

UKIO

UK IMAGING & ONCOLOGY
CONGRESS 2025

Community &
Consciousness:
One Health

EXHIBITOR MANUAL



2-4 June 2025.
ACC LIVERPOOL

EXHIBITOR LOGISTICS AND PLANNING INFORMATION

This manual is intended to make your participation at the event 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.

If you have any questions or require assistance, please do not hesitate to contact a member of the Profile Productions team on +44(0)20 3725 5840 or email ukio@profileproductions.co.uk

For queries or assistance onsite, please visit the desk outside Hall 2 at the ACC.

Your main contact onsite will be Sue Elcock, Conference Director, Profile Productions Ltd sue.elcock@profileproductions.co.uk

Essential actions

In the Exhibitor portal (direct login link sent in your email)

- | | |
|--|-----------------|
| 1. Add 100-word company profile
(for event website/app and handbook) | 11 April |
| 2. Upload company logo for website and app listing | 11 April |
| 3. Add company name EXACTLY as it will appear in listing and on fascia nameboard (shell scheme only) | 11 April |
| 4. Register your stand personnel with emails for badges | 6 May |
| 5. Upload any brochures or documents for the congress app | 19 May |
| 6. Pay any outstanding balances on your invoice | 6 May |

Submit H&S/RAMS/plans

- | | |
|---|-----------------|
| 1. Submit health and safety and insurance declaration H&S form | 25 April |
| 2. Shell scheme: submit Risk Assessment Form | 25 April |
| 3. Space only: email RAMS stand plans and drawings
To sue.elcock@profileproductions.co.uk | 25 April |

Optional actions

- | | |
|--|---------------|
| 1. Order any furniture/electrics/catering/stand dressing | 12 May |
| 2. Organise delivery/freight forwarding | 12 May |
| 3. Register your invited complimentary guests | 12 May |

BUILD AND BREAKDOWN

Exhibition open times

Monday 2 June	09.50-18.30
Tuesday 3 June	10.00-17.45
Wednesday 4 June	09.00-15.00

*Nb Mobile units will be given specific times prior to build

Exhibition build

Sat 31 May	11.00-18.00	Space only exhibitors <i>Large free builds will be allocated a specific get in</i>
Sun 1 June	08.00-18.00	All exhibitors stands must be complete by 18.00

BUILD AND BREAKDOWN

Exhibitors & Contractors are requested to report to the vehicle holding area (VHA) within Loading Bay 3, indicated on the map below. Vehicles will be parked in the holding area in a queuing system and once suitable space for your vehicle is available, you will be advised to proceed to Loading Bay 2, via Keel Wharf. Once at the gatehouse to Loading Bay 2, all vehicles must follow the instruction of the traffic management team

Please note Loading Bay 2 **height is 4.3 metres**. Speed limit is 5mph. Maximum unloading time allocated is **30-minutes**

No contractors' vehicles are permitted in the halls (except mobile units who have booked space).

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

Contractors' wristbands

All personnel are required to wear wristbands and **high viz jackets** (or accreditation provided) to show they are entitled to be in the building. Contractors will need to sign in and collect a wristband from the gatehouse in Loading Bay 2

Hi Visibility jackets

During the exhibition build-up, it will be mandatory for anyone working or moving around the halls, to wear a high viz jacket. It is strongly advised that you bring your own.

Exhibition breakdown

Wed 4 June 15.30-22.30

Please note: All stands MUST remain intact until the exhibition has closed and cleared of delegates.

Breaking down early is in breach of health and safety regulations and 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.](#)

Exhibitors and contractors are requested to report to the gatehouse at Loading Bay 2, via Keel 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.

Please leave items for collection clearly labelled with the delivery name and address, the name, company and stand number of the sender, and the name and telephone number of the courier company instructed to collect.

VENUE INFORMATION

The conference will be held at the ACC Liverpool, a dedicated conference venue with excellent transport links and an abundance of accommodation within a short walking distance. [Here is information on traveling to Liverpool](#). The ACC Liverpool houses a 1,350-seat auditorium, 18 breakout rooms and the 11,000 capacity M&S Arena. The exhibition will be located in the Arena and Hall 2 on the lower level of the centre.

Address: Kings Dock, Liverpool Waterfront, Liverpool, L3 4FP, UK

Please note, there are no forklifts, trolleys or pallet trucks onsite. Forklifts are available to hire in advance via our freight partners, Rhenus High Tech Ltd.

