

**UKIO**

UK IMAGING & ONCOLOGY  
CONGRESS 2019

# Personalise & Humanise

10-12 JUNE 2019 ACC LIVERPOOL

## EXHIBITOR MANUAL

Space only

[ukio.org.uk](http://ukio.org.uk)



The British Institute of Radiology,  
The College of Radiographers and  
The Institute of Physics & Engineering in Medicine





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- ☐ [SPACE ONLY ORDER FORM and ELECTRICS PLANNING FORM](#)
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## INTRODUCTION

This exhibitor manual is intended to make your participation at the UKIO Congress as smooth and productive as possible. You will find a great deal of valuable information and useful forms. Along with a list of required actions. The manual contains important information so we ask you to share it with all personnel involved in your stand planning and construction.

The team at Profile will be happy to help with any queries. If you wish to speak to us please call **+44(0)20 3725 5840**

or email the relevant team member

- Onsite Exhibition Manager [valerie.bassigny@profileproductions.co.uk](mailto:valerie.bassigny@profileproductions.co.uk)
- Sales Enquiries, Conference Director [sue.elcock@profileproductions.co.uk](mailto:sue.elcock@profileproductions.co.uk)
- Venue Enquiries, Conference Director [Paul.elbourn@profileproductions.co.uk](mailto:Paul.elbourn@profileproductions.co.uk)

There will be a desk specifically for Exhibitor queries open throughout the Congress.

## EXHIBITION TIMETABLE

	BUILD	OPEN	BREAKDOWN
Saturday 08 June	08.00 - 22.00		
Sunday 09 June	07.00 - 22.00		
Monday 10 June	07.00 - 08.00	09.00 - 19.00	
Tuesday 11 June		08.00 - 17.30	
Wednesday 12 June		08.30 - 14.30	15.00 - 24.00
Thursday 13 June			00.01 - 02.00

**SPACE ONLY stand construction must be complete by 15.00 on Sunday and dressing must be complete when the exhibition opens at 08.30 on Monday 10 June.**

**ALL STANDS must remain intact until the exhibition has closed at 14.30 on Wednesday 12 June.**

All shell schemes and contracted self-builds will be built on Saturday 8 June 2019. During this time the halls will be under strict CDM regulations and so exhibitors will not be able to enter the area. The hall will be managed by UKIO's Health and Safety Officer who will not permit access to any unauthorised personnel. All contractors will be issued with wristbands and should wear Hi Viz jackets – there will be some available for contractors use at the loading bay.

On Sunday 9 June 2019, self-build contractors will have until 15:00 to finish building before inspection and sign off by our Health and Safety Officer and the venue.

The exhibition is open for the full three days and breaking down or packing up early not only impinges on venue health and safety regulations but is detrimental to the quality of the event for other exhibitors and delegates. Exhibitors who do breakdown early may not be permitted to exhibit at future events and could be fined.

## SPACE ONLY EXHIBITOR CHECK LIST

### COMPULSORY ACTIONS

- |  |                      |
|--|----------------------|
| <input type="checkbox"/> Send design plans, risk assessment and method statement           | <b>18 April 2019</b> |
| <input type="checkbox"/> Order electrical and lighting requirements - full payment upfront | <b>18 April 2019</b> |
| <input type="checkbox"/> Email your 100 word congress app entry and logo*                  | <b>18 April 2019</b> |
| <input type="checkbox"/> Email artwork for advertising (if booked) in the congress guide*  | <b>18 April 2019</b> |
| <input type="checkbox"/> Return the health and safety and insurance declaration form       | <b>18 April 2019</b> |
| <input type="checkbox"/> Email the names and job titles of stand personnel                 | <b>03 May 2019</b>   |
| <input type="checkbox"/> Send 1000 copies of inserts for delegate bags* (if booked)        | <b>13 May 2019</b>   |
| <input type="checkbox"/> Pay any outstanding balances.                                     | <b>24 May 2019</b>   |
- Exhibitors that have not made full payment before the congress commences will not be allowed to exhibit*
- ☐ Check that you have adequate insurance in place

### OPTIONAL ACTIONS

- |   |                      |
|---|----------------------|
| <input type="checkbox"/> Confirm your <b>Education on the Stand</b> programme     | <b>18 April 2019</b> |
| <input type="checkbox"/> Book a demo zone or exhibition lecture theatre slot      | <b>18 April 2019</b> |
| <input type="checkbox"/> Book conference handbook advertising                     | <b>18 April 2019</b> |
| <input type="checkbox"/> Upgrade your congress app and website entry to 200 words | <b>07 May 2019</b>   |
| <input type="checkbox"/> Book an insert in delegate bags                          | <b>07 May 2019</b>   |
| <input type="checkbox"/> Order rigging requirements                               | <b>07 May 2019</b>   |
| <input type="checkbox"/> Book furniture for your stand                            | <b>07 May 2019</b>   |
| <input type="checkbox"/> Order stand catering                                     | <b>24 May 2019</b>   |
| <input type="checkbox"/> Organise water/waste connection                          | <b>07 May 2019</b>   |
| <input type="checkbox"/> Order AV equipment for your stand                        | <b>07 May 2019</b>   |
| <input type="checkbox"/> Order internet access for your stand                     | <b>07 May 2019</b>   |
| <input type="checkbox"/> Book accommodation (early booking strongly recommended)  |                      |

**\*failure to provide information by the action deadlines indicated will result in your details being omitted from Congress materials**



## VENUE

The ACC Liverpool is a uniquely flexible venue. It houses a 1,350 seat auditorium, 18 breakout rooms and the 11,000 capacity Echo Arena. The exhibition will be located in the Exhibition Centre Liverpool (ECL) – a 8,100sqm space which can divide into three separate halls.

