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BSR Events Team

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Exhibitor List

BSR Events team



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Venue | Exhibitions schedule

Exhibition location

The ICC
Broad Street
Birmingham
B1 2EA

Access to Hall 3 is via Bay A on Cambridge Street. Please note, traffic wardens operate along Cambridge Street.

Build-up

Sunday 21 April build-up of space only stands 08.00 - 22.00
Monday 22 April build-up of space only and shell scheme stands 08.00 - 22.00
All stands must be completely set up ready for open by 22.00 on Monday 22 April

Badge pick up

Monday 22 April 16.00 - 20.00 at the registration desk.

Exhibition open times

The exhibition will be open during the following times:

Tuesday 23 April	08.30 - 17.30
Wednesday 24 April	08.30 - 17.45
Thursday 25 April	08.45 - 15.00

Core hours

We are asking stands to be staffed during the following core hours:

Tuesday 23 April

08.30 - 11.30
13.00 - 14.00
16.00 - 16.30

Wednesday 24 April

08.30 - 11.30
13.00 - 14.30
16.00 - 16.30

Thursday 25 April

08.45 - 11.30
13.00 - 14.00

Outside of these hours you may leave your stand unstaffed, however you must ensure that your stand is as safe as is reasonably practicable, preferably using rope and post to prevent delegates entering the area. Please note we will not be responsible for any valuables left on the stand when it is not staffed.

Breakdown

Thursday 25 April breakdown of all stands from 15.00 - 22.00

A-Z Information

A

ACCOMMODATION

BSR is using the services of HG3 Conferences to offer Rheumatology 2013 delegates specially negotiated booking rates. For further information on booking and special rates please [click here](#).

AUDIO VISUAL

If you require any additional technical facilities for your symposium please contact [Ian Gould](#) who can put you in touch with The ICC audio visual team. If you require additional technical facilities for your stand please complete Index's AV order form.

Form to download: [AV order from](#)

B

BADGES AND PASSES

Please note: No access into the exhibition area will be permitted at any time unless the relevant pass is displayed.

Contractor Passes - Anyone employed to build-up or breakdown your stand (including representatives from the exhibiting company) will require a Contractor Pass for security purposes. This will allow them to access the exhibition hall during build-up and breakdown (but not during the exhibition open times).

Form to download: [Contractors Passes](#)

Exhibitor Badges - Exhibitor badges are required for all personnel working on your stand during the open period. These badges will entitle you to entry to the exhibition area and plenary sessions. Should you wish to attend any of the scientific sessions you will need to register as a delegate. Complimentary exhibition passes are allocated as stated on the [website](#).

To register your exhibitor badges, please use the voucher code which you will be emailed separately. This voucher code will entitle you to the appropriate number of free passes for your stand size. If you require additional badges you can book these at the same time at a cost of £35 + VAT per day per person.

All badges will be available for collection by company representatives at the Exhibitor counter of the main registration desk.

The registration desk will be open from 16.00 until 20.00 Monday 22 April 2013. Please note queues will be expected on Tuesday morning so we advise you to pick up your badges the night before where possible.

Each exhibitor will be entitled to the following:

- Access to the Exhibition Hall
- Refreshments (to be served 15 minutes prior to the delegate refreshment breaks)
- Lunch (to be served 30 minutes prior to delegate lunch breaks)
- Access to the Presidents' Reception on Tuesday 23 April 2013 from 19.30 - 21.30.
- Access to conference plenary sessions (Heberden Oration, Heberden Round and Jewels in the Crown)

Delegate Badges - If you would like to attend any scientific sessions you must register as a delegate [here](#)

BANKING FACILITIES

There is a cash point located within the ICC's main hall, next to the cloakroom. Please note that a small charge is made for withdrawals.

BUILD-UP AND BREAKDOWN

Please refer to the Exhibition schedule on page 3.

