

# BSIR 2017

## ANNUAL MEETING



# EXHIBITION MANUAL

1ST-3RD NOVEMBER 2017  
THE ICC, BIRMINGHAM

**FOR ALL MEETING & EXHIBITION INFORMATION:**

British Society of Interventional Radiology (BSIR)

63 Lincoln's Inn Fields | London WC2A 3JW

Tel: +44 (0)20 7406 5998 | Email: [office@bsir.org](mailto:office@bsir.org) | Web: [www.bsir.org](http://www.bsir.org)



British Society of  
Interventional  
Radiology

Registered Charity No: 1084852

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## Contacts

For all meeting and exhibition booking enquiries, please contact:

Ruth Moss, Course Organiser, BSIR Secretariat  
British Society of Interventional Radiology (BSIR)  
63 Lincoln's Inn Fields London WC2A 3JW  
**Email:** [meeting@bsir.org](mailto:meeting@bsir.org), **Web:** [www.bsir.org](http://www.bsir.org)  
**Tel:** +44 (0)20 7406 5998

For Health & Safety enquiries or to submit drawings, please contact:

Matthew Voisey, Health and Safety/Exhibition Manager AMV  
Services Limited, 122 Merthyr Road, Bridgend, CF31 3NY  
**Email:** [Matthew.voisey@amv-services.co.uk](mailto:Matthew.voisey@amv-services.co.uk),  
**Tel:** +44 (0)1656 768228, **Mobile:** +44 (0)7866 452412

For accommodation enquiries, please contact:

Jules Natlacen, Hotel Booker on behalf of the BSIR  
The House at Barbon Stores, Barbon LA6 2LL  
**Email:** [info@venuefinder.net](mailto:info@venuefinder.net),  
**Tel:** + 44 (0) 15242 76141, **Fax:** + 44 (0) 141 942 8278

### ICC contacts:

Account Manager: Danielle Parry Danielle Parry  
**Email:** [danielle.parry@theicc.co.uk](mailto:danielle.parry@theicc.co.uk)  
Event Manager Logistics: Chloe Herbert  
Event Manager Technical: Ian Gould  
**Email:** [ian.gould@necgroup.co.uk](mailto:ian.gould@necgroup.co.uk)  
Catering Manager: Kay Silvester



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## General Information

### Venue



ICC Birmingham

Broad St

Birmingham

B1 2EA

<http://www.theicc.co.uk/>

### Conference Date

1<sup>st</sup> - 3<sup>rd</sup> November 2017

### Exhibition Hall

Hall 3

### No. of Delegates

500 approx. (Including BSIR Members, SRTs & BSVIRN)

### Set-up & Breakdown

Set-up Date	31st October 2017
Open	8am
Close	8pm
Breakdown Date	3rd November 2017
Start	1pm onwards

For all meeting and exhibition booking enquiries, please contact:

Ruth Moss, Course Organiser, BSIR Secretariat

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**Email:** [meeting@bsir.org](mailto:meeting@bsir.org), **Web:** [www.bsir.org](http://www.bsir.org)

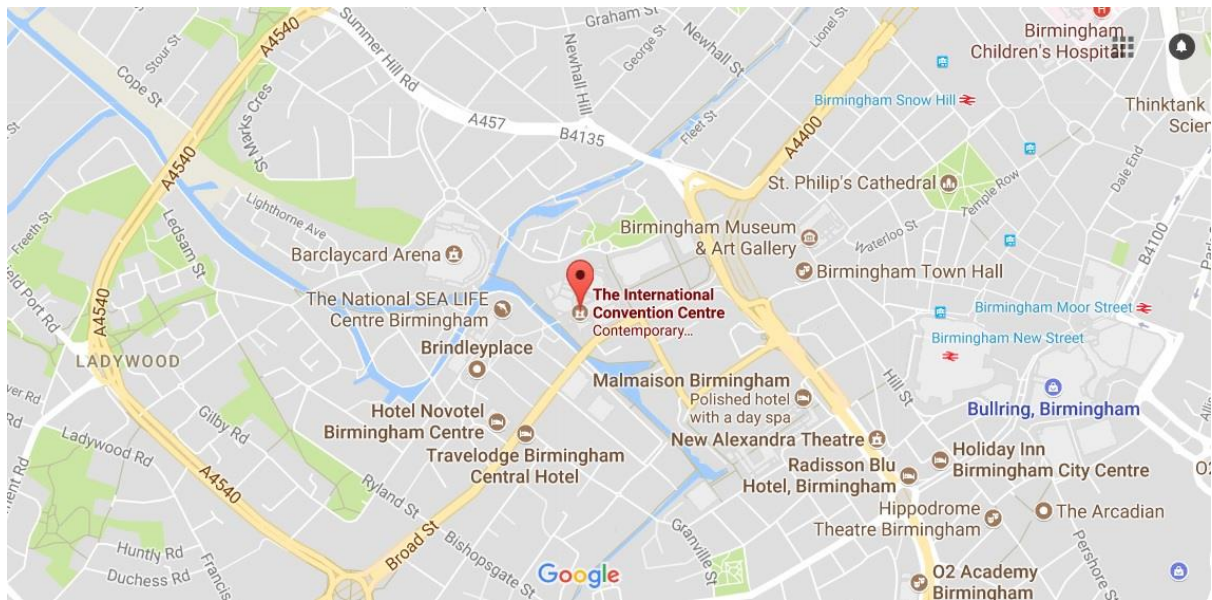
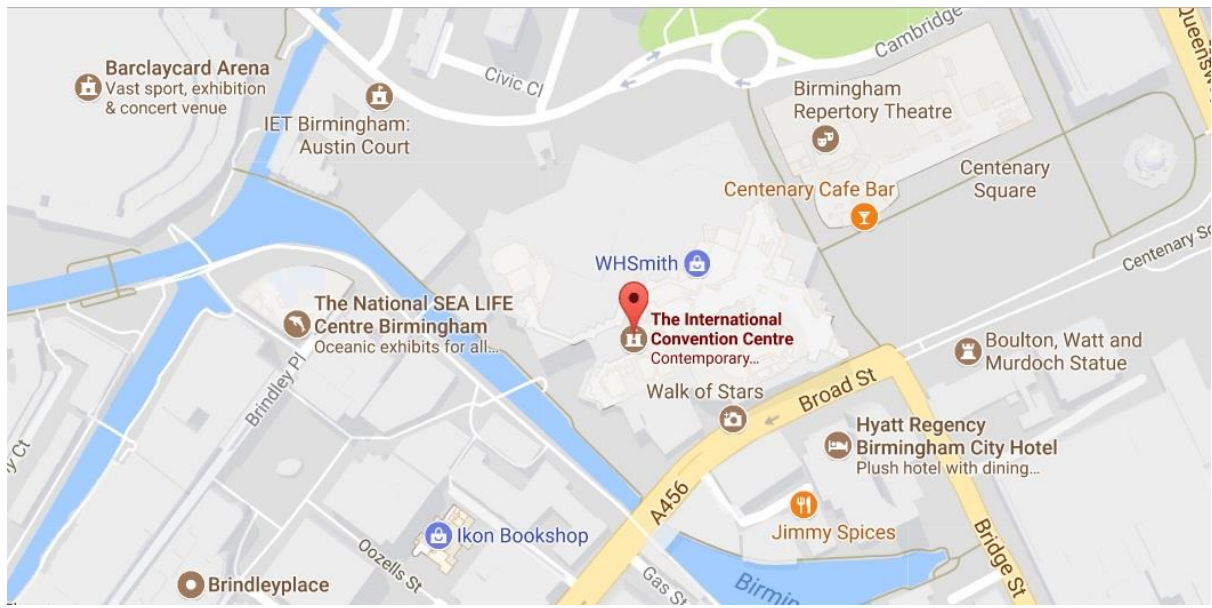
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## Finding the ICC



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## Sponsorship Information

### Corporate Sponsorship

- 6x5 sqm Stand Space (more space can be given, if necessary, subject to number of sponsors and space available. Please contact BSIR to discuss)
- 30 minute stand-alone podium spot in main programme
- 10x meeting & exhibition staff passes, welcome drinks & tickets to the annual dinner
- Logo banners/signs in Main Auditorium and Plenary Session Room
- Bio in handbook/microsite (underdevelopment)
- Advert in main delegate handbook/microsite (underdevelopment)
- Drop out in delegate bags
- VIP/Workshop Area upper balcony - Exhibition Hall

### Other Privileges

- Branding and attendance at the APC Course
- Branding and attendance at the IOUK Course
- Corporate BSIR Membership
- Access to Annual Meeting Presentations
- 1x Membership e-blast (subject to approval by BSIR officers)
- 1x IR Update meeting with BSIR Council or Officer representative

### Major Sponsorship

- 5x5 sqm Stand Space
- Logo banners/signs in Main Auditorium and Plenary Session Room
- Programme Participation (Showcase)
- 2x 30mins Showcase Sessions. (Please note showcase sessions will take place in the Learning Zones in the Exhibition hall or at stand. NO AV will be available as these, should be interactive in nature)
- Company Logo and acknowledgement on all printed material (where possible)
- Bio & Logo in Delegate Handbook (250 words)
- 5x meeting & exhibition staff passes, welcome drinks & tickets to the annual dinner
- 1x Insert in delegate pack

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### Midi Sponsorship

- 4x4 sqm build area or Shell
- Company Bio in delegate Handbook (250 words)
- Free insert in delegate packs.
- 4x meeting & exhibition staff passes, welcome drinks & tickets to the annual dinner
- All refreshments

### General Sponsorship

- 3x2 sqm Shell Stand (includes socket, all electrics. spots, carpeted)
- Company Bio in delegate Handbook (150 words)
- 2x meeting & exhibition staff passes, welcome drinks & tickets to the annual dinner
- All refreshments

### BSIR 2017 Exhibition/Furniture/Electrics/AV Contractor

Mathew Voisey  
AMV Services Limited  
122 Merthyr Road  
Bridgend  
CF31 3NY

Tel: 01656 768228

Fax: 01656 818845

Mob: 07866 452412

Email: [matthew.voisey@amv-services.co.uk](mailto:matthew.voisey@amv-services.co.uk)

#### ADDITIONAL SERVICES:

- Exhibition stand design and build
- Exhibition and display graphics
- Exhibition logistics /Deliveries/Storage
- General advice and assistance
- Health and Safety

For all meeting and exhibition booking enquiries, please contact:

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## BSIR Hotel Accommodation

Discovery has been appointed official suppliers of delegate hotel accommodation for BSIR 2017. A detailed list of hotels and booking forms are provided later in this document.

All queries regarding hotel accommodation should be directed to:

Julie Natlacen  
Hotel Booker on behalf of the BSIR  
The House at Barbon Stores,  
Barbon  
LA6 2LL

Email: [jules@venuefinder.net](mailto:jules@venuefinder.net)

Tel: + 44 (0) 152 427 6141

Tel: + 44 (0) 141 942 8104

Fax: + 44 (0) 141 942 8278

For all meeting and exhibition booking enquiries, please contact:

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## Social Events

### BSIR Annual Meeting Welcome Drinks Reception

Wed 1st November 2017

From 17.30 – 19.30

Main Exhibition Hall

**ALL WELCOME**

### BSIR Annual Dinner

Thursday 2nd November 2017

From 19.30 to 22.00pm

ICC Birmingham

Number of tickets Included in sponsorship fees

Please refer to package details

Additional Dinner tickets will be £60

### BSIR 2017 Charity Party

The Annual Dinner will be followed by BSIR 2017 Charity Party

£10 per ticket or donation

These can be pre-booked

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## Exhibition Information

### Stand Build Heights

- No stand or structure shall exceed 4m in height from the exhibition hall floor.
- Stands over 13m<sup>2</sup> in area, may build to 4m, which is the maximum permitted height.
- Stand between 7m<sup>2</sup> and 12m<sup>2</sup> may build up to 3m in height with organiser approval.
- Stands within a shell booth, or at 6m<sup>2</sup> may only have a maximum height of 2.4m

### Hanging Banners and Structures

No exhibitor is permitted to use hanging banners or to structurally support their stand with rigging from above.

### Services

The services at ICC are delivered under the floor. Due to the diagonal nature of these ducts, stands are positioned to be over a duct. You are advised to have a raised floor to position services where you need them. Stand position can be moved within small parameters, if required, and after requesting this from the Organiser.

### Visibility Across Stands

Please be respectful of neighbouring stands. You must not build a wall or feature over 2m, on the edge of a stand that exceeds 40% of the stand axis. There may be some discretion due to location. Please submit drawings and the Organiser will try and accommodate. The Organiser's decision is final and to be respected.

Any walls over 2.4m must be decorated in plain white, where they are seen over a neighbouring stand. No branding is allowed in this decorated area.

### Shell Scheme Booths

Booths booked as a shell will receive a 500w power supply, via a single socket, and a pair of spotlights. A header board will also be provided. Please complete the name-board request form, or the name used will be the name that the Organiser uses for correspondence.

6m<sup>2</sup> double spaces, that are not using the shell, will still receive one 500w socket per space.



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## Furniture

No furniture is supplied, and the use of venue tables and chairs is not permitted. You may bring your own furniture or your contractor may bring furniture. You may not arrange deliveries by 3rd party suppliers, they will be turned away. Please use the official supplier or have 3rd party suppliers deliver to your contractor.

## Stand Refreshments

The ICC allows exhibitors to use coffee machines as promotional features. Please ensure you declare these at least six weeks in advance, complete the permit form and pay the appropriate fee (approx. £150 for the event). All stands employing staff to run a coffee machine must ensure they have food handling qualifications, and that these can be produced in advance.

## Unloading & Access

Major sponsors will be given access from 8am to unload. Shell scheme exhibitors will have access from 2pm. Access is limited, and contractors will be allocated an unloading time, based on the following criteria: Position in hall, complexity of build, and order in which paperwork is submitted for approval. Any contractor turning up early may be turned away.

The hall will be accessible for build from 8am to 8pm only. Working outside these times will incur a charge of £500 plus vat per hour or part. You will require suitable and sufficient labour to ensure you can build within the allocated time.