The venue sits at the heart of the city on Kings Waterfront, alongside the Grade I listed Albert Dock and adjacent to the World Heritage site at Pier Head.

ACC Liverpool is one of the most sustainable venues in Europe. Designed to reduce by CO2 emissions by half, the cutting-edge design includes a raft of green innovations, from sensor-controlled lighting and rooftop rainwater harvesting to riverside wind turbines. For further information please visit [www.accliverpool.com](http://www.accliverpool.com)

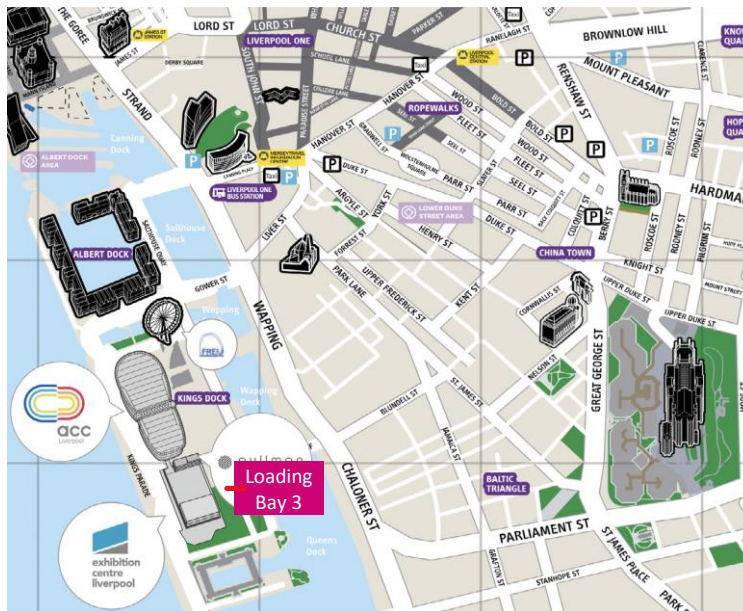
## ADDRESS

ECL  
Kings Dock  
Liverpool Waterfront  
Liverpool  
L3 4FP  
United Kingdom

## UNLOADING

Exhibitors and contractors are requested to report to the gatehouse at Loading Bay 3, via Half Tide Wharf. At the gatehouse you will be required to sign in and will be given a Vehicle I.D form which needs to be completed and displayed in the vehicle's windscreen. You will then be advised to move to either the holding area or to a relevant loading zone to unload your vehicle. (See plan opposite) The team will advise where you need to go.

If advised to move onto the holding area the team will park vehicles in this space according to the order of vehicle I.D's which are allocated on a first come first served



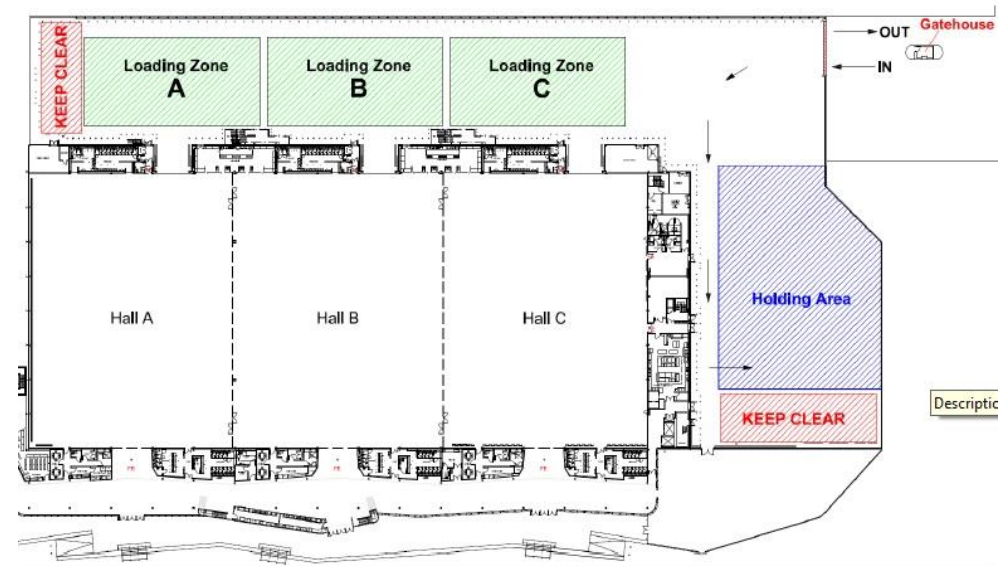
basis. When instructed by a member of the traffic team vehicles will then be guided to the relevant loading zone for unloading.

Please note Loading Bay 3 is uncovered and therefore there is no height limit. The speed limit is 5mph. You are required to unload your vehicle within a 30-minute period.

Once you have unloaded, you will be asked to remove your vehicle from the loading bay, either to the car park adjacent to the venue, or if your vehicle exceeds the height restriction of 2.1m you will be required to park off site.

All personnel are required to wear wristbands and high viz jackets (or accreditation provided) to show you are entitled to be in the building. No contractors' vehicles are permitted in the halls (except mobile units who have booked space).

## ACCESS FOR UNLOADING





## DELIVERIES

Deliveries will only be accepted from **Saturday 8 June** until **Wednesday 12 June** between the hours of 08.00 to 18.00.

**DELIVERIES THAT ARRIVE BEFORE SATURDAY 8 JUNE 2019 WILL BE TURNED AWAY.**

All deliveries must be clearly marked with the following label information. Drivers should report to the Loading Bay A on arrival. Owing to the very high volume of deliveries, the organisers and the venue cannot be held responsible for loss or damage of items. We advise exhibitors to be onsite to receive their goods themselves to ensure safe delivery.

