

Prospectus



IP2024

16TH ANNUAL CONFERENCE | BIRMINGHAM

23 - 25 September 2024



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Dear colleagues

I am delighted to extend a warm invitation to each of you for IP2024, the premier event in the field of infection prevention and control. As President of IPS, it is my honour to announce this important gathering, which is scheduled to take place from 23rd to 25th September 2024 at Birmingham International Convention Centre.

As always, the annual IPS conference promises to be a landmark occasion, uniting professionals, experts, and thought leaders dedicated to advancing the science and practice of infection prevention. This conference provides a unique platform for collaboration, knowledge exchange, and the exploration of innovative solutions to current challenges in infection control.

IP2024 will offer delegates the opportunity to explore the latest research and advancements of the science in infection control. Our impressive line-up of keynote speakers and experts will give you the chance to learn from and interact with pioneers in the field, gaining valuable insights into the latest developments and best practices.

Thank you for your continued dedication to infection prevention, and I look forward to welcoming you at IP2024.



Lisa Butcher
IPS President

IPS Scientific Programme Committee (SPC)



Jude Robinson



Fiona Baker



Debbie Xuereb



Catherine Boswell



Mark Garvey



Joanna Chapman



Pat Cattini



Heather Loveday



Phillip Norville



Mark Dalaidao



Kat Topley

Highlights from 2023

600+ and 64

Delegates

Commercial
sponsors

DELEGATE COMMENTS ON THE EXHIBITION:

- 89% of delegates rated the exhibition as Excellent/Good
- “A great variety of exhibitors - suitable for all audiences and backgrounds”
- “Good range of products advertised”
- “Lots of innovative products and procedures to dive into”
- “Great information and engagement”
- “Innovative products”
- “Engaging reps”
- “Good to see the energy and engagement around the exhibition, exhibitors very helpful”
- “Good, friendly interaction with the exhibitors and good explanations of their products”

GENERAL DELEGATE COMMENTS:

- “Good variety. Great speakers.”
- “Such thought-provoking sessions which were not only informative but incredibly well delivered”
- “Well executed and relevant sessions”
- “Good mix of topics, quality of speakers and lengths of time”
- “Fascinating & insightful”

Delegate profile

DELEGATES INCLUDE:

- Infection Prevention and Control Nurse/Practitioners
- Surveillance Nurses
- Infection Prevention and Control Matrons
- Directors of Infection Prevention & Control
- Lead Nurses of Infection Prevention & Control
- Assistant Directors of Infection Prevention & Control
- Infection Prevention & Control Nurse Consultants
- Infection Prevention & Control Clinical Nurse Specialists
- Infection Prevention & Control Managers
- Healthcare Association Infection Leads
- Infectious Diseases Consultants
- Infection Prevention & Control Doctors
- Microbiologists
- Procurement Managers
- Tissue Viability Nurse Specialists
- Antimicrobial Pharmacists
- Laboratory Staff
- Care Home Staff
- Carers
- Domestic Managers
- Estates Managers
- Catering Managers
- Facilities Managers
- Directors of Estates
- Directors of Facilities
- Risk/Governance Managers
- Patient Safety Managers
- University Staff
- Veterinary Surgeons / Nurses
- Dentists / Dental Surgeons / Dental Nurses
- Charities
- Presidents/Chairs of various linked societies

2023 DELEGATE FEEDBACK

2024 Programme

The 2024 programme will be available online shortly: ip2024conference.com

Marketing to delegates

1. Attracting the IPS core membership from infection prevention practitioners by focusing on the key benefits of attending, including:

- strong infection prevention content on the educational programme
- updating knowledge and skills
- linking IPS competences to the programme content to make it easier for delegates to secure their attendance

2. Attracting medical colleagues by:

- having a strong infection prevention and control educational programme
- advertising for oral papers and poster presentations
- publishing abstracts as a JIP supplement

3. Maximising exposure to a wider delegate audience

- targeted email marketing to all members on a regular basis with incentives to register early
- use of social networks to include Twitter and LinkedIn
- partnering with medical related websites
- viral marketing to members of other associations
- attending other events to promote the IPS Conference
- joint marketing initiatives with exhibiting partners
- identification of association or charity partners to promote the event
- specific marketing campaigns to attract delegates to the new streams