BUSINESS CENTRE

The ICC has a Business Centre for visitors on Level 3 near the Centenary Square entrance. Available services include:

- Secretarial services
- Photocopying
- Faxing facilities

C

CAR PARKING

Pay and display parking for visitors and exhibitors is available at the National Indoor Arena, a few minutes walk from the ICC. Car parking costs start from £2.20 for up to two hours. More information can be found [here](#).

CARPET

Hall 3 is fully carpeted with dark blue tiles. If you wish to lay your own carpet you will need to order floor flats via Index Group Ltd or from your dedicated contractor. You are also able to hire carpet via [Index Group Ltd](#).

Exhibitors and contractors must use the NEC approved Stiktak B3/A5 exhibition tape and ensure that it is lifted at the end of the show, any tape left on the floor after the show will be subject to a charge of at least £7.50 per linear meter of tape. Damaged carpet tiles will also be charged at £10 +VAT per tile.

CATERING

ICC Catering are the sole caterers at the ICC for any food and beverages consumed on the premises. For information on stand catering and hospitality please contact: [Catering Support](#). Alternatively catering can be booked online via [Place Orders](#) and type in the pass code **20956**.

CLEANING AND WASTE COLLECTION

BSR will provide large bins throughout build-up and breakdown for exhibitor use. General cleaning of stand will be carried out prior to the exhibition opening on each morning. This service is free of charge to all exhibitors and paper/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 can contact Fran Moore on 0121 644 5150. The BSR will provide bins for the exhibition area which can be used throughout the event.

CONTRACTORS

SPACE ONLY stands may employ the stand contractor of their choice. SHELL SCHEME stands (and additions to shell scheme) must use the official contractor Index Group Ltd. If you are employing a contractor to build your stand (SPACE ONLY), it is essential that your contractor is fully aware of the relevant forms, deadlines and their responsibilities under all health and safety legislation. Please ensure that all of your contractors are fully competent to carry out the jobs allocated to them.

Form to download: [Contractors Passes](#)
[Health and Safety Declaration](#)
[Space only Risk Assessment](#)

D

DELIVERIES/COLLECTIONS

Deliveries

BSR cannot accept deliveries on behalf of exhibitors. However arrangements can be made with Index Group Ltd who will arrange deliveries directly to your stand at the start of our tenancy on Sunday 21 April 2012.

Form to download: [Logistics order form](#)

Please use the below address for completing Logistics order form

Hall 3
The ICC
Broad Street
Birmingham
B1 2EA

Collections

Exhibitors should ensure that arrangements are made for the collection of all items from The ICC at the end of the exhibition.

Any items left at The ICC after 23.59 hrs. on Thursday 25 April 2013 will be treated as unwanted and disposed of. You may be charged for disposal of any items you leave on site.

DILAPIDATIONS

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.

DISABLED VISITORS

The Disability Discrimination Act 1995 (DDA) states that all disabled persons must be provided with the same service, on the same terms and to the same standard that is provided to others. Reasonable changes, adjustment and alterations must be made in order to facilitate this. In particular, we would ask that you ensure your stand and exhibits are easily accessible to disabled visitors with wheelchairs and consideration is given to the visually impaired. Your risk assessment must cover disabled visitors.

DISTRIBUTION OF PROMOTIONAL MATERIAL

All business including dispensing of literature and promotional material must be conducted from your stand. You are kindly asked not to hand out material etc in any part of the exhibition hall or at the entrance to the event, in the gangways, concourse or conference rooms.

E

ELECTRICAL SERVICES

Shell scheme stands are inclusive of one power socket and two spotlights. No lighting or power is included in space only stands. To add additional electrical services please order via Index Group Ltd.

Form to download: [Electrical order form](#)

EXHIBITOR LISTING

Each exhibitor is asked to submit a company description (65 words max) on booking to be listed in the final programme. If no information is received by BSR, then details shown on your exhibition booking form will be used for this purpose.