<Exhibitor name> and <stand number>

UKIO Congress, 10-12 June 2019

C/O Darren Neal

Loading Bay 3 ZONE A

Exhibition Centre Liverpool

Kings Dock

Liverpool

L3 4FP

## BREAKDOWN

Exhibitors and contractors are requested to report to the gatehouse at Loading Bay 3, via Half Tide Wharf. Vehicles will be parked in the holding area and once suitable space for your vehicle is available, you will be advised to proceed to the relevant loading zone.

All stands must be broken down and items ready to load before vehicles are permitted to enter the loading area. Please inform a member of the team once you are ready to begin your load out and your vehicle will be directed from the vehicle holding area to a loading zone when a space becomes available.

- 15 minutes before event close all exhibitors with cars and small vans allowed access to the Loading Bay.
- Once all delegates have left the hall(s) roller shutters raised to allow access for load out.
- Stand builders and contractors in larger vans and vehicles allowed into the loading bay 1 hour after event close to breakdown.
- Articulated vehicles will be allowed access once the goods are ready to be loaded onto the vehicle.

Please note that ACC Liverpool do not provide trolleys or pump trucks. Forklift trucks must be arranged prior to event. To book a forklift truck please contact Email: [Sales-rl@uk.rhenus.com](mailto:Sales-rl@uk.rhenus.com), Tel: +44 (0) 1784 422 900

## COLLECTIONS

Please ensure that any left items are taken with you or collected no later than **22.00 on Wednesday 12 June**. Please leave items for collection clearly labelled with the delivery name and address, the name, company and stand number of the sender, and also the name and telephone number of the courier company instructed to collect. Any items not collected will be deemed as waste and disposed of.

## PARKING

Any large vehicles that exceed the height restrictions of car parks can be parked at the Vehicle Loading area or in carparks 2 and 3 which are **£15** per day.

Please [click here](#) for more information on other carparks in the local area.

## FREIGHT FORWARDING, STORAGE AND LIFTING

Please note that there is no storage available at ACC so please contact **Rhenus Lupprians**, the approved logistics supplier for UKIO, to discuss and arrange offsite storage requirements. Rhenus Lupprians specialise in freight forwarding, storage and lifting of Healthcare equipment and can also provide forklifts and drivers for unloading services at the event, advance bookings are required.

Email: [Sales-rl@uk.rhenus.com](mailto:Sales-rl@uk.rhenus.com), Tel: +44 (0) 1784 422 900

## SPACE ONLY STANDS (SELF BUILD)

Space only stands must fit within the space purchased. Materials used in the construction of stands, features and displays, including signs and fascia must be:

- Of a suitable nature and quality for the purposes and conditions of their intended use.
- Adequately prepared and fixed in order to efficiently perform the functions for which they are designed.
- Non-combustible, inherently non-flammable or durably flameproof, in accordance with BS476-Part 7.
- Water based where applicable, e.g. adhesives and paint.



Any exhibit, process or feature that is likely to generate and/or emit gases, vapours, liquids, fumes or dust shall be constructed so as not to be prejudicial to health or a nuisance and shall comply with the requirements of the Control of Substances Hazardous to Health Regulations 2002.

Stands should be designed to ensure that it is not unreasonably difficult for a disabled person to access the stand as required by The Equality Act.

Lockable store cupboard doors should have a small window, otherwise the door cannot be locked at any time.

Floor coverings must be secured and maintained so that they do not cause a hazard. Fixing of floor coverings to the hall floor may only be carried out using venue approved tape. The venue will only approve exhibition tape which has a low tack bottom, high tack grab top and does not leave any residue or cause any damage to the floor when removed. Other forms of fixing to the hall floor, such as cable clips, nails and bolts are prohibited.

Space only exhibitors are required to submit design plans, a risk assessment and method statement to [valerie.bassigny@profileproductions.co.uk](mailto:valerie.bassigny@profileproductions.co.uk) by **18 April 2019**.

## STAND HEIGHT AND WALLS

The maximum build height in the Exhibition Centre Liverpool is 6m. Exhibitors building over **4m** from the floor (including the height of any raised flooring), will need to submit structural calculations with design plans for approval. Please refer to the complex structures section below. **Please note:** Where a wall abuts an adjoining stand and projects above the partition, it must be clad and decorated on both sides. Branding must not be included on the side that projects on to other stands.

## ISLAND SITES

An island site is one with four open sides. Island stands must be fully accessible from all sides. Exhibitors must not construct a continuous opaque or solid wall which may obstruct vision or delegate traffic to surrounding stands, or where the stand wall faces a gangway. Any solid walls must be no longer than 50% of total length of any one side of an open island site and must not affect any neighbouring stands.

## COMPLEX STRUCTURES

Any stand that includes any of the following will require structural calculations to be submitted in advance of the congress and a structural engineer will sign off the build once complete onsite:

- Any stand, or any part of a stand or exhibit which exceeds 4m, which requires structural calculations
- Any structure, regardless of its height which requires structural calculations
- Multi-storey stands
- Platforms and stages over 600mm high and all platforms and stages which are accessed by the public for viewing purposes (not including stand floor flats and platforms) will need to be signed off by an independent structural engineer
- Temporary raised or tiered seating
- A stand requiring foundations
- Sound/lighting towers
- Suspended items e.g. lighting rigs
- Travel distance of over 12 metres

**Permission to build any complex structure will not be granted without prior submission of the following documentation:**

1. Detailed, scaled drawings showing:
  - Plan views of each storey of the stand
  - Sections through each storey of the stand
  - Elevations including full steelwork and staircase details
  - Width position of gangways within the stand
  - Floor and / or roof loadings
  - Specifications of materials used
2. Structural calculations
3. Risk assessment (to include fire hazards) and method statement
4. Written confirmation from an independent structural engineer, with adequate professional indemnity cover, that the design is safe for its purpose

**The inspection certificate must be completed and submitted once the structure has been built.**

Exhibitors should submit 1:200 scaled drawings, structural calculations, risk assessment and method statement to [valerie.bassigny@profileproductions.co.uk](mailto:valerie.bassigny@profileproductions.co.uk) by **18 April 2019**.

