

# Exhibition Stands

**Please read these thoroughly and return a signed copy of this form with your Trade Stand application.**

## Stand Information

### Exhibition Shell Scheme information

A shell stand is provided within the space booking costs and consists of the following elements:

- Male and female velcro is required to fix to the white foam PVC panels.
- No glue or tapes that may leave a residue are permitted.
- No mechanical fixings - ie screws or pins, or staples.
- Carpet (as venue).
- Name boards must be the Company name. No product names will be accepted.
- All displays must fit inside your stand dimensions. If you have anything outside your stand you will be asked to remove it.
- **All stands MUST use the shell scheme provided!**

## Lighting/Electrics

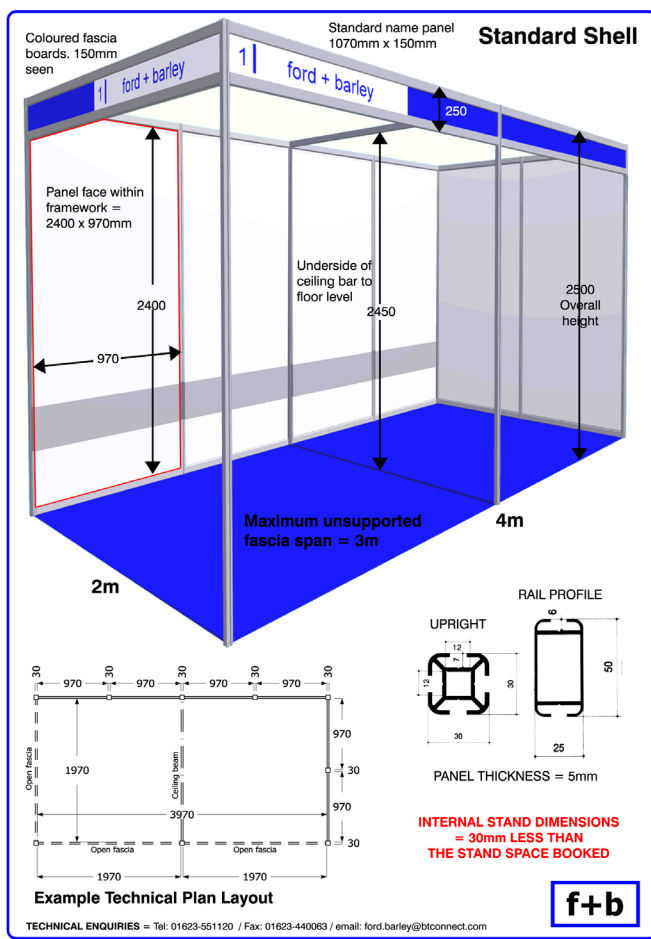
- We need information on any electrics that you are bringing to comply with Health and Safety requirements – if you do not give us the information in advance of the type of electrical item(s) you are bringing Ford & Barley will be unable to provide power for you.
- Included in stand package: Lighting - 3 spotlights and 1 500w socket is included free of charge with each stand – if you are unsure about any electrical items you are bringing and their requirements, please contact Ford & Barley so they can advise and avoid any issues on the day.
- Compulsory: The electrical and positioning order forms (form 1 & 1a) MUST be completed by ALL exhibitors. Additional electrics can be ordered at an extra cost if required. The forms must be returned to Ford and Barley by fax or post on or by **12th September 2024**. Ford & Barley contact details are noted on the forms. You will receive these once you have booked your stand.
- If you do require any plug in electrics, there are a few examples of power requirements below to give you an idea of what you may need:
  - 500 watts - pc computer, TV, video, set spotlights to 500w, fridge
  - 1000 watts – domestic filter coffee machines, lighting up to 1000w
  - 2000 watts – machinery up to 2000 watts
  - 3000 watts – kettles, hired coffee machines, machinery 2000-3000 watts
- 4 gang extension cables can also be ordered via the electrical and additional furniture form – (please note that the total draw for this should not exceed wall socket i.e. 500w shell scheme socket or higher rating if ordered).

## Furniture

- You will get 2 chairs per stand space. YOU WILL NOT HAVE A TABLE.
- Additional furniture can be ordered for your stand should you require it – please refer to the on-line brochure before ordering – [www.conceptfurniture.co.uk](http://www.conceptfurniture.co.uk) - and then fill out the electrical and additional furniture forms and Ford & Barley payment details.

## Graphic Panels

- Ford and Barley can supply graphic panels from artwork provided should you require this – please contact [ford.barley@fordbarleyexhibitions.co.uk](mailto:ford.barley@fordbarleyexhibitions.co.uk) directly for this and for any other specific requirements you may have.



**Terms and conditions:** Once your booking is received a VAT invoice will be sent. A receipt will be sent once payment has been processed. Stands will be allocated on a **first come first served basis**. In order to secure a stand full payment must be received by **2nd September 2024**. If payment is not received by this date BCVA reserves the right to offer the stand to those on the waiting list. Cancellations are liable to a 40% cancellation charge up to 60 days prior to the event after which there will be no refunds at the discretion of BCVA.

The Celtic Manor Resort/BCVA Ltd are not responsible for any loss or damage to exhibitors property so please ensure you secure any equipment/products on your stand.