F

FIRE PRECAUTIONS

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 whether Exhibitor or Contractor discovering a fire, should immediately notify a member of the ICC staff or operate a break glass unit. Fire extinguishers are located at convenient points around the Hall.

In the event of an emergency evacuation please follow the instructions of ICC Hosts and Fire Marshals. If it becomes necessary to evacuate the building an announcement will be broadcast.

FIRST AID

In cases of medical emergency call Security Control (Internal 2222, external 0121 200 2000 option 1) giving the exact location of the casualty and details of injuries sustained. Security Control will then arrange for all necessary assistance. Alternatively please contact the nearest Steward.

FLORAL ARRANGEMENTS

If you require floral arrangements for your stand these can be booked via Russell and Twining Blooms (RTB Ltd) on 01296 720006 or floral@indexgroup.org
For a detailed list of services please download the relevant forms.

Form to download:

[Price list](#)

[Order form](#)

FORKLIFT TRUCK

If you require the use of a forklift truck for unloading or loading you will need to book this through the ICC Technical Event Manager [Ian Gould](#).

FURNITURE

No furniture is included in the cost of your stand. Furniture can be ordered via [Index Group Ltd](#) or you are able to bring your own. Additional stand fittings can also be ordered online, alternatively you can download the form.

Form to download: [Shell scheme extras](#)

[Example of stand with extras](#)

G

GANGWAYS

Gangways shall be kept unobstructed at all times and exhibits shall not project into gangways. This is for fire evacuation safety.

H

HEIGHT LIMIT

A height limit of 4 metres must not be exceeded at the ICC. This limit includes the overall height of the standfitting, 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 3.4.

I

INSURANCE

Neither BSR nor its contractors shall accept any liability for the loss, damage or destruction of any exhibits or contents therein. Exhibitors are reminded that in accordance with the Terms and Conditions of booking they should take out adequate insurance cover against any risk of loss, damage, injury or liability.

INTERNET AND TECHNICAL SERVICES

Internet access for exhibitors must be ordered in advance from the [ICC website](#) and type in the pass code **20956**. WiFi broadband is not available for exhibitor use.

L

LATE WORKING

There may be a possibility for late working during build up and breakdown. This is at the discretion of BSR and all costs incurred for extra staffing will be payable by the exhibitor.

LOADING AND UNLOADING

Unloading will take place for SPACE ONLY on Sunday 21 April between 08.00-22.00 via Bay A.

Vehicles will be queued and marshaled by The ICC Traffic Marshalls.

Exhibitors who have booked SHELL SCHEME stands can access the exhibition hall on Monday 22 April between 08.00 until 22.00 via Bay A, or the main exhibition entrance.

Attention is also drawn to the Standard Conditions of Parking, whereby all vehicle passes must contain details of your company, the hall you are exhibiting in/delivering to and the stand number. This pass must be displayed at all times.

Form to download: [Vehicle pass Loading bay access map](#)

Loading will take place on Thursday 25 April from 15.00.

LOGISTICS

All Index Group Ltd services can be booked via their logistics ordering form.

Form to download: [Logistics order form](#)

M

MARKING OUT OF THE STANDS

This will be carried out by the ICC, prior to the exhibition build-up times.

MEETING ROOMS

If you require a meeting room at the conference you can book this via the room booking form. Please read the Terms and Conditions.

Form to download: [Room hire booking form](#)
[Room hire terms and conditions](#)

N

NAME BOARDS

All shell scheme stands are provided with a fascia board bearing the exhibiting company's name in standard script. If you do not submit a name, the name of the company as it appears on your booking form will be shown.

Form to download: [Name board form](#)

P

PA SYSTEM

The PA system is for use by the BSR and Platinum sponsors for official announcements only. We regret it is not available to exhibitors.

R

REGISTRATION

To register your exhibitor badges, please use the voucher code which you will be emailed separately. This voucher code will entitle you to the appropriate number of free passes for your stand size. If you require additional badges you can book these at the same time at a cost of £35 + VAT per day per person.

