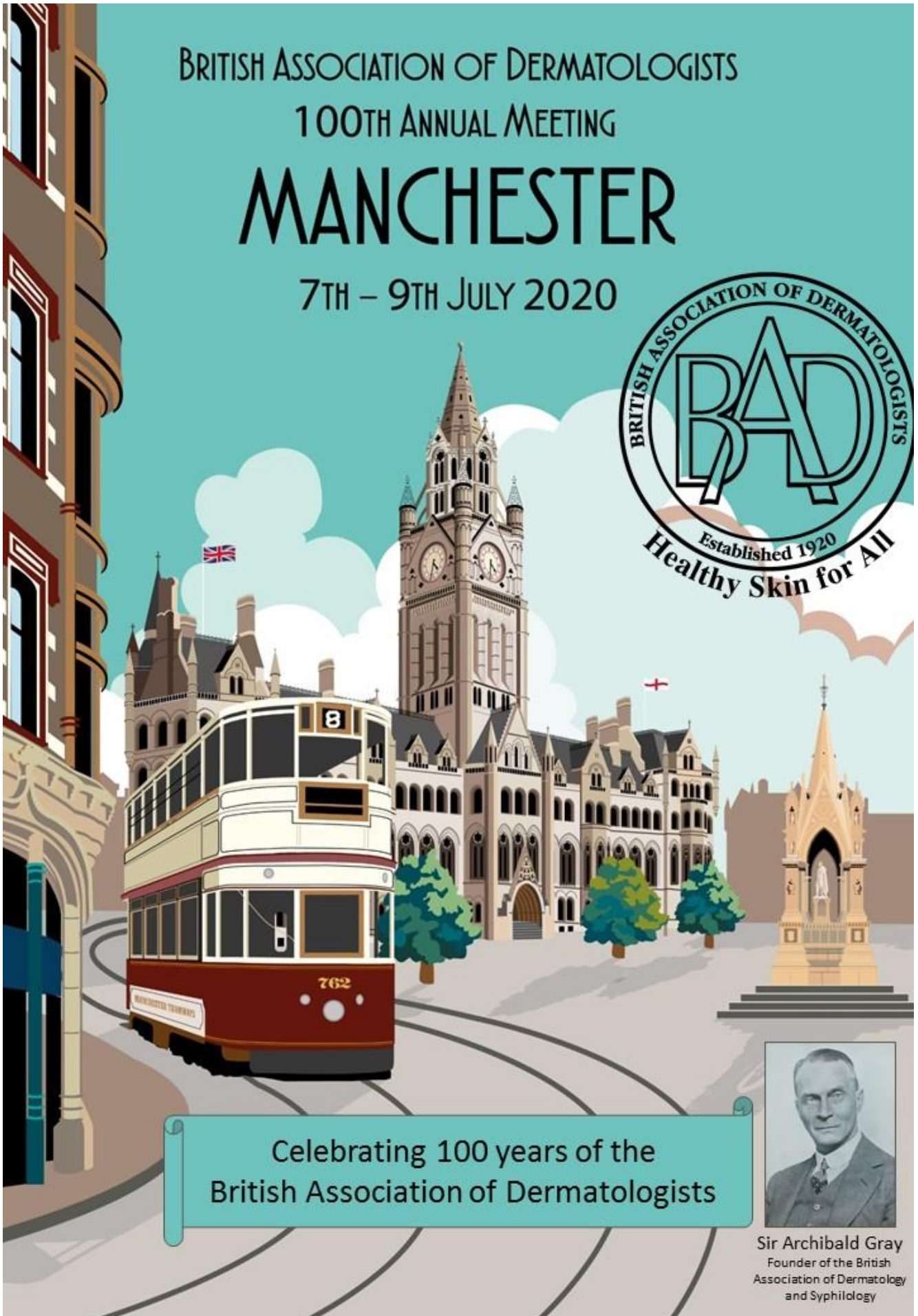
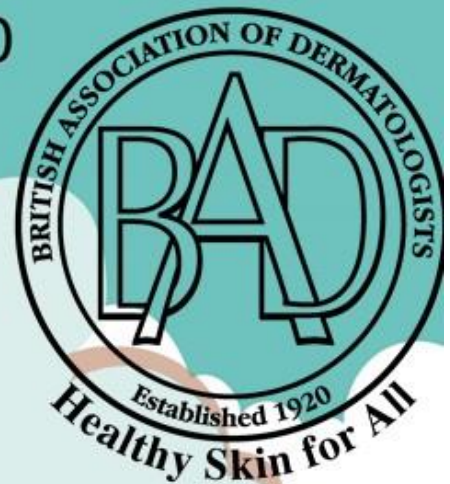


