



Ultrasound 2015

47th Annual Scientific Meeting of the
British Medical Ultrasound Society

Exhibitor/Sponsor Manual

9-11 December 2015
City Hall, Cardiff



Ultrasound 2015



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ORGANISER DETAILS

This manual is intended to make your participation at the event as smooth and productive as possible. If you have any questions or require further assistance please do not hesitate to contact any member of the BMUS team:

Joy Whyte, Sponsorship Opportunities

Tel: 020 7636 3714 opt 3

Email: joy@bmus.org

Heather Flanagan, Exhibition Organiser

Tel: 020 7636 3714 opt 1

Email: heather@bmus.org

Rachel Meir, Scientific Programme & Integrated Sessions Organiser

Tel: 020 7636 3714 opt 2

Email: rachel@bmus.org

COMPULSORY ACTIONS

DEADLINE

- Email logo & hyperlink for the website's homepage advertisement * (if booked) **ASAP**
- Email your wording and logo for entry onto the exhibitors page on the website **ASAP**
- **Invoices - deposit to paid 7 days from booking your stand**
- **Invoices – second payment** **4 September**
- **Invoices – final payment** **30 October**

- Send in design plans, risk assessment and method statement for space **14 October**
- Email your 100 word ASM guide entry and logo* (if different from web entry) **14 October**
- Email your artwork for advertising (if booked) in the ASM guide* **14 October**
- Email your artwork for any sponsored items that you have booked* including slides to be shown in the main hall and at the training sessions. **14 October**
- Email artwork for lanyards if not supplying the lanyards (if booked) **14 October**
- Email artwork for steward t-shirts (if booked) **14 October**
- Complete and return your risk assessment (shell scheme stands) **23 November**
- Complete your health & safety, insurance declaration form (all exhibitors) **23 November**
- Complete the Complimentary Exhibition Passes Form **30 October**
- Complete the BMUS Annual Gala Dinner & Awards Ceremony booking form and return to office or complete the on line booking form at www.bmus2015.org payment **must** be received with the completed booking form. **30 October**

- Complete the fascia board order form with the exact wording (shell scheme only) **23 November**
- Complete and return live scanning consent forms **23 November**
- Complete the Exhibitor Name Badges form **23 November**
- Send 800 copies of the inserts for delegate bags* (if booked) to arrive at the venue **07 December**
- Send 800 lanyards (if booked) to arrive at the venue **07 December**

****failure to provide information by the deadline indicated will result in your details being omitted from the ASM materials***

OPTIONAL ACTIONS

- Confirm supply of machines for workshops
- Confirm your education on your stand programme
- Shell scheme optional extras, to be sent directly to info@x-hibit.com
- Book furniture for your stand, to be sent directly to sales@europainternational.com
- Order electrical and lighting requirements, be sent directly to info@x-hibit.com

DEADLINE

15 September
15 September
21 November
26 November
28 November

VENUE INFORMATION

City Hall
Cathays Park
Cardiff
CF10 3ND

Tel: 029 2087 1736

For further information and full directions, please visit www.cardiffcityhall.com

EXHIBITION TIMETABLE

Stand build up

Tuesday 8 th December	11:00 – 23:00 (space only exhibitors)
Tuesday 8 th December	14:00 – 23:00 (all exhibitors)
Wednesday 9 th December	07:00 – 08:15 (all exhibitors – no unloading, stand dressing only – please note delegate registration will open at 8am, delegates will then have access to the exhibition it is therefore advised that you have staff in attendance from 8 am.

STANDS MUST BE COMPLETE WHEN THE EXHIBITION OPENS AT 08:30 ON WEDNESDAY 9TH DECEMBER.

Exhibition opening times

Wednesday	9 th December	08:30 – 18:00 [Drinks reception will take place between 16:45 – 18:00]
Thursday	10 th December	08:30 – 17:00
Friday	11 th December	08:30 – 15:30

Stand breakdown

From 15:30 – 23:00 on Friday 11th December

PLEASE NOTE: All stands MUST remain intact until the exhibition has closed at 15.30 on Friday 11th December

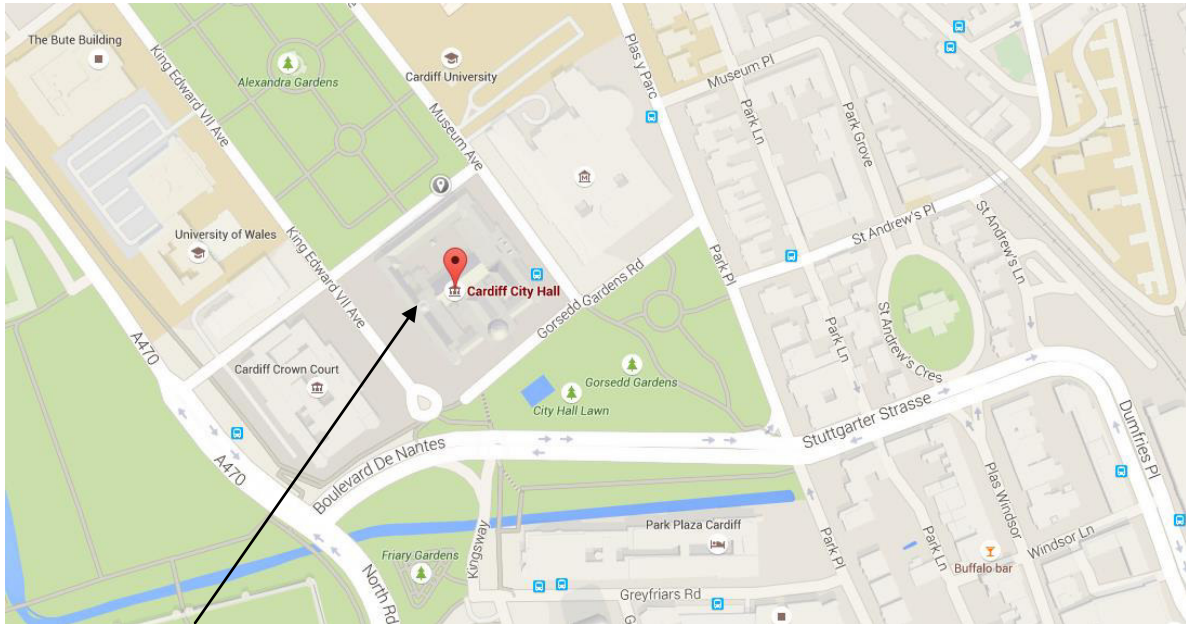
An early breakdown or packing up not only impinges on the venues health and safety regulations, but is detrimental to the quality of the event for other exhibitors and delegates.