## Deliveries to Venue

The venue will not accept deliveries prior to the set-up day, which this year is a Tuesday. On set-up day all deliveries must be signed for by a company representative or the appointed logistics company, Europa Showfreight. The venue, the organiser or their staff are not permitted to sign for any deliveries unless exhibitors staff are present to receive. All freight deliveries will be handled by Europa. Europa will accept advance deliveries at their warehouse and bring to site, so you can use an economy service.

## Breakdown

After all delegates have vacated the hall, contractors will be allowed to commence breakdown. This is expected at about 1pm. At this point Hi Vis jackets will become mandatory. Prior to this, a representative from the contractors may enter the hall for a handover with their clients. Ladders will only be allowed into the hall when visitors have left. Priority for unloading will go to smaller stands that can quickly load out to cars, which will be permitted onto the loading area first. Other vehicles will be permitted when stands are ready to be loaded, to avoid congestion in the loading area. Large trucks will be last to outload.

For Health & Safety enquiries or to submit drawings, please contact:

Matthew Voisey, Health and Safety/Exhibition Manager, **Email:** [Matthew.voisey@amv-services.co.uk](mailto:Matthew.voisey@amv-services.co.uk), **Tel:** +44 (0)1656 768228, **Mobile:** +44 (0)7866 452412



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## Health & Safety Information

### IMPORTANT: Please Read

For 2017, we are being precise in some rules, so there is no doubt, as to what is, and is not possible. The venue, ICC Birmingham, have a very strict Health and Safety Policy, which all exhibitors **MUST** comply with. The policy has very specific and mandatory requirements, which if not complied with, may result in a delay and/or refusal of your stand being built/opened. It is essential; all persons responsible from the exhibiting companies read this and forward it to any contractors or anyone else concerned with your exhibition stand. The information provided herein may change and/or be updated. Exhibitors will be informed of any changes or additions with costs, if applicable.

### Risk Assessment

A full risk assessment **MUST** be provided for all stands, regardless of size, and must cover the build, breakdown and open period. A contractor risk assessment will **NOT** suffice. Your risk assessment must be meticulous in nature and must consider all aspects of the build, breakdown and open period, such as but not limited to: use of ladders (domestic class 3 ladders are not permitted inside the venue), electrical equipment, trip hazards, heat sources (including lasers), sharps and the use of compressed gas of any kind. Your risk assessment must include any equipment that you intend to use on your stand, which has the aforementioned characteristics.

### Structural Engineer Sign-off

The venue requires a qualified structural engineer to sign-off on all constructed stands. Please submit all drawings at least 4 weeks in advance so that these can be shared with the engineer, who may insist upon changes. It is paramount that drawings are submitted in time to allow adequate time for any changes to be made

On the build day, Tuesday 31st October, the engineer will be on site to inspect stands (at approx. 4-5pm). It is important that contractors remain for this inspection in the event that any modifications are required.

If you intend to cover any structural items, then please take photographs during the build to show the engineer how you have built the stand (e.g. any steel bracing, floorplates etc). This will expedite the process. (N.B: From experience, engineers prefer contractors to bolt rather than screw overhead beams etc).



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## Personal Protective Equipment and Ladders

Hi Vis jackets and safety shoes are mandatory for all stand construction staff. Contractor entry will not be permitted without Hi Vis jackets and safety shoes. All ladders will be inspected upon entry. Domestic class 3 ladders and any damaged ladders will be refused entry to the hall.

## Compressed Gas and Freezing Agents

If six weeks' notice is given, the special risks form completed and permission is given, which will also cover storage arrangements, you can exhibit with these items. You must use the smallest possible cylinder; it must be provided with a safety data sheet, and operated by trained competent staff.

If you have any queries regarding this document, or if you wish to submit drawings, then please feel free to contact the Health & Safety Manager using the details provided in the document footer.

## Smoking is Not Permitted

Smoking is not permitted in the exhibition halls. Smoking is only permitted in areas designated for smoking by the venue. The entrance doors are not designated areas and smokers will be removed.

## Health & Safety Hotspots

Please ensure that you consider the following:

- Flooring decks should have no sharp 90° corners that can inflict injury.
- Ramps do not produce a trip hazard. They must have suitable and sufficient hand rails etc. to reduce trip risks. Any floor under 40mm may be built without a ramp.
- If glass is used in construction, it must comply with all the specifications as laid down in the venue rules and regulations. Likewise, all materials must meet standards as laid out in the venue regulations.
- Use of ladders. This is the most likely area for accidents. When using ladders, all construction crew must use them in a safe manner. All ladders must also be in a good state of repair and must be of a commercial/industrial type. Domestic step ladders (class C) will not be allowed.
- No electric saws may be used within the hall, unless a dust extractor is used. Any damage or cleaning charges attributable to construction will be passed on to exhibitors.
- Workers must be fit to carry out their duties and must not be impaired by the consumption of alcohol or other substances. The appointed Health and Safety manager will have the right to ask anyone whom he considers impaired, to leave the premises. In the event of a person being removed, they will not be permitted back on site until after 24 hours have elapsed.

This is not an exhaustive list. All staff and contractors have a duty of care for the safety of themselves and others they work with.

For Health & Safety enquiries or to submit drawings, please contact:

Matthew Voisey, Health and Safety/Exhibition Manager, Email: [Matthew.voisey@amv-services.co.uk](mailto:Matthew.voisey@amv-services.co.uk), Tel: +44 (0)1656 768228, Mobile: +44 (0)7866 452412



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# Programme

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**Tel:** +44 (0)20 7406 5998



# BSIR Annual Meeting 2017 Programme

## Day One - Wednesday 1<sup>st</sup> November

Time	Session	Topic	Chairs*/Speakers
08:45 - 08:55		Introduction and Welcome	Dr Raman Uberoi
08:55 - 09:40	State of the Art 1	Peripheral Arterial Disease: Endovascular Treatment in PAD, What's New? Conservative Management or Surgery, the only options for PAD	Dr Raman Uberoi*, Dr Trevor Cleveland* Prof Stefan Müller-Hülsbeck Prof Ian Chetter
09:40 - 10:30	Plenary 1	Venous Disease: Recanalisation in Acute Thrombosis Recanalisation in Chronic Thrombosis	Dr Raman Uberoi*, Dr Trevor Cleveland* Prof Michael Lee Dr Gerry O'Sullivan
10:30 - 10:55		Coffee	
10:55 - 11:55	Scientific Session 1	Aortic, Visceral & Major Venous Intervention	
10:55 - 11:55	Scientific Session 2	Interventional Oncology	
12:00 - 12:30	Industry Symposium 1	Penumbra	
12:30 - 13:15		Lunch, Exhibition and Posters	
12:30 - 13:15		Industry Showcases	
13:15 - 13:45	Graham Plant Lecture	Great Expectations: Perceptions, Practicalities and Progress in IR Training	Dr Raman Uberoi* Prof Duncan Ettles
13:50 - 14:50	Masterclass A1	Vascular Stents	Prof Stefan Müller-Hülsbeck Dr Raghuram Lakshminarayan
13:50 - 14:50	Masterclass B1	Urology	Amit Patel Rosemina Ahmat Dr Cherian George Dr Ian McCafferty
13:50 - 15:50		BSIR Political Session The IR Gender Gap Work-life Balance The Challenges of On-Call	Dr Fiona Miller* Prof Anna-Maria Belli Dr Iain Robertson Dr Jane Phillips-Hughes
14:55 - 15:55		The consultant contract: Present and future	Ann Carton
14:55 - 15:55	Masterclass A2	Vascular Stents	Prof Stefan Müller-Hülsbeck Dr Raghuram Lakshminarayan
14:55 - 15:55	Masterclass B2	Urology	Amit Patel Rosemina Ahmat Dr Cherian George Dr Ian McCafferty
13:50 - 15:55		SIRNR Symposium	
15:55 - 16:15		Coffee	
16:15 - 17:00	Plenary 2	Urology Challenges	Dr Phil Haslam* Dr Ian McCafferty Amit Patel
16:15 - 17:00	Plenary 3	Interventional Oncology Transarterial Treatments	Dr Tze Wah* Dr Jai Patel
16:15 - 17:00	BSIR Workshop 1	Radial Access	Dr Damian Mullan
17:05 - 17:50	State of the Art 2	Embolisation Prostate Uterus	Dr Graham Robinson
17:05 - 17:50	State of the Art 3	Ablation	Prof Raj Narayanan
17:05 - 17:50	BSIR Workshop 2	Developing Intellectual Property	Julian Potter
17:55 - 18:35		Morbidity and Mortality: My biggest clanger	Dr Nabil Kibriya
18:40		Welcome Drinks Reception	



# BSIR Annual Meeting 2017 Programme

## Day Two - Thursday 2<sup>nd</sup> November

Time	Session	Topic	Chairs*/Speakers
8:45 - 9:40	BSIR Debate	Stroke Thrombectomy Lessons from the German Model Debate	Dr Raman Uberoi*, Dr Trevor Cleveland* Prof Stefan Müller-Hülsbeck Dr Trevor Cleveland Prof Phil White
8:45 - 9:40	Fundamentals 1	PTC	Prof Otto Van Delden
9:45 - 10:30	Plenary 4	30 Years of GI Intervention: From the Mind to the Global Stent Market	Dr Hans-Ulrich Laasch* Prof Ho-Young Song
9:45 - 10:30	MDT	Locally Advanced Pancreatic Cancer	Prof Raj Narayanan
9:45 - 10:30	Fundamentals 2	EVAR	Dr Raghuram Lakshminarayan
10:30 - 10:55 Coffee			
10:55 - 11:55	Scientific Session 3	Peripheral Vascular Intervention	
10:55 - 11:55	Scientific Session 4	GI / Hepatobiliary / Genitourinary	
12:00 - 12:30	Industry Symposium 2	Medtronic	
12:30 - 13:15 Lunch, Exhibition and Posters			
12:30 - 13:10		Industry Showcases	
12:30 - 13:10		Poster Competition Winners	Dr Hans-Ulrich Laasch
13:15 - 13:55	Wattie-Fletcher Lecture	The Thin White Duke, 1805, The Beagle and UK Interventional Radiology	Dr Raman Uberoi* Dr Robert Morgan
13:55 - 14:10		Gold Medal Presentation Honorary Fellowship	Dr Raman Uberoi*, Prof Michael Lee Dr Raman Uberoi*, Prof Ho-Young Song
14:10 - 14:55	BSIR AGM		
14:10 - 14:55	SIRNR AGM		
15:00 - 16:00	Masterclass C1	GI Stents	Dr Hans-Ulrich Laasch Prof Ho-Young Song DW Edwards
15:00 - 16:00	Masterclass D1	Venous	Prof Michael Lee Dr Nick Chalmers
15:00 - 16:00	BSIR Workshop 3	Embolics	Dr Ram Kasthuri
16:00 - 16:20 Coffee			
16:25 - 17:25	Masterclass C2	GI Stents	Dr Hans-Ulrich Laasch Prof Ho-Young Song DW Edwards
16:25 - 17:25	Masterclass D1	Venous	Prof Michael Lee Dr Nick Chalmers
16:25 - 17:25	BSIR Workshop 4	Coding and Billing I/R Procedures	Dr Craig Jobling
16:25 - 17:25	BASIL Symposium		
17:30 - 18:30		Complex cases panels	Dr Rishi Sethi* Dr Phil Borg*
19:30 Annual Dinner			





# BSIR Annual Meeting 2017 Programme

## Day Three - Friday 3<sup>rd</sup> November

Time	Session	Topic	Chairs*/Speakers
8:50 - 9:40	Plenary 5	Trauma Assessment, Imaging Protocols and Procedures	John Curtis*
9:45 - 10:35	Plenary 6	Transplant Intervention	Teik Choon See
9:45 - 10:35		Biliary Round Table: IR EUS Surgery	Prof Otto Van Delden* Dr Homoyon Mehrzad Dr Brin Mahon Mr Keith Roberts
8:50 - 10:35	BSIRT	Student and FY Forum	
10:35 - 10:55 Coffee			
10:55 - 11:55	BSIRT	Student and FY Forum	
10:55 - 11:55	Scientific Session 5	Farrago	
10:55 - 11:55	Scientific Session 6	Embolisation	
11:55 - 12:25	Industry Symposium 3	BVM	
11:55 - 12:25	Fundamentals 3	Nephrostomy	Dr Phil Haslam
12:25 - 12:55	Fundamentals 4	TIVAD Insertion	Dr Ram Kasthuri
12:25 - 12:55 Brunch and Posters			
13:00 - 13:50	Plenary 7	Fistulae	Dr Robert Jones Dr Peter Riley
13:00 - 13:50	Plenary 8	Paediatric Intervention	Dr Sam Stuart
13:00 - 13:50	BSIR Workshop 5	Sedation	Dr Shane George President SAIR
13:55 - 14:45	State of the Art 4	Complex EVAR	Dr Dare Seriki Dr Steve Butterfield
13:55 - 14:45	State of the Art 5	Obstetric Haemorrhage: Service Delivery Technique and Outcome	Dr Rafiuddin Patel Prof Anna-Maria Belli
13:55 - 14:45	BSIR Workshop 6	Ablation	Dr Nick Railton Dr Guy Hickson Dr Homoyon Mehrzad Ian McCafferty
14:45 - 15:00 Meeting Close Raman Uberoi			