We suggest smaller stands bring their own small trolleys for moving boxes etc.

There is very limited storage onsite, so if you need to store items during the event this should be part of your stand plans.

UNLOADING MAP



DELIVERIES

Deliveries will only be accepted from Saturday 31 May until Wednesday 4 June between the hours of 08.00 to 18.00.

DELIVERIES THAT ARRIVE **BEFORE** SATURDAY 31 MAY 2025 WILL BE TURNED AWAY.

Drivers should report to the gatehouse at Loading Bay 2, Keel Wharf on arrival.

Due to the very high volume of deliveries, the organisers and the venue cannot be held responsible for loss or damage of items.

All deliveries you are sending directly must be labelled as below:

<Exhibitor name> and <stand number>

UKIO Congress, 2-4 June 2025

C/O Brian Charity Loading Bay 2

ACC Liverpool Kings Dock

Liverpool L3 4FP

We advise exhibitors to be onsite to receive their goods themselves to ensure safe delivery or use the services of our approved freight forwarding company **Rhenus High Tech Ltd** who can receive your items well ahead of the event dates, where they will be safely stored. Rhenus will then deliver everything to the ACC again before delivering directly to your stand.

With breakdown your packages can be collected promptly and delivered back when you require.

Please note: The venue do not provide trolleys or pump trucks, so we suggest you bring your own trolleys.

Forklifts should you require them are available to hire in advance subject to availability via our freight partners Rhenus.

[Booking form for Rhenus](#)

Contact information

James Fuller

Operations Coordinator

Rhenus High Tech

+(44) 1784 442 2934

AISLES & CLEANING

All building materials and flight cases **MUST** be moved from the aisles by 2.30pm on Sunday 1 June when the aisles will be cleared. Please move all equipment to your stand.

Please note: the venue **CANNOT** clear away excess **carpet** for waste or recycling and so all stand contractors must be responsible for removing from site.

A full clean of the exhibition hall will take place on Sunday, Monday and Tuesday evenings and before the exhibition opens on Monday morning.

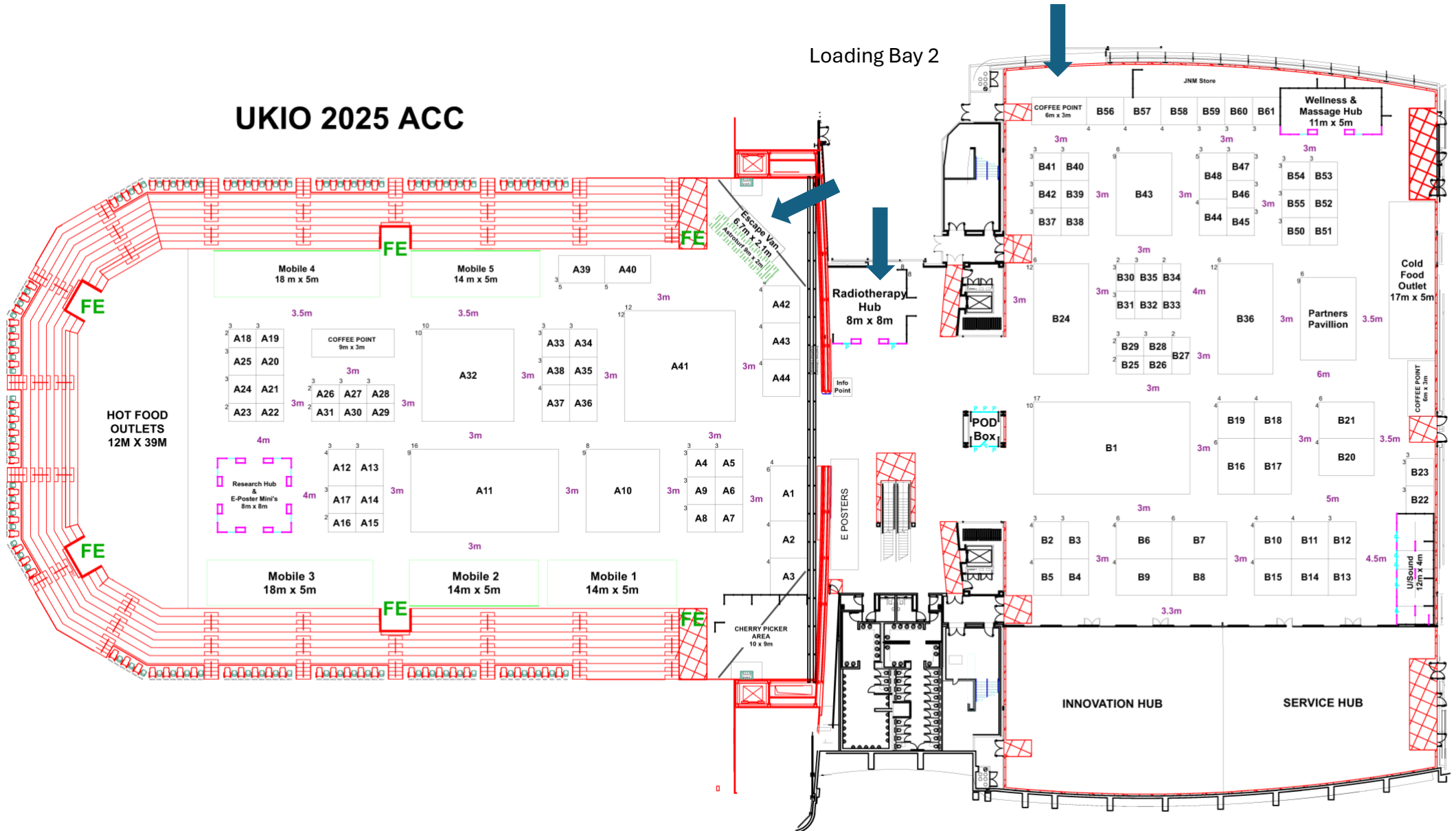
Please note, cleaners will vacuum the floor and remove waste which is clearly marked but will not clean any tables or exhibits on any of the stands.