Due to a wedding taking place on Friday 11th of December and delegates using the main staircases to leave the last sessions exhibitors will not be able to remove any items via the main entrance from 15:00 to 18:00.

BUILD UP AND BREAKDOWN – ACCESS FOR UNLOADING

Access to City Hall Cardiff is via King Edward VII Avenue, there are limited spaces for loading and unloading parking in front of the side entrance. The entrance to the exhibition hall is up a small flight of steps or a ramp, vans with tailgates will be to back up to the double doors and lower their tailgates over the steps.

An unloading time will be allocated as soon as possible, BMUS requires a contact name, phone number and email address of your stand builder, if you are using a subcontractor and any companies which are delivering equipment. Please contact heather@bmus.org if you have not received your time by the end of September.



Entrance to the exhibition hall.

Due to the limited parking space once you have unloaded you must move away from the door **at once** to enable other exhibitors access, your co-operation with the car park marshal during loading/unloading will be greatly appreciated.

Exhibitors who are using sub-contractors to build your stand must ensure that they are aware of the loading/unloading restrictions.

Please note on Tuesday 8th of December you can only enter the building via the side entrance on King Edward VII Avenue, due to another function being staged at the City Hall you will not be able to use the main entrance on Gorseedd Gardens Road.

Parking on Build-up/Breakdown Days ONLY

City Hall has its own limited parking facilities which will be available during the build-up and breakdown time slots **only**, but will be subject to restrictions. **On build-up day no cars can be parked in the car park after 4pm.** Due to a dinner being held by at City Hall for the Welsh Assembly, any cars left in the carpark will be removed by the police. If you intend to park in the carpark on build up day please advise BMUS of your name, licence number and mobile phone contact number.

On breakdown day car parking at City Hall will be restricted until **after 4:30pm** due to a wedding taking place.

Parking during ASM

Parking is available in the Civic Centre avenues surrounding City Hall on a pay and display basis. Details are available on the Cardiff City website at www.cardiff.gov.uk

Alternatively, parking is available in the NCP Car Parks situated around Cardiff details are available at www.ncp.co.uk. The closest to City Hall and within walking distance are:

Cardiff Greyfriars, Greyfriars Road, Cardiff, CF10 3AD

Cardiff Dumfries Place, Quay Street, Cardiff, CF10 3FN

DELIVERIES & COLLECTIONS

Courier goods can be delivered to the venue prior to the Monday 7th December; however everything that is delivered to the venue must be clearly labelled with your company name, contents, the name and date of the event, and stand number.

A delivery label template is shown on appendix 1

Items for the delegate bag and lanyards **must** be delivered by **Monday 7th December** at the latest, in order for the packing of the delegate bags on Tuesday.

All equipment/literature can be moved up to **23:00 on Friday 11th December.**

There is a limited amount of storage where you can leave items to be collected at a later date; any items left for later collection are left there at your own risk.

All items left for later collection must show your company name, a contact number and contents, as well as the name of the courier company. Please advise the BMUS office if you wish to leave items to be collected later.

A template for collection labels is shown on appendix 2.

If you have any items for disposal at the end of the meeting please bag up and leave at the side of the hall.

STORAGE

There is a limited amount of communal storage available. All items left in the storage area must be fully labelled and are left at the exhibitors own risk. Please contact the BMUS office if you intend to use the storage facilities.

SECURITY

The in-house security team are on site throughout the event from build-up right through to break down.

CLEANING

The housekeeping department will provide a full cleaning service at the end of the build-up time, and can provide a last minute emergency cleaning service on the opening morning of the event.

The exhibition area will be cleaned at the end of each day. Any rubbish which you wish to dispose of should be bagged up and left for housekeeping to collect at the end of each day.

GETTING THERE

By car

from the M4 or A470, follow the signs to Cardiff City Centre and National Museum of Wales.

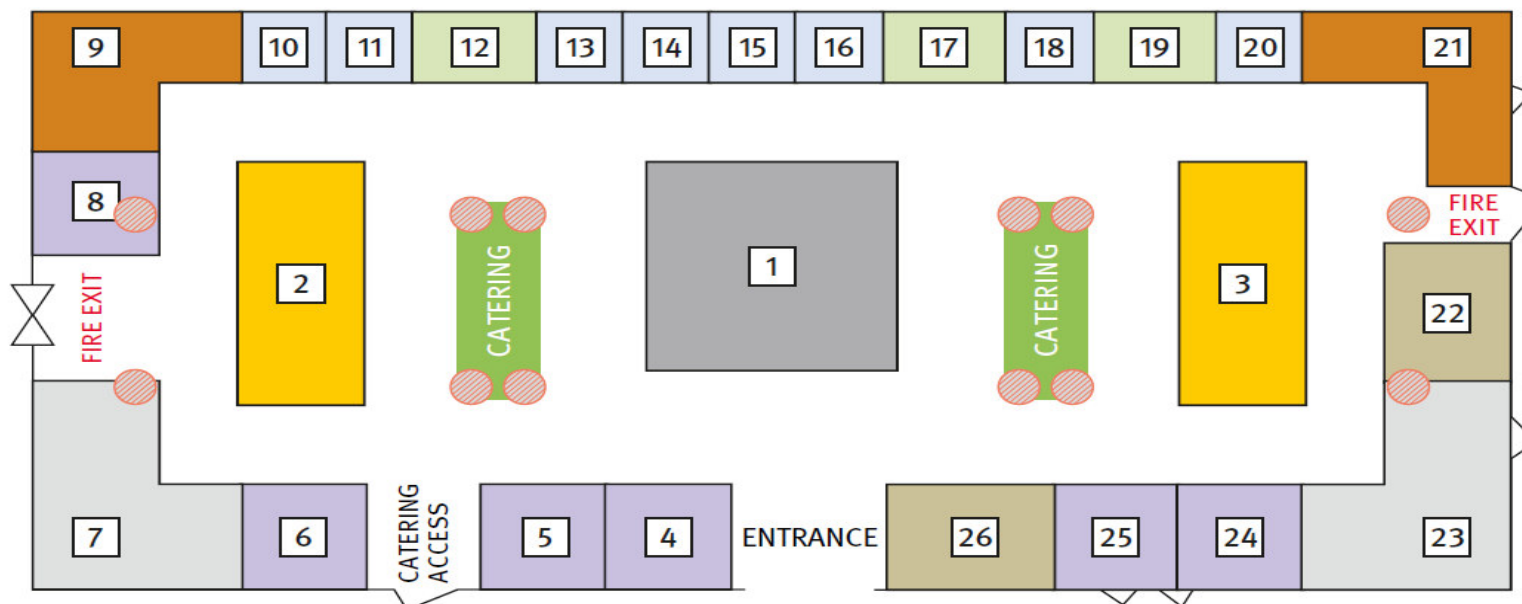
By coach or train

Both the main coach station and Cardiff Central station are located at Cardiff Square which is about a 20 minute walk to the venue. Taxis are available from the station and the number 6 bus runs from the station to the venue.