2023 Exhibitor List

3M Healthcare
Air Sentry
Aqua Free Solution Ltd
Army
ASEP Healthcare
Baxter Healthcare
BD
BioPharma
Blue Mirror / CorrMed Ltd
Britishbins
Central Sterilising Club
Cepheid
Clean Hospitals
Convatec
Convatec Continence Care
Cpi
DDC Dolphin
DENPRO by Denroy
DiffX Does It™
Diversey
Dolphin Care Aps
Ecolab
GAMA Healthcare Ltd
GDP Compliance Ltd
Germitec
GOJO Industries - Europe Ltd
Haigh
Hartmann UK&
HOCL Health Ltd
Hygenica
Inceptionxr
Infection Prevention Society
Inivos UK Ltd

Iskus Health UK Ltd
Kaplan Open Learning
LANXESS Deutschland GmbH
Marlux Medical
Mauser Uk T/a Daniels Healthcare
McElwaine Technical Services
MEG
Mölnlycke Health Care
Nanosonics Uk Limited
O&M Halyard
Opal Disposables Limited
PDI International
Perfectus Biomed
PFE Medical
Primel Corporation Limited
Proximos Limited
Raclac / R.ADVANCE
RDI Systems Ltd
Rociale Healthcare
Sanondaf UK
SC Johnson Professional
Schulke Uk
Sky Chemicals (uk) Ltd
SpectrumX Direct Limited
Sterri-Matt (UK)
The Hannlie Company
Timesco Healthcare Ltd
Tork (Essity)
Tristel
UKHSA-TARGET antibiotics toolkit
Vernacare
Wybone Ltd.

Sponsorship Opportunities

Please note that sponsorship opportunities are as a courtesy offered to the legacy sponsors company from the previous year.

PLATINUM SPONSORSHIP (2 AVAILABLE)

PRICE: £14,450 + VAT

BENEFITS

- Your logo on footer of conference delegate marketing email template
- Your logo on footer of digital conference flyer
- Advert in conference app
- Insert in delegate bag
- 200-word exhibitor editorial in the conference app and logo
- Literature can be placed in the main hall
- Website profile and link on conference website
- Verbal mention at opening session
- Your logo displayed in the main session room
- Your logo in the registration area
- Logo next to your exhibitor profile in the conference app
- Opportunity to select one speaker on the programme to sponsor or suggest one speaker – this will incur expenses including accommodation and travel. Guideline document available
- One complimentary delegate ticket (conference only, no social events)
- Contact Scanning
- 10% off all other sponsorship packages

GOLD SPONSORSHIP (3 AVAILABLE)

PRICE: £9,450 + VAT

BENEFITS

- Your logo on footer of conference delegate marketing email template
- Opportunity to select one speaker on the programme to sponsor or suggest one speaker – this will incur expenses including accommodation and travel. Guideline document available
- Advert in conference app
- Insert in delegate bag
- 100-word exhibitor editorial in the conference app and logo
- Website profile and link on conference website
- Logo next to your exhibitor profile in the conference app
- Contact Scanning
- 10% off all other sponsorship packages

Sponsorship Opportunities

SILVER SPONSORSHIP (4 AVAILABLE)

PRICE: £5,775 + VAT

BENEFITS

- Your logo on footer of conference delegate marketing email template
- Advert in conference app
- Insert in delegate bag
- Website profile and link on conference website
- Verbal mention at opening session
- Your logo displayed in the main session room
- Your logo in the registration area
- Logo next to your exhibitor profile in the conference app
- One complimentary delegate ticket (conference only, no social events)
- 75 words and a company logo for inclusion on app
- Contact Scanning
- 10% off all other sponsorship packages



Additional Sponsorship Opportunities

INSERT IN DELEGATE BAG
10% DISCOUNT FOR EXHIBITORS

- One item (A4, 4page maximum)
 - Two items
 - Product samples & larger items
- £1,435 + VAT
 - £1,995 + VAT
 - Individually Priced

PENS
SUPPLIED BY SPONSOR

- 700 required
- £685 + VAT

NOTEPADS
SUPPLIED BY SPONSOR

- 700 required
- £1580 + VAT

POST-IT NOTES
SUPPLIED BY SPONSOR

- 700 required
- £370 + VAT

BREAKFAST SPONSOR

- Provide tea/coffee and Danish pastries at 07.30 for the 'meet the expert' parallel session attendees prior to session beginning at 08.00. (An alternative menu can be supplied at a supplement)
- £1,325 + VAT

