



INTERNATIONAL
LYMPHOEDEMA
FRAMEWORK



11TH INTERNATIONAL LYMPHOEDEMA FRAMEWORK CONFERENCE

13 - 15 June 2023

East Midlands Conference Centre, Nottingham

Exhibition Manual

It is a great pleasure to be working with you towards the 11th International Lymphoedema Framework Conference 2023, to be held in East Midlands Conference Centre (EMCC), Nottingham, United Kingdom on Tuesday 13 to Thursday 15 June 2023.

This exhibition manual should provide you will all the information you need, however, if you have any further questions at all please do not hesitate to contact us – conference@lympho.org

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Gold partner

16sqm basic shell scheme package

	File required	Send to	Deadline
Conference App advert - full page	Please provide maximum 10MB in png, jpeg, gif format. 640 x 1136 pixels	conference@lympho.org	15/05
Conference App company profile	Please provide company logo in 300 DPI JPEG format. Company name, telephone number, website address, 100 words about the company	dev@lympho.org	15/05
Conference App push notifications (x3)	Please provide text for the push notifications, maximum of 150 characters	dev@lympho.org	15/05
ILF conference website profile - logo and links	Please provide company logo in 300 DPI JPEG, any links for inclusion. Please also provide any additional content you would like hosted, text, images or video content	dev@lympho.org	15/05
Onsite branding - TV screen advert	Please provide an image in 300DPI JPEG format, 1920 x 1080 pixels, aspect ration 16:9 (landscape orientation)	dev@lympho.org	15/05
Exhibitor badges x 4 (exhibition hall only, no access to Scientific Sessions)	Please provide full name, job title, email address, any dietary requirements	dev@lympho.org	04/05
Additional exhibitor badges (max 4, chargeable at £300 per badge)	Please provide full name, job title, email address, any dietary requirements	dev@lympho.org	04/05
Company name for shell scheme board	Please provide company name as you would like it to appear to CES	exhibit@creativeeventspaces.co.uk	12/05
For any required stand accessories (additional electrics, lighting, graphics, floorcovering and furniture)	Please contact CES directly	exhibit@creativeeventspaces.co.uk	26/05

Exhibitor Deadlines

Silver partner

8sqm basic shell scheme package

	File required	Send to	Deadline
Conference App banner	Please provide maximum 2MB in png, jpeg, gif format. Must lie between 200 x 70 pixels and 415 x 150 pixels	conference@lympho.org	15/05
Conference App company profile	Please provide company logo in 300 DPI JPEG format Company name, telephone number, website address, 50 words about the company	dev@lympho.org	15/05
ILF conference website profile - logo and links	Please provide company logo in 300 DPI JPEG, any links for inclusion	dev@lympho.org	15/05
Onsite branding - logo	Please provide company logo as above	dev@lympho.org	15/05
Exhibitor badges x 3 (exhibition hall only, no access to Scientific Sessions)	Please provide full name, job title, email address, any dietary requirements	dev@lympho.org	04/05
Additional exhibitor badges (max 3, chargeable at £300 per badge)	Please provide full name, job title, email address, any dietary requirement	dev@lympho.org	04/05
Company name for shell scheme board	Please provide company name as you would like it to appear to CES	simonc@creativeeventspaces.co.uk	12/05
For any required stand accessories (additional electrics, lighting, graphics, floorcovering and furniture)	Please contact CES directly	exhibit@creativeeventspaces.co.uk	26/05

Exhibitor Deadlines

Exhibitor

4sqm basic shell scheme package

	File required	Send to	Deadline
Conference App company profile	Please provide company logo in 300 DPI JPEG format Company name, telephone number, website address, 50 words about the company	dev@lympho.org	15/05
ILF conference website profile - logo	Please provide company logo in 300 DPI JPEG	dev@lympho.org	15/05
Exhibitor badges x 2 (exhibition hall only, no access to Scientific Sessions)	Please provide full name, job title, email address, any dietary requirements	dev@lympho.org	04/05
Additional exhibitor badges (max 2, chargeable at £300 per badge)	Please provide details as above. Additional badges @ £300 each	dev@lympho.org	04/05
Company name for shell scheme board	Please provide company name as you would like it to appear to CES	simonc@creativeeventspaces.co.uk	12/05
For any required stand accessories (additional electrics, lighting, graphics, floorcovering and furniture)	Please contact CES directly	exhibit@creativeeventspaces.co.uk	26/05

Venue information

East Midlands Conference Centre (EMCC)
Nottingham University
Beeston Lane
Nottingham
NG7 2RJ

How to find the conference centre

By road: Situated off the M1, junction 25, 3 miles from Nottingham.