BRITISH ASSOCIATION OF DERMATOLOGISTS
100TH ANNUAL MEETING

MANCHESTER

7TH – 9TH JULY 2020



Celebrating 100 years of the
British Association of Dermatologists



Sir Archibald Gray
Founder of the British
Association of Dermatology
and Syphilology



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EXHIBITION
SERVICES

Key Contacts

Conference Organisers – British Association of Dermatologists (BAD)

Christopher Garrett, Conference & Event Services Manager

T: 020 7391 6354

E: conference@bad.org.uk

W: <https://badannualmeeting.co.uk/>

Operations Team – Exhibition Services Ltd

Julie Finch, Managing Director

Con O’Sullivan, Senior Events & Operations Manager

T: 0208 874 1787

E: events@exhibitionservices.com

W: <https://www.exhibitionservices.com/>

Venue – Manchester Central

Alex Robinson, Event Manager

T: 0161 827 7640

E: alex.robinson@manchestercentral.co.uk



**EXHIBITION
SERVICES**

Registration Opening Times

Monday 6 th July:	09:00 – 18:00
Tuesday 7 th July:	07:45 – 18:00
Wednesday 8 th July:	07:45 – 18:00
Thursday 9 th July:	07:45 – 17:00

Exhibition Opening Times

Tuesday 7 th July:	10:00 – 17:00 (access for Exhibitors from 09:00)
Wednesday 8 th July:	08:30 – 17:00 (access for Exhibitors from 08:00)
Thursday 9 th July:	08:30 – 14:00 (access for Exhibitors from 08:00)

Exhibitors will have 30 minutes at the end of each day to replenish stocks etc.

Accommodation Partner

The official accommodation partner is Ellis Salsby.

For bookings, please call 01562 829939

Alternatively, please email your requirements to bookings@ellis-salsby.co.uk



Build & Breakdown

Full CDM regulations will be in place during this period, click [here](#) for more information.

Build

Sunday 5 th July:	09:00 – 18:00 Space Only Sites
Monday 6 th July:	08:00 – 20:00 Space Only Sites 14:00 – 20:00 Shell Scheme Sites

Breakdown

Thursday 9 th July:	14:00 – 14:30 Shell Scheme Sites 14:30 – 22:00 Space Only Sites
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The Exhibition will close at 14:00 on Thursday 9th July. Space only breakdown and/or the use of trolleys will not be permitted until the hall is completely clear of delegates, at which point CDM rules apply.

All stands must be fully cleared from Manchester Central by 22:00 latest on Thursday 9th July. There will be no vehicle movement allowed after this time.

Please ensure your contractors is aware of these timings and design stands accordingly.

Audio Visual – Submission Deadline 19th June 2020

Our appointed audio visual suppliers are Blitz Communications.
To discuss Audio Visual requirements for your stand, please contact Trish Bailey via email tbailey@blitzcommunications.co.uk or telephone 0161 827 8759.

The [BAD 2020 Audio Visual Order Form 003](#) is available to download.

Catering

Manchester Central can provide quotes for food, beverages, coffee machines and full barista services.

To discuss your requirements, please email the catering team on catering@manchestercentral.co.uk or call 0161 834 2700.

Please follow this link to order catering <https://www.manchestercentral.co.uk/online-ordering>

If you intend to provide your own food or beverages, authorisation will be required from Manchester Central. The form is available to download via the above link; please note a facility fee of £250 ex VAT per day will be charged.



CDM – Submission Deadline 19th June 2020

CDM (Construction, Design & management) regulations are now in place for the exhibition industry. The regulations provide a framework to help you ensure that your participation at this event is carried out safely. Full CDM regulations will be in place throughout the build and breakdown periods.

If you are planning to enter the exhibition hall during this time, you must complete a site induction prior to arriving on site and ensure minimum requirements are met, such as the correct use of Personal Protective Equipment (PPE) and the following of site rules and procedures

The site induction pack is available to download online.