All badges will be available for collection by company representatives at the Exhibitor counter of the main registration desk.

The registration desk will be open from 16.00 until 20.00 Monday 22 April 2013. Please note queues will be expected on Tuesday morning so we advise you to pick up your badges the night before where possible.

You can register as full delegates [here](#) using the register now button. Please contact [Lindsay McClenaghan](#) with any queries about registration to the conference.

RIGGING

There is provision to rig within the exhibition hall at the ICC and all rigging enquires need to go through [Ian Gould](#) (tel: **0121 644 5092**) for prices and regulations.

RISK ASSESSMENTS

All stands must complete a risk assessment or the checklist below and send it, signed, to [Saheeda Rahman](#)

fax: 020 7842 0914 **by 8 March 2013**

Form to download: [Space only Risk Assessment](#)
[Shell scheme Risk Checklist](#)

S

SCANNERS (Data Capture)

If your stand is over 30sqm BSR will provide two data scanners free of charge as part of your stand package. BSR will contact you with further details regarding these.

All exhibitors are able to hire scanners to enable the collection of delegate data. These must be pre booked via [Lindsay McClenaghan](#) at a cost of £100 + VAT per scanner. There will be a very limited number of scanners available onsite at a cost of £150 per scanner. If you intend to use scanners, please book these in advance. **Form to download:** [Scanner order form](#)

SECURITY

BSR will control general security arrangements for the exhibition and ensure the premises are adequately patrolled. Whilst BSR will make reasonable arrangement for security coverage, they and the venue are not responsible for any loss or damage which may occur and it will be the exhibitor's responsibility for the security of their stand, its exhibits and contents including personal property.

To help ensure good security at the exhibition please take note of the following points:

- Do not leave cash, handbags, phones, valuables etc. in drawers, cupboards or on exhibits on your stands.
- Do not leave valuables in unattended clothing.
- Check all lockable desks and cupboards before leaving your stand.
- If you have small valuables that you wish to leave on your stand, you are advised to obtain lockable steel cabinets or other safe storage areas.

- Make sure you arrive prior to the official opening times and do not leave your stand at night before the hall is clear of delegates.

Please note that the build-up/breakdown days are high risk periods so you are recommended to work in pairs, so that your stand is staffed at all times.

STAND INFORMATION

Shell scheme specification

Shell scheme stands are built to an overall height of 2.4m high, consisting of aluminum components, 6mm thick grey polyweave material that accepts Velcro fixings, 250mm deep fascias to all open sides and a name sign. The stand will be constructed by the official contractor Index Group Ltd.

Shell scheme stands includes:

- 3 walls with 1 open side or 2 walls with two open sides on a corner stand
- One power socket and two spot lights
- Fascia panel with Stand number and company name
[Visual of typical stand](#)

Please note: No furniture is included in the cost of your stand. This must be ordered via [Index Group Ltd](#) or you are able to bring your own.

Space only specification

Space only stands are allocated by request, no stand services are provided, and exhibitors are responsible for building their own displays. You are required to supply a plan, method statement and risk assessment for all free standing build stands for approval and these should be for the attention of:

Saheeda Rahman

Senior Events Officer
The British Society for Rheumatology
Bride House
18-20 Bride Lane
London EC4Y 8EE

The plan must show the name of the Company, Stand Number and Stand Measurements. No exhibit of part of any structure may extend beyond the boundaries of the area allocated. Risk assessments must cover build, breakdown and open period.

Health and Safety Information

It is essential that all exhibitors and contractors read this section of the exhibition manual, sign and return the Health and Safety Declaration Form to confirm that you agree to adhere to the regulations states. All personnel entering The ICC must comply with the current health and safety legislation.

RESPONSIBILITIES AND POLICY STATEMENT

As the organiser, it is BSR's policy to manage Rheumatology 2013 in accordance with the Health and Safety at Work Act and make the event safe so far as is reasonably practicable.

