take the exit towards Kinning Park. Merge onto Carnoustie Street. Slight left towards Scotland Street. Turn left onto Scotland Street. Continue onto West Street. Turn left onto the sliproad to Edinburgh/M8 East/Stirling/M80. Keep left at the fork to continue on Exit 19 and follow signs for Clydebank/A814 and merge onto Stobcross Street/A814. Continue to follow A814 Clydebank/SECC. Take the sliproad to Finnieston. Turn left onto Finnieston Street/A814. Turn right onto Congress Way. Keep left to continue on Stobcross Road. Keep left to stay on Stobcross Road. Turn left towards SEC Centre. Arrive Exhibition Way, Glasgow, G3 8YW.

Car Parking
Each company representative is eligible to a complimentary SEC car parking pass. Exhibitors will be able to collect their pass when they collect their badge at the registration desk in the exhibition hall. These passes will be eligible for the West Car Parks at the back of the SEC Campus.

BY RAIL
Glasgow Central Station is accessible from every UK city, including Edinburgh, Leeds, Manchester, Birmingham and London. From Glasgow Central Station, travel direct to Exhibition Centre Railway Station. London to Glasgow via train is a 5-hour journey, approximately. Virgin Trains provide a regular service from London Euston to Glasgow Central Station. Exhibition Centre Railway Station is a 15-minute walk from the SEC, or a 6-minute drive.

Delegate Discounts
ScotRail offer a special discounted train ticket (‘Conference Rover’) for delegates travelling between Glasgow city centre and the SEC by train. The Conference Rover costs just £5 for up to 5 days’ travel. Visit a ScotRail station in the Conference Zone with your delegate ID to buy your Conference Rover ticket.

Conference Zone train stations include: High Street - Glasgow Queen Street - Charing Cross - Partick - Exhibition Centre (for SEC) - Anderston - Glasgow Central - Argyle Street. More information can be found here: https://www.scotrail.co.uk/tickets/business.

BY BUS
The SPT 100 Riversider service runs between George Square in Glasgow city centre and the Scottish Event Campus every 30 minutes.

BY AIR
Glasgow Airport
Glasgow Airport (GLA) serves most major international airports and is located 8 miles west of the city. A taxi from the airport to the SEC will take approximately 15 minutes. A recommended taxi service is Glasgow Taxis; bookings can be made by calling +44 (0) 141 429 7070. For more information, please visit http://www.glasgowservices.co.uk.

Airport buses run from the airport to Glasgow city centre every 10 minutes, 24 hours a day, and take approximately 25 minutes. The 747 AirLink service operates via Renfrew, Braehead, Partick, Kelvingrove Art Gallery, Charing Cross and the city centre. Once in the city centre, the SEC is a 5-minute taxi ride or a short train journey from Glasgow Central station. For more information, please visit http://www.citylink.co.uk/. Glasgow airport also has an SPT Travel Desk, located at Domestic Arrivals, where staff can provide you with details of buses and taxis.

Glasgow Prestwick Airport
Prestwick Airport (PIK) is located 32 miles southwest of the city. It is a main base for Ryanair and serves European destinations. There are three trains per hour on weekdays and the journey to Glasgow Central Station takes around 50 minutes. The service offers 50% discount on rail travel to/from anywhere in Scotland. To receive this discount, please show your flight confirmation to the train conductor when buying your ticket. For more information, please visit http://www.glasgowprestwick.com/. Alternatively it’s an easy journey to drive via the M77, or there is an early morning and late evening express bus service, the X99/X100, which takes 1 hour.
GENERAL INFORMATION

ACCESS
The exhibition will take place in SEC Hall 4. There is one vehicle entry door (Door 4.B) at the back of Hall 4 which will be used for access. There is no loading bay at the venue; therefore, all vehicles must report to the SEC Gatehouse on arrival and will be directed to the back of Hall 4 to unload. Please note that SEC Glasgow does not provide trolleys or pump trucks.

ACCOMMODATION
Please book your accommodation through the 2019 NCRI Cancer Conference website for discounted rates on hotels in close proximity to the SEC.

AV
AV can be ordered through ClarkEvents Ltd via the AV order form on page 18 and returning the order form to expoav@clarkevents.uk

BUSINESS CENTRE
Located in the Main Concourse, the Information and Business Centre is situated outside Hall 5 and is open from 9am-5.30pm. The Centre provides: PC use, internet access, photocopying, printing, scanning and information on local attractions.

CARPETS
Carpet will be provided throughout Hall 4, and will be dark aubergine in colour. Should you wish to purchase carpet of a different colour for your stand, this will require additional flooring and can be ordered via Anchor Exhibitions Ltd. Should you require any additional electrics, please contact Anchor Exhibitions through their online portal: https://ncri19.anchorexhibitions.co.uk/ or by contacting sales@anchor-exhibitions.co.uk.

CASHPOINT
The nearest cashpoint is the bank machine inside McColl’s newsagent located just outside the exhibition hall. This cash machine charges £1.75 to dispense cash. In addition there are a further two cash machines onsite (free of charge to use).