See appendix 13 for a detailed map of Cardiff City Centre.

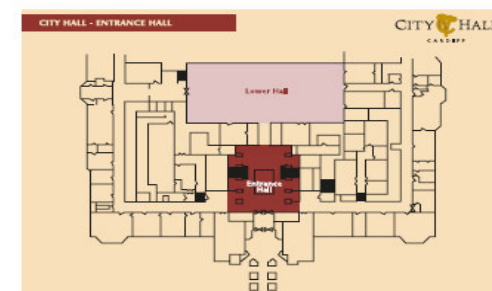
Ultrasound 2015

The 47th Annual Scientific Meeting of the British Medical Ultrasound Society



Stand and floor plan: City Hall, Cardiff 9th – 11th December 2015

■ Platinum – 36m ²	Stand No	1	■ Shell Scheme 12m ²	Stand No	22 & 26
■ Gold – 21m ²		2 & 3	■ Shell Scheme 9m ²		4 - 6, 8, 24 & 25
■ Silver – 24m ²		7 & 23	■ Shell Scheme 6m ²		12, 17 & 19
■ Bronze – 16m ²		9 & 21	■ Shell Scheme 4m ²		10 & 11, 13 - 16, 18 & 20



SELF BUILD STANDS

Construction

Self-build stands must fit entirely within the space purchased. Stands 2 & 3 must not build walls at the left/right hand sides respectively of their stands which obscure the fire exits.

Materials used in the construction of stand, features, and displays, including signs and fascias must be:

- Of a suitable nature and quality for the purposes and conditions of their intended use.
- Adequately prepared and fixed in order to adequately perform the functions for which they are designed.
- Non-combustible, inherently non-flammable or durably flameproof, in accordance with BS47-Part7

Stands should be designed to ensure that it is not unreasonably difficult for a disabled person to access the stand as required by The Equality Act.

Building of self-build stands must be completed by 23.00 on Tuesday 8th December; there are no facilities to carry on building after this time.

All plans for self-build stands must be submitted to the BMUS office by 14th October as all plans have to be submitted to City Hall, Cardiff for their approval. A risk assessment, health & safety declaration and a copy of your public liability insurance certificate must be submitted with your stand plan.

The name of the contractor and how many personnel will be on hand to build/breakdown your stand must be submitted to the BMUS office.

Stand Height

If you are intending to build a tall stand please confirm this with the BMUS office, the actual exhibition space can accommodate tall stands heights up to 4m.

Electrics

Electrics and lighting are not included in the price of a self-build stand; all electrical work must be connected via our official electrical supplier, **Xhibit Solutions Ltd.**

- Socket load must not exceed the ordered rating which you have agreed with Xhibit.
- Cable joints must be protected.
- Light fittings must comply with all regulations and be suitable for their use.

For electrical supplies for self-build stands and for extra electricity supplies not included in your shell scheme please contact Xhibit directly to discuss your requirements by contacting Ben Fuller on 01323 811406 or emailing info@xhibit.com

Any electrical equipment brought onsite must be PAT tested and a certificate must be provided. All equipment and stands will be checked by a Safety Officer prior to the exhibition opening. All cables must be secured safely to avoid trip hazards.

Carpeting

The exhibition space at the city hall is carpeted throughout with a green mottled carpet, BMUS can supply a photograph of the carpet if required.

Furniture

Hire of furniture is not directly available from City Hall, whilst furniture can be directly ordered from the supplier of your choice; we would like to recommend Europa furniture who has supplied furniture to our exhibitors at previous ASMs. Please visit their website at www.europainternational.com for options and prices. Furniture should be ordered directly using the Europa order form (appendix 14). Please note that there is a surcharge for orders placed after **26th November**.

Please ensure you use the correct stand number when placing your order, and have a copy of your order on with you at the build-up. BMUS cannot be held responsible for missing or incorrect furniture.

Health and Safety

It is the exhibitors' responsibility to ensure that their staff and contractors are fully compliant with the mandatory requirements:

- The Health and Safety at Work Act, etc. 1974 (HASAWA74)
- The Management of Health and Safety at Work Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- Health and Safety Display Screen Equipment Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Lifting Operations and Lifting Equipment Regulations 1998
- Electricity at Work Regulations 1989

Fire exits and gangways should be kept free of obstruction at all times.

The Health & Safety and Insurance Declaration Form (appendix 4) must be completed and returned by 23rd November

Insurance

BMUS and City Hall, Cardiff cannot be held responsible for any loss or damage to stands, exhibits, property or equipment. Exhibitors are responsible for insuring against any legal liability incurred in respect of injury or damage to persons or property belonging to themselves or third parties. In addition to this, exhibitors should protect expenditures against abandonment and cancellation or curtailment of the event due to reasons beyond BMUS's control.

SHELL SCHEME

Specification

All shell schemes include a back and two side walls, which are grey in colour. You must use **VELCRO only** to attach any to the shell schemes walls. If you require the removal of either/both side walls please confirm your requirements by email to heather@bmus.org.

The overall height of the shell scheme booth will be 2.5m, with the display area of the wall panels being 960mm wide x 2380mm tall.

The shell scheme booths will be constructed by Xhibit, who can supply a range of optional extras, please refer to the details shown on appendix 13/14. Requirements can be discussed by contacting Ben Fuller on 01323 811406 or emailing info@x-hibit.com. Orders must be placed by **21st November**.

- Lockable storage
- Shelving
- Wall panels in a different colour
- Vinyl cover of wall panels
- Digital print for both wall panels and fascia boards.

