Appendix 1 – Important forms and optional stand extras

1. EXHIBITOR AND CONTRACTOR ADMINISTRATION

To download and complete all the forms below visit our exhibition website:  
www.nhsconfed.org/2016logistics

AS1 Exhibition guide entry form – GREEN FORMS
Included in your package is the opportunity to provide a 150-word profile of your organisation, a logo, together with your contact details to be included in the event guide, which is distributed to every delegate.
It is important you inform us of all the organisations that will be exhibiting on your stand, so we can ensure they also appear on the exhibitor list, you can do this by downloading and completing the stand sharers section.

Your organisation name, 150-word profile and logo will be included in the Exhibitor A-Z on our event website. Please note that if we do not receive your company profile before the event guide goes to print, we may use a previous description submitted for inclusion on the event website and in the printed guide.

SS2 Fascia name board orders – GREEN FORMS
All shell scheme stands will be supplied with one name panel on each open side of their stand. Please complete the name board order form, and return to exhibitions@nhsconfed.com. Fascia name board colours are purple with white writing. Please ensure the details and spelling of your company name to appear are correct, as these will be used by the sign-makers.

AS3 *NEW* – Complimentary three-day delegate pass – ORANGE FORMS
Via LiveBuzz link
As part of your exhibitor package you are entitled to book one complimentary three-day delegate pass. This is a new initiative for the 2016 event, and will give exhibiting organisations an opportunity for a staff member to attend all conference sessions (subject to availability). This delegate place is non-transferable and one individual from your organisation must be nominated as the registered delegate.

Please note: Regardless of if multiple stands are booked or if you have stand sharers, only one three-day delegate place will be allocated.
To take advantage of this offer please follow the LiveBuzz link which will be sent to you directly.

AS4 Conference dinner ticket reservation form – ORANGE FORM
Via LiveBuzz link
Exhibitors can reserve individual tickets for our main conference dinner (subject to availability). The dinner is being held at The Midland Hotel, Manchester on Thursday 16 June. Tickets are £69 plus VAT and can be reserved through the booking form. This form will be available in April.

AS5 Insurance declaration – PURPLE FORMS SHELL or PURPLE FORMS SPACE
Every exhibitor will need to complete an insurance declaration form and will be required to provide a copy of their valid PUBLIC LIABILITY insurance certificate.

If you don’t have suitable cover in place, you will need to ensure you have cover arranged before the start of the event. Please contact your insurer or broker to arrange a new policy or for advice. For more general information on insurance, please contact either the Association of British Insurers (ABI) or the British Insurance Brokers’ Association.
SS6 Risk assessment – PURPLE FORMS (shell scheme)
An exhibition stand is a workplace covered by health and safety legislation. As the exhibitor it is your responsibility to ensure that a suitable and sufficient risk assessment is completed. **Failure to do so could lead to delays or ultimately the closure of your stand.** This template is for a simple shell scheme exhibition stand which does not require any structural approval from the Organiser or the Venue. More complex stands will require a more detailed risk assessment, if you are in any doubt please contact the Exhibitions Team. For further information on risk assessments please refer to the eGuide.

SO6 Risk assessment (fire) – PURPLE FORMS (space only stands)
It is the legal responsibility of each space only exhibitor to provide a suitable and sufficient fire risk assessment for their stand. Your contractor will provide a risk assessment covering fire risk during build-up/breakdown and it is the responsibility of the exhibitor to assess the fire risks during the event. You must provide a form acknowledging you have assessed the risks.

NB All stands will be passed subject to onsite inspection.

AS7 Health & safety declaration – PURPLE FORMS SHELL or PURPLE FORMS SPACE
Every exhibitor, contractor, supplier and agent must comply with the Health & Safety at Work etc, Act 1974 and its subordinate legislation, etc. Every exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others’ health and safety are not put at risk by their actions (or in-actions) throughout the tenancy. Please complete and return the form once your risk assessment has been completed.

AS8 Exhibition stand personnel badges form – BLUE FORMS
Via LiveBuzz link
Please list all personnel working on your stand, including agents, who require exhibitor badges. You can request these badges online. The link will be sent to you directly.

Please note that exhibition badges do not allow access to the conference sessions. For access to conference sessions, please use the complimentary delegate place form or purchase additional delegate places – link sent to you directly.