CATERING
The venue uses SEC Food as their main catering supplier. If you have any specific requirements for catering at your stand, please contact SEC direct at standcatering@sec.co.uk. Alternatively, you can order online via http://www.sec.co.uk/standcatering.

CHILDREN
For Health and Safety and regulatory reasons, children aged 16 and under are not permitted in the exhibition hall.

CLEANING
General cleaning of the exhibition hall will be carried out prior to the exhibition opening each morning. Should you wish to order dedicated cleaning for your stand, please complete the stand cleaning form on page 23 and return to technical.services@sec.co.uk

DAMAGE AND LOSS
Neither the organisers, nor SEC Glasgow, 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 arrange 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 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. Please avoid leaning materials against painted surfaces which may scratch during the build/de-rig phase.

ELECTRICS
Your exhibition package includes the following electricity supply:
- 1 x 500 watt socket
- 2 x spotlights

For your reference, typical power requirements are:
- 500 watt sockets: PCs, laptops, TVs
- 1000 watt sockets: Domestic coffee machines, lighting up to 1000w
- 2000 watt sockets: Machinery up to 2000w
- 3000 watt sockets: Kettles, hired coffee machines

Should you require any additional electrics, please contact Anchor Exhibitions through the Anchor Exhibitions online portal: https://ncri19.anchorexhibitions.co.uk/

EVACUATION PROCEDURES
Please make sure that all your stand representatives/contractors are familiar with the following instructions.

In the event that the building needs to be evacuated, an announcement will be made and the house lights will all be turned on. Please familiarise yourself with the following announcement:

“Attention please, Attention please. An emergency situation has arisen within the building. Please remain calm and follow stewards’ instructions. They will direct you to the nearest emergency exit. Do not use the lifts.”

In the event of an evacuation of SEC Glasgow, all delegates, exhibitors and the event organiser’s staff are requested to convene either in Car Park 1 to the East, or the walkway between Car Parks 7 and 5 to the West (please see the map below).

No-one is allowed to return to the building. Everyone should remain at the muster point until further information or official announcements have been made by SEC Glasgow.

EXHIBITION SCANNERS
Lead capture scanners are available to hire by completing the order form on page 20. Barcode scanners begin at £295.00 (ex VAT), with any additional costing £85.00 per scanner (ex VAT). Please return the form to paul.martin@itr.co.uk by Friday 25 October. All badge scanners will be available to collect from the registration desk from Saturday 2 November.

FIRE PRECAUTIONS
SEC Glasgow has a comprehensive fire alarm system and firefighting equipment. Should an emergency arise, you must immediately contact any member of the SEC Glasgow team, informing them of the nature and location of the fire. Please see Evacuation Procedures for further information.

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.

FASCIA (SHELL SCHEME ONLY)
Your exhibition package includes a standard white fascia with black text containing the stand number and company name. Text for your fascia should be confirmed to the exhibition organiser prior to the event. The text must correspond to the text displayed in the floorplan/final programme. The size of the standard fascia boards included in your package are smaller panels placed in the fascia slots. Large, direct fascia boards are available to purchase directly from Anchor Exhibitions via sales@anchor-exhibitions.co.uk.

Should you prefer to have bespoke fascia boards created to include your brand colours and logo, please contact Anchor Exhibitions via sales@anchor-exhibitions.co.uk
**FORKLIFTS**

Forklifts are not available to hire from the venue, however lifting services can be arranged through Agility. Please contact thands@agility.com for further information.

**FURNITURE**

Your exhibition package includes the following furniture:
- 1 x dressed 6ft trestle table
- 2 x chairs

Additional furniture for your stand can be ordered from Concept Furniture via sales@conceptfurniture.co.uk. Further details about their ordering service can be found at: https://www.conceptfurniture.co.uk/

**GANGWAYS**

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 (SHELL SCHEME)**

For graphic creation and installation for your shell scheme stand, please contact Anchor Exhibitions via sales@anchor-exhibitions.co.uk. Further information can also be found on the Anchor Exhibitions online portal: https://ncri19.anchorexhibitions.co.uk/

**HEIGHT LIMIT**

The height limit for all stands is 4m. This limit includes the overall height of the stand-fitting, any branding, and all raised platforms as measured from the hall floor.

Exhibitors must not exceed this height as complex stands over 4m are not permitted at this conference.

**INTERNET ACCESS, TELECOMMUNICATIONS AND NETWORKS**

Complimentary Wi-Fi will be available for all delegates at the Conference. Should you require dedicated internet, please complete the SEC order form and return to technical.services@sec.co.uk

**LOST PROPERTY**

Lost property should be handed in to SEC staff. If you discover you have lost something after you have left, please phone the SEC on: +44 (0) 141 248 3000.

**MEDICAL EMERGENCIES**

In the event of medical assistance being required, please contact a member of the SEC team, informing them of the nature and location of the medical emergency.