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# ICC Map & Floor Plan

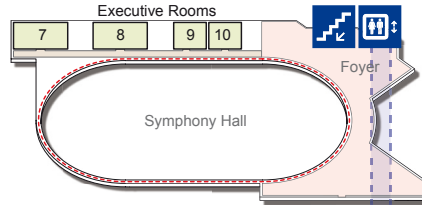
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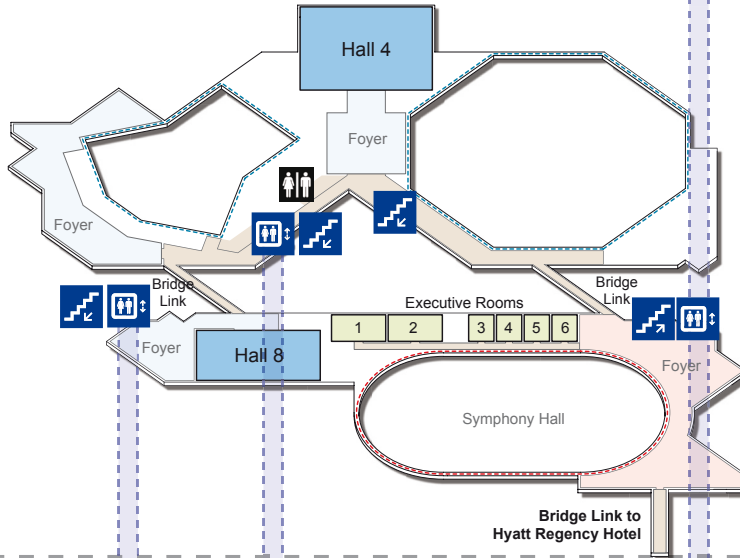
**Tel:** +44 (0)20 7406 5998

# LEVEL 5A

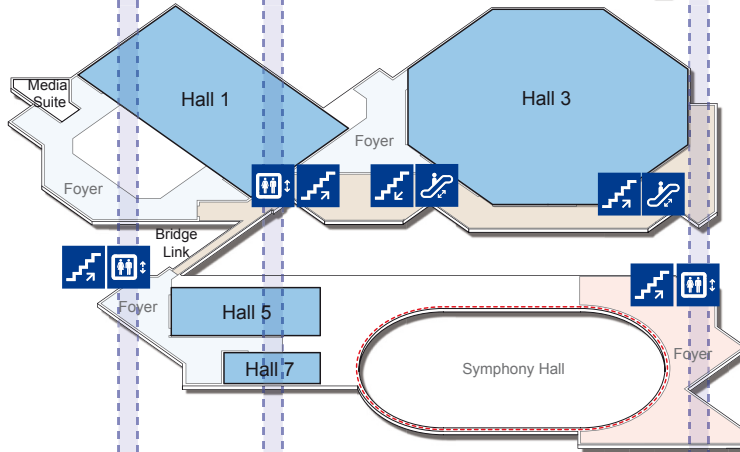


Key	
	Staircase
	Escalator
	Lift
	Lift Route
	Toilets
	Accessible Toilets
	Baby Change
	Cloak Room
	Symphony Hall Box Office
	Eating \ Drinking

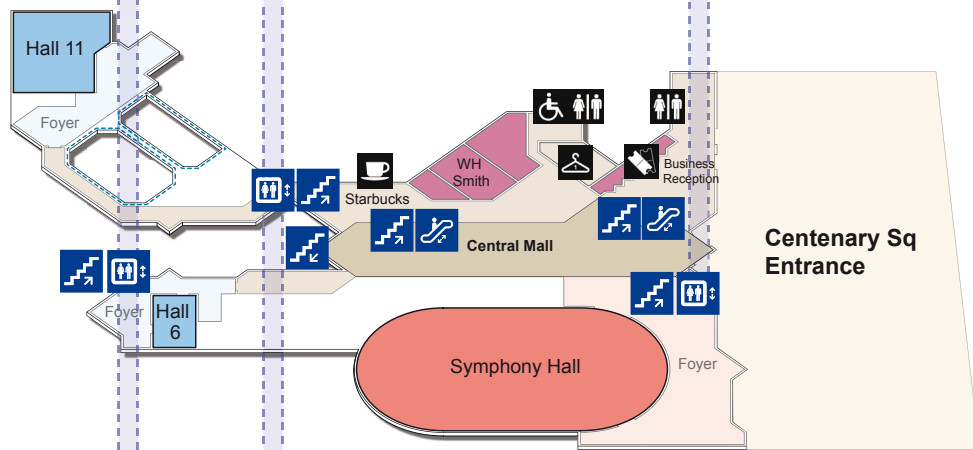
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# LEVEL 4

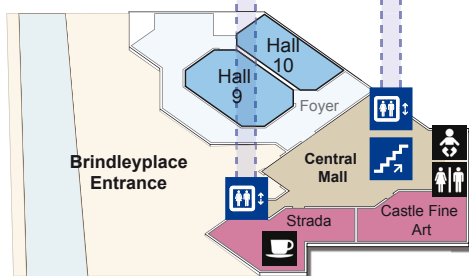


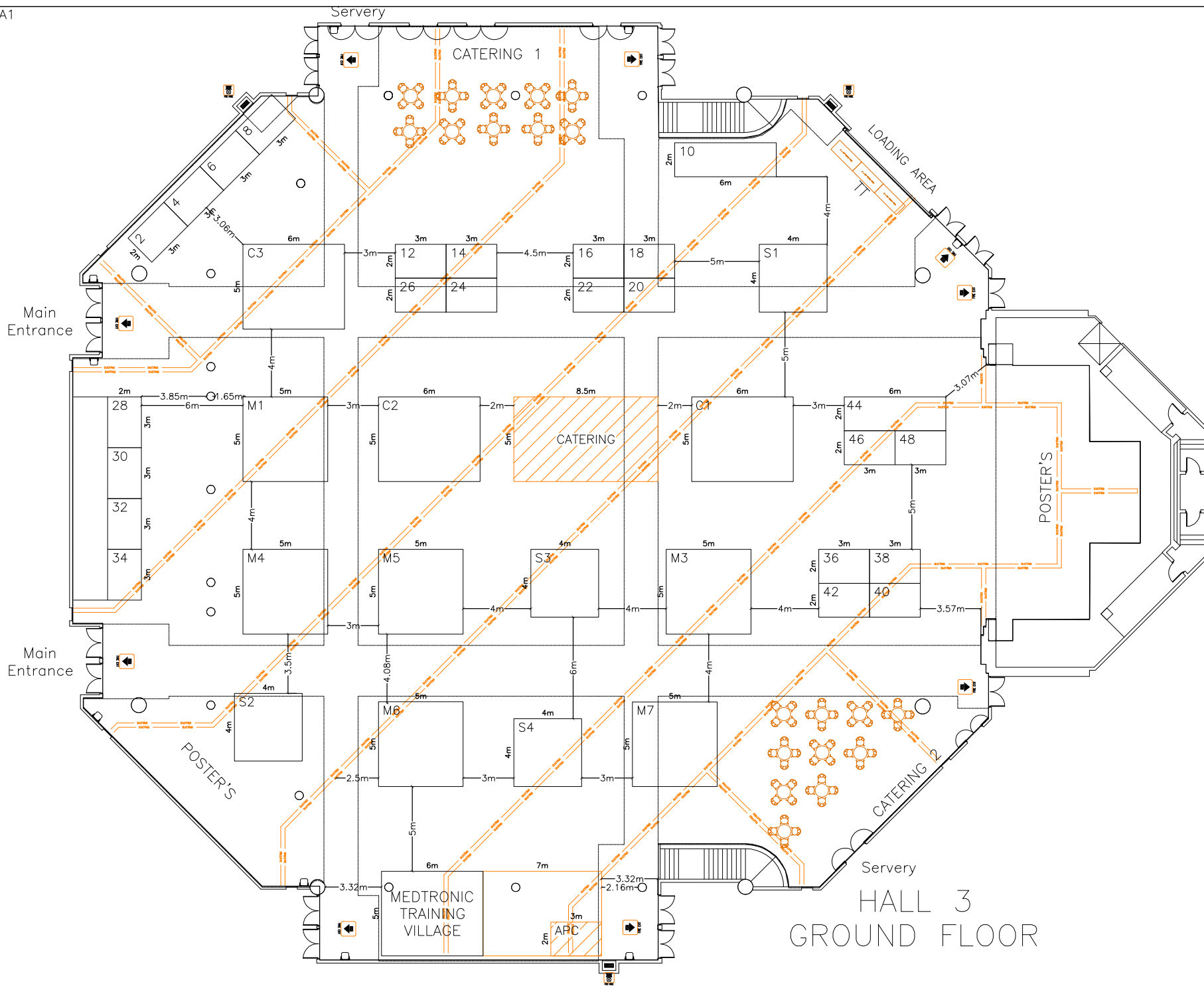
# LEVEL 3



Centenary Sq Entrance

# LEVEL 2





- REVISIONS**
- INITIAL PLAN NGM 9/5/17
  - REV 1 NGM 10/5/17  
*Revised plan MV amends*
  - REV 1 A NGM 26/6/17  
*MV email 23/6/17*
  - REV 1B NGM 28/6/17  
*EMAIL MV*
  - REV 1C NGM 7/7/17  
*Venue Request for goods*
  - REV 2 EED 13/7/17  
*EMAIL-TEL MV 13/7/17*
  - REV 2A EED 13/7/17  
*TEL MV 13/7/17*
  - REV 2B NGM 19/7/17  
*UPDATE MV*
  - REV 2C EED 5/9/17  
*EMAIL MV 4/9/17*

DWG FILE BSIR-B17  
 JOB NO. J3106  
 BOMPAC  
 SCALE NTS

ALL DIMENSIONS METRES UNLESS SHOWN OTHERWISE.  
 DO NOT SCALE THIS DRAWING


45  
 16m  
 4m  
 TYPICAL SPACE ONLY STAND

**EVENT**  
 BSIR 2017

**VENUE**  
 HALL 3 ICC BIRMINGHAM

**CLIENT**  
 AMV SERVICES LTD

**CONTACT**  
 MATTHEW VOISEY

**OPEN DATES**  
 1-3/11/17

**BUILD**  
 31/10/17

**DISMANTLE**  
 3/11/17

**STRUCTURE**  
 CLICK ftz

**Event & Exhibition Solutions**

1 LOMAX STREET RADCLIFFE  
 MANCHESTER M26 1PX  
 TEL: 0161 723 6105  
 FAX: 0161 723 4744



British Society of  
Interventional  
Radiology

Registered Charity No: 1084852

# ICC Exhibition

# Information

For all meeting and exhibition booking enquiries, please contact:

Ruth Moss, Course Organiser, BSIR Secretariat  
63 Lincoln's Inn Fields London WC2A 3JW

**Email:** [meeting@bsir.org](mailto:meeting@bsir.org), **Web:** [www.bsir.org](http://www.bsir.org)

**Tel:** +44 (0)20 7406 5998

## Exhibitor Manual Information

### Access

Access to Hall 3 is via Bay A; access to Hall 4 is via a lift from Bay B. The entrances to both loading bays are on Cambridge Street. Please note that traffic wardens operate along Cambridge Street.

### Business Reception

The Business Reception is located on Level 3 in the Mall. The reception can provide photocopying, fax facilities and secretarial services. Opening hours are 09:00 to 16:30 Monday to Friday.

### Carpets

There are carpet tiles throughout the exhibition hall; these are various shades of grey in colour.

Carpet Tape - please note that exhibitors and contractors must use the NEC Group approved Stikatak B3/A5 exhibition tape and ensure that it is lifted before they leave the hall at the end of the show. Any exhibitors who leave tape on the floor after the show will be subject to a dilapidation charge of at least £7.50 per linear metre of tape depending on the amount of damage caused to the floor. Damaged carpet tiles will be charged at £20 + VAT per tile.

### Cashpoint

There is a cash point located within the ICC's main mall, next to the cloakroom. The machine offers free withdrawals.

### Catering

ICC Catering have the sole rights to all food and beverage consumed at the ICC and all food and beverages, and associated catering equipment, must therefore be ordered through them.

Should any company attempt to provide their own food, beverages or catering equipment in the venue, they will be asked to remove it or pay a corkage/facilities fee for it. Any breach of the agreed contract could put the exhibition tenancy in jeopardy, so please ensure that you comply with these instructions.

Orders with full payment should reach the ICC no later than one week before the start of the event. No accounts are sent out after the event for invoice payment.

Please note when providing your own food and beverages the attached disclaimer form **FOOD SAFETY AGREEMENT – Customer Supplied Product must be completed and returned via fax or email.**

If you require any catering on your stand, please email Catering Support on [catering.support@theicc.co.uk](mailto:catering.support@theicc.co.uk) to obtain a copy of our stand catering order form. Should you require anything over and above the form content, please contact Catering Support on +44 (0)121 644 5132, who will be happy to assist you with your requirements.

Alternatively, catering can be booked on-line via our web site. Simply click on the link <http://www.theicc.co.uk/organisers/exhibiting> and type in the pass code **55643**

### Children

For Health and Safety reasons, children aged 16 and under are not permitted in the hall during build-up or pull-out periods.

### Cleaning

General cleaning of stands will be carried out prior to the exhibition opening on each morning. This service is free of charge to all exhibitors and paper or packaging rubbish should be placed in the aisle at the end of the day (any bagged waste left on stands will not be removed). The cleaning of exhibits, however, remains the responsibility of the exhibitor. Any exhibitors requiring extra cleaning should contact Fran Moore on +44 (0)121 644 5150.

Please note that, with the exception of paper and packaging, exhibitors are expected to dispose of their own rubbish. Should you need to dispose of a large quantity of rubbish following the event, please contact your Event Manager.

The disposal of Medical waste (such as needles) needs to be pre-booked and will be charged for. Please contact your Event Manager.

### **Damage and Loss**

Neither the organisers, nor the ICC, accept any responsibility for damage or loss of any properties introduced by the exhibitors or their agents/contractors. Exhibitors are especially warned that the exhibits are the sole responsibility of the exhibitors to whom they belong. Exhibitors should affect their own insurance against all risks. The strongest possible precautions against theft should be taken at all times.

### **Deliveries and Collections**

Deliveries and collections may only be made during the tenancy of the exhibition. Access to Hall 3 for all exhibits and stand fitting materials is via the rear of the Hall 3, loading Bay A.

The organisers cannot accept deliveries on exhibitors' behalf. Arrangements must be made for a representative to be available on the stand and drivers delivering exhibits must be supplied with full information about which stand and to which hall the delivery is to be made. Please ensure that all materials are appropriately labelled with your company name, the event name, date of the event, hall and stand number. If this is not arranged, deliveries may be turned away.