Space only stands – BAD 2020 Site Induction, Rules & Declaration Form 004

Shell scheme stands – BAD 2020 Site Induction, Rules & Declaration Form 005

If you are unsure of your responsibilities regarding CDM, please refer to the CDM resource pack, where you can find all the information;

<https://www.essa.uk.com/resources/cdm-resources>

Cleaning

Cleaning will be carried out prior to opening and overnight during the conference of the exhibition hall aisle and BAD feature areas only. Any waste you wish to be removed should be placed in black bags and left in the aisles at the end of each day.

Exhibits, store areas or specialist flooring will not be cleaned unless ordered separately. You can do this online by

For specific cleaning requests, please contact Manchester Central direct on: 0161 834 2700

Contractor Information – Submission Deadline 8th May 2020

To ensure we include your appointed contractor in all future correspondence, please complete the BAD 2020 Contractor Information Form 006 and return to events@exhibitionservices.com before the date shown above.



Contractor Wristbands / High Visibility (Hi Vis) vests

Contractor Wristbands will be issued to all personnel entering Central Hall during the build and breakdown periods and must always be worn. Wristbands will only be issued if a site induction declaration has been completed.

High visibility vests must always be worn during build and breakdown periods; this ruling is applicable to contractors and exhibitors. The venue has a limited number of high Vis vests available to purchase from the Concierge desk at a cost of £3 each.

Deliveries & Collections

Deliveries

Deliveries will be accepted by the Organisers at door VE.B and placed in a holding area ready for collection. The Organisers and Manchester Central will not accept liability for any loss, damage or delay of any deliveries and/or collections.

Courier deliveries will be accepted on;

Sunday 5th July: 09:00 – 18:00

Monday 6th July: 08:00 – 18:00

Consignments should be addressed as follows:

British Association of Dermatologists 100th Annual Meeting

Exhibitor name, stand number & contact phone number

Manchester Central Convention Complex

Lower Mosley Street

Petersfield

Manchester

M2 3GX

Collections

Courier collections following breakdown should be made:

Thursday 9th July 14.30 – 20.00

All items to be collected must be transferred to the holding area by door VE.B.



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e-Guide

The eGuide is a landmark online resource, providing clear and straightforward guidance for achieving common standards of health, safety & operational planning, management and on-site conduct across all UK event venues.

Please follow the link below to read the eGuide, which has been adopted by Manchester Central
<https://www.essa.uk.com/resources/eguide>

Electrics – early bird submission deadline 29th May 2020

All Space Only and Shell Scheme stands are required to submit an order for electrical requirements, together with full payment. You can download the [BAD 2020 Electrical order form 007](#) online.

The standard rate will be applied to all orders and/or payments received after the early bird deadline of 29th May 2020.

Power is supplied from ducts in the hall floor; there are no provisions for overhead mains. Please take this into consideration when designing your stand.

Please ensure you order adequate power for barista/coffee machines. All machines will be tested onsite prior to becoming live. Any necessary alterations to provisions will be charged at the onsite rate.

Should you wish to discuss your electrical requirements please email the Operations Team at events@exhibitionservices.com.

Exhibition Equipment (Self-Build or Hire)

Exhibition Services have a complete range of quality modular display and exhibition systems available for sale and to hire.

Please email David Thain (david@exhibitionservices.com) or telephone 0208 874 1787 to discuss your requirements.



Exhibitor Deadlines & Checklist

To avoid missing important deadlines or incurring late order surcharges, please complete all forms relevant to your organisation before the deadline dates shown below.

It is advisable to keep a copy of all completed forms to bring with you to site.