**MUSIC**

Exhibitors wishing to play any recorded material must obtain a licence from Phonographic Performance Limited (PPL) and Performing Rights Society (PRS). Exhibitors are solely responsible for obtaining any licence required to play music on their stand. Please be aware of the Noise Guidance below. Permission to play music must be obtained from the organisers before applying for a licence.

**NOISE**

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

Permission to use performance equipment must be obtained from the organisers before applying for a licence.
PUBLIC LIABILITY INSURANCE
All stand-only contractors must submit their Public Liability insurance certificate to Hampton Medical by Friday 24 May with a minimum of £5,000,000 for any one claim. All exhibitors must submit their public liability insurance certificate to Hampton Medical by Friday 24 May with a minimum of £2,000,000 for any one claim. Please ensure that all Public Liability insurance coverage is global and includes the United Kingdom.

SECURITY
SEC Glasgow management wish to stress the importance of exhibitors making a CONSTANT CHECK of their stands and rooms to ensure that no unidentified package, case or bag has been left unattended. In case of any doubt, the article should not be handled. Please inform a member of SEC Glasgow staff immediately.

If security staff are satisfied that the emergency has passed and no evacuation is necessary, a message will be passed to the main client contact to inform exhibitors. It is the duty of every person to be vigilant at all times.

SECURITY ADVICE
Exhibitors are warned not to leave valuables unattended on their stands during the build-up, open, or break-down 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. Passes should be worn at all times by both exhibitors and contractors.

SHELL SCHEME
If you have any queries regarding shell scheme panels, please contact Anchor Exhibitions via sales@anchorexhibitions.com

SMOKING/E-CIGARETTES
If exhibitors or contractors wish to smoke, they may do so outside the venue in the designated smoking areas. Smoking is not permitted inside the venue.

The use of e-cigarettes or vaping is not permitted inside the venue.

STORAGE
There is no designated on-site storage available. Exhibitors may store their excess items behind the draped-off areas in the exhibition hall, at their own risk.

TROLLEYS
Exhibitors are reminded to bring trolleys for use during the build-up and break-down of the exhibition. SEC Glasgow does not have any trolleys available.

WASTE
Standard waste should be left at the side of the stand for collection each evening when the exhibition closes. Further cleaning services can be ordered. Please see the section on ‘Cleaning’ on page 5.
REGISTRATION OF COMPANY REPRESENTATIVES
Complimentary delegate registrations are included in your exhibition package. The number of complimentary registrations you are entitled to is in line with the size of your stand. Please check your package for confirmation. You will receive one code per complimentary registration.

REGISTRATION OF ADDITIONAL COMPANY EXECUTIVES
Please register your representatives who will be manning your exhibition. The deadline for registration is 23:59 on Sunday 20 October 2019.

It is the responsibility of the exhibiting company to ensure that all representatives are registered before registration closes. One complimentary registration will cover three days, giving full access to all scientific sessions. Registered company executives are entitled to complimentary refreshments (when provided) for the duration of the NCRI Cancer Conference exhibition.

TRADE PASSES
Confirmed exhibitors may register additional staff through the online registration system via the NCRI Cancer Conference website https://conference.ncri.org.uk/register/. Rates for additional registrations are also listed there.

Confirmed exhibitors have the opportunity to purchase trade passes. Trade passes are valid for one day with access to the exhibition area only. The cost for a trade pass is £100 + VAT per person per day. A code is required in order to access the link on the registration system. Exhibitors must pre-book their trade passes by emailing ncriconference@ncri.org.uk

EXHIBITOR BADGES
All exhibitors must be registered. Badges will be available for collection on-site at the registration desk within the exhibition hall.

- Badges must be worn at all times while in the conference centre.
- The exhibiting company will be responsible for the actions of anyone authorised to receive a badge under the exhibiting company’s name.
- Each representative issued with an exhibitor’s badge must be employed by the exhibiting company or have a direct business affiliation. Only representatives who are employed by the exhibiting company and who will be working on the exhibition stand are to be registered via the online exhibitor registration link.
- Exhibitor badges will not be issued to registrants who should be paying the registration fee, or to representatives of leasing companies, financial institutions, suppliers, vendors or others who wish to gain admittance for the purpose of making contacts.
CDM REGULATIONS

All construction work must comply with the current Construction (Design and Management) Regulations 2015. These regulations cover the management of health, safety and welfare when carrying out construction works.

As an exhibitor, stand designer and/or stand builder, you need to be aware of and deliver your duties as specified in these regulations. You will notice below the repeated use of the word ‘must’, which means these are duties that have to be complied with under UK law. In April 2015, the Construction (Design and Management) regulations were revised and now apply to all ‘construction’ activities in the UK, including all those during build-up and break-down periods at exhibitions.

As a result, you now need to be aware of and deliver your duties as specified in the regulations. There is compulsory documentation you will be required to produce for the management of your exhibition stand. These documentation requirements are detailed below. The regulations are intended to provide a framework to help you ensure that your stand is constructed safely and that you understand your obligations.