EXHIBITOR'S RESPONSIBILITIES

All exhibiting companies/organisations are responsible for ensuring that their staff, contractors and sub-contractors comply with the Health and Safety at Work Act 1974. You should ensure that your exhibits and materials comply fully and that due thought and consideration is given to your own, and others' health, safety and welfare throughout the event. Neither your actions, nor the actions of those working on your behalf should give rise to accidents, injuries or an unsafe working environment so far as is reasonably practicable.

If you have any concerns regarding health and safety now, or at any point during the event please contact [Saheeda Rahman](#) via the contact details above or the registration desk onsite.

ALCOHOL AND SUBSTANCE ABUSE

Workers must not present themselves for work under the influence of alcohol or other substances and consumption of alcohol on-site during the stand build or breakdown days is not permitted. If alcohol is consumed off-site during the working day this should be in strict moderation. Workers who are also seen to be breaching this policy must be brought to the attention of the organisers (Saheeda Rahman or James Glavin at the BSR) whereupon steps may need to be taken to remove the person concerned from site. Drivers, users of machinery, electrical equipment, or those working at height are at particular risk where alcohol consumption is concerned, and the exhibiting company should ensure that all individuals or sub-contractors working on its behalf adhere to this policy.

CHILDREN ON-SITE

It is not permissible for children under the age of 16 to have access to any part of Rheumatology 2013 including the exhibition build and breakdown periods. Please note that this policy will be strictly enforced on-site.

EXCESSIVE NOISE

Exhibitors should be aware of noise levels during the build-up, breakdown and open periods of their stand. Ear protection must be worn if noise levels are deemed excessive during build-up and breakdown. All noise during the open period (from plasma screens, coffee machines etc.) should be kept under levels deemed acceptable by Health and Safety legislation and BSR - please refer to NAWAR 2005.

If noise from your stand is considered to be excessive you will be asked to lower the volume or remove the cause of noise.

PLATFORM EDGES ON SPACE ONLY STANDS

At major exhibitions there have been numerous injuries caused by having a vertical step on the stand edge. It has been found that a non-slip gradient (of up to 20 degrees) to the platform edge significantly reduces the risk of slips, trips and falls, and eliminates serious injury, therefore BSR advises exhibitors with space only stands to bear this in mind when designing their stands. The ramp must be part of the marked stand area, not added to the edge of the space.

RISK ASSESSMENT

Each exhibitor **must** undertake a risk assessment prior to the exhibition, identifying the hazards present and ways in which these hazards will be controlled. Your risks, and the controls put in place to reduce them, must be fully considered and a signature from a responsible staff member is required. If you have no hazards or risks present please complete and sign the risk checklist as this is a legal requirement.

Form to download: [Space only Risk Assessment](#)
[Shell scheme Risk Checklist](#)

METHOD STATEMENT- SPACE ONLY STANDS

If you have a SPACE ONLY stand please ensure that you submit a full method statement to BSR at the same time as your risk assessment form. Your method statement should include the following:

Named responsible: Employee who will be the responsible person for overseeing all the main construction and breakdown of your stand.

Details of the stand: Loadings, dimensions, location/stand number, unusual features.

Erection: The sequence and schedule in which all stand elements will be built, and any safety control measures.

Stability: Methods of ensuring adequate structural support of any vertically aligned stand elements.

Scaffolding: Details of any construction work to be

carried out at height, and the methods employed to ensure a safe system of work.

COSHH: Any proposed use of hazardous and toxic substances, including protection provided for employees and workers on adjacent stands.

Environment: Consider any abnormal noise created through constructing your stand, or work that may create dust or fumes – what control measures will be provided?

Safety equipment: Identify the safety equipment and precautions that you will be providing on-site.

Exhibits: Detail any exhibits that will be on the stand and may present a hazard to the delegates and/or the operator.