## AISLES

All building materials and flight cases **MUST** be moved from the aisles by **2.30pm on Sunday** when the aisle carpets will be laid. Please move all equipment either on to your stand or to Hall C storage area.

The floor plan illustrates the layout of the exhibition hall, featuring a central area with numerous numbered booths and several large service zones. The layout is organized into three main sections: a top section with mobile units and cafes, a middle section with exhibition booths, and a bottom section with service and entrance areas.

**Top Section:** Includes three mobile units (LAMBDO MOBILE, SIEMENS MOBILE, and a Van), three cafes (each 19m x 4m), and three loading bays (A, B, and C). There are also three sets of restrooms (Male and Female) and three fire exits.

**Middle Section:** Contains a large central area with various booths and service zones. Key areas include:

- Booths:** Numerous numbered booths (e.g., 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100) are arranged in a grid-like pattern.
- Service Zones:** Includes a large catering area (17m x 8m), a demo zone (7m x 6m), a GTT area (7m x 6m), and a large catering area (13.5m x 10m).
- Other Areas:** Includes a large exhibition theatre (9m x 11m), a large B2B area (11m x 9m), and a large ultra area (8m x 6m).

**Bottom Section:** Features three main entrances (A, B, and C) with fire exits, three sets of restrooms (Male and Female), three registration areas, three cloakrooms, three stores, and three first aid stations.

The plan also includes various dimensions for rooms and booths, as well as labels for specific areas like "E-POSTERS", "DEMO ZONE", "GTT", "CATERING", "EXHIBITION THEATRE", "B2B", "ULTRA", "CLOAKROOM", "STORE", "REGISTRATION", "FIRST AID", "WC", "WC STORE", "WC FIRST AID", "WC REGISTRATION", "WC FIRST AID", "WC REGISTRATION", "WC FIRST AID", "WC REGISTRATION".



## ELECTRICS AND LIGHTING

Electrics and lighting are **not** included with any stand. All electrical work must be carried out and/or connected via our official electrical supplier - **Electrotechnik (UK) Limited**.

Mains power will only be energised after all work has been finished, inspected and tested by the mains contractor. For the remainder of the build-up the power will be turned off at **22.00**. If electrical supply is required after **22.00** or overnight on any day, please inform Electrotechnik at the time of order. If power is required on Wednesday 12 June after **14.30** a temporary main will have to be ordered.

1. It is not permissible for exhibitors own lights to be powered from a socket, except for bespoke fittings made for 'pop up' style displays, when there must be a separate socket for lighting and power.
2. No electrical wiring shall be permitted to cross aisles, walk areas on stands, or run to adjoining stands.
3. Socket load must not exceed the ordered rating.
4. Socket outlets must never be closer than 2m from a sink.
5. 4-Gang extension sockets may not exceed 2m length and 500w load. No more than one per socket. No multi-way adaptors may be used.
6. Extension leads on reels/drums/coils of flexible cable are not permitted.
7. Plug tops must comply with British Standards and be suitably fused.
8. The maximum length of flexible cable to an appliance is 2m.
9. It is a legal requirement that all plug-in items and associated wiring are PAT tested and test labels attached with certificates available for inspection.
10. All cable joints must be protected.
11. Light fittings must comply with all regulations and be suitable for their use.
12. Long arm lights must not encroach on the gangway.

All final circuit connections must be made by Electrotechnik and all power circuits must be wired and supplied by Electrotechnik. Bespoke lighting systems may be permitted, after agreement with Electrotechnik. Any fittings supplied by Exhibitors/Contractors must be suitable for use and comply with all current regulations, if they do not or are a possible fire risk they will not be energised.

Mains power to blocks of stands and open space sites will only be energised after all work has been finished, then inspected and tested by the Mains Contractor, therefore battery power tools will be required during build.

For the remainder of the build the power will be turned off at 6pm. Unavoidable interruptions to supplies are possible during build up.

24 Hour supplies are for the opening days of the exhibition only and may not be available at short notice.

All equipment will be subject to spot checks. Failure to adhere will result in electrical supplies being withheld. Any **24 hour** supplies must be pre-ordered and cannot be arranged at short notice.

Exhibitors can carry out their own electrical work but final circuit connections and power circuits must be wired and supplied via Electrotechnik. Only fully qualified/competent electricians are to be used and must adhere to:

- IEE 17th Edition Electrical Regulations
- The Health & Safety at Work etc Act 1974
- Electricity at Work Regulations 1989
- Local Authorities and applicable Acts

The contractor must use a suitable mains board (BS 7671) with a 30mA RCD, providing separate power and lighting circuits. The mains board must be accessible at all times and, if locked in a cupboard, Electrotechnik must be given a key.

**IMPORTANT: Testing is a venue requirement and, if not met, the stand will not be energised.**

Contractors requiring power for tools/testing purposes during build up should liaise with Electrotechnik to order a temporary supply (chargeable) or ascertain the nearest supply and length of extension lead needed.