The key principles to manage construction safely are:

a. Eliminate or control risks so far as is reasonably practicable
b. Ensure work is effectively planned
c. Appoint the right people and organisations at the right time
d. Make sure that everyone has the right information, instruction, training and supervision to carry out their work safely and without risk to health
e. Have systems in place to help parties cooperate and communicate with each other and coordinate their work
f. Consult workers with a view to securing effective health and safety and welfare measures

What are the responsibilities of an Exhibitor under CDM?

Exhibitors must ensure that their participation at an event is carried out safely. The Construction (Design and Management) Regulations do not replace any existing law, but are intended to provide a framework to help you ensure that your stand is constructed safely and that you understand your obligations.

SHELL SCHEME EXHIBITORS

CDM will apply only if you intend to carry out any construction within your shell scheme stand (i.e. build within your shell scheme). Stand dressing, posters, placing display cases, freestanding furniture, etc. do not constitute construction.

If you are undertaking construction within your shell scheme stand, you will need to follow the guidance below for Space Only stands.

SPACE-ONLY EXHIBITORS

Under CDM, you are defined as the ‘Client’ and your duties/responsibilities are:

- Make arrangements for managing a project. You do not need a specialised CDM co-ordinator; however, you do need to ensure that someone is named as responsible for ensuring all required roles are fulfilled. The majority of your responsibilities can be delegated to your Space Only stand builder (contractor), marketing agency or designer if you use one.
- Ensure construction work is carried out safely and that welfare requirements are complied with. This can usually be delegated to your stand builder or agency.
- Ensure a Construction & Dismantle Phase Plan is drawn up. The responsibility here is to ensure that there is one. Your Designer/Contractor will do this for you and will run alongside existing Risk Assessments and Method Statements they should be doing as part of their obligations under other legislation.
- Notify the project if above threshold. You will be required to notify the HSE if the construction phase exceeds 500 person days; for example, if you had a very large stand that needed in excess of one hundred workers daily for a five-day build-up, then the build of the stand would need to be notified to the HSE as a separate project.
Appoint a Principal Designer, Principal Contractor and Contractors

- The Principal Designer would be the person or company who is in control of the ‘design’ of your stand.
- The Principal Contractor would be the person or company who is in control of the ‘build’ of your stand. The Principal Designer and Principal Contractor could be the same company.
- The role of Contractor is often provided by the same company that fulfils the Principal Contractor role; however, should the Principal Contractor employ a third party or other subcontractors to actually deliver on-site, the third party or subcontractor would take on this responsibility.
- The above roles may be carried out within your own business, by one external party or by two separate parties. They can also be carried out by the same person. The important thing to remember here is that you appoint parties to fulfil the elements below, and that the parties you appoint are competent, understand their responsibilities and liaise with each other.

The Principal Designer must:

- Ensure that all planning and design, pre-construction, is carried out in compliance with the law
- Ensure that risks are identified, eliminated and controlled at the design stage
- Ensure that a Construction Phase Plan (CPP) is drawn up and a Health and Safety file prepared and revised where necessary
- Ensure that pre-construction information is provided to contractors

The Principal Contractor must:

- Plan, manage and co-ordinate the construction phase (build-up and break-down)
- Ensure work is carried out without risk to health and safety
- Draw up site rules for the stand area (these will often mirror the Event’s rules, but should not be limited to this), and ensure suitable inductions and welfare facilities
- Restrict access to your site as and when required by the work being carried out at the time

The Contractor must:

- Plan, manage and monitor the way that construction work is carried out; this includes ensuring it is safe to construct and remove within an event environment
- Plan construction in such a way as to have little or no impact on the neighbouring constructions or contractors
- Provide information, instruction and training
- Liaise and comply on-site with Event Operations Team (Floor Management)

What are the Responsibilities of the Stand Designer and Stand Builder?

Stand Designers and Stand Builders need to ensure that their participation at an event is carried out safely. Each Space Only exhibition stand will be classed as a separate CDM site within the larger CDM of the event itself. Under the Construction (Design and Management) Regulations, the roles fulfilled and the key duties/responsibilities are as outlined below:

- Under CDM, your role is defined as that of the Principal Designer and/or Principal Contractor.
- Both these roles require the Stand Builder to ensure that the CDM ‘Client’ (i.e. the exhibitor) is aware of their own duties within CDM; which, effectively, are to provide resources to the project, appoint the other CDM roles and manage their coordination, and ensure that these other organisations fulfil their duties such as producing a Construction Phase Plan, Risk Assessment and Method Statement, and providing welfare.
- As well as educating the exhibitor, as a Principal Designer a Stand Builder will be responsible for controlling the pre-construction information, design and planning phase of the project. They will be responsible for using and communicating exhibitor-, organiser- and venue-provided information. They will also be responsible for coordinating in-house and external technical designers including a structural engineer where relevant, designing out fabrication and assembly risk before production starts, assembling a Health and Safety file and Principal Contractor liaison (if not taking this role upon themselves).
As Principal Contractor, the Stand Builder will then manage and monitor the construction and de-rig safely, documenting their approach in a Construction & Dismantle Phase Plan. They will coordinate and manage freelancers and subcontractors (identified simply as ‘Contractors’ under CDM), undertake an induction talk, and provide relevant health and safety information, instruction, training and supervision to all personnel, including emergency and first aid arrangements. Stand Builders should also undertake due diligence on their own suppliers and also on those suppliers appointed by a venue or organiser where required.