Please note that if there is any damage to the hall or shell scheme attributable to the exhibitors that they will be charged in full. Therefore we advise that you carry out a risk assessment and provide adequate insurance for this event. We reserve the right to refuse entry to any delegate whom may bring the event into disrepute.

All information is correct at time of print.

## Exhibitor Information

### Stand delivery to the Celtic Manor Resort.

Stands can be delivered to the venue to arrive no earlier than Tuesday 15th October. It is ESSENTIAL that your stand materials and all boxes are clearly labelled with your Company Name and clearly marked EXHIBITION. Without this labelling we cannot guarantee your materials will get to the right place at the venue. Send all stands to **BCVA Congress 2024, Olivia Hiett, Goods Inwards, The Celtic Manor Resort, Coldra Woods, Newport, NP18 1HQ** (Please make sure you label your packages clearly with your company name. A label will be provided in your Trade Pack). **If you are providing items for delegates bags these must arrive at the BCVA Office by 11th October clearly labelled that they are for delegates bags.**

All stands must be collected by the end of Monday 21st October 2024. BCVA Ltd and The Celtic Manor Resort will not be held responsible for any items mislaid while awaiting collection.

### Exhibition location and opening times

- The exhibition will be housed in the Exhibition Hall (Convention Level C) at the Celtic Manor Resort.
- The shell scheme will be set up by Ford & Barley on Wednesday 16th October 2024.
- Exhibitors will have access to dress their stands on Wednesday 16th (3pm-6pm) and Thursday 17th (8am).
- Delegates registration opens at 09:00 on Thursday.
- All refreshments during break times will be served in the exhibition area.
- The exhibition will close at 14.00 on Saturday so stands can be dismantled.

### Security at the Exhibition

- All stands must be manned during the open hours of the exhibition.
- The Celtic Manor Resort/BCVA Ltd are not responsible for any loss or damage to exhibitors property so please ensure you secure any equipment/products on your stand.

### Dilapidations

Please note that if there is any damage to the hall or shell scheme attributable to the exhibitors that they will be charged in full.

### Stand breakdown and collection

- Exhibitors should clear their stands by 16.00 on Saturday so shell scheme breakdown can begin.
- Stand materials for collection by a transit company should be packaged appropriately, CLEARLY labelled with your company name and address.
- At the close of the Event, please contact the Convention Centre Duty Manager on 07788 184654, who will receive the parcels to be collected. These will be held in a secure designated area until the courier arrives.
- Stands must be collected from the venue by the end of Monday 21st October 2024.
- Packages will be stored for a maximum of 7 days post Event/Exhibition, after which time they will be destroyed without liability to either party.

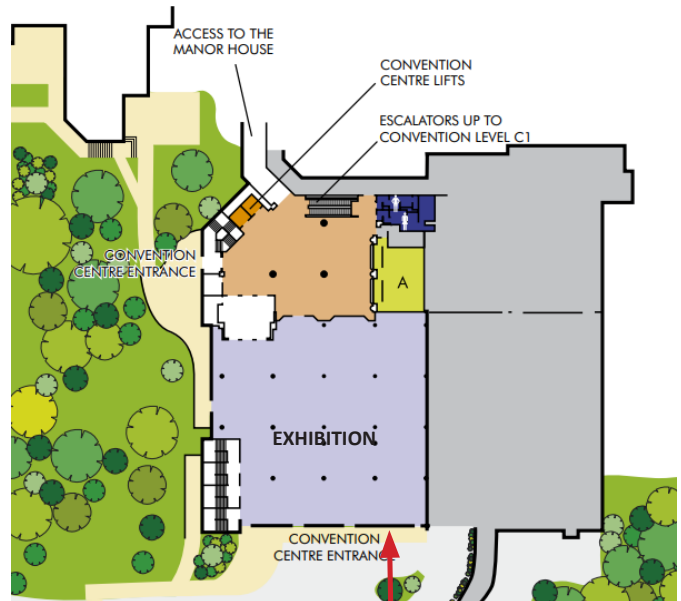
## Health & Safety

The Celtic Manor Resort and BCVA Ltd are not responsible for damage or injury that occurs as a result of an individual's stand. Therefore we advise that you carry out a risk assessment and provide adequate insurance for this event.

The Exhibition space has a number of fire exits, please familiarise yourself with your nearest one in the Exhibition when you arrive at the Congress.

### Unloading stands and literature

1. The exhibition will be held in the Exhibition Hall.
2. Exhibitors can park and unload their vehicles right next to the exhibition hall (**Red Arrow**). There are only limited spaces so once unloaded please move your vehicles to the guest car park.



## Key dates & times for your diary

### Stand registration

By Friday 24th May 2024

### Balance payment

By Monday 2nd September 2024

### Deliveries

Tuesday 15th and Wednesday 16th October 2024

### Access to exhibition area

Wednesday 16th October 2024 (3pm - 6pm)

Thursday 17th October 2024 (8am - 9:30am)

### Delegate registration

Thursday 17th October 2024 from 9am

### Stand dismantling

Saturday 19th October 2024 between 2pm and 4pm

### After event collection

Monday 21st October 2024

**I have read the above terms and conditions. I understand them and I agree to be bound by them.**

Signed \_\_\_\_\_

Date \_\_\_\_\_