For further details please use the download links below, call +44(0) 1637 861192 or email [info@etuk.co.uk](mailto:info@etuk.co.uk)

### Downloads

[SPACE ONLY ORDER FORM](#) and [ELECTRICS PLANNING FORM](#)  
[ETUK TERMS AND CONDITIONS](#)

[order online](#) user name: ukrc2019 password: julian2019



## RIGGING

Rigging above stands must be ordered via UK Rigging. For further details call 0151 7037288 or email

[conventionrigging@accliverpool.com](mailto:conventionrigging@accliverpool.com).

## WELDING, BRAZING ETC

Where welding, metal burning, brazing and other similar operations generating heat are carried out, either during the build-up or break-down periods, or as part of a demonstration, the exhibitor must ensure that adequate precautions are taken against damage to property or injury to persons by fire or hot metal. An appropriate competent person must carry out all cylinder connections and disconnections. The exhibitor shall advise the organisers in advance of the nature of the work or demonstrations and shall obtain a Hot Work Permit from the venue.

## WATER & WASTE SUPPLIES

Exhibitors must contact **Freemans**, the official contractor with regards to running supplies, waste connections and compressed air to stands. You can download the [order form](#) or contact them on +44 (0) 0161 874 5100 or email: [david.campbell@freemanco.com](mailto:david.campbell@freemanco.com)

*Please note your order must be accompanied with a scaled plan of your stand.*

## IONISING RADIATION

Exhibitors are reminded that the demonstration of equipment containing any ionising radiation is not permitted within the exhibition. ULTRASOUND SCANNING OF LIVE MODELS takes into account the 1988 statement of the American Institute of Ultrasound in Medicine (AIUM) and 34 the 1992 European Federation of Societies of Ultrasound in Medicine and Biology (EFSUMB) on the clinical safety of ultrasound. Specifically, therefore, ultrasound scanning of live models is permitted subject to the following conditions:

- Live models must be discreetly and properly attired at all times and must not be used as advertising/marketing attractions.
- Live models must have given their full informed consent.
- Pregnant women must not be used.
- Children under the age of 16 years must not be used.
- Endoscopic, intracavity and intravascular scanning is not permitted.

- Pulsed Doppler examinations of both male and female reproductive organs, including the breast, are not permitted.
- Subject to the preceding restrictions pulsed Doppler examinations may be carried out provided that overall exposure times are kept to a minimum and that the time to obtain and demonstrate Doppler information from any single point in tissue is less than 30 seconds.

Further advice regarding the use of live models may be obtained from the Society & College of Radiographers on +44 (0)20 7740 7200.

## RISK ASSESSMENT AND METHOD STATEMENT

ALL exhibitors are required to complete a risk assessment. Even if no risks are involved, exhibitors will need to confirm this in writing to the organisers **Space only exhibitors** should ask their stand builders to submit a risk assessment along with stand design plans and a method statement. These should be returned to [valerie.bassigny@profileproductions.co.uk](mailto:valerie.bassigny@profileproductions.co.uk) or fax to **+44(0)844 507 0578** by **18 April 2019**

## HEALTH AND SAFETY

ACC has adopted the industry wide Health and Safety **VENUE E-GUIDE**. It is the exhibitors' responsibility to ensure that their staff and contractors are fully compliant with the mandatory requirements:

- The Health and Safety at Work Act, etc, 1974 (HASAWA74)
- The Management of Health and Safety at Work Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Control of Substances Hazardous to Health Regulations (COSHH) 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
- The Building Regulations 1991 (England & Scotland)
- Environmental Protection Act 1990
- Cinematography Acts 1909 – 1982
- Food safety act 1990 and relevant statutory provisions
- Food safety (general food hygiene) regulations 1995
- Food safety (temperature control) regulations 1995
- Health and safety display screen equipment regulations 1992
- Personal protective equipment at work regulations 1992



- Lifting operations and lifting equipment regulations 1998
- Electricity at work regulations 1989

Personnel present during build and breakdown, when dangerous construction and vehicle movement is taking place, are required to wear a hi-vis waistcoat or jacket and appropriate footwear. All portable power equipment must be used only for the purpose for which it was designed and the correct safety guards and devices must be fitted and used. Trailing power leads must be kept to a minimum and not run across gangways. Petrol powered equipment must not be used onsite. Fire exits and gangways should be kept free of obstruction at all times. Display of heaters, heat producing apparatus, naked flames, toxic and flammable substances is prohibited.

ALL exhibitors must complete and return [The Health and Safety and Insurance Declaration Form](#) to [valerie.bassigny@profileproductions.co.uk](mailto:valerie.bassigny@profileproductions.co.uk) by **18 April 2019**.

## SECURITY

At the end of the day, when the exhibition areas are to be vacated, ACC Security will be informed so that these areas can be secured. Please ensure that your stand personnel take all personal belongings with them at the end of each day. The organisers and the venue cannot accept responsibility for any damage to and/or loss of any property introduced by exhibitors or contractors. Please ensure that all electrical equipment has been turned off before leaving the exhibition hall at the end of each day.

## CLEANING

A full clean of the exhibition hall will take place on Sunday, Monday and Tuesday evenings and before the exhibition opens on Monday morning. Please note, cleaners will vacuum the floor and remove waste which is clearly marked but will not clean any tables or exhibits on any of the stands. Should you require further stand cleaning services, this is at an additional cost.

Tel: +44 (0)151 239 6001 or email [businesscentre@accliverpool.com](mailto:businesscentre@accliverpool.com) to request a stand cleaning order form.

## INSURANCE

The Organisers and ACC cannot be held responsible for any loss or damage to stands, exhibits, property or equipment. Exhibitors are responsible for insuring against any legal liability incurred in respect of injury or damage to persons or property belonging to themselves or third parties. In addition to this, exhibitors should protect expenditures against abandonment and cancellation or curtailment of the event due to reasons beyond

our control. If you do not have insurance in place, Heartland Event Insurance will be able to help on **Tel +44 (0)1926 420 555**.