Please be advised that there is no on-site storage available, and all tenancy areas must be clear at the end of the event. Exhibitors are reminded to ensure they provide sufficient staff and trolleys, etc., to transport goods from their vehicles to their stands as the ICC have a very limited number on a first come, first served basis. Unfortunately there will be no storage facilities available on-site and packing materials **must not** be stored within the exhibition areas.

### **Demonstrations**

Exhibitors intending to use televisions or any other potentially loud appliances for stand demonstrations or who wish to hold live demonstrations must contact the organisers for approval at least one month prior to the show to gain written permission.

### **Dilapidation**

You are reminded that you will be charged for making good any damage to the hall or stand area, including the floor, caused by your staff or contractors. All tape used to secure carpets must be removed at the end of the exhibition. Under no circumstances can stand construction, graphics, displays, etc. be attached to the fabric of the building.

### **Evacuation Procedures**

In the event of an emergency evacuation please follow the instructions of ICC Hosts and Fire Marshals (identified by high visibility jackets). You will be directed to the assembly point in Civic Centre Estate. If it becomes necessary to evacuate the building, the following message will be broadcast:

"Ladies and Gentlemen, may I have your attention please. We must ask you to leave the building by the nearest exit as quickly as possible. Do not use the lifts and do not stop to collect personal belongings."

### **Fabrics**

Please ensure that all fabrics used on stands have the relevant fire proofing solutions. It is a requirement that all drapes brought into the venue conform to BS 5867 Specification for Fabrics for Curtains and Drapes.

### **Fire Precautions**

Fire extinguishers are located at convenient points around the Hall. All materials used for the interiors of stands must be thoroughly fireproofed or be non-combustible to the satisfaction of the local authority. Failure to do so may result in the removal of all offending fittings. Any person discovering a fire should immediately notify a member of ICC staff or operate a break glass unit.

### **Forklifts**

All forklifting requirements must be booked through the ICC Production Manager.

### **Gangways**

The gangways used in this venue are the minimum permissible by law and have been subject to approval by the Local Authority. Under no circumstances will exhibits, stand dressing, tables and chairs, etc. be allowed to encroach into the gangways. All exhibits must be kept inside your space at all times.

### **Graphics and Signage**

The ICC has its own in-house graphics team who can produce any required signage. The Graphics Co-ordinator is [clark.bishop@theicc.co.uk](mailto:clark.bishop@theicc.co.uk) 0121 644 5149. Please be aware that it is not permitted to affix anything to the fabric of the building (no blu-tak, pins etc.), and that any signage brought onto site must be freestanding and of a professional quality.

### **Health and Safety**

In accordance with the Health & Safety at Work Act 1974, and the Management of Health & Safety at Work Regulations 1999, the event organiser and exhibition contractor must supply the Event Manager with:

1. A copy of their organisation's H&S policy statement
2. A Method Statement for work being undertaken as well as a Safe Systems of Work document to highlight the control measures being put in place in a written format
3. A suitable and sufficient risk assessment/s to cover the event as a whole.

These documents should be made available at least 14 days prior to the start of the event, in case of any query, and should examine all potential risks to exhibitors, staff, ICC staff and delegates. In addition, the event organiser should obtain a risk assessment from each exhibitor plus any additional contractor/s, which must be brought onto site and be available for viewing in case of any query from H&S advisors or local authority inspectors.

For further assistance with the completion of risk assessments, please visit <http://www.hse.gov.uk/risk/index.htm>

### **Specific Items of Risk**

For all relevant documentation and guidelines about specific items of risk please visit:

<http://www.thenec.co.uk/exhibitors/exhibitor-guide/health-safety-fire/>

### **Height Limit**

A height limit of 4 metres must not be exceeded at the ICC. This limit includes the overall height of the stand-fitting, any branding and all raised platforms as measured from the hall floor. Stands wishing to exceed this height or to erect a double decker stand must supply the ICC with full drawings and structural calculations by a minimum of one month prior to the event, for approval by Birmingham City Council. Stands over 4m coming onto site without approval will not be permitted to be built. The minimum height for dividing walls is 2.5m. The height from floor to ceiling under the gallery of Hall 3 is 3.4m.

### **eGuide**

The [eGuide](#) brings together guidance for achieving common standards of health, safety and operational planning, management and on-site conduct for events at all participating AEV member venues.

Now recognised as the industry's best practice document, the eGuide is continually reviewed by working industry professionals who represent the best advice currently available, and who themselves have to work within the guidelines in their own professional capacities.

It must be stressed, however, that this is a GUIDELINE document. If meticulously followed, it should ensure that users are compliant with current health and safety law. Nevertheless, the particulars of each exhibition (or similar event) should still be considered on an individual basis and venues, organisers, suppliers and clients/exhibitors must all remember that it is ultimately their responsibility to ensure that they address health & safety, and other operational issues properly, in compliance with the law.

It must also be stressed that all employers have a legal duty to employ staff that are competent to manage health & safety, and other operations that are relevant to their level and range of responsibilities.

### **Internet Access**

Internet Access for exhibitors must be ordered in advance from the ICC website. Free delegate Wi-Fi is not available for exhibitor use.



### **Lost Property**

Lost property should be handed in to ICC Hosting staff. Should you lose any of your possessions please ask a Host who will check with the Security Office to find out if it has been found. Alternatively, please call our Security Department directly on 0121 644 5151.

### **Medical Emergencies**

In cases of medical emergencies, please call Security Control (+44 (0)121 644 5151, dial. 2222 from internal phones) giving the exact location of the casualty and details of injuries sustained. Security Control will then arrange for all necessary assistance. Alternatively locate the nearest security guard at the entrance or at an emergency exit as they all have radio contact with Security Control.

### **Music**

Exhibitors wishing to play any recorded material must obtain a licence from the Phonographic Performance Limited (PPL) and Performing Rights Society (PRS). Exhibitors are solely responsible for obtaining any licence required to play music on their stand.

### **Noise**

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

### **Online Ordering**

This is the most convenient way to place all of your advance orders, with 24/7 access to browse and order from our online catalogue of products and services.

Products include:

Telecommunications and Networks, Audio Visual

Floral arrangements

Stand Catering - food, drink and equipment

Additional Services

Ordering products is both quick and easy, with payment being made via a secure card payment system.

To start ordering visit: <http://www.theicc.co.uk/organisers/exhibiting>

Select: 'Order Exhibition Services' and type in the pass code **55643**

### **Parking**

Pay and display parking for visitors and exhibitors is available at the Barclaycard Arena (formally the NIA), a few minutes' walk from the ICC.

Car Parking costs:

#### **Daytime Parking Charges (between midnight and 5pm)**

Up to 2 hours £2.30

Up to 3 hours £3.50

Up to 8 hours £6.80

Up to 24 hours £8.00

#### **Evening Parking Charges (between 5pm and midnight)**

Up to 2 hours £2.30

Event Evening Tariff £6.50 (valid until 5am the following day)

Up to 24 hours £8.00

Disabled access parking spaces can be pre-booked by calling +44 (0)121 644 7178 with the blue badge details.

### **Power**

Power requirements should be confirmed to the exhibition organiser prior to the event. Additional power will not be available once the exhibition has been built. Any requirements for 24-hour power should be made clear to the event organiser.

### **Public Address System**

Announcements made on behalf of exhibitors are made at the client's discretion and need to be agreed with the client directly.

### **Refreshments**

Refreshments are available within the ICC from Starbucks and WH Smith located on Level 3 and Strada located on Level 2.

### **Security**

The organisers will provide general security within the exhibition halls. However, the individual security of the stands and exhibits lies within the responsibility of each exhibitor. Valuables should be locked away overnight and additional care should be taken during exhibition build and breakdown. During the pull-out period extra care must be taken, as this is a vulnerable time. In the unlikely event of a theft, please report to the organisers' office immediately.

### **Security Advice**

Exhibitors are warned not to leave valuables unattended on their stands whether during the build-up, open or breakdown periods. Special care should be taken of mobile phones as these can be easily misplaced or stolen. Do not leave your stand unattended at any time. No exhibits may be removed from the hall during build-up or the open days of the show without obtaining a pass out authorisation from the organisers' office. Passes should be worn at all times by both exhibitors and contractors.

### **Smoking / E-cigs**

If exhibitors or contractors wish to smoke they may do so outside of the venue in the designated smoking areas. Using e-cigs or vaping is not permitted inside the venue.

### **Storage**

There are no storage facilities available at the ICC. Fire Regulations prohibit the storage of packing cases, literature, etc. in areas behind stands.

### **Trolleys**

Exhibitors are reminded to bring trolleys for use during the build-up and breakdown of the exhibition, as there are limited numbers available on site (on a first come, first served basis).

### **Waste and Recycling**

The ICC has facilities for the recycling of paper only. Exhibitors must ensure that all other waste material is removed otherwise a charge will be incurred.



British Society of  
Interventional  
Radiology

Registered Charity No: 1084852

# ICC General Information

For all meeting and exhibition booking enquiries, please contact:

Ruth Moss, Course Organiser, BSIR Secretariat  
63 Lincoln's Inn Fields London WC2A 3JW

**Email:** [meeting@bsir.org](mailto:meeting@bsir.org), **Web:** [www.bsir.org](http://www.bsir.org)

**Tel:** +44 (0)20 7406 5998

## General Information for Organisers and Suppliers

Please note that it is your responsibility as an organiser to read and understand the following information and forward this to any third party suppliers who may be working with you at the ICC during your event.

### Access to Site/Parking Requirements

On-site parking is very limited. Your Event Manager will inform the organiser of the maximum number of VIP parking spaces available for your tenancy, plus load/unload information as required. Please note there are numerous local pay and display car parks within a 5 minute walk including the Barclaycard Arena and Brindleyplace car parks which are both next door to the venue.

#### Disabled Parking Spaces:

If any organisers or delegates require a disabled parking space, they must be booked in advance by calling: 0121 644 7178.

### Additional Services

The ICC has links with a number of recommended local companies that can supply shell scheme and exhibition services, exhibition and stage furniture, registration staff and hostesses, coaching, entertainers and floral dressing for dinners and delegate badging. Please contact your Event Manager for further details.

### Business Reception

The Mall Business Reception is open for use from 08.45 to 17.00 Monday to Thursday, and 08.45 to 16.45 on Friday. Any of your specified authorised signatories will be able to use the Business Centre on account, with any costs added to the final invoice. For faxes to be received during your event, the following number should be given: 0121 644 7166. The cost to receive a fax is 20p per sheet. Stationery supplies, photocopying, internet access and office services are available at an additional charge. Photocopier hire is available at an additional cost, which can be ordered from your Event Manager.

### Catering

ICC Catering is the sole purveyor of food and beverages at the venue. All food and beverage to be consumed within the venue by clients, delegates, exhibitors, crew or entertainers must be provided by the ICC's catering department. It is not permitted to bring outside catering onto site. For further information regarding this matter, please liaise with your Catering Manager. Please note it is standard practice not to include a table numbered '13' for all banqueting events. Any substantial table plan changes on event days may incur additional staffing costs. Special dietary requirements should be forwarded to your Catering Manager who will inform you about our dietary policy.

### Client Associate

A Client Associate may be available to you as part of a Hall 1 or Hall 3 package. They are available to work on each day of your event from 07.00 – 19.00hrs. They can undertake a number of duties to assist you, and have access to a car for complimentary journeys within a 30 mile radius of the venue. Additional miles are charged at 40 pence per mile. Please ask your Event Manager for further details.

### Cloakroom

The main cloakroom can be open on a cash basis (min of 250 delegates) where delegates pay £1.00 per item or alternatively attendants can be hired to open the cloakroom on an account basis which is free to your delegates. Attendants are charged at £13.50 + VAT per hour (minimum 4 hour consecutive call) and there is a 2 attendant minimum requirement on the cloakroom. Coat rails can also be sited for guest use within the foyer areas but please note that as coat rails are not attended, any items are left at the risk of the owner.

### **Copyrighted Licensing**

Organisers should be aware that they are solely responsible for any licence payments associated with the playing of any copyrighted video or music at their event to the appropriate body depending on the activity. The organiser is also responsible for informing the ICC that the appropriate licenses have been requested.

For further details please contact the following authorities:

<http://www.prsformusic.com/Pages/default.aspx>

<http://www.ppluk.com>

<http://www.prsformusic.com/creators/memberresources/MCPSroyalties/Pages/MCPS.aspx>

### **Damages**

Organisers will be charged if more than 10 carpet tiles are damaged beyond repair during an event. Examples of excessive damage are liquid spillages, tears during exhibition build/breakdown etc. Damaged carpet tile are charged at £20.00 + VAT per tile.

### **Deliveries to Site**

Deliveries to site are only accepted during tenancy times, and preferably when the client is available to sign for packages. Any deliveries should be clearly marked with the event title, date, hall(s) in use, and couriers should be advised to report to Bay B of the ICC (off Cambridge Street) for further delivery instructions. The ICC Goods Inwards will sign for goods (on acceptance of arrival basis only). The ICC will not accept any liability for items after delivery.

Please be advised that there is no on-site storage available, and all tenancy areas must be clear at the end of the event.

For large scale exhibitions it is recommended that clients book additional traffic officers to assist with the arrival of exhibitors and porters to assist with deliveries and exhibitors parcels. Any parcels or stands left at the venue must be clearly marked ready for collection and left in Bay B/Goods Inwards. Collection must be made within 3 working days of tenancy ending; anything left behind beyond this time will be disposed of by the venue.

Please note that it is the responsibility of the individual organiser/standholder to arrange their own courier. The Business Reception in the main mall can assist with booking couriers during their open hours of 08.45 to 16.45hrs Monday to Friday, and will require full delivery address details, quantity of goods to be couriered and correct individual item weights.

### **Event Correspondence and Invoicing**

If required, purchase order numbers should be forwarded to your Event Manager in advance of the event for inclusion on invoices and all costs are to be confirmed in writing 10 working days prior to the event start date.