LANYARD SPONSOR

- Includes logo on lanyard
- £2,370 + VAT

HAND SANITISER SPONSOR

- Sponsor will supply branded sanitising stations throughout conference space
- £1,850 + VAT

SIGNAGE SPONSOR

- Your logo on the base of all printed and electronic signage within the venue
- £1,500 + VAT

INFECTION PREVENTION CONFERENCE 2024 WEB SPONSOR

- Company logo on each page of website with links to your company's site. Your logo in sponsor section of the app
- £1,770 + VAT



Please note that sponsorship opportunities are as a courtesy offered to the legacy sponsors company from the previous year.

Additional Sponsorship Opportunities, continued

SPEAKER SPONSORSHIP

- Your logo on screens before and after presentation, your company name next to the speaker on the website and app. (This will incur expenses including accommodation and travel. Guideline document available)
- £1,565 (plus expenses) + VAT

POSTER AREA SPONSOR

- Your company name prominently displayed in the poster area throughout the exhibition plus your logo will be acknowledged in the opening section on the abstract publication
- £1,575 + VAT

WATER COOLER POINT SPONSORSHIP

- Your logo/branding prominently displayed next to each of the water coolers
- £1,850 + VAT

COMPANY SYMPOSIUM

- There is an opportunity to promote your own products / research by hosting a symposium. Symposia will be hosted in the poster area pods; this will attract more attention due to its location within the exhibition. Max 50 attendees
- £4,195 + VAT

The following is included in your package:

- Email to registered delegates to advertise symposia*
- Advert in conference app
- Poster Talk Area Hire (open plan with headsets provided)
- Plasma screen and audio

* The advert and email will be a combined email for all symposiums. Please note two symposias may run simultaneously.

CONFERENCE APP SPONSORSHIP

- This is your opportunity to get involved and get your companies banner on the app. The banner will run on a rotation basis with other sponsoring companies
- £2,650 + VAT

REUSABLE WATER BOTTLES

- Reusable Water Bottles supplied by sponsoring company
- £1,850



Please note that sponsorship opportunities are as a courtesy offered to the legacy sponsors company from the previous year.

Ways to Exhibit

A COPY OF THE FLOORPLAN IS ENCLOSED WITH THIS PACK

1. SPACE WITH SHELL SCHEME

If you have a pop-up stand, banner stand, tabletop stand, display cabinets or literature racks, this is the build for you. The majority of exhibiting companies will use this method. Stand sizes range from 6m² to 48m².

If a shell scheme stand is situated on a corner or at the end of a row of stands, it will normally be left open on two sides unless other instructions are received from the exhibiting company.

PRICE INCLUDES

- Shell scheme
- General purpose spotlights allocation based on m²
- Carpeting (ICC hall carpeted with grey)
- Name fascia board
- Contact Scanning
- Catering for 1 company representative for 3m² of space booked
- Website profile and link on conference website
- 75 words and a company logo for inclusion on app

Price does not include water and waste supply, sockets, furniture, display equipment and floral displays. All these additional services can be hired from the official exhibition contractor. Further details will be included in the exhibitor manual due to be sent out early July.

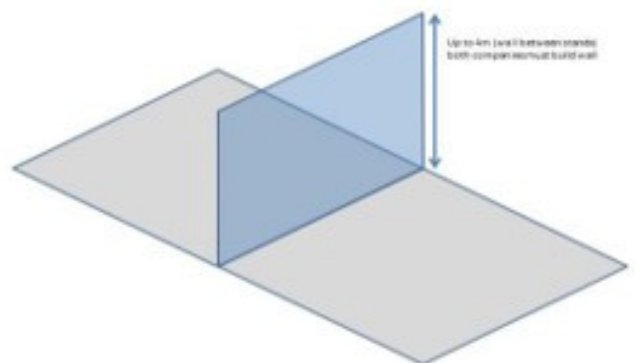
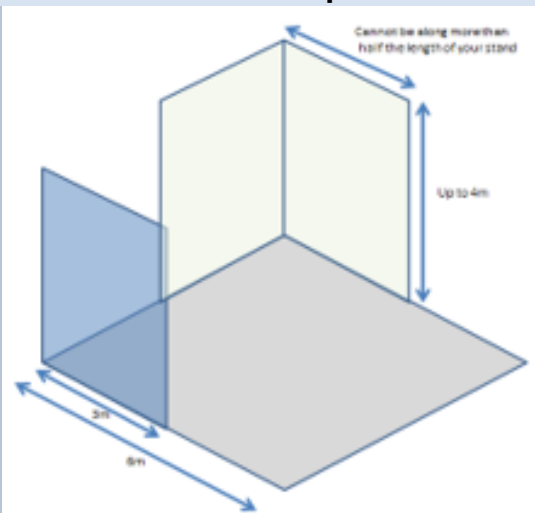
2. CUSTOM BUILD