Carpet

The exhibition space at city hall is carpeted throughout with a green coloured mottled carpet, BMUS can supply a photo of the carpet if required.

Electrics

Each stand is supplied with a double 500w electric socket and a single spot. Extra electrics should be ordered directly from Xhibit, Please contact Xhibit directly to discuss your requirements by phoning Ben Fuller on 01323 811406 or emailing info@x-hibit.com.

- Socket load must not exceed the ordered rating which you have agreed with Xhibit.
- Cable joints must be protected.
- Light fitting must comply with all regulations and be suitable for their use.

Any electrical equipment brought onsite must be PAT tested and a certificate must be provided. All equipment and stands will be checked by a Safety Officer prior to the exhibition opening. All cables must be secured safely to avoid trip hazards.

Fascia Name Board

Each shell scheme comes complete with a fascia name board; please complete the form (appendix 11) **with the exact wording** which you require to be shown on your name board. The completed form should be returned to directly to info@x-hibit.com by **21st November**.

Furniture

Hire of furniture is not directly available from City Hall, whilst furniture can be directly ordered from the supplier of your choice; we would like to recommend Europa furniture who has supplied furniture to our exhibitors at previous ASMs. Please visit their website at www.europainternational.com options and prices. Furniture should be ordered directly using the form (appendix 15). Please note that there is a surcharge for orders placed after **26th November**.

Please ensure you use the correct stand number when placing your order, and have a copy of your order on with you at the build-up. BMUS cannot be held responsible for missing or incorrect furniture.

Health and Safety

It is the exhibitors' responsibility to ensure that their staff and contractors are fully compliant with the mandatory requirements:

- The Health and Safety at Work Act, etc 1974 (HASAWA74)
- The Management of Health and Safety at Work Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- Health and Safety Display Screen Equipment Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Lifting Operations and Lifting Equipment Regulations 1998
- Electricity at Work Regulations 1989

Fire exits and gangways should be kept free of obstruction at all times.

The Health & Safety and Insurance Declaration Form (appendix 4) must be completed by ALL exhibitors and returned by 23rd November.

Risk Assessment

The risk assessment template for shell scheme exhibitors should be completed (appendix 5) and returned by **23rd November**. If no risks are involved please endorse the form 'NO RISKS', and return.

Insurance

BMUS and City Hall, cannot be held responsible for any loss or damage to stands, exhibits, property or equipment. Exhibitors are responsible for insuring against any legal liability incurred in respect of injury or damage to persons or property belonging to themselves or third parties. In addition to this, exhibitors should protect expenditures against abandonment and cancellation or curtailment of the event due to reasons beyond BMUS's control.

ACCOMODATION

We are once again using JP Events to book accommodation for the conference please contact them directly on +44(0)845 680 1138 or at jane@jpetem.com. To access the online accommodation booking service please go to the conference website [at www.bmus2015.org](http://www.bmus2015.org)

CATERING

If you wish to order bespoke catering for your stand for the Welcome reception please contact City Hall direct on 029 20871662 or at www.cardiffcatering.co.uk

The supply of meals/refreshments for exhibitors is based on the size of your stand and refreshment vouchers will be given to you when you register on Wednesday morning. Extra catering vouchers for your staff and any guests should be purchased and paid for prior to the start of the conference. Please see the complete the refreshments order form on (appendix 8).

You will receive an email upon receipt of your order to confirm your booking. All orders must be received by **Friday 22nd November**. **Please ensure that you bring your vouchers with you as replacement vouchers will not be available.**

Please see complimentary exhibition passes for catering for guests.

No catering supplied by outside contractors is allowed at City Hall

DELEGATE BAG INSERTS

If you have booked inserts in delegate bags please forward 800 copies using the insert delivery label (appendix 2), each box should be labelled with your company name, contents, BMUS ASM, box numbers and marked for the attention of Joy Whyte. All inserts should be delivered by **7th December 2015 directly to City Hall, Cardiff** to be included in the delegate bag.

If you wish to book an insert for the delegate bag please contact Joy Whyte at joy@bmus.org

Please note any unauthorised material found in the delegate bags will be removed and destroyed and may subsequently be charged for.

EDUCATION ON STANDS & CPD ENDORSEMENT

Education including the scanning of live models may take place on stands for the purpose of demonstrating equipment, but requires **prior** approval from BMUS to ensure there are **NO** conflicts with the Scientific Programme. Please discuss your plans with Joy Whyte on 020 7636 3714 no later than **mid-September**.

Scanning on stands

The following conditions apply:

Pregnant women must not be used as live models.
Children under the age of 16 must not be used as live models.

Endoscopic, intracavitary and intravascular scanning is not permitted.
Models should not be used for consecutive periods of more than one hour.
All those who carry out live scanning must be able to confirm knowledge of ultrasound.

The following upper limits for output should be adhered to: MI<1.0 and TI<1.0
Equipment should be used in such a way as to minimise both MI and TI

Please advise the BMUS office of your scanning intentions and ensure that all of your models have completed a scanning consent form (appendix 7) which should be returned to the BMUS office by **23rd November**

PRACTICAL TRAINING SESSIONS AT ULTRASOUND 2015

As always the BMUS ASM offers the best in hands on tuition and experience for delegates. There are 5 hands on practical training sessions to be held at Ultrasound 2015 offering a mixture of integrated training days: including practical training sessions, expert advice sessions and guidance on maximising the equipment.

	Day 1	Day 2	Day 3
am	DVT Integrated training day part 1	Head and Neck Integrated Training Day	MSK Advanced "Hands on" Practical Session
pm	DVT Integrated training day part 2	Quality & Governance Practical Workshops	MSK Fundamental "Hands on" Practical Session

Sponsors Requirements

The following equipment / supplies **must** to be brought to each of the sessions where you have booked machine space.

Each machine should have a minimum of the following probes:

- 1 Abdominal probe
- 1 High frequency linear
- 1 Mid frequency linear

General items:

- Couch
- Pillow
- Sheet for the bed
- Sheet for the patient
- Blanket
- Gel
- Probe sanitizer
- Disinfectant hand gel
- Bed roll

An **application specialist needs to be present at the start of each workshop** to advise the faculty member on their machine. This is in order that the BMUS faculty member is able to demonstrate its use properly, and will ensure that each machine is showcased at its best.

You must confirm the draw down power of the machines that will be used at the workshops.
Access to the workshops is via lift, which is 950mm wide, 1.3m deep and 1.9m tall.