**Construction Phase Plan**

The Construction Phase Plan (CPP) is a simple plan that needs to be documented and communicated before construction work starts. Essentially, it needs to demonstrate that an exhibitor has thought about the health and safety involved with the construction (and deconstruction) of their stand.

A CPP is compulsory for all Space Only stands and other stands where construction activities occur. It requires you to consider and document the following:

- Who are the duty holders? (particularly Principal Contractor)
  - What training/experience do they have?
  - What do they need?
- How will they be monitoring progress and safety?
- How will site rules, changes of information, Construction Phase Plan, Method Statement, Risk Assessment, Accidents & Incidents be communicated?
- What consultation process is in place with your contractors?
- Who is responsible for what?
- What are the site rules?
- What are your Welfare arrangements?
- What are the main dangers in your construction process and what controls are in place?

A template for a Construction Phase Plan can be found on page 16.

Please send this to Hampton Medical for the attention of Jack Hayden to NCRIexhibition@hamptonmedical.com by **MONDAY 14 OCTOBER 2019**.

Please note: the style in which you provide the plan is not mandated and you may submit the document in your own format.

**COMPLEX STANDS**

Complex Structures will **NOT BE PERMITTED** at the NCRI 2019 Cancer Conference.

If a stand is not constructed from ‘shell scheme’, it is the responsibility of the stand designer to determine whether the construction is complex or not.

Examples of complex structures: **(WILL NOT BE PERMITTED)**

- Any structure, regardless of its height, which requires structural calculations
- Multi-storey stands
- Any part of a stand or exhibit which exceeds 4 metres in height
- Suspended structures (does not include banners) e.g. lighting rigs
- Sound/lighting towers
- Temporary tiered seating
- Platforms and stages over 0.6m in height and all platforms and stages for public use (not including stand floor flats and platforms)

The venue reserves the right to deem a structure ‘complex’ where this has not correctly been determined by the designer.
PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) is any item designed to protect an individual, such as hard hat, eye protection and safety boots.

Exhibitors and contractors are responsible for ensuring that individuals are issued with the appropriate PPE, in accordance with the local authority regulations, for the task they are undertaking. Individuals are responsible for ensuring that PPE is worn when issued. Every person in the exhibition hall during build-up and break-down must wear a high visibility vest and appropriate footwear.

PPE will be required in accordance with activities that are undertaken either directly or in the close vicinity of an individual’s work area.

SECURITY ROLE (PPE COMPLIANCE)

For each event during build-up and break-down, a security member of staff designated the ‘PPE Officer’ is allocated to assist with enforcement and monitoring of this policy.

VIOLATIONS

Violations of health and safety rules will be treated extremely seriously by the NCRI Cancer Conference 2019 Exhibition Organisers (Hampton Medical), and will result in offenders being asked to leave the venue.

EXHIBITOR CHECKLIST

Depending on whether your stand is Shell Scheme or Space Only, exhibitors are required to submit various Health and Safety documentation in order to exhibit at NCRI Cancer Conference 2019. Every exhibition stand is a miniature workplace and therefore needs a risk assessment – including Shell Scheme stands. Please click below to download templates to the forms.

SHELL SCHEME

- Risk Assessment – page 22
- Copy of Public Liability Insurance (£2m)

Please send the above documents for the attention of Jack Hayden to NCRIexhibition@hamptonmedical.com
DEADLINE: MONDAY 14 OCTOBER 2019

SPACE ONLY

- Risk Assessment – page 22
- Method Statement – page 21
- Construction Phase Plan – page 16
- Stand Plans – elevation and plan view, to a recognisable scale
- Copy of Public Liability Insurance

Please send the above documents for the attention of Jack Hayden to NCRIexhibition@hamptonmedical.com
DEADLINE: MONDAY 14 OCTOBER 2019
DELIVERY ADDRESS:
Hall 4
SEC Centre
Exhibition Way
Glasgow
G3 8YW

NCRI 2019

EXHIBITOR NAME: _____________________________________________

STAND NUMBER: _____________________________________________

EXHIBITION AREA: _____________________________________________

EVENT DATE: 3 – 5 November 2018

QUANTITY OF ITEMS: Number _____________ of ________________

______________________________________________________________________________________________

SEC Event Manager: Lynne Guthrie

Please note that it is the responsibility of the client/exhibitor to collect and return their boxes to and from the centre themselves.
COLLECTION NOTE

NAME OF EVENT: NCRI 2019

CONTACT NAME: ___________________________________________

RETURN DELIVERY ADDRESS:
___________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________

CONTACT PHONE NO: __________________________________________

QUANTITY OF ITEMS: Number _______________ of ________________

SEC Event Manager: Lynne Guthrie

Please note that it is the responsibility of the client/exhibitor to collect and return their boxes to and from the centre themselves.
Definition of Roles and Responsibilities

To identify who is most suitable to carry out the roles and responsibilities, we have included brief descriptions of each role below:

Client duties

- Make suitable arrangements to ensure construction work is carried out safely
- Ensure co-operation and consultation between those involved in the planning, design and management of the project
- Ensure information is given to the right people at the right time
- Ensure a construction phase plan has been drawn up before construction begins
- Ensure welfare provision is in place
- Appoint competent (Principal) Designers and (Principal) Contractors (these can be the same company)
Definition of Roles and Responsibilities (cont.)