This is for companies who wish to build their own bespoke stand only. The recommended minimum size for this method of exhibiting is 15m².

A scaled (1:200) floor plan, design visuals, method statement and risk assessment and PLI Certificate will need to be provided With all other information requested in the exhibitor manual 8 weeks before the start of build. Catering will be provided for 1 company representative per 3m² of space booked. Sockets, lighting, carpeting and shell scheme are not included in the cost.

Please note that where the space opens onto a common corridor or walkway, only 50% of any one side of your stand may be built up to 4m.

Where the space backs onto another stand, dividing walls will need to be built by both parties.



Exhibition pricing

Pricing guidelines for some of our more popular stand sizes at the IPS Annual conference can be found below:

Contact Scanning included in all packages.

STAND TYPE	PRICE
2x3m (6m)	£3,240 + VAT
4x2m (8m)	£4,320 + VAT
3x3m (9m)	£4,860 + VAT
4x3m (12m)	£5,700 + VAT
6x3m (18m)	£8,550 + VAT
6x4m (24m)	£10,800 + VAT
6x6m (36m)	£16,200 + VAT
8x6m (48m)	£21,600 + VAT

How to book?

Make a provisional booking.

Stands/sponsorship will be allocated on a first come, first served basis. Bookings can be made by Contacting Mike Donaldson and will be held for 7 days:



Contact:

Mike Donaldson, at Fitwise on
+44 (0) 1506 292 047
michael.donaldson@fitwise.co.uk

What happens next?

When Fitwise have received your completed booking form with payment or a copy of an official purchase order we will e-mail you confirming your space allocation and we will then forward a VAT invoice or receipted VAT invoice as appropriate.

In early July we will email the main contact a link to the exhibitor manual that will contain further details and forms such as badge name form, company editorial form, additional catering form, maps, information about getting your packages to the venue and information about exhibition services (name fascias, electrics, furniture, foliage etc.). These forms will have return deadlines which will be clearly marked on the home page of the website. Your assistance in meeting these deadlines would be appreciated.

Cancellations

Refunds for stands, which are cancelled, will only be made in the event of the exhibition being sold out. Every effort will be made to re-sell all stand space.

Venue

The International Convention Centre (ICC)
Birmingham www.theicc.co.uk

Organisers

Fitwise Management Ltd, Blackburn
House, Redhouse Road,
Seafield, Bathgate, EH47 7AQ

Tel: 01506 811077

michael.donaldson@fitwise.co.uk

elaine.mckeown@fitwise.co.uk

IPS SPC Coordinator
Jude Robinson



IPS SPC Deputy
Coordinator, Fiona Baker



Conference & Exhibition Secretariat team:

Mike Donaldson for sales
enquiries, and Elaine
Mckeown for enquiries after
booking your space



PROVISIONAL OPEN TIMES

	Opening	Closing
Mon 23 Sept	07:30	18:15
Tues 24 Sept	07.30	17.35
Wed 25 Sept	07:45	14.30

Delegates will have a morning break of up to 45 minutes on all three days. There is also at least a 45-minute afternoon break on Monday and Tuesday. Lunch on Monday and Tuesday will be 1 hour 15 minutes and 1 hour 5 minutes on Wednesday.

In addition, the event is attracting an increasing number of day visitors to the exhibition who will visit the event solely to meet companies. There are designated 35 minutes sessions within the programme to allow delegates to view posters and for company symposia; this will also be valuable exhibition viewing time as there are no parallel sessions running with the poster viewing.

EXHIBITION OPENING



Social Programme

In addition to providing a platform to share extensive scientific knowledge and expertise the IPS Annual Conference has an enjoyable social scene in which industry partners and delegates are given the opportunity to network and interact.