Complimentary onsite parking is available, with a maximum of 200 unreserved spaces.

By rail: Nottingham railway station is 4 miles away. The nearest tram station is University Boulevard, a 10-minute walk from the conference centre.

By air: East Midlands Airport is 14 miles away, 20 minutes by car.
Birmingham Airport is 50 miles away, 90 minutes by car.

Organisers contact details

ILF secretariat:

Wound Care People Ltd
Unit G
Wixford Park
Bidford on Avon
Alcester
B50 4JS

Email: secretariat@lympho.org

Accommodation

The ILF Secretariat have secured a selection of accommodation options for attendees, across Nottingham and for the duration of the conference.

<https://www.lympho.org/accommodation>

All bedrooms must to be booked by the attendee and directly with the hotel of choice, in accordance with the hotel's cancellation policy / terms & conditions.

We advise that you book your accommodation as soon as possible to avoid disappointment.

Exhibition information

What stand build elements are included within the basic shell scheme package?

Your chosen package includes shell scheme walls, company name fascia nameboard, spotlights and a 1 x 500w socket.

To enhance your stand with graphics, furniture or carpets please contact Simon Clifton, the Exhibition Contractor for further information and prices - simonc@creativeeventspaces.co.uk.

Venue access and conference hours

Build-up

Monday 12 June 08.00 – 22.00

Exhibition opening hours

Tuesday 13 June 08.30 – 18.00

Wednesday 14 June 08.30 – 18.00

Thursday 15 June 08.30 – 14.30

Breakdown

Thursday 15 June 14.30 – 22.00

Please be aware that no exhibitors will be allowed to break down before this time and all staff must be out of the hall before the end of the tenancy period at 22.00.

Exhibition Contractor

Simon Clifton

simonc@creativeeventspaces.co.uk

Deliveries

Deliveries before the Event

Deliveries for the Exhibition can be sent to the EMCC one working day before the event. However, where possible please arrange this for the day of the event due to limited storage.

Items will be stored in the Loading Bay Area. Please label up all packages with the following: -

YOUR COMPANY NAME / CONTACT NAME EVENT NAME.

East Midlands Conference Centre. University Park Campus.

Nottingham University. Beeston Lane. Nottingham.

NG7 2RJ.

If items are not labelled up correctly it may result in the delivery being turned away. Storage space is limited so if you have a large delivery, please contact **laura.caunt@nottinghamvenues.com** to discuss further.

We do not have any equipment on-site to unload (pallet trucks, forklift trucks etc.). It will be the responsibility of your courier to unload items.

Unloading at the Venue

Please unload via the Loading Bay Entrance. This is located at the back of the building and can be accessed via a separate slip road marked "No Entry, Deliveries Only".

The Loading Bay is on ground floor level.

Please bring your own moving equipment (trolleys etc.) as the EMCC does not have the equipment onsite.

Once you have finished unloading, please move your vehicle to the main car park at the front of the building.

The Car Park is free and on a first come first served basis.

Collections

EMCC Storage is limited so where possible please take all items away with you the day the event finishes.

If you do need to arrange collection via courier, please make sure that you adhere to the following: -

- All Items are packed away properly
- COMPANY NAME AND CONTACT
- FULL RETURN ADDRESS
- COLLECTION DATE – MUST BE NO LATER THAN 1 DAY AFTER THE EVENT
- COURIER COMPANY NAME WHO ARE COLLECTING ITEMS
- EMCC Ltd does not take responsibility of items left for collection

Documentation

Current PAT Test Certificates must be supplied 10 working days in advance of the event date covering any additional electrical equipment not supplied by the exhibition contractor.

Please send this directly to the ILF Secretariat – **conference@lympho.org**

A Public Liability Insurance Certificate must also be supplied as above.

Access

Vehicles are permitted to drive into the arena for loading and unloading via 5M service yard doors, security will be available to open and close on set up & de-rig days only.