### **Exhibitor Online Ordering**

The ICC has an online service that allows both you and your exhibitors to order a wide range of products online. Products include telecommunications and networks, floral arrangements, audio visual, stand catering – food, drink, equipment and additional services. Ordering is both quick and easy, with payment being made via a secure card payment system.

To start ordering visit: <http://www.theicc.co.uk/organisers/exhibiting/> click: Order Exhibition Services. Enter passcode (passcode will be your event ID number and this can be confirmed by your Event Manager).

(Please note that American Express (AMEX) payments are not accepted and all online orders must be completed 3 days prior to the commencement of venue tenancy).

### **Evacuation and Housekeeping**

A copy of the ICC evacuation procedure and housekeeping notes will be provided to you as a matter of course. Please liaise with your Event Manager if you require further copies of these notes.

## Furniture Hire

All furniture layouts must be confirmed to your event manager at least 7 working days prior to the event start date. Where layout changes are significant or turnaround times are tight, additional staffing charges may be applied. Exhibitor furniture can be provided at a charge. 6ft oblong covered trestle tables are available at £12.00 + VAT per table, and conference chairs at £6.00 + VAT per chair. A full list of requirements with relevant stand numbers should be provided to your Event Manager. Additional furniture such as lounge seating and poseur tables can also be hired in on your behalf. Please ask your Event Manager for a quote to cover your requirements.

## Health & Safety Documents for Events

For all relevant risk assessment documentation and guidelines visit: <http://www.theicc.co.uk/about-us/health-safety/>  
In accordance with the Health & Safety at Work Act 1974, and the Management of Health & Safety at Work Regulations 1999, the event organiser and exhibition contractor must supply the Event Manager with:

- A copy of their organisation's H&S policy statement
- A Method Statement for work being undertaken as well as a Safe System of Work document to highlight the control measures being put in place in a written format
- A suitable and sufficient risk assessment/s to cover the event as a whole – this should be made available at least 14 days prior to the start of the event, in case of any query, and should examine all potential risks to exhibitors, staff, ICC staff and delegates.

In addition, the event organiser should obtain a risk assessment from each exhibitor plus any additional contractor/s, which must be brought onto site and be available for viewing in case of any query from H&S advisors or local authority inspectors.

For further assistance with the completion of risk assessments, please visit <http://www.hse.gov.uk/risk/index.htm>

Please note that children under the age of 16 are not permitted into the hall/s during the build-up and breakdown periods. Minors under the age of 18 are also not permitted to purchase beverages (alcoholic or non-alcoholic) from any bar, and must remain clear of all bar areas.

## eGuide

The [eGuide](#) brings together guidance for achieving common standards of health, safety and operational planning, management and on-site conduct for events at all participating AEV member venues.

Now recognised as the industry's best practice document, the eGuide is continually reviewed by working industry professionals who represent the best advice currently available, and who themselves have to work within the guidelines in their own professional capacities.

It must be stressed, however, that this is a GUIDELINE document. If meticulously followed, it should ensure that users are compliant with current health and safety law. Nevertheless, the particulars of each exhibition (or similar event) should still be considered on an individual basis and venues, organisers, suppliers and clients/exhibitors must all remember that it is ultimately their responsibility to ensure that they address health & safety, and other operational issues properly, in compliance with the law.

It must also be stressed that all employers have a legal duty to employ staff that are competent to manage health & safety, and other operations that are relevant to their level and range of responsibilities.

## Risk Assessments for Dinners

A risk assessment and proof of £5 million public liability insurance is required for dinner entertainers such as fire-eaters, stilt walkers, jugglers, stunt artists, angle grinders and aerial artists, and also the use of lasers. This should be made available at least 14 days prior to the start of the event, in case of any query, and should examine all potential risks to guests, other acts, ICC staff and the organisers.

### Fire Risk Assessment Rules

1. The Customer shall appoint a Responsible Person in accordance with the Regulatory Reform (Fire Safety) Order 2005 (RRFSO).
2. The Customer's Responsible Person shall work in conjunction with the ICC's Nominated Person.
3. The Customer must ensure a fire risk assessment is undertaken prior to the commencement of the Open Period.
4. The fire risk assessment must consider all individuals who may be affected and pay particular attention to those at special risk - such as the disabled and other vulnerable groups including new and expectant mothers.
5. The fire risk assessment must also make provision for any dangerous substances liable to be introduced onto the premises as part of the event.
6. An involvement in fire precautions is the responsibility of the Customer and its partners together with all persons with management responsibility.
7. The Customer must at all times abide by these requirements and follow the procedures laid down by ICC Fire Safety Arrangements.

For further assistance with the completion of risk assessments, please visit <http://www.hse.gov.uk/risk/index.htm>. Furthermore, in accordance with the Health & Safety at Work Act 1974, and the Management of Health & Safety at Work Regulations 1999, the event organiser and any additional production company or contractor must supply the Event Manager with:

- A copy of their organisation's H&S policy statement
- A Method Statement for work being undertaken as well as a Safe System of Work document to highlight the control measures being put in place in a written format
- A suitable and sufficient risk assessment/s to cover the event as a whole – this should be made available at least 14 days prior to the start of the event, in case of any query, and should examine all potential risks to staff, ICC staff and guests.

Equipment brought onto site, including electrical equipment used by bands and DJs, must be suitable for use and properly maintained. 2 x 13 amp sockets are included onstage in a catering rental, and additional power must be pre-ordered via your Event Manager at an additional cost.

If providing your own table centres or novelties, please advise your Event Manager with information on what you are supplying. All candles must be secured to a base to ensure they cannot topple over, and tealights must be sited within an appropriate holder. Any table centres and novelties that are deemed unsafe by the Event Manager or Health & Safety Officer will not be permitted to be used. If you are providing your own table linens, chair covers or drapes, a copy of the fire retardancy certificate should be provided to your Event Manager. A flame test may be requested onsite to ensure all materials are fire retardant, and any materials that are deemed unsafe by the Event Manager or Health & Safety Officer will not be permitted to be used. Please advise your Event Manager if strobe lighting is to be used so appropriate warning signage can be positioned.

### Specific Items of Risk

Certain items of special risk must be notified to the ICC at least 28 days prior to your event. For all relevant documentation and guidelines about specific items of risk visit: <http://www.thenec.co.uk/exhibitors/exhibitor-guide/health-safety-fire/> and choose the 'items of special risk' form in the 'NEC process forms' section. Event Organisers must collate these and notifications must be sent to your ICC Event Manager.

The use of pyros and lasers for events is subject to the completion of The ICC pyro/laser questionnaire and full risk assessments to the satisfaction of the NEC Group H&S Advisor. Full documentation must be provided at least 3 weeks prior to the event and sent to your ICC Event Manager. Proof of £5 million public liability insurance is also required. An on-site pyro/laser check will be required, which will be carried out at an agreed time by the NEC Group Fire Officer or approved external company. The qualified individual carrying out the onsite check has full and final authority in granting permission for pyros/lasers to be used during the event, and may impose additional set conditions as required. Any costs incurred by the ICC to provide any checks will be recharged to the client.

### **Host and Event Security Services**

A number of Hosts are included within your rental package to welcome and assist delegates, monitor delegate movement and manage evacuation in case of emergency.

Licensed Event Security Officers can be hired at a cost of £14.95 + VAT per hour (minimum 4 hour consecutive call) and can be booked via your Event Manager. Services include traffic management, bag searching, VIP escort, response team and static security.

Any external security staff brought into the venue that is responsible for crime prevention or for the protection of people or property, has to be licensed under the Security Industry Association. A list of the staff names and SIA numbers must be supplied to your Event Manager so they can be checked against the SIA database.

For clarification on the defined roles of "Host" and "Event Security" and the implications regarding SIA licencing, please liaise with your Event Manager.

### **Housekeeping Notes**

Please be aware that it is not permitted to affix anything to the fabric of the building (no blu-tak, pins etc), and that any signage brought onto site must be freestanding and of a professional quality.

Any signage brought onto site to be located within the mall area must have prior approval from your Event Manager, in accordance with the ICC's fire evacuation procedures. Specific approved locations will then be confirmed for this signage.

All signage supplied by the ICC Graphics team will be disposed of after 24 hours – please advise your Graphics Coordinator prior to the event if you wish to take the signage away or arrange a courier collection.

### **Mall Opening Times**

The ICC main mall is open from 07.00 – 23.00hrs each day. Outside of these hours, access to the halls in your tenancy is via loading Bay A (for Hall 3), loading bay B (Halls 1, 4, 9 10 & 11) or loading bay C (via buzzer for Halls 5, 6, 7 & 8). If any difficulty is experienced in gaining entry, please call Security Control on 0121 644 5151 or access via loading bay B, which is either manned or on an intercom system.

### **Maps and Car Parking**

Maps of the ICC and local area plus information on car parking can be found at <http://www.theicc.co.uk/locationtravel>

Please advise your Event Manager if delegates will be arriving at, or collected from the venue via coach. If a coaching operation will be taking place, the person in charge of directing coaches outside of the ICC main entrance must be wearing a high visibility jacket. Additional Traffic Officers must be hired via the Event Manager from the ICC to ensure H&S of delegates and public at all times.

### **Medical Provisions**

West Midlands Ambulance Service informs us that as a city centre location, a paramedic will be able to attend the ICC within 8 minutes of a request and we have revised our own medical provision accordingly. Our security staff provides trained First Aid Responders so should your guests require medical assistance, please contact an ICC Host. The Hosts will then arrange for First Aiders to attend and/or request a paramedic. Hosts should also be advised of all accidents on site to ensure they are properly recorded. It is not an essential requirement to have a nurse on site.



## **NHS Walk-In Centre**

The NHS Walk-In Centre is located on the lower ground floor of Boots the Chemist (0121 255 4500)

The Centre offers a nurse led service for urgent same day assessment for all walk-in patients and no appointment is necessary.

The Walk-In Centre provides links to GPs and Dentists.

Monday – Friday 08.00 – 19.00

Saturday 09.00 – 18.00

Sunday 11.00 – 16.00

## **The Newhall Medical Practice**

45-51 Newhall Street (0121 236 6633)

The NMP offer private GP consultations with an experienced GP, each appointment is booked for 15 minutes.

The NMP provides the whole range of GP Medical Services: <http://newhallmedicalpractice.com>

## **Porter Hire**

Porters can be pre-ordered from your Event Manager at a cost of £19.00 + VAT per hour (minimum 4 hour consecutive call).

This service is strongly recommended for large exhibitions and is only available if pre-ordered.

## **Prayer Room**

A prayer room is located off the main mall past The Oak Kitchen. This is for use by all religious groups and is accessed via the security keypad by the entrance door. A sign is situated in the room in indicated which direction is east.

## **Press / VIPs / Photographers / Delegates with special requirements**

Please forward details of any members of the press, VIPs, photographers or delegates with special requirements to your Event Manager within 10 working days of your event. If badges or tickets are being issued to delegates, a sample copy should be sent to your Event Manager and Security Manager.

## **Signage / Graphics**

The ICC has its own in-house graphics team with a wealth of experience offering a quality Graphics service. Our team can advise which of our hall packages would provide best value whether you want to raise the profile of your event, direct delegates around the building, or to display information during an event ranging from internal and external banners to freestanding signs, display boards and directional signs. We work with you to find the solution to best suit your budget and are happy to provide no-obligation quotes.

In addition to our range of printed graphics products we have digital signage options available on screens located on our hall foyers and main mall area. Digital Signage is versatile in displaying more detailed information and a range of content types. We can work with you in creating your presentations for these screens or use those you provide. Please note in order to allow for scheduling of these screens we request that content be submitted 5 working days prior to your event.

## **Smoking Policy**

Smoking is not permitted anywhere within the ICC. Smokers will be directed outside of the building via Mall East (Centenary Square) or Mall West (canal entrance). A 'pass out' system will be in operation for evening functions once the mall closes to the public at 23.00hrs. Please speak to your Event Manager for additional guidance.

Electric cigarettes / vaping is not permitted in any event areas of the ICC.

## Technical

In accordance with current health and safety legislation (notably the Working Time Directive), the ICC requires that all ICC Technical personnel must have 11 hours off-site between the end of one day and the start of the following. All ICC technical staff will therefore be permitted to work a maximum 12 hour day to ensure the health and safety of all concerned. In order to ensure that the ICC can meet your requirements, any additional staff and equipment to those included in your agreed package must be confirmed in writing 10 working days prior to the start of tenancy. Additional or late requests are liable to a surcharge for the services. On-site orders may incur an additional surcharge, and both crew and kit requested on-site are subject to availability.

Use of ICC technical equipment (including the ICC IT networks) is permitted on the proviso that an appropriate ICC technician is there to assist/operate the equipment, and ensure the safety and integrity of ICC equipment/infrastructure. Any technical/electrical equipment brought onto site must have been PAT tested within the last 12 months.

In order to assist with data protection and copyright, all event presentation materials used will be deleted from ICC systems at the end of the relevant hall tenancy. Organisers must apply to their ICC Event Manager in advance of the event in writing if they wish to receive a copy of presentation materials used at an event.

## Vehicle Display

If you are bringing in any vehicles for either exhibition or production purposes, please inform your Event Manager who will provide a copy of our Fuelled Vehicle Displays guidelines.

## Waste Disposal

As a client, you are held responsible for all waste related to your event. Although any general paper or cardboard waste can be disposed of by the individual exhibitors (or marked up for recycling within your hall, where we can remove it for you) in the recycling unit in the bay closest to your area of tenancy, all other waste needs to be disposed of responsibly.

Our cleaning contractors are able to hire in skips of varying sizes to accommodate your waste, particularly that resulting from large stage sets or exhibition build/breakdowns. Please liaise with your Event Manager to discuss size and costs to order a suitable skip for your event.

## Wi-Fi Services

A Wi-Fi service is available in all Halls and foyer areas of the venue. This is a complimentary service, intended for intermittent delegate use only. Any exhibitor requiring internet access must pre-order a cabled service (prices for which can be found at <http://www.theicc.co.uk/organisers/exhibiting/>). Organisers must instruct exhibitors that they do not have access to the complimentary Wi-Fi. Any exhibitor found to have gained access to the Wi-Fi would be charged for a cabled service (which would also incorporate an onsite surcharge). Payment refusal would lead to the costs being passed to the main organiser. Organisers should also look to ordering a cabled service if continued internet access is required for their own needs.