TUESDAY EVENING IPS AWARDS DINNER & NETWORKING EVENING

The IPS Awards Dinner and Networking Evening is now established as an excellent opportunity to network with like-minded colleagues and will take place on Tuesday 24th September. The venue of which is still to be confirmed. However, you can be assured it will be an evening to remember for all who attend. Tickets have sold out quickly in the past and we recommend you book early that you snap them up when they are launched.

Flow of Delegates around the Exhibition

Much consideration goes into encouraging delegates to move easily and freely around all areas of the exhibition. Catering and water cooler points are placed strategically to draw delegates to all areas of the exhibition hall and seating areas are designed to allow delegates somewhere to enjoy their refreshments but not to linger. With strategically placed open-plan poster talk areas, we are confident that we can facilitate an even flow of delegates around the exhibition.

Essential Dates, Times and Restrictions

SETUP TIMES

Sunday 22nd September

Space only exhibitors and their contractors 08:00 – 18:00 (provisional)

Exhibitors with shell scheme stand 14:00 – 18:00 (provisional)

Monday 23rd September

Final setup 06:00 – 07:35 (provisional)

Exhibition opens 07:30 (provisional)

Breakdown time

Wednesday 25th September 14:30– 18:00 (provisional)

All exhibitors must have cleared the premises by 18.00 on Wednesday 25th September 2024. Any additional charges levied by the venue as a result of missing this deadline will be passed onto the exhibiting company. Please note that final times will be provided in the online exhibitor manual and will override any times supplied here. Due to health and safety concerns, under no circumstances should stand breakdown occur any time before 14.30 on Wednesday 25th September or until all delegates have safely left the exhibition hall.

Stand restrictions for space only stands

Any stand over 4 meters has to comply with the health and safety requirements for a complex temporary structure and must have a full risk assessment and structural plan approved by a qualified structural engineer. This is the responsibility of the exhibitor. More details can be obtained from the venue.

When booking stand space, it is the responsibility of the exhibitor to ensure that there is adequate and suitable access to all services including water and waste supply.

We strongly recommend that a site survey be undertaken if you are planning a complex structure.

Floor plans: Detailed floor plans of your space only self-build stand must be submitted to the organisers by 16th July 2024 (provisional) for review.

Banners: The ICC will allow banners and other advertising material to be suspended from the ceiling – this can be a great way to make your presence known throughout the exhibition. If you are hanging a banner above your stand and your stand backs onto another company, the side of your banner which is visible from their stand must be blank. Please contact the venue direct regarding rigging – the information for doing this will be in the exhibitor manual. You must also submit a plan of your banner to Fitwise for approval.

Balloons: Due to various health and safety concerns we request exhibitors not to use any latex balloons when decorating their stands.

Essential Dates, Times and Restrictions, continued

Risk assessment

All stands must submit a risk assessment for their stand. A risk assessment template will be forwarded as part of your exhibitor manual.

Catering within the exhibition

All daytime catering for delegates will be served in the exhibition area. Tables and seating will be distributed around the exhibition floor for delegates to use during this time. (See floorplan)

Exhibitors

Coffee/tea and lunch for one representative per 3m² of exhibitor stand space per day is included in the cost of both the shell stands and space only stands. Additional staff members above this number will be charged £45+VAT per attendee per day (price TBC) to cover the cost of catering and staffing which will be incurred by IPS, these charges will be invoiced post event.

Further requirements for catering are available to exhibiting company representatives directly from the official venue caterers. An order form will be provided in your exhibitor manual in July 2024. Corkage charges will apply to all food and beverages brought onto the premises by exhibiting companies for delegate consumption. Both the official caterers and the organiser's must be informed of any intention to supply delegates with food or beverages on your stand during the event.

Additional Information

The ICC is located in a central location with unrivalled transport connectivity, with 90% of the UK within a 4 hour drive time. Full details on the venue can be found at www.theicc.co.uk

Attendance at conference sessions

Conference sessions are open to all exhibiting company representatives as part of the exhibition stand fee; priority is given to delegates in busy sessions.

Conference App

Exhibiting companies or organisations are invited to submit a free editorial entry of up to 75 words and a company logo for inclusion in the specially prepared conference app. Further information and deadlines will be sent to you upon booking.

Rules and Regulations

Definitions

In these regulations the term “Exhibition” in all cases refers to the exhibition being held in conjunction with the ‘Infection Prevention Society’. The term “Exhibitor” includes any person, firm, company, association, organisation and its employees, servants or agents to whom space has been allocated for the purpose of exhibiting at the exhibition.