## OVERSEAS EXHIBITORS

Exhibits from non EU countries consigned to the exhibition hall will need clearance by the local Customs Inspector. Please ring the Advice Service on **Tel +44(0) 845 010 9000** or visit [www.hmrc.gov.uk](http://www.hmrc.gov.uk) Exhibitors from overseas are entitled to reclaim the VAT paid on many costs. To get the relevant forms, please contact Inland Revenue on **Tel +44 (0)1744 621 002**. ACC cannot take responsibility for any issues exhibitors may have with HMRC.

## FURNITURE

Furniture is not included with any shell scheme or self-build stands and so must be arranged separately if required.

Concept Furniture are the official furniture contractor. They have a selection of furniture and display products. You can view the range and order via the [form](#). Contact details +44 (0)1299 254097 [scott@conceptfurniture.co.uk](mailto:scott@conceptfurniture.co.uk)

Orders must be placed by **27 May 2019** to guarantee delivery.

The ACC also offer a basic trestle and 2 chairs package for hire – this can be ordered online via <http://orderonline.accliverpool.com/selectsop/>

UKIO event ID is 17018 which must be entered so you can gain entry into the online ordering portal.

## AUDIO VISUAL EQUIPMENT

Should you require any audio-visual equipment on your stand such as plasma screens, printers, projectors and laptops these can be supplied by the ACC technical team this can be ordered online via <http://orderonline.accliverpool.com/selectsop/>

UKIO event ID is 17018 which must be entered so you can gain entry into the online ordering portal.

*Please order 21 working days in advance of the event.*

## FLORAL ARRANGEMENTS

A local company **Verdure** can assist you. **Tel +44 (0) 1613 334 556** or email [Kai.leek@verdure.co.uk](mailto:Kai.leek@verdure.co.uk)



## ON-STAND CATERING

Complimentary tea and coffee will be served from the exhibition hall and there will be cash catering outlets offering hot and cold food when the exhibition is open.

On-Stand catering such as drinks and nibbles are also available to book during the event. All catering at the venue is provided by Centerplate and you are able to book directly with them for stand catering requests. Please download the [catering booking form](#) which details what is available and pricing. The contact at Centerplate is Lisa Hughes [LHughes@Centerplate.co.uk](mailto:LHughes@Centerplate.co.uk), who will be happy to help.

If you are looking to provide your own food or drink from an external source, this must be approved by Centerplate prior to the conference. Any requests will need to be sent directly to the Centerplate team *Should any exhibitor attempt to provide their own food, beverages or catering equipment, they will be asked to remove it or pay a facility fee for it.*

## INTERNET ACCESS

Free Wi-Fi is available and is sufficient for checking emails or low level browsing only. Exhibitors are strongly advised to order a secure line for a faster, more reliable connection if intending to download large amounts of data or stream video and audio.

Various types of lines and premium Wi-Fi options can be ordered online via <http://orderonline.accliverpool.com/selectsop/> UKIO event ID is **17018** to gain entry into the online ordering portal. Please order 21 working days in advance of the event. **Late orders will be subject to a surcharge of 20%.**

## LEAD RETRIEVAL AND SCANNER HIRE

Reftech are the official badge and scanner supplier to enable exhibitors to capture delegate profile information onsite. On completion of your order, Reftech will provide you with an online account where you can set up your lead qualification sheet in advance of the event. To book your scanner [please click here](#). For further information, please call Reftech **Tel +44 (0)1827 61666** or email: [scanners@reftech.co.uk](mailto:scanners@reftech.co.uk)

## CONGRESS APP AND WEBSITE ENTRY

Please send your 100 word company profile and logo to [valerie.bassigny@profileproductions.co.uk](mailto:valerie.bassigny@profileproductions.co.uk). Contact details will not be included unless specified in the copy you send. Failure to provide copy by **18 April 2019** may result in your profile being omitted.

## CONGRESS GUIDE ADVERTISING

If you have booked an advert in the congress guide you must submit artwork as a high resolution pdf. Please use the following format:

- Full page: 210x297mm portrait with 3mm bleed
- Half page: 148.5x210mm landscape with 3mm bleed

Failure to provide copy or artwork by **18 April 2019** may result in your advert being omitted.

## DELEGATE BAG INSERTS

Delegate bag inserts must be booked and provided by **13 May 2019**. Please forward 1,000 copies to the address below and clearly mark each box with your company name:

UKIO Inserts *from <Company Name>*  
c/o Profile Productions Ltd  
Boston House  
69 – 75 Boston Manor Road  
Brentford  
Middlesex  
TW8 9JJ  
Box \_\_\_\_ out of \_\_\_\_

### Costs

1 Insert	£795.00 plus VAT
2 inserts	£995.00 plus VAT

## EMAIL FOOTER

If you wish to advertise the congress in your emails please feel free to use the email footer which you can [download](#) – just edit the PPT with your stand number and then save as an image to insert into your email footer





## EXHIBITION LECTURE SESSIONS & DEMO ZONE

This year there are various options for exhibitors to present to delegates including in the exhibition lecture theatres and live demo zone.

### EXHIBITION THEATRE

Exhibition lecture sessions are first offered to our key sponsors for booking. After this, they will be released to all exhibitors. All slots are allocated on a first come, first served basis and spaces are very limited

Exhibition Lecture Theatre - 30 minute slot	£695.00 plus VAT
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### DEMO ZONE

The Demo zone gives exhibitors the opportunity to present a 15 minute session in the exhibition hall, programmed during the delegate breaks when the exhibition is at its fullest. The presentation titles and times are placed in the conference programme, on the conference app, and will be displayed within the exhibition hall. Presenters will have access to a wired laptop, screen and PA system.