Should you require further stand cleaning services, this is at an additional cost and must be ordered directly with the venue. You can also hire small trolleys.

Use the link below to view the services on offer - you will need to create an account and log in with your stand number [UKIO 2025 - Exhibitor Ordering Link](#)

CURRENT PLAN

UKIO 2025 ACC



SHELL SCHEME INFORMATION

Shell scheme stands are supplied by JNM Exhibition Services.

Each shell scheme stand comes with the following:

- Standex Modular grey velcro compatible shell panels
- Blue fascia, 1x standard nameboard with exhibitor name and stand number
- Grey carpet
- 1x 500w power socket
- 2x spotlights
- Corner stands are open on 2 sides
- All panels are Velcro compatible
- Hook Velcro to be affixed to exhibitor graphics only
- Strictly NO other fixings to be used direct to the panels, including: Blue Tac, Sellotape, pins/nails/screws, staples

Stand options

JNM Exhibition offer a wide range of products to enhance your stand.

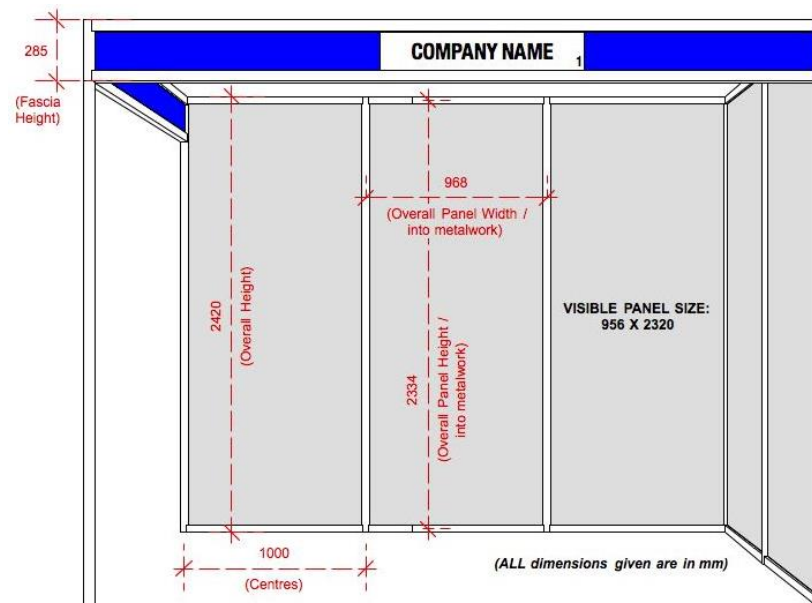
- Graphic panels (artwork deadline 4 May)
- Shelving and cupboards
- Coloured carpet
- Platform flooring
- Mounted plasma screens

Order your extras by registering with the [online shop](#). Early bird rates apply until **4 May 2025**. Use coupon code: UKIO25 at checkout. See price list [here](#).