HOT WORK PERMITS

A hot work permit should be raised when there is a requirement for any of the following work scenarios during exhibition build or breakdown:

1. Work involving flames or temperatures likely to cause ignition of flammable gas including the use of welding, burning or soldering equipment, blow of torches, some power-driven tools, sand blasting etc.
2. Work involving steelwork or pipe work being erected or dismantled which needs welding, cutting or grinding.
3. Any work requiring an open flame.

The venue will specify the safety precautions in the hot work permit, as an example for welding these may include:

- Operatives must wear suitable protective clothing.
- A fire extinguisher might need to be placed locally.
- Combustible rubbish and waste material might need to be removed from the surrounding area.
- The area might need to be cordoned off and signage erected.
- A fire screen or guard may be required to stop stray sparks.

GENERAL GUIDELINES FOR STAND BUILD AND BREAKDOWN PERIODS

- Pedestrian operated vehicles (e.g. trolleys) should be used safely in pedestrian gangways avoiding damage to the building fabric at all times.
- All floor cabling must be made safe and kept neat and tidy at all times.

- Ensure rubbish from stands does not accumulate under or on any stand and is disposed of appropriately.
- All equipment must be in safe, clean condition and if appropriate, tested before use on The ICC premises.
- Contractors' equipment including cranes, hoists, trestles, step ladders, boards and other items shall be removed by them prior to the opening of the exhibition and shall not be left in any part of the exhibition hall.
- No lifts or escalators shall be operated by any person other than those appointed by The ICC.
- The escalators must not be used by contractors or their workmen as a means of access from floor to floor.
- Flame proofed and fire proofed materials must be used for all stand construction including decorative draping and muslin ceilings. Tests may be carried out onsite.
- No smoking is allowed in the venue at any time.
- Trolleys and lifting equipment must not be overloaded as this may cause injury to persons and can damage exhibits and other equipment.

CARE OF BUILDING

- Please do not fix anything to the walls, e.g. with sellotape, Velcro, gaffer tape, blu-tac etc. No nails or similar fixings are permitted to be used on any property belonging to The ICC.
- Exit, directional or other permanent signs or ventilation grilles shall not be interfered with or removed and alarm points may not be concealed or obstructed.
- Ample and clear access shall remain to all hydrants hose-rack, fire buckets and similar equipment.
- Carpet tiles and ceiling tiles may not be uplifted or removed.
- All furniture and fitting should be used for the correct purpose only, e.g. no standing on, or laying of equipment on chairs.
- Due care should be taken at all times when transporting equipment around the building to avoid any damage to doors and the fabric of building.
- No dangerous exhibit or dangerous explosive materials of any kind shall be allowed inside the building unless the Exhibition Hall Manager has given written permission.
- All damage, however small, must be reported prior to leaving the premises. All damage to the building fixtures and fittings (internal and external) will be assessed by the Exhibition Hall Manager and charges will be levied where necessary.

Exhibitor List

4S Dawn Clinical Software *stand 66*
Alcura *stand 74*
A. Algeo Ltd *stand 58*
A. Menarini Pharma UK S.R.L *stand 88*
AbbVie *stand 96*
Arthritis Research UK *stand 124*
BioMarin *stand 56*
Bristol-Myers Squibb *stand 76*
Celgene Ltd *stand 84*
GlaxoSmithKline *stand 42*
Healthcare at Home *stand 48*
Hitachi Medical Systems *stand 50*
IL UK Ltd *stand 52*
Internis Pharma *stand 78*
medac GmbH *stand 130*
Miltenyi Biotec Ltd *stand 82*
Merck Sharpe and Dohme *stand 98*
Optasia Medical *stand 80*
Pfizer *stand 100*
Roche Products Ltd *stand 94*
Servier Lab Ltd *stand 62*
SOBI *stand 54*
UCB *stand 60*
Wisepress *stand 40*