Demo zone - 15 minute slot	£350.00 plus VAT
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If you are interested in hosting a session, please contact [sue.elcock@profileproductions.co.uk](mailto:sue.elcock@profileproductions.co.uk) for available timings. Early booking is advised as timeslots are limited.

## NEW FOR UKIO 2019

### EXHIBITOR BISTRO

This 60 seat exhibitor only restaurant in the heart of the exhibition will be open 11am-3pm with full waitress service offering 2 and 3 course lunches. A chance to entertain clients or have a more relaxing lunch away from the hustle and bustle of the exhibition aisles. Lisa Hughes [LHughes@Centerplate.co.uk](mailto:LHughes@Centerplate.co.uk) with your day time and number of persons.



### BUSINESS LOUNGE

This year there will be a dedicated exhibitor only business lounge – this will provide the perfect space for your all-important 1-2-1 onsite meetings (managed by our onsite concierge service). Refreshments will be available.

## MEETING ROOMS

For a more private meeting there is a small boardroom built in the exhibition which can be booked for meetings free of charge for a maximum of 2 hours. Contact [valerie.bassigny@profileproductions.co.uk](mailto:valerie.bassigny@profileproductions.co.uk). Or book with our onsite concierge service in the Business Lounge. There are meeting rooms within the ACC which are also available to hire again contact Valerie on the email address above.

## EDUCATION ON THE STANDS

Exhibitors are strongly encouraged to deliver CPD in short 'bite-size' lectures, demonstrations or presentations from their stand. The sessions should have some scientific content and be linked to clinical practice or techniques. CPD endorsement can be applied for which will greatly improve the attractiveness of sessions to delegates and help drive traffic to your stand. 'Education on the stands' will be promoted via email to 27,000 members of the SCoR as well as the Society's TopTalk and Student Talk e-zines which are distributed to over 7,000 radiology managers and student members.

Exhibitors who wish to apply for 'Education on the Stand' accreditation do so through SOR, via the process of CPD endorsement. More information is available on the website at <https://www.sor.org/learning/cpd/cpd-endorsement>. Exhibitors who are members of the College of Radiographers' Industry Partnership Scheme (CoRIPS) are exempt from the endorsement fee. The professional and educational administration Michele Landau [michelel@sor.org](mailto:michelel@sor.org) can help with any specifics not covered on the web page.

Education on the Stand at UKIO is promoted through SoR print and digital media in the weeks leading up to the event. To ensure your Education on the Stand received maximum coverage, please send details (times, locations and brief information about the session's content) to [publisher@synergymagazine.co.uk](mailto:publisher@synergymagazine.co.uk) by **10 April**.

You will need

- The title of the session and a brief description of what it will involve
- When and where they are taking place, including your stand number
- If you want attendees to pre-book to attend your 'Education on the Stand' events and advice on how they can do this
- If the session is CPD Now endorsed or if this has been applied for



## EXHIBITOR NAME BADGES AND EVENT ENTRY

Exhibitors will be able to register and collect their badges onsite from the exhibitor registration desk by Hall B entrance. They will be available from **13.00 on Sunday 9 June 2019**. Exhibitors will be issued with official UKIO name badges that will allow them access to the exhibition. These badges should be worn at all times as they are the only proof that you are entitled to be in the exhibition hall. Individual company badges will not be accepted. There is no charge for these and exhibitors can ask for as many as needed for all staff who will be working on your stand.

Exhibitor badges allow entry into the exhibition, Society lectures and exhibition lecture sessions only - they **DO NOT** give access to other congress sessions. Please email names and job titles of all stand personnel to [ukio@profileproductions.co.uk](mailto:ukio@profileproductions.co.uk) by **3 May 2019**.

## DELEGATE CONGRESS PASSES

Any organisation with a stand space of 9m<sup>2</sup> or over is entitled to **1 free congress registration**, up to a maximum of five. This delegate pass allows access to all congress sessions.

The number of conference badges offered will depend on stand spend as follows:

Stand size m <sup>2</sup>	No of Passes
9 – 18m <sup>2</sup>	1
19 – 27m <sup>2</sup>	2
28 – 36m <sup>2</sup>	3
37 - 45m <sup>2</sup>	4
< 46m <sup>2</sup>	5

These badges will state your company name only, allowing them to be passed between the team on site. All transferable conference badges will be available from the exhibitor registration desk and can be collected on arrival. Please note these delegate badges include refreshments but not lunch, this is available to purchase in the Exhibition.

There is the option to assign a transferable conference badge to a named person, which will need to be arranged prior to the conference. Once it has been assigned to a named person, only that named person will be able to use the badge. They will also need to collect their badge from the main registration desk when they arrive at the venue.

## NETWORKING EVENTS

### Monday 10 June – Welcome reception

The wine reception will take place in the exhibition hall on Monday evening. All attendees are invited to attend free of charge. This event will offer exhibitors an excellent networking opportunity to meet with delegates over a glass of wine.

### Tuesday 11 June – UKIO Congress Dinner, hosted by AXrEM

The UKIO Congress Dinner will be held at the historic St George's Hall. The Congress Dinner is organised and hosted by AXrEM and was developed to support UKIO and its delegates. It is a fantastic opportunity to socialise with customers and other industry professionals.