The term “Organisers” means Fitwise Management Ltd on behalf of the scientific programme committee of ‘The Infection Prevention Society’. The term “Premises” refers to the ICC Birmingham.

Applications for and allocation of stand space

Applications for stand space must be made on the form provided which should be returned to Fitwise Management Ltd, Blackburn House, Redhouse Road, Seafield, EH47 7AQ as soon as possible. Full payment should be made within 30 days of the confirmation of booking. Acknowledgement of the booking and a VAT invoice will be sent to you within 7 working days.

Attention will be paid to the order in which forms have been received when allocating space.

Notification of stand(s) allocated will be circulated to exhibitors as soon as possible after the booking date. The organisers reserve the right to refuse any application or prohibit any exhibit without assigning any reason for such refusal or prohibition.

An exhibitor may not, except by express written permission of the organisers, display or give credit directly or indirectly to any goods, products or services other than his own or his named principals.

The display or acknowledgement or credit or advertisement indicating membership of any organisation, society or trade association is not allowed except by express written permission of the organisers.

The organisers retain the right to alter the layout of the exhibition if it is deemed to be in the best interests of the exhibition. Exhibitors should note, however, that every effort will be made to maintain the published exhibition plan layout.

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 forfeit.

Sub-letting

Sub-letting or licensing the use of stand space is not permitted, neither may the products or service of firms not exhibiting in their own rights be promoted or displayed as exhibits, except where the exhibitor is the United Kingdom selling agent for such products or firms, or express written permission has been obtained from the organisers.

Rules and Regulations, continued

Occupation of stand space

The Exhibitor, his servants, agents, employees and contractors may enter the building at a time nominated to them for the purpose of stand fitting and dressing. In the event of an Exhibitor failing to take possession of his stand the organisers have the right to re-let the stand and all monies paid shall be forfeit. All exhibits, displays, stand fittings and materials must be removed from the building by Wednesday 25 September 2024 at 18:00. Failure to occupy your allocated stand space by 07:30 on Monday 23rd September 2024 may result in the allocated stand space being re-let or otherwise used.

Installation and removal of exhibits

Exhibitors will be advised of when they may commence fitting up and arrangements of exhibits. Exhibitors are prohibited from commencing such fitting up until the time nominated to them. The organiser's 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 organisers shall be modified forthwith by the exhibitor in such manner and within such time as the organisers may require and in default the organisers may remove such exhibits at the expense of the exhibitor who shall forfeit all sums paid by way of deposit, rental or otherwise. Exhibits may not be removed until the exhibition has been closed. Any special arrangements for installation or removal of exhibits must be made in consultation with the organisers in order that no liability arises in terms of the health and safety regulations applying at the venue.

Stand construction and services

When booking the stand space, it is the responsibility of the exhibitor to ensure that there is adequate and suitable access to water and waste should they require it by undertaking an onsite survey.

The organiser's will appoint official contractors to undertake the following work: shell scheme construction, electric, provision of water and waste services, furniture, carpeting and all other services. No other contractor will be permitted to undertake any of this work other than one deemed appropriate by the organiser's.

Obstruction of gangways and open spaces

Exhibitors will not be permitted to display exhibits in such a manner as to obstruct the light or impede or project over gangways or affect the displays on neighbouring stands. Gangways must at all times be kept clear and free for passage. Any exhibitor who continues to cause a nuisance or obstruction after notice has been given will be liable to have his stand cleared by the organisers at the exhibitor's own risk and expense.

Trade union labour

All stand fitting construction or display work should be carried out by members of the appropriate Trade Union recognised by the exhibitions industry at rates of pay and overtime in accordance with the terms of the working rules agreement currently in force.

Rules and Regulations, continued

Electrical requirements

Lighting and power services will be available to the exhibitor through the official electrical contractor. A schedule of these services will be available within the exhibitor manual provided in early July. Exhibitors may provide their own electrical fittings where such fittings are in the form of made up units, showcases and/or signs complete and ready for connection to the mains supply. Exhibitors whose display requires plumbing, compressed air or heavier weight loading are advised to contact the organisers before selecting their preferred site. All electrics are required to be PAT tested.