To Do	Contacts Directory	Deadline
Book Accommodation	Ellis Salsby E: bookings@ellis-salsby T: 01562 829939	Immediately
Arrange Insurance Cover		Immediately
Order Stand Catering	E: catering@manchestercentral.co.uk T: 0161 834 2700	Immediately
Order Furniture Requirements	Michelle Kaye E: mkaye@jmt.co.uk T: (0)1923 851580	Immediately
Order AV	E: tbailey@blitzcommunications.co.uk T: 0161 827 8759	Immediately
Contractor Information	E: events@exhibitionservices.com T: 0208 874 1787	8 May 2020
Submit Stand Plans for Approval	E: Ryan Daly ryan.daly@eepsafety.com T: 0208 545 2499	8 May 2020
Complete RAMS	E: Ryan Daly ryan.daly@eepsafety.com T: 0208 545 2499	8 May 2020
Complete Health & Safety Declaration	E: events@exhibitionservices.com T: 0208 874 1787	8 May 2020
Order Stand Electrics	E: events@exhibitionservices.com T: 0208 874 1787	29 May 2020
Shell Scheme Nameboard	E: events@exhibitionservices.com T: 02088741787	19 June 2020
Order Rigging Requirements	Knight Rigging Services Ltd E: MCCC@knightrigging.co.uk T: 07730 035330	12 June 2020
Order IT	W: www.manchestercentral.co.uk/online-ordering E: EventsIT@manchestercentral.co.uk T: 0161 827 7676	19 June 2020
Book Storage	Chris Garrett E: christopherG@bad.org.uk	19 June 2020
Freight Handling/Forklift Services	ILS Ltd Michal Blok E: michal@i-l-s.co.uk	19 June 2020
Complete Site Induction Declaration	E: events@exhibitionservices.com T: 0208 874 1787	19 June 2020
Order Water & Waste	Manchester Central Services E: tempservices@manchestercentral.co.uk T: 0161 827 8746	25 June 2020
Contractor Wristbands		Available on site



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Fire and Evacuation Procedures

Manchester Central have issued fire and evacuation procedures; these are contained within the Site Induction Pack and should be read by all exhibitors and contractors. Click [here](#) for more information.

Freight Handling & Forklift Services

All enquiries should be directed to our official contractor, ILS Ltd. You can do this by contacting Michal Blok, either by email (michal@i-l-s.co.uk) or telephone 0247 633 7955.

Further details can be viewed at <https://www.ils-logisticslive.co.uk/>

Please note that you will be allocated an unloading time slot two weeks prior to the conference.

Furniture

All Furniture enquiries should be directed to our official contractor, JMT Ltd.

You can view the full range of products at https://www.jmt.co.uk/en_GB/

To discuss your furniture requirements please contact Michelle Kaye by either email (mkaye@jmt.co.uk) or telephone 01923 851590.

Health & Safety Declaration – Submission Deadline 8th May 2020

The Health & Safety Declaration must be completed by all exhibitors and returned to events@exhibitionservices.com

You can download and complete the [BAD 2020 Health & Safety Declaration Form 008](#) online.

IT / Wi-Fi – submission deadline 19 June 2020

IT Services, equipment and upgraded Wi-Fi requirements can be ordered online via the following link; <https://www.manchestercentral.co.uk/online-ordering>

For further information and to discuss your requirements, please contact;

Tel: 0161 827 7676

Email: EventsIT@manchestercentral.co.uk



Loading Bay Access

Manchester Central's traffic management team issue vehicle passes on-site. Vehicle and driver details are required and once issued, passes must be displayed in the vehicle window at all times. Exhibitors are issued with a wristband to gain access to the halls. Wristbands must be worn throughout the build-up process.

Parking

Exhibitor Parking

There is an NCP (National Car Park) directly below Manchester Central that is open 24 hours a day all year round. The car park includes 18 disabled parking bays and there is direct access to Manchester Central by lift, stairs and escalators. The height restriction for this Car Park is 1.98m.

There is a discounted rate available of £14 for one continuous 24 hour period; you must pre-book online, using the promo code **MCEXHIB14**, at least 24 hours before arrival.

Please visit <https://www.ncp.co.uk/find-a-car-park/car-parks/manchester-central-under-jv/> to book your space.

If using a satellite navigation system - please follow the postcode M2 3GX

Contractor Parking

There is an open-air Euro Carpark located nearby Manchester Central; please note charges apply.

Please ask the traffic team for directions on arrival if you wish to park your vehicle.



EXHIBITION
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Rigging & Banners – submission deadline 12th June 2020

Knight Rigging Services Ltd are Manchester Central's rigging and staging specialists. Please contact them direct to discuss rigging requirements for your stand; email MCCC@knightrigging.co.uk or telephone 07730 035330.

Knight Rigging Services' rate card ([BAD 2020 KRS Rate Card Form 009](#)) and order form ([BAD 2020 KRS Order Form 010](#)) can be downloaded online.