EXHIBITOR NAME BADGES AND EVENT ENTRY

Exhibitors will be issued with official ULTRASOUND 2015 name badge that will allow them access to the exhibition.

These badges should be worn at all times as they are the only proof that you are entitled to be in the exhibition area, individual company badges will not be accepted. The badges if you are involved in the build-up day can be collected from BMUS staff on Tuesday who will be in the main entrance hall.

Exhibitors not involved in the build-up will be able to collect their badges from:-

7:00 on Wednesday 10th
8:00 on Thursday 11th
8:00 on Friday 12th

at the BMUS stand which is located just outside the main exhibition hall. Each member of staff must collect their own name badge upon arrival.

Any tickets or refreshment vouchers, which you have ordered will be ready for collection on Wednesday 9th December from the BMUS stand and must be signed for.

Extra copies of the AMS programme and the final delegate will also be available from the BMUS stand.

Names of all personnel and contractors should be emailed to the BMUS office using the name badge form (appendix 6) **by 23rd November**. If a member of staff is unable to attend and another member of staff takes their place a new name badge will be issued at the meeting.

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EXHIBITOR COMPLIMENTARY DELEGATE PASSES

Exhibitors will be able to distribute unlimited number of complimentary delegate passes to allow guests to attend the exhibition; these **must be pre-ordered by** completing the delegate pass form (appendix 9) by **31st October** and return to bookings@bmus.org. **Please note that these passes do not allow entry into workshops.**

For guests who have accepted your invitation to attend Ultrasound a catering voucher at the cost of £20 per person which includes a lunch may be purchased prior to the conference. Ensure that you have included a contact email address of your guest, in order for the BMUS office to send out joining instructions. Please note vouchers must be paid for in full prior to the conference.

For guests who have been invited but have not indicated if they will attend please complete the form and indicate if you wish to purchase a refreshment voucher costing £5.00 for these guests if they turn up. These vouchers will be charged for after the event and include the tea/coffee, but exclude lunch.

WEBSITE HOME PAGE ADVERTISING AND WEBSITE ENTRY

If a link to the conference homepage is included in your sponsorship package please supply your logo and hyperlink as soon as possible, along with your entry for the exhibitor's page on the website, which should not exceed **50 words**.

All other exhibitors should email a paragraph of no more than **50 words** and a logo for insertion on the exhibitor's page of the conference website to Heather at heather@bmus.org **ASAP**.

ULTRASOUND 2015 PROGRAMME

Please email your **100 word** paragraph /company profile and logo to heather@bmus.org by **14th October** if this differs from the entry on the conference website for insertion in the final programme. Contact details form part of your 100 word limit.

ULTRASOUND 2015 PROGRAMME ADVERTISING

If you have booked an advert in the programme you must submit the artwork as a high resolution PDF by **14th October** to rachel@bmus.org in the following format:

- A4 portrait in full colour
- Full page: 210 x 297mm with 3mm bleed
- Half page: 148.5 x 210mm with 3mm bleed

If you wish to book advertising space please contact Joy Whyte at joy@bmus.org

Failure to provide copy or artwork by 14th October may result in your details being omitted.

SOCIAL EVENTS

Wednesday 9th December - BMUS Welcome Drinks Reception

The Welcome Drinks Reception will once again be held within the exhibition space and is free to all delegates. The reception will run from 16:45 to 18:00, any exhibitor who requires their own catering for their stand should order their supplies directly from City Hall by phoning 029 20871662 or visiting www.cardiffcatering.co.uk.

Thursday 10th December - BMUS Annual Gala Dinner and Awards Ceremony; sponsored by Hitachi Aloka Medical Systems.

The BMUS Annual Dinner this year will be held on Thursday 10th December commencing at 19:30; at National Museum of Wales, Cardiff commencing with a pre-dinner drink within the 20th Century Art Collection. Non-delegate tickets at £39.50 for the annual gala dinner and awards ceremony may be purchased from the BMUS conference website at www.bmus2015.org or by completing the order form appendix 8.

A complete list of your staff and guests who are attending the annual gala dinner must be emailed to Joy@bmus.org no later than **30th October**; full payment for any tickets purchased is required prior to the conference.

This event always sells out and prior purchase is essential.

FREQUENTLY ASKED QUESTIONS

Where can I hire furniture from for my stand?

Please contact Europa International at www.europainternational.com or call + 44(0) 20 8676 0062

Are electrics included in the stand price?

Limited electrics are included in shell scheme stands, please order extra electrics from Xhibit Solutions Ltd call +44(0) 1323 811406

Where can I book accommodation?

Accommodation can be booked through the conference website at <http://bmus2015.org/accommnew.aspx> or email jane@jpetem.com or call +44(0) 845 680 1138.

When is build up?

Tuesday 8 December 10:00 – 23:00 space only exhibitors
Tuesday 8 December 12:00 – 23:00 shell scheme exhibitors
Wednesday 9 December 07:00 – 08:15 **no unloading, stand dressing only**

When is breakdown?

Friday 11 December 15.30 – 23:00 **no breakdown prior to 15:30**

When do I send deliveries?

There is very limited storage at City Hall; but they are able to accept deliveries prior to the meeting. All deliveries must be clearly labelled with the name of your company, contents, your stand number, contact details and BMUS Ultrasound 2015, December 9-11.

How do I book an insert in the delegate bag?

Please email Joy at joy@bmus.org or Heather at heather@bmus.org

How do I book tickets for social events?

Tickets **must** be booked via the conference web site at www.bmus2015.org or by contacting Joy at joy@bmus.org or heather@bmus.org

How do I order catering for my stand?

Catering is available to order for the Welcome reception please contact the venue on 029 20871662 or visit www.cardiffcatering.co.uk

Is there Wi-Fi/internet connection?

Yes there will be a free Wi-Fi service.

Is lunch and coffee provided for exhibitors?

Complimentary refreshments and lunch will be provided in relation to your stand size on each open day; additional catering vouchers may be purchased directly from the BMUS by completing the order form (appendix 8) and should be paid for in full prior to the start of the conference. Refreshment vouchers for guest [tea/coffee only] may be requested prior to the conference and will be charged for once the conference has ended. **Please note that this voucher does not include the delegate lunch.**

Do I need to complete a risk assessment?

All exhibitors must complete a risk assessment. Self-build exhibitors should ask their stand builders to provide this. Shell scheme exhibitors can complete the risk assessment form (appendix 5).