Or if you have any bespoke requests, please contact them directly via info@jnmexhibitions.co.uk

Shell scheme risk assessment

Please fill out [this form](#) and submit by **25 April 2025**



Additional electrics

if you have additional electrical requirements to the socket and spotlights provided please order from The Exhibition & Events Co.

[Order online](#) using Code: SHELL25ukio.

Shell scheme electrics extras [order form](#)

or contact the team by email info@theexhibitionandevents.co.uk

On-stand extras

The ACC offer exhibitors a number of options to order additional items for their stands such AV equipment, simple furniture packages. additional wifi and catering – use the link below to view the services on offer

[UKIO 2025 - Exhibitor Ordering Link](#)

SPACE ONLY INFORMATION

Space only stands: get in times

Saturday 31 May 11.00-18.00	Space only exhibitors will be allocated a specific get in time to avoid congestion in the loading bays – this will be allocated 2 weeks before hand.
Sunday 1 June 08.00-18.00	All exhibitors stands must be complete by 18.00

Space only stands must fit entirely 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 adequately 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. If a window is not included, then the door must not 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.

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.

Stand plans and RAMS

All Space only exhibitors are required to submit Risk Assessment, Method Statement, Stand designs and plans and calculations for any complex structures directly by email to Sue.elcock@profileproductions.co.uk **by 25 April at the latest.**

All construction will be monitored during build-up by the organiser's appointed onsite Health & Safety Manager. Space only stands will need approval and sign off before the start of the congress.

Rigging

Rigging above stands must be ordered via the ACC.

Please see the [rigging booking form](#) and [guidelines](#)

Or for further details email technical@accliverpool.com.

The ACC must receive your rigging request 14 days prior to the commencement of build. They reserve the right to charge a surcharge of 20% for late orders and amendments received later than 14 days from the event. Enquiries received later than 7 days before the event may not be able to be facilitated.

The maximum build height in the ACC 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 and be signed off by a structural engineer onsite. Please refer to the complex structures section above.

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. All designs, plans, risk assessments and method statements must be submitted for approval.

Complex structures

Any stand that includes any of the following will require structural calculations to be submitted in advance of the conference 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
- Any raised platform must include disabled access ramps
- 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 detailed scaled drawings, structural calculations, risk assessment and method statement and written confirmation from an independent structural engineer, with adequate professional indemnity cover, that the design is safe for its purpose.

Welding, Brazing, Waste and Water 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.

With regards to running supplies, waste connections and compressed air to stands, please [click here](#) for the booking form or call +44 (0) 151 703 7272 or email: supportservices@accliverpool.com before **12 May 2025**.

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.

Electrics: Space only

For all your electrical requirements please order directly from the electrical contractor: The Exhibition & Events Co.

Use the link below. Code: space25UKIO.

SPACE ONLY ELECTRICS

Or download [order form](#)

or for specific queries contact the team by email

info@theexhibitionandevents.co.uk

Please note

- 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.
- Battery power tools will be needed for build up.
- Unavoidable interruptions to supplies are possible during build up. During build the power will be turned off at 6pm.
- 24 Hour supplies are for the opening days of the Exhibition only and not available at short notice.

Please also note the following guidelines:

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 separate sockets for lighting and power.
2. No electrical wiring will 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 be at least 2m from a sink.
5. 4-gang extension leads may not exceed 2m length and 500w load. There must be no more than one plug per socket and no multi-way adaptors may be used. It is not permissible to daisy chain 4 way 2 metre extension leads, or have more than one such lead per socket ordered.
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.

Any **24-hour** supplies must be pre-ordered and cannot be arranged at short notice. **No electrical work should be carried out by exhibitors.**

Freight forwarding and forklift hire

Our approved freight forwarding and logistics contractor is **Rhenus High Tech Ltd**. They are logistics specialists, providing high quality solutions and specialising in freight forwarding, storage and lifting of healthcare and medical equipment.

Please note that there is no storage available at ACC so please contact **Rhenus High Tech Ltd**, to discuss and arrange offsite storage requirements. They can also provide forklifts and drivers for unloading services at the event – advance bookings are required.