British Society of  
Interventional  
Radiology

Registered Charity No: 1084852

# Hotel

# Accommodation

# Booking

Any enquiries regarding hotels should be directed to:

Jules Natlacen, Hotel Booker on behalf of the BSIR

The House at Barbon Stores, Barbon LA6 2LL

Email: [info@venuefinder.net](mailto:info@venuefinder.net), Tel: + 44 (0) 15242 76141, Fax: + 44 (0) 141 942 8278



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**BSIR 2017 Accommodation Booking Form**

**Accommodation available from Tuesday 31<sup>st</sup> October to Thursday 2nd November**  
**Additional dates available**

**Book Online at [www.bsir.org](http://www.bsir.org)**

Alternatively, complete this form and return it using the details provided in the document footer.

NAME OF GUEST.....(Dr/ Mr/ Mrs/ Ms)

EMAIL ADDRESS .....

ADDRESS .....

.....

..... POSTCODE .....

TEL NO ..... FAX .....

HOTEL CHOICE (1st)..... (2nd).....

ARRIVAL DATE .....NO NIGHTS .....

ROOM TYPE .....

(Single, double bedded for sole use, double bedded for two persons or twin bedded for two persons)

OTHER REQUESTS .....

All hotels require a credit card number to guarantee the room for late arrival. No monies will be taken from the card unless the guest fails to arrive without cancelling the booking (Cancellation terms will be stated on your confirmation)

CREDIT CARD NO.....Expiry Date.....

NAME ON CARD.....

Any enquiries regarding hotels should be directed to:

Jules Natlacen, Hotel Booker on behalf of the BSIR  
The House at Barbon Stores, Barbon LA6 2LL

Email: [info@venuefinder.net](mailto:info@venuefinder.net), Tel: + 44 (0) 15242 76141, Fax: + 44 (0) 141 942 8278



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## Nominated Hotels

### Accommodation available Tuesday 31<sup>st</sup> October – Thursday 2nd November 2017 inclusive (ADDITIONAL NIGHTS AVAILABLE)

To make an accommodation reservation, please email: [jules@venuefinder.net](mailto:jules@venuefinder.net), or call: 015242 76141. Jules will require your contact details, number of nights you require, type of accommodation (double room for sole occupancy, twin room), hotel choice and a credit card number to use as a guarantee against your room. Alternatively, complete an accommodation booking form and return it using the details provided in the document footer.

#### NOVOTEL BIRMINGHAM

15 Rooms Available



- 4 star hotel on Broad Street, close to bars and restaurants
- 8 minute walk to ICC
- 148 bedrooms, including free Wi Fi
- Gym and sauna
- On-site parking (chargeable)
- 31<sup>st</sup> October - £129 BB
- 1<sup>st</sup> November - £139 BB
- 2<sup>nd</sup> November - £99 BB
- Twin supplement is £10 per room per night. Twin rooms use sofa bed as their second bed.
- Rates include VAT
- 1 mile from New Street Station. 15 minute walk.

Any enquiries regarding hotels should be directed to:

Jules Natlacen, Hotel Booker on behalf of the BSIR  
The House at Barbon Stores, Barbon LA6 2LL

Email: [info@venuefinder.net](mailto:info@venuefinder.net), Tel: + 44 (0) 15242 76141, Fax: + 44 (0) 141 942 8278



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## HILTON GARDEN INN

25 Rooms Available



- Located in Birmingham's prestigious Brindley place Development
- One of the closest hotels to the I.C.C Conference Centre
- Complimentary Wi-Fi throughout the hotel
- City Café serving international cuisine and Pavilion Pantry stocking travel essentials
- Two outdoor terraces – perfect for drinks, nibbles, and meals
- Complimentary fitness centre
- Q-Park, Brindley place is the hotels preferred parking partner within a short walking distance. Users of the hotel can receive a 10% discount off their parking when validating their ticket at the hotel reception. For more details or to pre-book your parking click on this link <http://www.q-park.co.uk/parking/birmingham>. Currently £15 per day
- New Street Station is 1 mile away, 5 minutes in a taxi and 15 minute walk
- Rate: £139 BB sole occupancy and £149 BB twin occupancy
- Rates include VAT

Any enquiries regarding hotels should be directed to:

Jules Natlacen, Hotel Booker on behalf of the BSIR  
The House at Barbon Stores, Barbon LA6 2LL

Email: [info@venuefinder.net](mailto:info@venuefinder.net), Tel: + 44 (0) 15242 76141, Fax: + 44 (0) 141 942 8278



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## HAMPTON BY HILTON

40 Rooms Available



- Located on Broad Street – good 3 star standard
- One of the closest hotels to the I.C.C Conference Centre – 5 minute walk
- Complimentary Wi-Fi throughout the hotel
- On site car parking for 90 cars – (currently £13.50 per night)
- 1 mile from New Street Station – 5 mins taxi, 15 minute walk
- Stop by the Gathering Zone, which offers an assortment of light meals and snacks 24-hours a day. The hotel's location on the key bar and restaurant street in Birmingham makes it easy to find something for everyone's taste.
- Fitness Centre
- £135 BB sole occupancy/ £145 BB twin occupancy
- Rates include VAT

Any enquiries regarding hotels should be directed to:

Jules Natlacen, Hotel Booker on behalf of the BSIR  
The House at Barbon Stores, Barbon LA6 2LL

Email: [info@venuefinder.net](mailto:info@venuefinder.net), Tel: + 44 (0) 15242 76141, Fax: + 44 (0) 141 942 8278



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## PARK REGIS HOTEL

20 Rooms Available



- 4 star hotel with 253 bedrooms
- 12 minute walk from the ICC
- Spa and Gym
- Free Wi-Fi
- On site car parking at £10 per 24 hours (ask at reception)
- £125 BB for sole occupancy rooms including VAT

Any enquiries regarding hotels should be directed to:

Jules Natlacen, Hotel Booker on behalf of the BSIR  
The House at Barbon Stores, Barbon LA6 2LL

Email: [info@venuefinder.net](mailto:info@venuefinder.net), Tel: + 44 (0) 15242 76141, Fax: + 44 (0) 141 942 8278





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## JURYS INN BIRMINGHAM

30 Rooms Available



- Located on Broad Street
- 6 minute walk to ICC
- 1 mile from New Street Station – 5 mins taxi, 15 minute walk
- Free Wi-Fi
- Alongside an open kitchen and chic booths for private dining, the stylish new restaurant and bar, **'The Grill on Broad Street'**, offers a delicious and a varied menu from small plates and **'Home Comforts'** to juicy steak and burgers from the grill.
- All Day Costa Coffee area
- Rates: £130 sole occupancy / £140 BB twin occupancy
- Rates include VAT

Any enquiries regarding hotels should be directed to:

Jules Natlacen, Hotel Booker on behalf of the BSIR  
The House at Barbon Stores, Barbon LA6 2LL

Email: [info@venuefinder.net](mailto:info@venuefinder.net), Tel: + 44 (0) 15242 76141, Fax: + 44 (0) 141 942 8278



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## IBIS STYLES BIRMINGHAM

10 Rooms Available



- 10 minute walk to the ICC (0.5 mile via Fleet St)
- 1 mile from New Street Station, 5 mins taxi
- Free Wi-Fi
- Bar open until 2am
- No Restaurant
- Rate: £115 Bed and Continental Breakfast
- Car Parking: Chargeable at £13.00 per 24 hours

Any enquiries regarding hotels should be directed to:

Jules Natlacen, Hotel Booker on behalf of the BSIR  
The House at Barbon Stores, Barbon LA6 2LL

Email: [info@venuefinder.net](mailto:info@venuefinder.net), Tel: + 44 (0) 15242 76141, Fax: + 44 (0) 141 942 8278



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# BSIR Forms

Please return all forms in this section to:  
Ruth Moss, Course Organiser, BSIR Secretariat  
63 Lincoln's Inn Fields London WC2A 3JW  
**Email:** [meeting@bsir.org](mailto:meeting@bsir.org), **Web:** [www.bsir.org](http://www.bsir.org)  
**Tel:** +44 (0)20 7406 5998



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## BSIR Annual Meeting 2017 – Exhibition Attendee Form

Please complete, scan and email to: [meeting@bsir.org](mailto:meeting@bsir.org)

Company \_\_\_\_\_

Contact Name \_\_\_\_\_

Tel \_\_\_\_\_ Email \_\_\_\_\_

- Please list or email: the full names of industry personnel, days attending and any additional tickets required to the exhibition and social events out-with your allocation.

Number of Allocated Attendees	
Corporate Sponsors	
Major Sponsors	5
Midi Sponsors	4
General Sponsors	2
Additional Industry Attendees (Exhibition)	£75

- Any industry personnel out-with your allocation wishing to attend the scientific sessions and workshops should register for the meeting using a BSIR registration form. To register online or to download a registration form, please navigate to: [bsir.org/meetings/bsir-birmingham/bsir-2017-registration-accommodation/](http://bsir.org/meetings/bsir-birmingham/bsir-2017-registration-accommodation/)
- Dinner tickets are included as part of your package. If you are not attending the dinner please inform the BSIR Secretariat using the details provided in the document footer.

**Tickets and passes will be in the exhibition packs, which will be available on Wed 1<sup>th</sup> Nov 2017**

**President**

**Dr Raman Uberoi**  
Department of Radiology  
John Radcliffe Hospital  
Headley Way  
Oxford  
OX3 9DU  
0186 522 0816  
president@bsir.org

**Vice President**

**Dr Trevor Cleveland**  
Sheffield Vascular Institute  
Sheffield Teaching Hospitals  
Northern General Hospital  
Herries Road, Sheffield  
SS 7AU  
0114 226 6903  
vicepresident@bsir.org

**Treasurer**

**Dr Fiona Miller**  
Department of Diagnostic Imaging  
Peterborough City Hospital  
Bretton Gate  
Peterborough  
PE3 9GZ  
0183 367 7491  
treasurer@bsir.org

**Secretary**

**Dr Ian McCafferty**  
Department of Radiology  
Queen Elizabeth Hospital  
Mindelsohn Way, Edgbaston  
Birmingham  
B15 2WB  
0121 371 4285  
secretary@bsir.org



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Names of Attendees				
		Day 1	Day 2	Day 3
1				
2				
3				
4				
5				
Additional Attendees (£75 pp)				
1				
2				
3				
4				
5				
Additional Social Tickets Required (£60 pp):				

- I wish to be invoiced
- I wish to pay by credit card

**President' Welcome Reception:** Wednesday 1<sup>th</sup> Nov 2017, 18:30 -19:30. **ALL WELCOME!**

**Annual Dinner:** Thursday 2<sup>nd</sup> Nov 2017, 19:30.

Please refer to sponsorship package allowance for allocated social tickets. Additional tickets are £60. Please indicate the number of additional that you require on the form above.

**President**

**Dr Raman Uberoi**  
Department of Radiology  
John Radcliffe Hospital  
Headley Way  
Oxford  
OX3 9DU  
0186 522 0816  
president@bsir.org

**Vice President**

**Dr Trevor Cleveland**  
Sheffield Vascular Institute  
Sheffield Teaching Hospitals  
Northern General Hospital  
Herries Road, Sheffield  
S5 7AU  
0114 226 6903  
vicepresident@bsir.org

**Treasurer**

**Dr Fiona Miller**  
Department of Diagnostic Imaging  
Peterborough City Hospital  
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Peterborough  
PE3 9GZ  
0183 367 7491  
treasurer@bsir.org

**Secretary**

**Dr Ian McCafferty**  
Department of Radiology  
Queen Elizabeth Hospital  
Mindelsohn Way, Edgbaston  
Birmingham  
B15 2WB  
0121 371 4285  
secretary@bsir.org



British Society of  
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## Registration Form

### Registrant Details (Please Complete Form Below In Block Capitals)

Designation: Prof/Dr/Mr/Mrs/Ms (other) \_\_\_\_\_

Surname \_\_\_\_\_ Forename \_\_\_\_\_

Contact Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel \_\_\_\_\_ Email \_\_\_\_\_

Hospital Name \_\_\_\_\_ Town \_\_\_\_\_

### BSIR 2017 Annual Meeting Registration Fees (Please tick all attendance options)

#### Full Registration (Includes full meeting attendance – three days/both social events)

- |  |  |            |
|--|--|------------|
| <input type="checkbox"/>               | BSIR Member : Early Bird (Before 30th Sept 2017) | £400       |
| <input type="checkbox"/>               | BSIR Member : After 30th Sept 2017               | £450       |
| <input type="checkbox"/>               | Non-BSIR/Industry                                | £450       |
| <input type="checkbox"/>               | SIRNR/Radiographer/Nurse                         | £350       |
| (Includes renewal of SIRNR membership) |  |            |
| <input type="checkbox"/>               | Registrar in Training                            | £350       |
| <input type="checkbox"/>               | Presenting Registrar                             | £250       |
| <input type="checkbox"/>               | BSIR Annual Meeting Scholar                      | Fee waived |
| <input type="checkbox"/>               | Case Study or Essay Scholar                      | Fee waived |

#### Day Delegate Only

- Day registration (includes day meeting attendance only - please circle day required)
- |  |          |            |           |
|--|----------|------------|-----------|
|  | £250 WED | £250 THURS | £150 FRID |
|--|----------|------------|-----------|

Additional Annual Dinner Tickets (£60 pax) Number required \_\_\_\_\_

#### BSIR 2017 Career & Training Day Programme: Friday 3RD Nov 2017

- I wish also to attend the Friday 3RD NOV 2017 – BSIR Career & Training Day Programme  
(Please contact BSIR for availability)

For all meeting and exhibition booking enquiries, please contact:

Ruth Moss, Course Organiser, BSIR Secretariat  
British Society of Interventional Radiology (BSIR)  
63 Lincoln's Inn Fields London WC2A 3JW  
Email: [meeting@bsir.org](mailto:meeting@bsir.org), Web: [www.bsir.org](http://www.bsir.org)  
Tel: +44 (0)20 7406 5998



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### Payment Options

- Cheque – made payable to BSIR Annual Meeting
- Invoice – Please contact conference office
- BACS/Internet Bank Transfer (Please contact conference office for bank account details)
- Credit Card Visa/Mastercard/Maestro
- Online at [bsir.org](http://bsir.org)

Card Number \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Start date \_\_\_\_/\_\_\_\_/\_\_\_\_      Expiry Date \_\_\_\_/\_\_\_\_/\_\_\_\_      Issue No (if applicable)  
\_\_\_\_\_

Name on Card \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

### Mandatory Security Requirements

Security No \_ \_ \_      Post Code ( Residence card registered ) \_\_\_\_\_

These details will be destroyed securely once payment is processed and receipt forwarded.