Please note the following BAD regulations:

- All rigging is subject to final approval from the BAD
- There are areas within the hall which have restrictions on rigging heights. Please contact KRS to confirm heights applicable to your stand area
- There must be a minimum clearance of 1m from the top of any stand fitting item to the bottom of any rigged items, i.e. if your tallest wall is 3m, the bottom of your banner must be a minimum of 4m from the floor
- Should the item be connected to the stand structure in any way, they may be subject to a structural sign off, which will be at the Exhibitor's expense
- Rigged items must remain within the boundaries of the exhibiting stand
- Any rigged item on stands with shared walls must be hung a minimum of 1m inside from the shared walls
- Rigged items must conform to standard fire regulations

Risk Assessment/ Method Statement/ Construction Phase Plan (RAMS) – Submission Date 8th May 2020

A suitable and sufficient Risk Assessment, Method Statement and Construction Phase Plan should be completed by all space only and enhanced shell scheme exhibitors.

An example document is available to download online ([BAD 2020 RAMS Form 011](#)). All documentation should be returned to ryan.daly@eepsafety.com by 8th May 2020.

If you are planning to do any of the following activities within your shell scheme space, you must provide a fully comprehensive risk assessment;

- Product demonstration including the use or display of sharps.
- Use of compressed gases & substances hazardous to health (COSHH)
- Service of food or beverages
- Filming on your stand
- Activities which may encroach into the gangways



Security

Manchester Central will conduct bag checks as you enter the venue.

Please cooperate with every member of staff to enable this to be carried out quickly and efficiently.

It is important that Exhibitors and Contractors do not leave any valuable items unattended. Exhibitors and Contractors are responsible for the safety of their own goods and belongings, and items such as laptops, should be removed and safely stored away each evening. The organisers and Manchester Central will not accept liability for any loss or damage.

Shell Scheme

Shell Scheme exhibitors have the following included in their package price;

- Shell Scheme walling with white Foamex panels (Hook & Loop Velcro required for mounting Graphics)
- Nameboard complete with Stand number and company name

Rigging above mandatory shell scheme stands is not permitted.

Please note; electrics and furniture is not included in the shell scheme package - please see our [electrics section](#) and [furniture section](#) in this document for more information.

If you are planning to enter the exhibition hall during the build and breakdown period, you must complete a site induction prior to arriving on site and ensure minimum requirements are met, such as the correct use of Personal Protective Equipment (PPE) and the following of site rules and procedures

The site induction pack is available to download online.

Shell scheme sites – BAD 2020 Site Induction, Rules & Declaration Form 005

If you are planning on having any of the following activities within your shell scheme stand, you must provide a fully comprehensive risk assessment (BAD 2020 RAMS Form 011);

- Product demonstration including the use or display of sharps.
- Use of compressed gases & substances hazardous to health (COSHH)
- Service of food or beverages
- Filming on your stand
- Activities which may encroach into the gangways



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Please see below an example of a 3 x 3m shell scheme stand.



Should you require any additional shell scheme components, please contact events@exhibitionservices.com who will be happy to provide you with a quotation.

Shell Scheme Nameboard – Submission Deadline 19th June 2020

All shell scheme exhibitors have a nameboard included in their package price.

Your nameboard will be produced from details supplied to the BAD. Should you require any amendments or wish to check this, please email events@exhibitionservices.com before the deadline shown.



Stand build regulations – submission deadline 15th May 2020

All stand designs are subject to final approval by the BAD

Stand plans should be submitted by all space only and enhanced shell stands adhering to the following regulations.

RAMS must be submitted with your plans, and should detail any of the below activities;

- Product demonstration including the use or display of sharps.
- Use of compressed gases & substances hazardous to health (COSHH)
- Service of food or beverages
- Filming on your stand
- Activities which may encroach into the gangways

Following inspection of the plans, if the stand is deemed to be a complex build, all documentation will be forwarded to a structural engineer for approval. This, along with any onsite inspection required, will be at the exhibitor's expense.

1. Solid runs of stand walls along gangway edges are forbidden. All stands, irrespective of height, must have at least 50% of each frontage either open or fitted with an approved transparent material, with no more than 4m continuous run of solid walling.
2. A height limit of 4m must not be exceeded, including platforms & any rigged stand fitting items. Rigged stand fitting items may result in the stand being classified as a complex build.
3. There must be a minimum clearance of 1m from the top of any stand fitting item to the bottom of any rigged items, i.e. if your tallest wall is 3m, the bottom of your banner must be a minimum of 4m from the floor. Should the item be connected to the stand structure in any way, they may be subject to a structural sign off, which will be at the Exhibitor's expense.
4. On stands with adjoining / shared walls, banners facing the adjoining stand must be hung a minimum of 1m inside the stand perimeter.
5. All mandatory shell scheme stands booked as space only will have a maximum build height limit of 2.5m. Rigging above mandatory shell scheme stands is not permitted.
6. Where multiple stands have been booked, it will not be possible to lay platforms or link stands across gangways. Carpeting between stands is subject to prior approval by the Organisers.
7. Stands with floor stages 600mm or higher are subject to local licensing authority approval. The Organisers accept no responsibility for any cost incurred.