Do I need to submit design plans?

Self-build exhibitors must submit design plans, risk assessment and method statement by 31 October to heather@bmus.org

Where do I get my name badge from?

Please complete the order form on (appendix 6) and email to heather@bmus.org by 23rd November. Name badges will not be posted but can be collected on Tuesday 8th December from BMUS staff who will be in the foyer during the build-up or on Wednesday 9th December from the BMUS stand which will be located in the foyer just in front of the entrance to the exhibition.

Is there any storage at the City Hall, Cardiff?

There is a limited amount of communal storage available, please contact the BMUS office if you require storage. All items left in storage must be fully labelled.

Do I need to complete a health & safety form, and insurance declaration?

All exhibitors must complete the health & safety, insurance declaration form. (appendix 4)

APPENDICES

Delivery label template for City Hall, Cardiff	1
Delivery label template for delegate bag inserts	2
Collection label template	3
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Risk assessment form, for shell scheme exhibitors.	5
Exhibitor name badges & catering vouchers order form	4
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Shell scheme extra items	11
Furniture order form	12
Map of Cardiff	13

Deliver to	CITY HALL CATHAYS PARK CARDIFF CF10 3ND		
Event Name	ULTRASOUND 2015 – THE BMUS ASM		
Date of event	Wednesday 9th – Friday 11th December 2015		
Room name	Main Exhibition Hall		
Exhibitor name		Stand No	
Exhibitor contact			
Exhibitor contact Number			
Courier company			
Description of items being delivered:			
Number of boxes	Box	of	

Deliver to	CITY HALL CATHAYS PARK CARDIFF CF10 3ND
Event Name	ULTRASOUND 2015 – THE BMUS ASM
Date of event	Wednesday 9th – Friday 11th December 2015
Room name	Organiser’s Office
Exhibitor name	BMUS
Exhibitor contact	Joy Whyte
Exhibitor contact Number	
Courier company	
Description of items being delivered:	INSERTS FOR DELEGATE BAGS FROM <i>[please show the name of your company here]</i>
Number of boxes	Box of

RETURN DELIVERY LABEL

Deliver to			
Event Name	ULTRASOUND 2015 – THE BMUS ASM		
Exhibitor name		Stand No.	
Exhibitor contact			
Exhibitor contact Number			
Courier company			
Courier contact number			
Time/date of collection			
Description of items being delivered:			
Number of boxes	Box	of	



HEALTH AND SAFETY AND INSURANCE DECLARATION

TO BE COMPLETED BY ALL EXHIBITORS

Company Name _____ Stand No. _____

The Health and Safety at Work Act etc., 1974 (HASAWA74)

It is a condition of entry into the exhibition that every Exhibitor, Contractor, sub-Contractor, supplier and their agents comply with the HASAWA74 and all other legislation covering the venue. The Exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others' health and safety is not put at risk by their actions (or inactions) throughout tenancy. The exhibitor confirms that its staff will be sufficiently instructed and trained in relevant matters in order to carry out their tasks competently:

- A) WE ARE SHELL SCHEME AND ARE USING THE BMUS RECOMMENDED CONTRACTORS. We have trained and made our stand staff aware of the potential risks presented on site and we will copy them in with any additional safety information. **We will complete and return the risk assessment by 23rd October.** Any significant risks caused by our exhibits, demonstrations and work practices to either ourselves or others onsite are detailed on the form OR if our exhibits, demonstrations and work practices cause NO HAZARD to either ourselves or others onsite our risk assessment form will be marked clearly 'NO/ONLY LOW RISKS'
- B) We are SPACE ONLY. My principal contractor(s)(named below) has undertaken a specific Risk Assessment and Method Statement for this event in accordance with the HASAWA74. They have trained and notified their staff and sub-contractors in such areas identified as being of risk. **A copy to be forwarded to the BMUS by 14th October**

Stand contractor 1

Company _____ Contact name _____

Address _____

Tel _____ Email _____

Stand contractor 2

Company _____ Contact name _____

Address _____

Tel _____ Email _____

Insurance and public liability

I confirm that we have adequate public liability insurance in place to protect ourselves against any loss or damage to our stand, exhibits, property and personnel and for any legal liability incurred in respect of damage to persons or property belonging to third parties.

Health and Safety Representative on the stand will be _____

Position _____ Mobile _____

Declaration

Authorised _____ Date _____

Print Name _____ Position _____

PLEASE RETURN TO heather@bmus.org by the dates shown above.



RISK ASSESSMENT TEMPLATE FOR SHELL SCHEME EXHIBITORS

All exhibitors are required to complete a risk assessment. Even if you do not think there are any risks this must be confirmed in writing. This template is for use by shell scheme exhibitors only where no construction is required. Space only exhibitors must ask their stand builders to complete and submit a thorough risk assessment and method statement.

Company name: _____

Stand no: _____

Complete by (name): _____

Phone: _____

Please describe below any tasks and potential hazards or risks entailed in setting up/breaking down your stand.

	1	2	3
Task			
Description of hazard (fire, injury etc.,)			
Products to be stored/displayed			
Consequence of hazard			
Persons at risk			
Current control method			
Other relevant information			

Signature _____

Date _____

Please return to heather@bmus.org by 23rd November



BMUS Consent Form for Ultrasound Scanning for the Purposes of Teaching and/or Demonstration

**British Medical Ultrasound Society
27 Old Gloucester Street, London, WC1N 3AX**

Participation in workshops, study days, conferences or for other teaching or demonstration purposes is voluntary. It is recommended that consent is obtained by the person responsible for the scanning session. The volunteer should read the information below, and sign the form if he/she is in agreement with the statements, and is willing to accept the implications.