**Dress code:** Cocktail dresses and lounge suits

**Tickets:** AXrEM Member Companies £200 Non-AXrEM Member Companies £220

For corporate sponsorship packages or to book a table please contact

[paul.jackson@agfa.com](mailto:paul.jackson@agfa.com)

## ACCOMMODATION

Liverpool offers a wide range of accommodation to suit all budgets and requirements with two hotels onsite and over 2000 bedrooms within 15 minutes' walk. Hotel reservations are being handled through our specialist accommodation agency, Reservation Highway who have negotiated special rates for the duration of the event.

View hotels and book at: <http://www.reservation-highway.co.uk/roc19>

Tel: +44 (0) 1423 525 599

Email: [admin@reservation-highway.co.uk](mailto:admin@reservation-highway.co.uk)

### Beware of Imposters and unofficial vendors

In the months leading up to the congress, sometimes exhibiting companies are contacted by individuals that claim to represent UKIO – often stating they are the “official” accommodation provider or selling advertising in fake show dailies or offering “attendee lists” for sale. Don't be tricked!

#### Here's what you should look for:

- Emails from UKIO will come from the domain "@Profileproductions.co.uk" – if someone contacts you from an unfamiliar domain, please check it against our list of approved suppliers or forward the email to [UKIO@profileproductions.co.uk](mailto:UKIO@profileproductions.co.uk) to verify.
- UKIO does not share attendee contact information so our registration lists cannot be purchased. As such, beware of any company that promises to sell you an attendee list. UKIO publishes an abbreviated list of registered attendees including their designation and affiliation 2 weeks out from the event.



## TRAVEL

Liverpool is well served by rail, air and road networks. We are actively encouraging attendees to travel by public transport and large reductions in fares are available if travel is booked in advance.

### DIRECTIONS BY CAR

- **For satellite navigation apps please use L3 4BX**
- **From the North** - Leave the M6 at junction 26 and follow signs for M58 Liverpool. Follow to end of M58 and then take signs for A59 Liverpool. Continue to follow Liverpool City Centre until picking up signs for the Waterfront. The Liverpool Waterfront Car Park is signposted 'Waterfront' on the city wide 'available spaces' signage.
- **From the South** - Leave the M6 at junction 21A and take the M62 to Liverpool. At the end of the M62 follow signs for Liverpool City Centre along Edge Lane, picking up and following signs for Waterfront. The Liverpool Waterfront Car Park is signposted 'Waterfront' on the city wide 'available spaces' signage.
- **From Wales, Wirral and the M25:** Leave the motorway at Junction 3 signposted Birkenhead and follow the A552 for the Birkenhead (Queensway) Tunnel and Liverpool City Centre. Follow the Waterfront signs on the 'available spaces' signage found throughout the city.

### BUS AND COACH

- Many local buses call in at either Queen Square bus station which is a 15 minute walk or shuttle bus connection also the Liverpool ONE Bus Station, which is only a five minute walk away from the ACC Liverpool.
- Queen Square bus station, James Street rail station and Liverpool ONE Bus Station are all linked by City Link Route C4 shuttle bus. This service operates every 30 minutes, seven days a week between the times of 7am-8pm. Merseytravel prepaid tickets, National Concessionary bus passes and Arriva day tickets are valid on this service.

### TRAIN

- **Travelling by train with a group of 3-9 people?** Virgin Trains are offering discounts of 20% off advance fares for small groups on the Virgin Trains part of your journey. For more details go to [www.virgintrains.co.uk/tickets-offers/group-travel/](http://www.virgintrains.co.uk/tickets-offers/group-travel/)
- Trains run hourly from London Euston to Liverpool Lime Street taking just over two hours. Links from all other cities run to Liverpool Lime Street. Liverpool Lime Street station is a short bus-ride or taxi away from ACC Liverpool

### AIR

- The nearest airport is the Liverpool John Lennon Airport offering links to many major European cities. The ACC is a 20 minute taxi ride away. Manchester Airport has a direct rail link to Liverpool and the journey takes around an hour.

## TIPS AND ADVICE FOR A SUCCESSFUL EXHIBITION

Now that you have booked your stand, we would like to ensure that you get the most out of your investment in the exhibition and maximise the number of delegates you will meet, so you might like to consider some of the following points:

### PRE EVENT

- Ensure you have clear and achievable objectives
- Ensure you have fully briefed your onsite team and drawn up a staffing rota
- Have procedures in place for measuring your success against your objectives
- Allow plenty of time for designing your stand, particularly if you need to appoint a stand designer
- Tell clients, press, colleagues and guests that you are exhibiting via your website, advertising or direct mail
- Put an incentive scheme in place for your onsite team as this can help encourage sales
- Consider sponsorship opportunities to increase your exposure and stand out from other exhibitors
- Literature in delegate bags or advertising in the congress guide are effective ways to highlight your products or services and draw delegates to your stand
- Consider including an office or demonstration area for a more relaxed space to talk to delegates
- A moving exhibit attracts attention so consider including lighting or audio-visual displays on your stand
- Use twitter **#UKIO2019** to let delegates know where you are and what you are doing

### DURING THE EVENT

- Have free samples, branded gifts or literature on display
- Provide complimentary drinks or food from your stand
- Run competitions or free prize draws
- If you are launching a new product or service ensure that you label this on your stand
- Wear name badges at all times so delegates know who they are talking to
- Ask delegates to complete an enquiry form so you can collate contact details and follow up later or book a scanner for lead retrieval
- Add 'fluffies' to your stand such as sweets, chocolates or flowers
- Ensure you have clear and consistent branding and keep messages brief
- Use lots of bold images, photos, logos and large text
- Use twitter **#UKIO2019** to let delegates know where you are and what you are doing

### POST EVENT

- Collate new leads and follow up within two weeks of the show
- Draw up a report on any research carried out
- Report your experience to media, colleagues, staff and guests
- Evaluate your achievements against your objectives