Principal Designer
The Principal Designer would be the person or company who is in control of the ‘design’ of your stand. Their duties include:
• Help and advise the client about any preconstruction information
• Ensure that all planning and design and pre-construction, is carried out in compliance with the law
• Eliminate or control hazards at the design phase whenever possible
• Ensure designers comply with their duties
• Liaise with the Principal Contractor
• Ensure that all health and safety paperwork is prepared and revised where necessary

Principal Contractor
The Principal Contractor would be the person or company who is in control of the ‘build’ of your stand. Their duties include:
• Plan, manage and co-ordinate the construction phase (build-up and breakdown)
• Ensure work is carried out without risk to health and safety
• Ensure everybody working on site has sufficient health and safety information
• Prevent unauthorised access during build and breakdown
• Provide welfare arrangements.
• Apply general construction site rules e.g. stability of structures, traffic routes, emergency procedures
• Draw up a ‘Construction Phase Plan’ before construction work begins and keep it updated.

The Principal Designer and Principal Contractor could be the same company.

Designer
A designer is an organisation or individual whose business involves preparing or modifying designs for construction projects, or arranging for, or instructing, others to do this. Designs include drawings, design details, specifications, bills of quantity and design calculations. Duties are the similar to Principle Designer.

Contractor
The role of Contractor is often provided by the same company that fulfils the Principal Contractor role; however, should the Principal Contractor employ a third party or other sub-contractors to actually deliver on-site, the third party or sub-contractor would take on this responsibility. Their duties include:
• Plan, manage and monitor the way that construction work is carried out; this includes ensuring it is safe to construct and remove within an event environment
• Plan construction in such a way as to have little or no impact on the neighbouring constructions or contractors
• Provide information, instruction and training
• Liaise and comply on-site with the Event Management team

Workers
The following responsibilities lie with every individual who is employed by any company involved in the construction activity:
• Be consulted about matters which affect their health and safety
• Take care of their own health and safety and others who may be affected by their actions
• Report anything, they see has the potential to endanger either themselves or others

For additional information please refer to the Health and Safety Guidelines section in the Exhibitor Manual.
# NCRI 2019 EXHIBITOR AV ORDER FORM

This form must be completed in full and returned with payment no later than 7 days before the start of event. Any orders received after this time will be subject to a late order surcharge of 15%.

The quotes below are excluding V.A.T, it will be added on at the time of quotation/invoicing.

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Sunday 3 November to Tuesday 5 November 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event</td>
<td>2019 NCRI CANCER CONFERENCE</td>
</tr>
<tr>
<td>Location</td>
<td>SEC Glasgow</td>
</tr>
<tr>
<td>Contact Name</td>
<td></td>
</tr>
<tr>
<td>Stand No</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Exhibiting Company</td>
<td></td>
</tr>
<tr>
<td>Registered Business</td>
<td></td>
</tr>
</tbody>
</table>

Please note, all prices are for the duration of the conference

<table>
<thead>
<tr>
<th>Display Equipment</th>
<th>Price</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>50” LCD / LED Screen for PC or Video</td>
<td>£395.00</td>
<td></td>
</tr>
<tr>
<td>42” LCD / LED Screen for PC or Video</td>
<td>£280.00</td>
<td></td>
</tr>
<tr>
<td>32” LCD / LED Screen for PC or Video</td>
<td>£220.00</td>
<td></td>
</tr>
<tr>
<td>17” TFT for PC only (on a table top-stand)</td>
<td>£88.00</td>
<td></td>
</tr>
<tr>
<td>Table – Top Stand</td>
<td>£00.00</td>
<td></td>
</tr>
<tr>
<td>Basic Floor Stand</td>
<td>£00.00</td>
<td></td>
</tr>
<tr>
<td>Deluxe Floor Stand (Parabella)</td>
<td>£100.50</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Audio/ Video Equipment</th>
<th>Price</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDMI - USB/SD Media Player (loop series of images or MP4)</td>
<td>£50.00</td>
<td></td>
</tr>
<tr>
<td>Small 2 speaker PA System with Wired Microphone*</td>
<td>£270.00</td>
<td></td>
</tr>
<tr>
<td>Radio Microphone for above PA system (hand held or lapel)</td>
<td>£95.00</td>
<td></td>
</tr>
</tbody>
</table>

* Larger PA systems available on request.