- The potential hazards of ultrasound have been explained to me;
- I understand that I may withdraw my participation in the scanning at any time, without the need to justify my decision;
- I understand that personal/ medical information may be revealed on the ultrasound monitor, and will be witnessed by those present;
- To the best of my knowledge I am not pregnant. I understand that the scan will cease if a pregnancy is found;
- I understand that there exists the possibility of finding an unsuspected abnormality, or pathology, during the scanning process, which will be revealed to those present;
- In the event of such an abnormality being discovered as a result of the scan, I agree that I should be informed of the abnormality, that a relevant medical practitioner, or GP, may be contacted, and that I may be referred, if necessary, to the appropriate clinician;
- I understand that BMUS takes no responsibility for my personal health and safety in connection with the ultrasound workshop at which I may or may not be scanned, or at any other time during the BMUS Conference 2015;

I understand the implications of the above statements, and agree to take part in the demonstration/teaching sessions(s) on:

Date(s): _____ at: City Hall, Cardiff

Representing (Name of Company) _____

Print Name: _____ Date: _____

Signature of subject _____

BMUS



**2015
CARDIFF**

NAME BOARD ORDER FORM

EVENT: BMUS – 2015, CARDIFF
VENUE: City Hall, Cardiff
DATES: 9th – 11th DECEMBER 2015

STAND NUMBER



Please return this form to:

Xhibits Solutions Ltd
Unit 10 Hall Court Farm
Ripe
Lewes
BN8 6AY

T.+44 (0) 1323 811406

F.+44 (0) 1328 811416

E. infor@x-hibit.com

Company Name

Contact

Telephone

Email

Address

Postcode

If you have booked a shell scheme stand Xhibit Solutions Ltd will be building your stand. Your company name will be supplied on a standard white panel fixed to the fascia on the front of your stand. Please fill in all sections of this form and return before the deadline date below to ensure your name panel details are correct.

DEADLINE FOR RETURN: 23rd NOVEMBER 2015

NAME THAT YOU WISH TO APPEAR ON YOUR SHELL SCHEME (MAX 25 CHARACTERS)

Please print **BLOCK CAPITALS**, as mistakes resulting from illegible handwriting will be charged for:

PLEASE NOTE

1. Receipt of this form cannot be confirmed due to the volume received
2. If this form is not returned by the deadline date, the name shown on your contract will be used for your name board
3. Alterations at the exhibition will be charged at £25.00 + VAT per panel
4. Additional name boards can be ordered prior to the show at £20.00 + VAT per panel. Please contact our office to organise this.
5. No name board is provided for Space Only stands

BMUS



**2015
CARDIFF**

ELECTRICAL ITEMS ORDER FORMS

EVENT: BMUS – 2015, CARDIFF
VENUE: City Hall, Cardiff
DATES: 9th – 11th DECEMBER 2015

STAND NUMBER



Please return this form to:

Xhibits Solutions Ltd
Unit 10 Hall Court Farm
Ripe
Lewes
BN8 6AY

T.+44 (0) 1323 811406

F.+44 (0) 1328 811416

E. infor@x-hibit.com

Company Name	
Contact	
Telephone	
Email	
Address	
Postcode	

DEADLINE FOR RETURN: 28th NOVEMBER 2015

Description	Qty	Unit Price	Total
120w General Purpose Spotlight			
500w Socket Outlet			
1000w Socket Outlet			
2000w Socket Outlet			
3000w Socket Outlet			
32amp single phase connection			
ORDERS RECEIVED AFTER THE DEADLINE MAY BE SUBJECT TO A 20% SURCHARGE			

PLEASE CONTACT XHIBIT TO CONFIRM PRICES.



SHELL SCHEME OPTIONAL EXTRAS ORDER FORM

EVENT: BMUS – 2015, CARDIFF
 VENUE: City Hall, Cardiff
 DATES: 9th – 11th DECEMBER 2015

STAND NUMBER	
--------------	--



Company Name	
Contact	
Telephone	
Email	
Address	
Postcode	

Please return this form to:

Xhibits Solutions Ltd
 Unit 10 Hall Court Farm
 Ripe
 Lewes
 BN8 6AY

T.+44 (0) 1323 811406
 F.+44 (0) 1328 811416
 E. infor@x-hibit.com

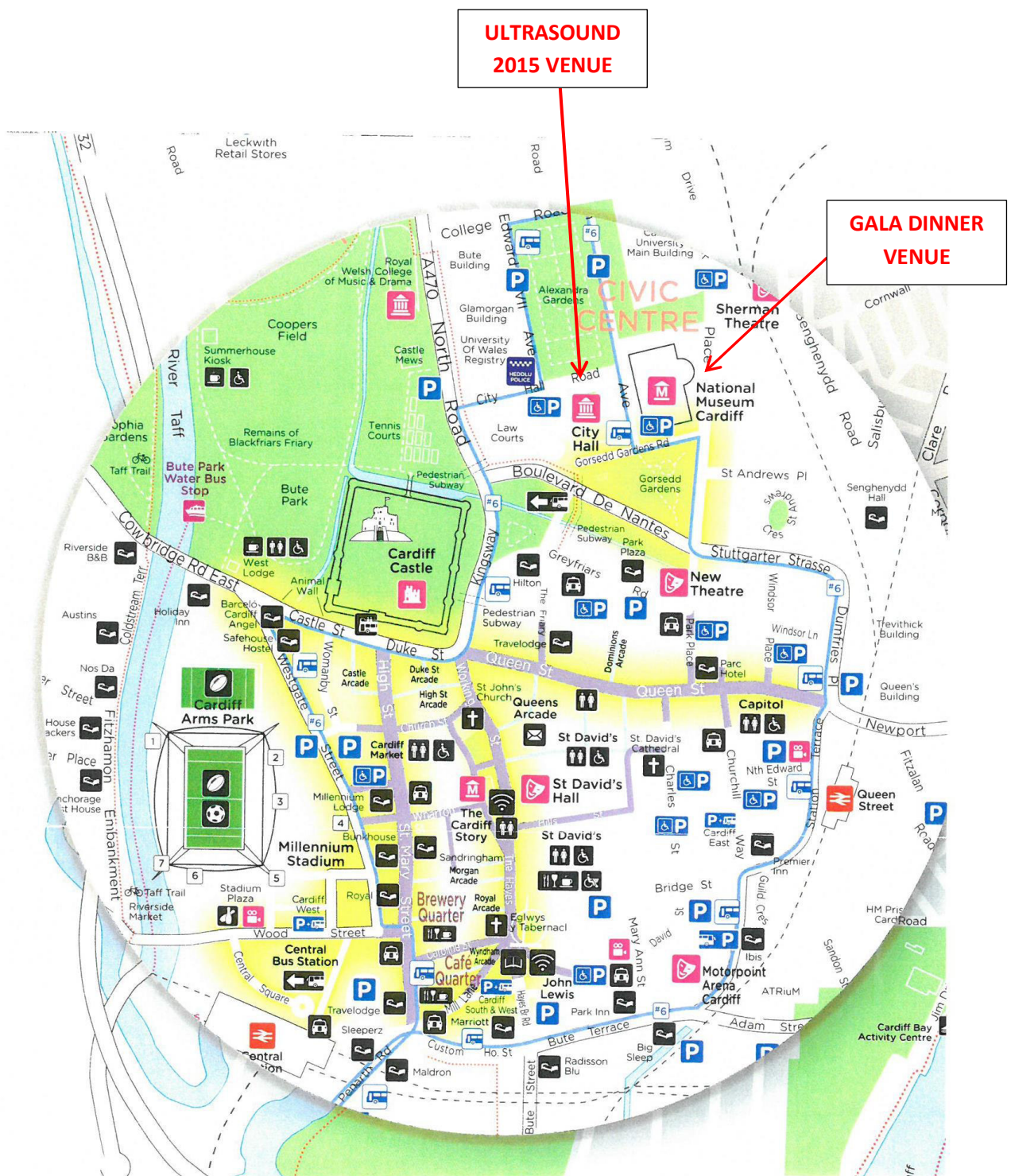
DEADLINE FOR RETURN: 28th NOVEMBER 2015

Description	Qty	Unit Price	Total
Standard 1m wide Wall Panel (to build storage or make partitions)			
Standard Lockable Door 1m wide			
Change Colour of Wall Panel per 1m section – Colours on Request			
Carpet per sq. m			
Flat Shelf – white 1m wide x 300mm deep			
Sloping Shelf – White 1m wide x 300mm deep with lip			
ORDERS RECEIVED AFTER THE DEADLINE MAY BE SUBJECT TO A 20% SURCHARGE			

PLEASE CONTACT XHIBIT TO CONFIRM PRICES.

CONDITIONS OF HIRE

1. **Europa International** herein after **the company** let furnishings on hire only on the following terms and conditions and will not accept or be bound by other conditions so far as they conflict with the following.
2. The period of hire commences from the time of delivery to the person destination or site indicated on the order form from the hirer or where ordered on the telephone by the instructions of the person placing the order. This shall continue until the furnishings (comprising of furniture, carpet and modular) are accepted back by the company. RISK OF LOSS OR DAMAGE will be on the part of the hirer throughout the period of the hire until collected or delivered back to our premises.
3. The hirer shall rent the furnishings at the rates quoted by the company or any subsequently increased rate in force at the commencement of the hire period. The company reserves the right at any time without notice to increase charges (particularly where there is a change in the value of the pound sterling). The hirer undertakes to fully insure all furnishings for the hire period plus at least 3 days prior and 1 day after the conclusion of the event for a sum of not less than five times the hire price.
4. The hirer shall provide at the specified destination a duly authorised representative to accept the furnishings and to give a written receipt. If the hirer fails to provide for this the company shall issue a delivery note to the hirer as conclusive proof of time and delivery by the company.
5. The company rents furnishings in good order and condition. The receipt signed by the representative of the hirer or in the absence of such a receipt the company's delivery note shall be conclusive evidence of such good order and condition unless at the time of delivery or within 24 hours the hirer shall notify any defect to the company by telephone or fax whereupon all responsible efforts will be made to rectify the problem. The hirer undertakes to take care to avoid damage or theft of hired items and to take all reasonable steps to keep and return the furnishings to the company in first class condition. If items of furniture are broken, damaged or lost then the hirer is liable to repair or replacement costs as agreed between Europa International and the hirer. NOTE: - We reserve the right to upgrade or change any item that is out of stock.
6. The company will endeavour to effect delivery of hired furnishings at the time indicated by the hirer but will not under any circumstances be liable for any delay in delivery caused by circumstances beyond the company's control. Liability for any delay in any case will be limited to the refund of any hire charges already paid by the hirer relating to periods of non-delivery or late delivery.
7. Instructions of the hirer (different from those on the requisition) cannot be carried out unless given in writing to the company 7 days prior to action required and accepted by the company in writing. The company shall not be liable for any failure to perform its obligations under this Agreement due to circumstances beyond the parties' reasonable control including, but not limited to, acts of God, war, government regulations, disaster, disease, epidemics, quarantine restrictions, terrorist actions, strikes, civil disorders, curtailment of transportation facilities or other emergencies that make it illegal or impossible for a party to perform its obligations under this Agreement. At the discretion of the company a charge of not less than 25% may be made on all orders cancelled prior to delivery. For on-site cancellations where delivered correctly NO refund will be issued.
8. If the hirer fails to make available for collection the furnishings at the end of the hire period the hirer shall be liable to pay loss of hire charge at a pro-rata rate until such time as the furnishings are returned to the company or notifies the company by recorded delivery of the loss of furnishings.
9. The hirer will be expected to empty all lockable items of their property at the close of show. The company can not be held responsible for goods left in said items and removed to effect collection.
10. The furnishings shall remain the property of the company and the hirer shall at all times keep the furnishings in their possession and free from any lien charge or other encumbrance whatsoever. The period of hire shall cease forthwith in the event that any winding up procedures (compulsory or voluntary) are commenced in respect of the hirers business or if any receiver trustee or liquidator is appointed of the hirers business or of any substantial part of its assets.
11. CARPETS & TILES. - All skirting to platforms must be removed to allow carpet to be fitted over the edge. Extra cutting due to machines, stand building etc. plus any damage to carpets or tiles: - i.e. oil, ink, ripping etc. we reserve the right to charge. Fitting to design or walls will be charged as extra. All carpets (not tiles) are laid on an outright sale basis unless arranged otherwise.
No liability shall be attached to Europa International for:
 - (1) Skirting which has to be removed for the purpose of laying carpets.
 - (2) Loss or damage however caused to customer's own goods.
 - (3) Any dilapidation for fixing to hall floors (we use low tack tape, as specified).All carpets are charged by using full widths of carpet (normally 4 metres wide) in the most economical method.
12. Hire period is up to 7 days and thereafter a supplementary hire charge may be applied on a daily pro-rata basis. Prices include delivery and collection within the UK where we are the appointed contractor. On international and other events there may be a delivery charge, subject to value, which we will inform you of before processing the order.
13. Unless otherwise agreed all charges as per invoices shall be paid 21 days prior to delivery.



Bus number 6 runs (blue line) from Cardiff Central Station and Queen Street station directly to the venue.

There is a taxi rank at Cardiff Central Station.

The venue is approximately 20 minutes on foot from Cardiff Central Station and 10 minutes from Queen Street Station.