### Cancellation Terms

A 15% cancellation admin fee will be charge on all cancellations before 1st October 2017 after which no refund will be available .Substituted names changes are allowed if made in writing to BSIR conference office.

For all meeting and exhibition booking enquiries, please contact:

Ruth Moss, Course Organiser, BSIR Secretariat  
British Society of Interventional Radiology (BSIR)  
63 Lincoln's Inn Fields London WC2A 3JW  
Email: [meeting@bsir.org](mailto:meeting@bsir.org), Web: [www.bsir.org](http://www.bsir.org)  
Tel: +44 (0)20 7406 5998



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# Order Forms



**BSIR 2017**  
**1 - 3 November**  
**ICC . Birmingham**

**UK Handling Tariff**

1.	Unloading from vehicle direct to stand area £ 28.00 per 333 kgs / 1.00 cbm - Min £ 56.00	<input type="checkbox"/>	£
2.	Collection, storage and return of empty packaging materials - £ 55.00 per Cubic Metre (Minimum 2 Cbm)	<input type="checkbox"/>	£
3.	Reloading from stand area to vehicle direct £ 28.00 per 333 kgs / 1.00 cbm - Min £ 56.00	<input type="checkbox"/>	£
4.	Pre Show storage and transit between our Birmingham warehouse and ICC Birmingham £ 45.00 per 333 Kgs / 1.00 cbm - Min £ 90.00	<input type="checkbox"/>	£
5.	Post Show storage and transit between ICC Birmingham and our Birmingham Warehouse £ 45.00 per 333 Kgs / 1.00 cbm - Min £ 90.00	<input type="checkbox"/>	£
6	Communication & File Fee per exhibitor £ 35.00 per exhibitor	<input type="checkbox"/>	£

<u>Description of Goods:</u>	<u>Dimensions: (mm)</u>	<u>Weight: (kgs)</u>
*Please note EUROPA Showfreight are not responsible for any goods left unattended on stands.		

Exhibitor	
Address	
Telephone No.	Fax No.
Vat No.	Company Registration No.

Please complete and return to:  
**Darren Harris - Exhibition Operations Manager**  
**Europa Showfreight**  
**Europa House, ProLogis Park, Midpoint Way**  
**Minworth, B76 9EH**  
**Telephone: + 44 (0) 121 352 2032**  
**Email: [dharris@europa-worldwide.com](mailto:dharris@europa-worldwide.com)**

RETURN DATE  
13th October 2017

Please note all work carried out during weekends and before 0800 and after 1800 on weekdays is subject to a 50% surcharge.



Minimum invoice amount

per exhibitor £ 91.00 plus VAT

### Payment of Charges

Unless freight is routed via one of our appointed agents we will require payment of all charges, as advised by us, prior to the last day of the show.

Personal or foreign cheques are not acceptable.

Settlement can be made in advance by bank transfer or alternatively by credit card or cash.

Our account details are as follows:

Account Name: Europa European Express Ltd  
Sort Code: 20 37 63  
Account: 13583767  
SWIFT No. BARC G B22  
IBAN No. GB 95 BARC 2037 6313 5837 67  
Bank: Barclays Bank PLC

All business is transacted in accordance with the current BIFA (British International Freight Association) Trading Terms and Conditions. A copy is available upon request.

It is the responsibility of the exhibitor to make sure that goods are fully insured, as Europa Showfreight cannot be held responsible for loss or damage of goods while in transit or at the show.

All payments by Credit Card are subject to a 3% surcharge.  
All payments by Debit Card are subject to a £ 0.40 surcharge

Card Type
Card Holder Name
Card Number
Expiry Date
Security Number.

# BSIR ANNUAL AND EXHIBITION 2017

## 1st - 3rd NOVEMBER 2017

### ICC, BIRMINGHAM

Index Use	
E. C.	
BOMPAC	
PAYMENT	

## ELECTRICAL ORDER FORM

Stand No.

Deadline Date - 3rd October 2017

\* orders received after this date will be charged at STANDARD PRICE

Item	Early bird discount price	Standard price	Qty	Total
1 x 50w Halogen Spotlight	£44.00	£55.00		
2 x 50w Halogen Spotlights (Installed on track)	£79.00	£99.00		
3 x 50w Halogen Spotlights (Installed on track)	£90.00	£113.00		
500w Socket Outlet-2amp	£123.00	£154.00		
1kw Socket Outlet-4amp	£161.00	£201.00		
2kw Socket Outlet-8amp	£220.00	£275.00		
3kw Socket Outlet-12amp (coffee machine)	£336.00	£420.00		
500w Socket Outlet-2amp 24hr Supply (Fridge)	£291.00	£364.00		
<b>Shell Scheme Testing Fee</b>	<b>£15.00</b>	<b>£15.00</b>		
<b>Space Only Testing Fee</b>	<b>POA</b>	<b>POA</b>		

The new Electrical Testing charge is now required to meet the revised minimum testing requirements in line with BS7671 (2008). The **compulsory** order form testing charge of £15 is for order form items only.

All **direct mains** ordered will need to provide relevant information at the time of quotation, full details can be given upon request. If a **direct main Test & Inspect** is required then this will be by **quotation** also.

**No goods will be supplied unless full payment is received**

<b>*Testing</b>	<b>£15.00</b>
<b>Sub Total</b>	
3% surcharge for credit card payments	
<b>Total</b>	
<b>Vat 20%</b>	
<b>Total</b>	

Company Name:	
Address:	
Postcode:	
Telephone:	Facsimile:
Contact Name:	
EU VAT No:	
Email:	

Please supply a drawing to show position of fixings

For any items not listed a quotation may be obtained from Index Group

**Any items requested on site will be supplied subject to availability and will incur a 20% surcharge on the STANDARD RATE prices**

For your convenience orders can be placed at [www.indexgroup.org/electricallighting](http://www.indexgroup.org/electricallighting)

**Please return to:**

INDEX GROUP LTD  
 Unit X1, Claybrookes Court, Herald Way, Binley Ind. Estate, Coventry, CV3 2NY  
 Telephone: 0800 085 9885 Facsimile: 02476 635090  
 E-mail: [electrics@indexgroup.org](mailto:electrics@indexgroup.org)



# INDEX GROUP LIMITED (Electrical Division)

PLEASE PROVIDE A SKETCH PLAN INDICATING THE POSITION OF ELECTRICAL FITTINGS ON THE GRID BELOW

EXHIBITION:

STAND No.:


Please utilise symbols below to indicate the positions of your fittings:  
O = Spotlight      X = Socket

**Terms and Conditions for the supply of electrical services to exhibitors**

- General – These terms will form the basis of a contract under English law. For the purposes of this contract the person or business requiring electrical services will be known as “the Exhibitor” and the supplier of the services will be known as “Index Group”.
- Payment – Payment is required from the exhibitor prior to the supply of services. No electrical services will be provided without full settlement in advance.
- Services – Index Group will supply electrical services as requested by the exhibitor via the official Index Group order form and associated plan paperwork. Failure to correctly complete the order form or plan paperwork may result in delay to the supply of services. All correctly completed orders will be provided by Index Group prior to the start of the exhibition/event. Index Group will perform essential testing of the services prior to the handover of the installation to the exhibitor, to comply with health and safety legislation. Any changes required to the services and/or their positioning on the installation must be notified to Index Group prior to the start of the event. Any late changes will be dealt with as quickly as possible but Index Group will not accept responsibility for any delay in provision of services, due to late changes.
- Failure – In the unlikely event of failure of the pre-tested services, the exhibitor must inform a member of Index Group staff within 1 hour of the failure. In the unlikely event that the services have not been put in place at the start of the event, the exhibitor must inform a member of Index Group staff within 1 hour of the start of the event. Index Group has a manned services desk to assist customers, which is the first and main point of contact in the event of the failure of services. During office hours the following number may be used if the desk is temporarily vacant – 02476 636783. Engineers are also onsite and wearing Index Group identifying clothing
- Refunds – Index Group will not issue refunds in the event of:
  - Alteration of the original installation by non-Index Group staff
  - Delay in reporting of faults or failures subject to Conditions 3 and 4 above
  - Variation of the exhibitor’s original order during the event.
- Specific exclusions – Index Group reserves the right to suspend services without refund in the following instances:
  - Use of more than one extension lead in a single stand socket
  - Use of appliance(s) which singly, or in combination, exceed the electrical supply capacity contracted for and correctly supplied

# Payment & Credit Card Charge Authorisation

Exhibition Name: \_\_\_\_\_

Stand Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Contact Name: \_\_\_\_\_

EU VAT Number (if applicable): \_\_\_\_\_

Email: \_\_\_\_\_

PO Number: \_\_\_\_\_

## PAYMENT POLICY

**Payment for services**— Index Group Ltd requires payment in full at the time services are ordered.

**Method of payment**— Index Group Ltd accepts all major credit / debit cards, cheques and bank transfers. Purchase orders are not considered payment.

We require your payment authorisation to be completed and returned even if you are paying by cheque or bank transfer. You do not need to complete your card details unless you wish to pay by this method. Please tick the box below to indicate your preferred method of payment.

**Cheque**   
**Bank Transfer**   
**Credit/debit card**

**Full payment must be received prior to the build up of the show.**

**Cancellations/Refunds**— Please note that refunds will not be made on cancellation of any non stock items. Any item ordered prior to and transported to the event is not eligible for a refund.

### **Bank Transfer & Cheque Payment Information:**

Bank details will be provided on your invoice for BACS payments.

Please include your invoice number in your payment reference.

Please make all cheques payable to—Index Group Ltd

**I agree in placing this order that I have accepted the Terms & Conditions of the Index Group Ltd:**

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## CREDIT CARD CHARGE AUTHORISATION

All information must be provided. Your order will not be processed if any information is missing.

**Please note that there is a 3% charge for credit card transactions.**

Please ensure this form is returned with all orders.

**Debit Card**   
**Credit Card**   
**American Express**

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_/\_\_\_\_

Security Code (Last 3 digits on signature strip) \_\_\_\_\_

Start Date (if shown): \_\_\_\_/\_\_\_\_

Issue Number (if shown): \_\_\_\_\_

Cardholders Name: \_\_\_\_\_

Cardholders billing address (If different to above):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please note this form will be destroyed once payment has been processed/received.**

If you have any questions relating to any of the information on this form please contact us on:  
0800 085 9885

**Please return this form and completed order form to corresponding email/postal address which can be found on the bottom of the relevant order form.**



**BSIR ANNUAL AND EXHIBITION 2017**  
**1st - 3rd NOVEMBER 2017**  
**ICC, BIRMINGHAM**

Index Use	
E. C.	
BOMPAC	
PAYMENT	

**FLOORCOVERING ORDER FORM**

Stand No.	Deadline Date - 3rd October 2017
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Stand size.	m x	m
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NB **ALL** floorcovering is based on 4m width - For irregular shape stands please ask for a quote

Quality	Description	Colour / Ref	M2	Unit price m2	Total
IS i—style	Pre—polyed recyclable carpet			£8.00	
IC i—cord	Ribbed recyclable carpet			£8.00	
EV e—vinyl	Vinyl floorcovering			£14.00	
IV i—velvet	Cut pile tufted carpet			£20.00	
PL018	18mm Wooden sub—floor			£20.00	
PE018	18mm Aluminium edging			£10.00	
PL040	40mm PVC sub-floor			£25.00	
PE040	40mm Aluminium edging			£10.00	
PC001	Polythene protective cover			£1.50	

<b>Sub Total</b>	
<b>Vat 20%</b>	
<b>Total</b>	

Preferred Laying date.....
NB Minimum order £50
For help with your order please call 020 8676 5071

**www.IndexGroupfurniture.org**

Company Name:	
Address:	
Postcode:	
Telephone:	Name:
EU VAT No:	
Email:	

**No goods will be supplied unless full payment is received**

**Please return to:**

INDEX GROUP LTD  
 Europa House, Meaford Way, London, SE20 8RA  
 Telephone: 0800 085 9885 Facsimile: 03454 303016  
 E-mail: furniture@indexgroup.org



# Payment & Credit Card Charge Authorisation

Exhibition Name: \_\_\_\_\_

Stand Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Contact Name: \_\_\_\_\_

EU VAT Number (if applicable): \_\_\_\_\_

Email: \_\_\_\_\_

PO Number: \_\_\_\_\_

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**Cheque**   
**Bank Transfer**   
**Credit/debit card**

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**Credit Card**   
**American Express**

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Post Code: \_\_\_\_\_

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Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**BSIR ANNUAL AND EXHIBITION 2017**  
**1st - 3rd NOVEMBER 2017**  
**ICC, BIRMINGHAM**

<b>Index Use</b>	
E.C.	
BOMPAC	
PAYMENT	

**FURNITURE ORDER FORM**

Stand No.	Deadline Date - 3rd October 2017
-----------	----------------------------------

**Additional items are available to order online—[www.IndexGroupfurniture.org](http://www.IndexGroupfurniture.org)**

Qty	Reference	Colour	Description	Price	Total

**[www.IndexGroupfurniture.org](http://www.IndexGroupfurniture.org)**


Company Name:	
Address:	
Postcode:	
Telephone:	Name:
EU VAT No:	
Email:	

<b>Sub Total</b>	
<b>Vat 20%</b>	
<b>Total</b>	

Please return this form to the address below with full payment by the above deadline date. Orders received less than 14 days prior to the event will incur a 15% surcharge.