<table>
<thead>
<tr>
<th>Computer/ Office Equipment</th>
<th>Price</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard laptop Dell Dual Core 2.2Ghz, 2Gb Ram (or equivalent)</td>
<td>£200.00</td>
<td></td>
</tr>
<tr>
<td>Standard laptop inc. wireless internet connection</td>
<td>£280.00</td>
<td></td>
</tr>
<tr>
<td>Standard desktop PC HP Dual Core 2.6Ghz, 2Gb Ram, 17” Monitor (or equivalent)</td>
<td>£250.00</td>
<td></td>
</tr>
<tr>
<td>Standard Desktop inc. wired internet connection</td>
<td>£275.00</td>
<td></td>
</tr>
</tbody>
</table>

- Orders are subject to availability.
- Rental prices quoted are for the duration of the exhibition and include delivery, installation, on-site support and collection and exclude VAT at the prevailing rate.
- Upon receipt of your order form we will issue formal confirmation quotation via email.
- Full payment is required before orders can be processed.
- Payment is by BACS transfer only.
- Credit Card payments are not accepted.

**Orders received within 7 days of the event will incur a late order surcharge. Any missing or damaged equipment will be charged for. Upon receiving this booking order you are accepting our terms and conditions.**

Additional services available on request – please contact us for a quote!

Please return completed form to Nigel Clarke at the address below:

Email: expoav@clarkevents.uk  Tel: 07815 156163
### EXHIBITION HANDLING & FREIGHT ORDER FORM

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stand Name</td>
<td></td>
</tr>
<tr>
<td>Date goods required on stand</td>
<td></td>
</tr>
<tr>
<td>Date required for collection / reload</td>
<td></td>
</tr>
<tr>
<td>Invoice Party / Company Name</td>
<td></td>
</tr>
<tr>
<td>Invoice Address</td>
<td></td>
</tr>
<tr>
<td>Company registration Number</td>
<td></td>
</tr>
<tr>
<td>VAT number, EU companies Only</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Card Number</td>
<td></td>
</tr>
<tr>
<td>Card Type</td>
<td>Credit Card, Debit Card</td>
</tr>
<tr>
<td>Expiry Date</td>
<td></td>
</tr>
<tr>
<td>Security Number</td>
<td></td>
</tr>
<tr>
<td>Print Name</td>
<td></td>
</tr>
</tbody>
</table>

**On-Site Services:**

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unload / Deliver to stand</td>
<td>£15.00 per 1m³, min £45.00*</td>
</tr>
<tr>
<td>Empty case storage</td>
<td>£33.00 per 1m³, min £66.00</td>
</tr>
<tr>
<td>Reload / Collect from stand</td>
<td>£15.00 per 1m³, min £45.00*</td>
</tr>
</tbody>
</table>

* 50% overtime surcharge applicable for work carried outside of normal working hours which are Monday to Friday 0800 – 1700hrs

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre / Post show warehouse handling plus transfer to / from stand.</td>
<td>£50.00 per 1m³, min £150.00 each way (Goods must be packed onto pallets)</td>
</tr>
</tbody>
</table>

**Transport services – Quotation upon request:**

- Collection from exhibitor premises to arrival site. Please confirm collection address if different to above.
- Do you have a fork lift or loading facilities at your premises:
  - Yes
  - No
- Receipt at Agility warehouse and transfer to site
- Return shipping to Agility warehouse
- Return shipping to exhibitor premises

**For courier shipments, please ensure you contact us before shipping the goods so we can provide you with correct consignee information.**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description of goods</th>
<th>L X W X H (cms)</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>x</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All prices are exclusive of VAT. Please note, we do not accept American Express.

**IMPORTANT:** All business is undertaken subject to the current editions of our standard trading conditions, which are UKWA (warehousing) and BIFA. (All other business)

Copies available upon request.
LEAD RETRIEVAL BADGE SCANNER

Name
Company Name
Onsite Contact Number
Email Address
Stand Number
Stand Name

VAT Number
PO Number

<table>
<thead>
<tr>
<th>Equipment Description</th>
<th>Qty</th>
<th>Unit Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Barcode Scanner</td>
<td></td>
<td>£295 (ex VAT)</td>
<td></td>
</tr>
<tr>
<td>Additional Barcode Scanner</td>
<td></td>
<td>£85 (ex VAT)</td>
<td></td>
</tr>
</tbody>
</table>

Please collect the badge scanner from the registration desk on site from the afternoon of 2nd November. Please return the badge scanner to the registration desk at the end of the event. All order forms must be returned to ITR by Friday 25th October.

Equipment availability and pricing are all subject to change without prior notice. All equipment must be released by an authorised ITR representative. Any equipment left unattended will be the sole responsibility of the hirer. The hirer will then be in breach of terms and conditions. Terms and conditions available upon request.

Cleared payment is required no later than 7 days prior to delivery date. Payment may be made by the following methods: Mastercard/Access/BACS/Visa/American Express in £ Sterling drawn on a UK Bank or Bank Transfer. If paying by American Express a 4% surcharge will apply. No surcharge for all other cards.