8. On divided stands, Exhibitors must erect their own continuous walls to a minimum height of 2.5m and must not rely on any neighbouring walls or displays to provide distinction between stands. All dividing walls must be finished above 2.5m on the reverse, to a maximum height of 4m, in a plain, neutral colour with no logos.
9. Space only stands which back onto shell scheme stands are not permitted to attach any materials to the shell scheme, and it must not be assumed that panels facing their stand will be finished below 2.5m.
10. Suitable floor covering must be laid to the entire stand area. The general height of platforms should be no more than 100mm. Platforms exceeding 38mm must have a disabled access ramp fitted, or a portable ramp available on the stand. Any sharp, exposed corners where two sides meet, must be rounded/curved to prevent slips, trips and falls. Disabled access ramps must have measures in place to ensure the ramp is clearly visible and does not present a trip hazard.
11. Central Hall is not carpeted. A suitable platform must be laid before applying any floor coverings. Floor coverings laid directly to the hall floor must be fixed with a lo-tac/releasable tape. Any costs incurred from resulting damage or tape residue will be charged to the contractor/exhibitor.
12. All storage doors on stands must have a vision panel. If positioned onto a gangway, they must open inwards.
13. Electrical mains boxes must be made accessible, and not positioned in an enclosed box/cabinet without adequate ventilation.
14. All stands MUST comply with the Disability Discrimination Act. The DDA does not just apply to those in wheelchairs but disabilities across the board including impaired sight and hearing, walking difficulties etc. These factors need to be taken into consideration when designing and laying out the stand. Anything significant should be documented in the risk assessment.
15. Scalable plan and elevation view drawings should show;
 - all dimensions;
 - all rigged items;
 - building materials to be used;
 - the position of any stand fitting exhibits and furniture
16. A suitable and sufficient Risk Assessment and Method Statement for the construction and dismantle of the proposed stand should accompany, and specifically relate to your drawings. Special attention must be made to any possible/likely hazards.
17. Scaled stand plans should be sent by email to ryan.daly@eepsafety.com for approval no later than 15th May 2020.



Storage (Exhibitor & Contractor) – Submission Deadline 19th June 2020

Exhibitor Storage

Unlocked storage facilities are available at a cost of £100 + VAT per 1m³ of area. There will be two storage spaces, located at the back of the hall. Exhibitors will be able to gain access to replenish their products and literature. Please contact Christopher Garrett (christopherG@bad.org.uk) to book.

All stands must be kept clear of packing materials; please either book storage space or remove items from site prior to the conference opening.

Please note that the organisers and Manchester Central will not accept liability for any loss or damage to any items placed into storage.

Contractor Storage

Contractor storage will also be available at a cost of £100 + VAT per 1m³ of area. This will be located within the void space at the rear of the hall. Please contact the Operations Team (events@exhibitionservices.com) to book.

Sustainability

The BAD are committed to trying to reduce the environmental impact of the Annual Meeting.

Exhibitors, sponsors and contractors are strongly urged to consider this by;

- Reducing waste
- Limiting printed material or using recyclable materials
- Reusing or recycling where possible, including any provided refreshments
- Reduce plastic usage and single use items

In addition, all exhibitors and contractors are responsible for clearing all their stand fitting items including floor coverings, literature and product at the end of the event.

Any Exhibitor found to be in breach of this regulation will incur disposal charges. It is the exhibitor's responsibility to ensure their contractors are fully aware of this regulation.

Water & waste – submission deadline 25th June 2020

Water and waste services are provided by Manchester Central and can be arranged through their online ordering site <https://www.manchestercentral.co.uk/online-ordering>

Should you wish to discuss your requirements in detail, please contact Tom Gowland by email tempservices@manchestercentral.co.uk or telephone 0161 827 8746.