Dangerous materials and exhibits

The exhibitor must conform to the conditions concerning explosives and dangerous combustible materials as laid down by the organisers and every appropriate authority or the item will be removed from the building at the exhibitor's risk and expense.

Fire precautions

In accordance with the requirements of every appropriate authority, all materials used in construction work display material etc. must be effectively flameproof or made of non-flammable materials. Drapes and curtains must be at least 6" (150mm clear of the floor). Fire extinguishers will be provided by the organisers in the areas and placed, as regulations require. The exhibitor must comply with all reasonable instructions given by the organisers or any appropriate authority to avoid the risk of fire.

Security

The organisers will not be responsible for the safety of any exhibit, or any property of any exhibitor, or the loss, damage, or destruction by fire of other property. Nor will the organisers be responsible for any damage or injury to any exhibitor or any other person. It is recommended that exhibitors affect their own insurance to cover any potential loss. Exhibitors must obey all reasonable requests of both the organisers and security services in all cases.

Damage to premises, fixtures, fittings and shell scheme

No nails, screws or other fixtures may be driven into any part of the halls including floors nor may any part of the premises be damaged or disfigured in any way. Should any such damage occur the exhibitor concerned would be invoiced for any reparation charges incurred. Exhibitors may not alter the external shell scheme by adding or removing any part.

Competitions

Exhibitors who wish to run competitions at the exhibition such as prize draws, quizzes etc. must ensure that these fit with their own companies' code of practice.

Cleaning

The organisers will arrange for the daily cleaning of public areas of the exhibition hall outside the exhibition opening hours. Normal practice is for all aisles surrounding stands to be cleaned and as far onto stands as possible without moving or touching any stand equipment. Stands should be dressed by 07.00 on Monday 23rd September 2023 to allow cleaning to take place prior to the opening of the exhibition at 07.30. If further cleaning is required this can be ordered via your exhibitor manual provided in early July.

Rules and Regulations, continued

Exhibitors manual

Further technical information concerning the exhibition together with order forms for all ancillary services available to exhibitors will be forwarded to exhibitors in early July 2024.

General conditions

The organiser's are responsible for the control of the exhibition areas. Exhibitors are responsible for the control of their own stands. The decision of the organiser's is final and decisive on any question not covered in the foregoing regulations.

Exhibitors must comply in all respects with the requirement of every appropriate authority, with the Terms of Agreement by which the organiser's may occupy the premises and with policies of insurance affected by the organiser's.

Insurance

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

ABANDONMENT INSURANCE: Exhibitors should note below that the organiser's are not obliged to return any monies paid for space in the event of cancellation or restriction of the exhibition.

STANDS/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 property of directors principals and employees whilst on the premises and transit risks to and from the exhibition.

FAILURE TO VACATE: If the exhibitor should fail to remove all his property or otherwise fail to vacate the exhibition premises by 18:00 on Wednesday 29th September due to any cause whatsoever, the exhibitor shall be fully responsible for any penalties imposed by the premises or any other losses and costs incurred by the organiser's as a result of the exhibitor failing to vacate the premises by the agreed time and without prejudice to any other right or remedy of the organiser's on demand.

CANCELLATION INSURANCE: On the rare occasion of a Conference being cancelled only the value of your stand will be refunded.

Travel, accommodation and any other expenses must be covered by your own insurance. We can provide you with details of an Insurance Broker if required.

PUBLIC LIABILITY: Liability to the public may arise out of the exhibitor's activities and should be covered by insurance. Insurance should be affected with the minimum delay. PLI Certificate must be supplied to Fitwise Management in advance of conference as per Exhibitor Manual

Rules and Regulations, continued

Liability

Whilst the organiser will endeavour to protect exhibition property whilst on display at the exhibition it must be clearly understood that the management of the premises, the organising group and the organiser's 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 organiser's against all claims and expenses arising as a result. 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 part or if the organiser's find it necessary to change the dates of the exhibition, the organiser's shall not be liable for any expenditure, loss or damaged incurred by an exhibitor or exhibition contractor resultant upon such change. Nor shall the organiser's be liable for any expenditure, loss or damage resultant upon the intervention of any authority which restricts the use of the premises in whole or in part in any manner whatsoever.

IMPORTANT INFORMATION -Delegate Lists

You will be provided with a full delegate list post-conference however it is your responsibility to obtain unambiguous and positive consent from the delegates to receive further information from you.