- Please state colour preference where applicable
- You must insure against loss or damage 5 times the hire cost.
- Payment is due 14 days prior to delivery**

**No goods will be supplied unless full payment is received**

<p><b>Please return to:</b>  INDEX GROUP LTD  Europa House, Meaford Way, London, SE20 8RA  Telephone: 0800 085 9885 Facsimile: 08454 303016  E-mail: <a href="mailto:furniture@indexgroup.org">furniture@indexgroup.org</a></p>	 <p>Event &amp; Exhibition Solutions</p>
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# Payment & Credit Card Charge Authorisation

Exhibition Name: \_\_\_\_\_

Stand Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Contact Name: \_\_\_\_\_

EU VAT Number (if applicable): \_\_\_\_\_

Email: \_\_\_\_\_

PO Number: \_\_\_\_\_

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**Bank Transfer**   
**Credit/debit card**

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Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**Credit Card**   
**American Express**

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**BSIR ANNUAL AND EXHIBITION 2017**  
**1st - 3rd NOVEMBER 2017**  
**ICC, BIRMINGHAM**

Index Use	
E. C.	
BOMPAC	
PAYMENT	

## FLORAL ORDER FORM

Stand No.

Description	Price	Quantity	Total

**No goods will be supplied unless full payment is received**

<b>Sub Total</b>	
3% surcharge for credit card payments	
<b>Total</b>	
<b>Vat 20%</b>	
<b>Total</b>	

Company Name:	
Address:	
Postcode:	
Telephone:	Name:
EU VAT No:	
Email:	

Please return this form to the address below with full payment by the above deadline date.

For any items not listed a quotation may be obtained from Index group.

**Please return to:**  
 INDEX GROUP LTD  
 RTB Exhibition Nurseries, Main Street, Mursley, Milton Keynes, MK17 0RT  
 Telephone: 0800 085 9885 Facsimile: 01296 720005  
 E-mail: floral@indexgroup.org



## Index Group Floral Price List 2017

**We offer a complete service for exhibitions and events including hard landscaping, fencing, paving, turfing, decking, water features, dressing with trees, shrubs and flowering plants plus cut flower arrangements from small table posies to 2m tall pedestal displays.**

**Containers** - in hand-moulded fibreglass, high gloss white finish. (Alternative colours are available by prior arrangement.) Planting is with exotic foliage, ferns and seasonal flowering plants for indoors, or shrubs, conifers and seasonal plants for outdoors, unless otherwise specified. Prices for terracotta, wooden, aluminium, galvanised and other containers are available on request.

Container Reference Diameter or length	Overall Height				
	Standard	1 metre	1.2 metre	1.5 metre	1.8 metre
<b>Troughs:</b>					
T500R	£34.00	£41.50	£49.00	N/A	N/A
T750R	£46.00	£50.50	£63.00	£73.50	N/A
T1000R	£57.00	£64.00	£72.50	£79.00	£87.50
<b>Drums/other shapes:</b>					
D300C*	£35.00	£40.00	£50.00	£59.00	£68.00
D500C**	£50.00	£54.00	£58.00	£65.00	£72.50
<b>S500C Cube</b>	£50.00	£54.00	£58.00	£65.00	£72.50

*\*Specimen plant only, with no base planting    \*\*Specimen plant with base planting to include foliage and flowers.*



**Planting to client's own troughs** - either mixed foliage and fern or foliage, fern and flowering plants.

Full Density Planting	Standard Height	1 Metre Height	1.5 Metre Height
Price per square metre	£115.00	£130.00	£140.00
Price per running metre	£40.00	£45.00	£49.50

**On Site Planting** - create garden areas, dress the front of units and signs etc using a selection of ornamental trees, shrubs, ferns and flowering plants all contained within rock, brick or wood edging.

	Standard Height	1 Metre Height	1.5 Metre Height
Full Density Planting - price per square metre	£140.00	£155.00	£165.00
Price per running metre 0.5m wide	£47.50	£50.00	£57.00



**Character Planting** - to include such items as rock, wood, pebbles, driftwood, water etc.

	Standard Height	1 Metre Height	1.5 Metre Height
Price per square metre	£115.00	£125.00	£140.00

We also stock a large selection of sundry items for stand dressing, including willow bundles, tortured willow, glass chippings, sea pebbles, large boulders, coloured aggregates and many natural materials.

**Hard stock items:** slabs, pea shingle, sea pebbles, natural and artificial stones, bark, turf, fencing, water features, statues, lighting, garden furniture etc - please contact us for further details.

Slabs – butt jointed on sand bed	£42.00 per sq metre
Pea Shingle – approx depth of 2.5 cm	£15.00 per sq metre
Sea Pebbles – approx depth of 5 cm	£22.00 per sq metre
Wood Bark – approx depth of 5 cm	£12.50 per sq metre
Various Fencing	From £18.50 per running metre
Building work, decorative stone and brickwork etc	Prices by quotation against drawings only



Fresh Flower Arrangements for table or reception		Planted Bowls *	
Table Posy	From £25.00	20cm	£18.00
Low Coffee Table	From £32.00	24cm	£23.00
Reception Vase	From £45.00	30cm	£28.00
Pedestal	From £95.00	* With exotic foliage and flowers unless 'foliage only' specified	

We have a wide selection of vases, bowls, baskets, pedestal stands and accessories available.

*All containers and accessories used by the company are for hire only and remain the property of the company at all times. Hire charges cover the installation, clearing and maintenance during an event up to five days. Prices are subject to VAT.*



Event & Exhibition Solutions

ESSA | Event Supplier and Services Association

tel: 01296 720 006 | email: floral@indexgroup.org | web: www.IndexGroup.org



# *Index Group Floral*

## *Flower Arrangement Price List*

### **2017**

*Index Group Floral offer an individual approach to all clients. We can design flower arrangements to complement and suit any event, with photographs or sketched designs if required and can assist with projects from start to finish. Here is just a small selection of the options available:*



Mixed arrangement with calla in vase  
30cm - from £30.00  
45cm - from £39.50



Centre piece from £37.00



Table posy from £25.00



Tied arrangements from £39.50



All round display, choice of flowers and colours from £42.00



Formal front-facing from £47.00



Table Vases from £22.50



Two-tiered arrangement from £39.50



Goldfish Bowls from £22.00 suitable for gerberas, roses and orchids



Pedestals From £95.00



Assorted plants and orchids in a variety of bowls and containers from £15.00

*We can work to any theme, colour scheme or budget and offer advice and quotations free of charge. Please call us for details and prices.*

*All containers and accessories used by the company are for hire only and remain the property of the company at all times.*



Event & Exhibition Solutions

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# Payment & Credit Card Charge Authorisation

Exhibition Name: \_\_\_\_\_

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Address: \_\_\_\_\_

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## PAYMENT POLICY

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**Cheque**   
**Bank Transfer**   
**Credit/debit card**

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Please include your invoice number in your payment reference.

Please make all cheques payable to—Index Group Ltd

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Signed: \_\_\_\_\_

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# BSIR ANNUAL AND EXHIBITION 2017

## 1st - 3rd NOVEMBER 2017

### ICC, BIRMINGHAM

Index Use	3195/995
E. C.	
BOMPAC	
PAYMENT	

## ADDITIONAL STANDFITTING ORDER FORM

For Shell Scheme stands only

Stand No.

Deadline Date - 3rd October 2017

\* to qualify for 20% early order discount please see information below.

Item	Price	Quantity	Total
1. Extra Panels - 1000mm (graphic image optional extra - see 11) (Full height)	£56.00		
2. Extra Panels - 500mm (Full height)	£35.70		
3. 1m Wire Display Rack (not into corners of stands)	£31.60		
4. Shelves - 1000mm x 240mm	£25.30		
5. Garment Rail (1m section)	£25.30		
6. A4 Zed-Up Lite (free standing literature rack)	£60.00		
7. A4 Wallmount Leaflet Dispenser	£14.00		
8. Store Room with White Lockable Door (into corner-1m x 1m)	£163.90		
9. Fold up Counter 960mm(l) x 610mm(d) x 915mm(h)	£48.00		
10. Click Integral Counter with Lockable Sliding Doors	£100.00		
11. Full Colour Graphic Options Available (please call for details)	POA		
12. Lockable Computer Plinth with Internal Shelves & Perspex Graphic	£170.50		
13. Colour Change (stock) to existing panel (Per 1m x 2.4m face—colour on app.)	£50.00		
14. Small LCD Fixed or Pivoting Mount (Screens up to 24" only)	£30.40		
15. Large LCD Mounting Kit (Screens up to 55" only)	£137.50		
16. *Slat Walling (Per 1m x 2.4m face)	£100.00		
*Muslin/Casement/Twill Ceiling-Black or White (Size: ___m x ___m, price per m.sq.)	POA		
<b>MDF clad panels</b>			
*MDF clad panel (unfinished including fitting) (Per lin.m)	£80.00		
*MDF clad panel (finished in white paint, including fitting) (Per lin.m)	£105.00		
*MDF clad panel (finished in clients own paint, N/B please contact Manchester office for details) (Per lin.m)	£105.00		

**\* Please note the early order discount does not apply to these items**

**Deadline Date for Cladding: Tuesday 3rd October 2017**

NB: Any MDF Clad panels ordered after 3rd October 2017 will be subject to a 50% surcharge and finished in white paint only.

***No goods will be supplied unless full payment is received***

Please return this form to the address below by the above deadline date to receive 20% discount. Any items requested on site will be supplied subject to availability and will incur a 25% surcharge.

20% discount (if applicable)	
<b>Sub Total</b>	
3% surcharge for credit card payments	
<b>Total</b>	
<b>Vat 20%</b>	
<b>Total</b>	

**For your convenience all of the above can be ordered at [www.IndexGroup.org/content/standfitting-order-form](http://www.IndexGroup.org/content/standfitting-order-form)**

**Please return to:**

INDEX GROUP LTD  
 1 Lomax Street, Radcliffe, Manchester, M26 1PX  
 Telephone: 0800 085 9885 Facsimile: 0161 7234744  
 E-mail: [admin@indexgroup.org](mailto:admin@indexgroup.org)







# BSIR ANNUAL AND EXHIBITION 2017

## 1st - 3rd NOVEMBER 2017

### ICC, BIRMINGHAM

Index Use	3195/995
E.C.	
BOMPAC	
PAYMENT	

## EXAMPLE OF A TYPICAL STAND WITH OPTIONAL EXTRAS

### Corner Site Stands

All Corner sites will be open to the gangways with fascia to the perimeters overhead.

Should you require additional walls please complete the additional stand fitting order form and return with payment.



### Dimensions

Overall Panel Size: 2400mm high x 1000 wide

Useable Panel Size: 2270mm high x 945mm wide

Upright: 55mm wide

[www.IndexGroup.org](http://www.IndexGroup.org)

Please return to:

INDEX GROUP LTD

1 Lomax Street, Radcliffe, Manchester, M26 1PX

Telephone: 0800 085 9885 Facsimile: 0161 7234744

E-mail: [admin@indexgroup.org](mailto:admin@indexgroup.org)



# Payment & Credit Card Charge Authorisation

Exhibition Name: \_\_\_\_\_

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## CREDIT CARD CHARGE AUTHORISATION

All information must be provided. Your order will not be processed if any information is missing.

**Please note that there is a 3% charge for credit card transactions.**

Please ensure this form is returned with all orders.

**Debit Card**   
**Credit Card**   
**American Express**

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_/\_\_\_\_

Security Code (Last 3 digits on signature strip) \_\_\_\_\_

Start Date (if shown): \_\_\_\_/\_\_\_\_

Issue Number (if shown): \_\_\_\_\_

Cardholders Name: \_\_\_\_\_

Cardholders billing address (If different to above):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please note this form will be destroyed once payment has been processed/received.**

If you have any questions relating to any of the information on this form please contact us on:  
0800 085 9885

**Please return this form and completed order form to corresponding email/postal address which can be found on the bottom of the relevant order form.**



# Transform your shell scheme stand

Let the Index Group produce your graphic panels saving **you time** and **money!**

The displays featured include production from supplied print ready files, delivery to site, installation\* & removal.



from **£247.50** per linear metre

## TENSION FABRICS GRAPHICS

Tension fabric graphic with machine stitched silicon strip & aluminium frame.

## CONTINUOUS FLUSH FITTING PANELS

Stunningly impressive use of graphics produced in sections and buffed together to give the illusion of a continuous wall



from **£341.00** per panel

based on panel size 1000mm (w) x 2400mm (h)

## INTEGRAL GRAPHICS

Graphic panels produced to fit within the shell scheme framework based on panel size 962mm (w) x 2285mm (h)

from **£214.50** per panel



Customising your stand with the clever use of graphics is the easiest way to maximise your presence at this prestigious event.

By using the services of the Index Group Graphics Division, you can take the hassle free option to enhance your stand, as we can produce your graphics, deliver to site and install\* them ready for your arrival.

To qualify for the discount the graphics must be ordered and artwork received by the specified date. The correct artwork specification will be supplied on application or confirmation of order.

All prices shown are subject to VAT. E&OE. Storage prices available on application.

\* Installation is not included in the Economy & Budget graphics options., these are offered on a self installation basis.



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## COUNTER GRAPHICS



from **£93.50** per panel

from **£109.45\*** per panel

## ECONOMY GRAPHICS

produced on 440gsm vinyl banner material

Self Installation version of our Integral Graphics shown opposite based on panel size 962mm (w) x 2270mm (h)



## BUDGET GRAPHICS

produced on 170gsm Semi gloss paper

from **£77.00\*** per panel

Don't forget to take advantage of our fantastic **20% discount** for early completed graphic orders.

Contact **Katie Armstrong**,  
Exhibition Co-ordinator  
on **0161 723 6105**  
e: [k.armstrong@indexgroup.org](mailto:k.armstrong@indexgroup.org)  
[www.IndexGroup.org](http://www.IndexGroup.org)



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