A confirmation email will be sent to each individual exhibitor prior to the event and will contain the badge details submitted. All badges and lanyards will be available from the Exhibitor Registration Desk and all passes should be collected onsite. **Exhibitor badges must be worn at all times.**

AS9 Build-up, breakdown and vehicle passes – BLUE FORMS
Please download and complete the build-up, breakdown passes form with either your details or those of your stand contractor. The information on the form will be used to issue passes which will permit access to the exhibition halls during the build-up and breakdown periods. **Couriers will not require any passes to be sent in advance and will be processed on arrival.** Click here to book passes - [https://form.jotform.com/61164132386957](https://form.jotform.com/61164132386957)

SPACE ONLY STANDS – Method Statement, Risk Assessment and Stand plan declaration – RED FORMS
All space only stands are required to complete a Method Statement, Risk Assessment and Stand plan declaration. Further information can be found in Appendix Two on our website. Forms that will need to be completed and returned by your contractor include: SO10, SO11 & SO12. To download and complete all the forms above please visit our [exhibition website](http://www.nhsconfed.org).
2. Optional stand extras

All the order forms for any additional services can be downloaded from our [event website](#).

**OF1 Audio-visual/IT equipment hire**
ITR Events has been appointed the preferred contractor for IT and AV equipment, their order form can be found online.

**OF2 Internet/networks orders including Wi-Fi**
Manchester Central are exclusive providers of internet and network services, including Wi-Fi, and all phone and ISDN lines for the exhibition hall. Wi-Fi access is available through Manchester Central for light use/emails and is provided free of charge. This service will not support demonstrations on your stand or other large downloads or connections. Please contact Manchester Central directly if you would like to order any internet/network services.

Wireless routers/access points, network switches or hubs not supplied by Manchester Central to supply Wi-Fi/connect multiple computers/laptops is strictly prohibited. Anyone found to have an unauthorised network will be asked to remove this or have their internet connection disconnected, for further information contact Manchester Central.

**OF3 Stand catering orders**
Manchester Central catering are the exclusive provider for catering within the Venue. All orders will be taken via their order form, for further information about catering please contact Manchester Central.

**NEW GUIDELINES** Alcohol in the exhibition
At the 2016 NHS Confederation annual conference and exhibition exhibitors will no longer be able to serve alcohol from their exhibition stands during the conference open times. We have been receiving an increasing number of adverse comments from delegates about the alcohol served from exhibition stands during the day at conference. With the enormous amount of coverage the event now receives on social media and with over 50 members of the press on site, there is also the risk that such activity could damage the reputation of NHS management. With this in mind we have taken the decision not to allow alcohol to be served at the event before the end of the final session of the day. This will mean no alcohol can be served until after the final session on Wed and Thurs. No alcohol can be served on Friday. Please contact the team if you have any questions.

**OF4 Badge scanner hire – Via LiveBuzz link**
LiveBuzz have been appointed as our registration services provider for 2016. They will offer a badge scanning hire facility and we will send you further information once confirmed.

**OF5 Hotel/accommodation bookings**
Reservation Highway offers a choice of accommodation in a range of properties within the vicinity of the Venue. Reservation Highway have negotiated specially discounted rates for our conference delegates with a wide range of hotels. To take advantage of these rates book online by visiting the Reservation Highway page on our website where you can download the hotel list and booking form. Early booking recommended.

**OF6 Furniture orders**
Please note, no furniture is provided as part of your package. To hire furniture for the event you can do so through our stand contractors GES, by logging into their website: [https://ordering.ges.com/000018039](https://ordering.ges.com/000018039). To guarantee availability of items, we advise ordering ASAP to ensure stock availability.
Carpet
The exhibition hall will be carpeted in grey cord carpet in the aisles, shell scheme stands only and in the seating areas. All space only stands will need to provide their only flooring with their stand build. If you would like to change the colour of your stand carpet, please use the GES online booking system. There will be an additional charge for any floor covering ordered.

OF7 Additional electrics orders (additional)
Shell scheme stand will be fitted with 2 x 35w lv lights and 1 x 500w plug socket. Hire of additional electrical requirements for the event can be ordered from our stand contractors GES.

The mains supply will be switched on 30mins before the exhibition opens and switched off 30mins after closing. If you are using a fridge or other appliances that requires a continuous power supply you will need to order 24hr power. Under no circumstances will daisy chaining of extension cables be tolerated. One mains socket can support one extension cable only.

OF8 GES logistics services order form (shipping and storage)
GES offer a number of logistics services including stand delivery and transport, storage, erection and breakdown of stands and forklift hire. Orders can be placed through GES.

GES are our exhibition contractor for 2016. To place an order with GES please go to the following website: https://ordering.ges.com/000018039

OF9 Europa Showfreight
Europa Showfreight is a specialist exhibition division offering specific logistics services and support to the needs of all events, exhibitors and contractors. Visit http://www.europa-worldwide.com/divisions/showfreight or email Darren Harris - dharris@europa-worldwide.com

All order forms and booking links for any additional services can be downloaded from our website.