Stand information

All exhibition stands must be manned during all exhibition open times whereby delegates are in the exhibition hall. It is not permitted for exhibiting companies to host any sessions or activities during these time periods outside of the exhibition hall.

Restrictions

Any portion of the exhibit bordering another exhibitor's stand must have the back side of that portion finished and not carry identification or other copy that would detract from the adjoining exhibit. All sides of the booth need to be presentable. Nothing may extend or project into the aisles or onto an adjoining stand without prior permission from the Conference Organisers.

Canvassing or distributing any materials including literature, invitations, gifts, etc., is prohibited and should only be available inside the exhibitor's own space.

Please note - no catering from the exhibitions stands. It is our responsibility to ensure that all delegates are fed and watered enabling you to focus solely on informing and educating our delegates on your product and service offerings.

No refuse (empty crates/cartons) may be placed in the aisles during exhibition opening hours. Exhibitors must keep the floors in their booth(s) clean.

Risk assessment and venue regulations

Storage

There is no storage available for large stand build items / pallets at the EMCC. It will be the responsibility of the exhibitors to manage their own storage requirement within their stand, or on their exhibition vehicle. There is a small exhibitor storage room for literature and products.

Electrical and lighting

All electrical installations must be carried out by the Official Electrical Contractor, CES.

The Organisers reserve the right to disconnect the electrical supply to any installation, which in the opinion of the Electrical Engineers, is dangerous or likely to cause annoyance to visitors or exhibitors.

Cleaning / Janitorial

All common event areas: Registration and foyer areas, aisles and feature areas will be cleaned on a daily basis. Building cleaning staff will not enter any exhibit for the purpose of sweeping or dusting. It is suggested that exhibitors, at the end of the day, sweep out their stands, placing waste material in the aisle, so that it may be removed during the night. No refuse (empty crates/ cartons) may be placed in the aisles during the opening hours of the exhibition. Exhibitors must keep the floors in their stand(s) clean.

Fire regulations

If evacuation is being considered;

- Stewards in the conference / exhibition area(s) will immediately prepare the area(s) for an evacuation in accordance with their plan (i.e. by opening all emergency “push bar to open” doors and clearing and preparing to marshal the route(s) towards the assembly areas).
- The stewards will usher all persons within the affected area using megaphones, towards the emergency exit doors.
- Special care will be required when moving large numbers of mobility impaired visitors as a group. Where mobility impaired visitors cannot be escorted to assembly areas, they must be escorted to designated fire refuge locations. A steward with a radio must remain with them at that location.

Stewards are to be positioned to deny access by members of the public/staff into any building being evacuated, these must be:

- At strategic points in and around the affected building
- In radio contact
- External or internal
- In safe locations

Infectious and dangerous materials

No exhibitor shall display, bring on the premises or solicit any substance or material that is infectious or dangerous to the health and safety or well-being of attendees.

Insurance / liability

Exhibitors wishing to insure their exhibit materials, goods, and / or equipment against theft, damage by fire, accident or loss of any kind should do so at their own expense.

No smoking

East Midlands Conference Centre is a non-smoking venue.

Safety regulations

Every designated exit shall be continuously maintained free of all obstructions or impediments for immediate use in case of fire or emergency.

Wi-Fi

Network: nottinghamvenues

Automatic log on, no password required.

Show rules and regulations

These rules are designed to ensure safety and fairness to all exhibitors. Management reserves the right to restrict exhibits, which, because of noise or any other reason become objectionable; also to close, without indemnity, the exhibit of any exhibitor who refuses, after notice to conform to the rules which apply to all exhibitors.

All dimensions and locations shown on the official floor plan are preliminary and are subject to change. Exhibit Management reserves the right to make any modifications that may be necessary.

Each Exhibitor is responsible for the protection of the visitor. Sharp objects and other hazards may be declared unsafe and Exhibit Management reserves the right to order their removal or correction.

Exhibitors showing equipment in operating condition must ensure the safety of visitors, operators and other personnel.

Displays, demonstrations and the distribution of advertising material are not permitted outside limits of the exhibit space.

Terms and conditions

Cancellation will involve the automatic loss of any money paid and the organisers may withhold the entire fee if they cannot re-let the space surrendered.

1. GENERAL

Notwithstanding anything in these Terms and Conditions for Exhibitors, the Exhibitor shall in all respects comply with the Local Authority, Fire and Police and Landlord's regulations relating to Exhibitions and Exhibition premises.