All Scanned data will be sent to you via email by the 8th of November.

The ITR accounts team will be in touch to take payment.

Signature

www.itr.co.uk  01952 686900  paul.martin@itr.co.uk
# METHOD STATEMENT

Return form to: Hampton Medical  
Contact: Jack Hayden   Tel: +44 (0)1920 88 5164   Email: NCRIexhibition@hamptonmedical.com  
Deadline: **Monday 14 October 2019**

<table>
<thead>
<tr>
<th>Event</th>
<th>2019 NCRI CANCER CONFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>SEC Glasgow</td>
</tr>
<tr>
<td>Stand Number</td>
<td></td>
</tr>
<tr>
<td>Exhibiting Company</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stand details</th>
<th>(Details of loadings, dimensions, location, unusual features)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person(s) responsible</td>
<td>(The person responsible for the construction and breakdown of the stand)</td>
</tr>
<tr>
<td>Access</td>
<td>(Details of the entry point into the halls and the route to the final position, abnormal deliveries?)</td>
</tr>
<tr>
<td>Erection and timetable</td>
<td>(The sequence and schedule in which all the stand elements will be built, including electrical connections and so on)</td>
</tr>
<tr>
<td>Environment</td>
<td>(Consider abnormal noise, dust or fumes)</td>
</tr>
<tr>
<td>Stability</td>
<td>(Method of ensuring adequate structural support)</td>
</tr>
<tr>
<td>Lifting</td>
<td>(Details of lifting equipment used)</td>
</tr>
<tr>
<td>Working at height</td>
<td>(Details of equipment used, including scaffolding)</td>
</tr>
<tr>
<td>COSHH</td>
<td>(Any proposed use of hazardous and toxic substances)</td>
</tr>
<tr>
<td>Services</td>
<td>(Details of services ordered, i.e. electrics, water and waste and so on)</td>
</tr>
<tr>
<td>Exhibits</td>
<td>(Details of exhibits that may present a risk, delivery method and precautions planned)</td>
</tr>
<tr>
<td>Safety equipment</td>
<td>(Details of safety equipment that will be used, i.e. safety shoes, hard hats)</td>
</tr>
<tr>
<td>Breakdown</td>
<td>(Please ensure you have planned your breakdown safely)</td>
</tr>
</tbody>
</table>

| Name:               |                             |
| Company:            |                             |
| Signature:          |                             |
| Date:               |                             |
# RISK ASSESSMENT

Return form to: Hampton Medical  
Contact: Jack Hayden   Tel: +44 (0)1920 88 5164   Email: NCRIexhibition@hamptonmedical.com  
Deadline: Monday 14 October 2019

<table>
<thead>
<tr>
<th>Event</th>
<th>2019 NCRI CANCER CONFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>SEC Glasgow</td>
</tr>
<tr>
<td>Exhibiting Company</td>
<td></td>
</tr>
</tbody>
</table>

### IMPACT

<table>
<thead>
<tr>
<th>IMPACT</th>
<th>High Risk</th>
<th>Minimum Risk</th>
<th>High Risk</th>
<th>Critical Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medium</td>
<td>Low Risk</td>
<td>Minimum Risk</td>
<td>High Risk</td>
<td></td>
</tr>
<tr>
<td>Low</td>
<td>Low Risk</td>
<td>Low Risk</td>
<td>Minimum Risk</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td></td>
</tr>
</tbody>
</table>

### PROBABILITY

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Stand Number(s):</th>
<th>Hazard</th>
<th>Persons Affected</th>
<th>Controls</th>
<th>Risk Rating (Impact x Probability) from the matrix above</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>2.</td>
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<tr>
<td></td>
<td></td>
<td>3.</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>4.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>5.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I declare that my stand has no aspect of significant risk therefore I have not completed and submitted a risk assessment form.

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Company:</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>
## STAND CLEANING QUESTIONNAIRE

Return form to: technical.services@sec.co.uk

<table>
<thead>
<tr>
<th>Event name:</th>
<th>Event Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company name:</td>
<td></td>
</tr>
<tr>
<td>Invoice address:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stand no:</th>
<th>Size of stand (in meters):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DATE CLEANING REQUIRED

- [ ] Pre-show clean
- [ ] Event open
  - From: 
  - To: 

### CLEANING REQUIREMENTS (please tick)

- [ ] Floor type
- [ ] Carpet
- [ ] Laminate
- [ ] Wood
- [ ] Vinyl
- [ ] Other (please specify)

### FURNISHINGS (please tick)

- [ ] Counter tops
- [ ] Plastic seats
- [ ] Leather seats
- [ ] Tables
- [ ] Other (please specify)

### STAND FABRIC (please tick)

- [ ] Shell scheme
- [ ] Glass (please specify, ie, glass tables, windows etc)
- [ ] Wood
- [ ] Other (please specify)

### SPECIAL CLEAN REQUIREMENTS (please specify below)

---

23