2. EXHIBITS

All exhibits and all property belonging to Exhibitors must be removed as notified.

The Organisers referred to below mean Wound Care People or its servants or officers possessing powers delegated to them.

The Exhibitor shall not have any goods which are inflammable, explosive, obscene or of a noxious nature on their stand/exhibit/display. The Organisers reserve the right to stop any such demonstrations without incurring any liability in doing so.

3. STAND-FITTING

Every effort is made to ensure that specifications and drawings submitted by the Organisers are accurate without warranty or guarantee in respect of reasonable errors therein contained. The Organisers have the right to alter the specifications of any stand or space with reasonable notice.

An Exhibitor shall not damage either the floor or any part of the walls of the Exhibition Area nor shall any stand interior fittings be attached to the floor or any part of the Exhibition area.

4. SELLING AND ADVERTISING

Giving any samples, goods, advertising material or selling, except on Exhibitors stands/space, is prohibited. Exhibitors may not, on Exhibition Premises, sell or give away any articles for eating or drinking.

5. SERVICES

The Exhibitor shall at their own expense employ the officially appointed Contractor in respect of electrical work, no other person shall be employed for any such work. Refusal to comply with this regulation is likely to result in the Organiser requiring the removal of the exhibit and stand.

6. OPENING, CLOSING AND STAFFING STANDS

The Exhibitor shall, during the continuance of the Exhibition, keep the stand and exhibits attended by competent and adequate staff and shall keep the stand adequately stocked with exhibits and display materials properly

arranged and on view during the open hours of the Exhibition.

In the event of an Exhibitor's stand not being open at any time during the Exhibition hours, the Organisers shall have the right to open the stand by the removal of any night sheets or covering of any sort, but shall be under no obligation to the Exhibitor for loss or damage which may be caused thereby as a result of the stand being opened in that way and then being left unattended.

7. LIABILITY OF THE ORGANISERS AND EXHIBITORS INSURANCE

The Organisers shall not under any circumstances whatsoever be liable or responsible for;

- a. Any loss, damage theft or destruction whatsoever or howsoever caused to the goods, equipment or any property belonging to the Exhibitor or for which the Exhibitor is responsible.
- b. Any damage or injury suffered by the Exhibitor, employees, agents or by any other person.
- c. Any loss, damage, expense or cost whatsoever suffered by the Exhibitor by reason of any change in the date, time or place of the Exhibition or the abandonment thereof.
- d. The Exhibitor shall be liable for all loss, damage, injury, claims, costs and expenses whatsoever or howsoever caused to any person or property or to the property or person of his employees or agents.
- e. The Exhibitor must effect fully comprehensive insurance cover against the risk of loss or damage, however caused to his property or person or to the property or employees or agents.
- f. The Organisers reserve the right to require the Exhibitor to produce evidence that insurance is in place in respect of items 7b and 7c and if he fails to do so, to refuse admission to the site or if already admitted, to require removal from the site of all exhibits and fittings in which case the Exhibitor shall be deemed to have cancelled. Cancellation will involve the automatic loss of the deposit and the Organisers may withhold the entire fee if they cannot re-let the space surrendered.

8. ADMISSION

Admission to the Exhibition area, during the closed hours, will be restricted in general to one hour before opening and one hour after closing. In the event of admission outside these times being necessary, an application

should be made to the Organisers who can either grant or refuse entry at their discretion. All Exhibitors' staff must wear the provided name badges at all times.

9. ENTRANCE TO THE EXHIBITION

Only delegates registered to attend the meeting will be allowed access to the Exhibition. The Exhibition will not be open to members of the public or other customers/agents of the Exhibitor.

10. MISCELLANEOUS

The Organisers reserve the right to vary the Exhibition plan and the Exhibitors' site without incurring any liability except for negligence to the Exhibitor thereby. Should unforeseen circumstances make it necessary, the Organisers reserve the right to postpone the Exhibition or to transfer it to another site without otherwise affecting the Exhibitors liability under the contract.

The Organisers reserve the right to require any person whatsoever to leave the site of the Exhibition, should their conduct or demeanour detract or threaten to detract from the successful conduct of the Exhibition in any way regardless of whether such persons are connected to the Exhibitors or not. In doing so, the Organisers will not be liable for any consequent loss to the Exhibitors.