BOOKING FORM

+44 (0) 1784 422 900

Email: medical-install@uk.rhenus.com

On-stand extras

The ACC offers various additional services for exhibitors from on-stand catering to AV, wifi packages and basic furniture hire.

Login and create a new account with your stand number

[UKIO 2025 - Exhibitor Ordering Link](#)

ADDITIONAL INFORMATION

Furniture hire

Please note furniture is not included with any shell scheme or space only stands.

Concept Furniture are the official furniture contractor. [Click here](#) to view their selection of furniture and display products.

Orders must be placed by completing and returning [this form](#) to scott@conceptfurniture.co.uk by **29 May** to guarantee delivery. Contact details: +44 (0)844 822 1424; scott@conceptfurniture.co.uk.

ACC also offer a basic 6ft trestle and 2 chairs package for hire – this can be ordered online.

[UKIO 2025 - Exhibitor Ordering Link](#)

AV hire

The ACC can assist with the hire or any audio visual equipment you may need for your stand, from plasma screens, laptops to mini PA systems – these should all be ordered online.

[UKIO 2025 - Exhibitor Ordering Link](#)

The shell contractors JNM also hire TV screens and laptops

Order by registering with the [online shop](#). Early bird rates apply until **4 May 2025**. Use coupon code: UKIO25 at checkout. See price list [here](#).

Or if you have any bespoke requests, please contact them directly via info@jnmexhibitions.co.uk

Wifi and hardwired internet

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 directly from the ACC

[UKIO 2025 - Exhibitor Ordering Link](#)

Catering on-stand

All food, beverages and catering equipment served on the ACC's premises must be ordered through the ACC's caterers Sodexo.

Order online [UKIO 2025 - Exhibitor Ordering Link](#)

If you wish to bring in external suppliers such as baristas or coffee machines – you will require approval, and a facility fee will be levied.

Contact at the venue for UKIO catering is Lisa.Hughes@sodexo.com

Flowers and balloons

Floral arrangements: A local company Verdure can assist you. Tel +44 (0) 1613 334 556 or email Kai.leek@verdure.co.uk. The deadline for ordering is 29 May.

Balloons: A local company Bubble Gum Balloons can assist you. Tel +44 (0) 1252 626 697 or email sales@bubblegumballoons.co.uk. The deadline for ordering is 29 May.

CDM Regulations

The Health and Safety Executive (HSE) introduced new regulations in April 2015, and they apply to construction work in the events and entertainment industry. The Construction (Design and Management) Regulations 2015 (CDM) makes the general duties of the Health and Safety at Work Act 1974 more specific. They complement the general Health and Safety at Work Regulations and integrate health and safety management into construction projects.

It is the responsibility of the organiser to ensure that these regulations are adhered to. For more information visit CDM 4 Events [website](#).

As a guide only, these responsibilities are to ensure, as far as is practical, the health, safety, and welfare of all your employees, and any plant, article, substance, or system of work which may be used, is safe and without risk to health.

EXHIBITING STAND PERSONNEL AND BADGES

Exhibitors will be issued with the official UKIO conference name badges via a self scan system at the registration desks this will allow access to the full conference and exhibition and should be worn at all times. **Individual company badges will not be accepted.**

Please provide names, email addresses and any dietary requirements of all stand personnel as soon as possible in the **exhibitor portal**, access via a personalised direct login link was sent in your instruction email.

Stand personnel allowed per stand as a guide

Stand size	Sqm	Number of personnel
2x2m	4	3
3x2m	6	4
3x3m	9	5
4x3m	12	6
5x3m	15	7
4x4m	16	8
4x5m	20	10
4x6m	24	12
5x5m	25	12
4x8m	38	16
6x7m	42	20
8x8m	64	32
6x11	66	33
10x10	100	40

This is not strictly enforced as different personnel may attend on different days so a 2mx2m stand may have up to 8 stand personnel connected but will be attending individual days.

LEAD RETRIEVAL

All congress badges will have a bar code that can be scanned, meaning that participants who have their badges scanned consent to sharing their full name, place of work and email address with you.

Handheld Scanners and/or app licences can be ordered via our supplier Contact Media. A licence for the first device is available for £99 (ex VAT) and £39 (ex VAT) for each additional device.

You can book online. <https://www.contact-media.co.uk/ukio2025>

GUEST INVITATIONS

UKIO is pleased to include 3 complimentary delegate passes as part of your sponsorship and exhibition package. This enables you to invite your key customers to attend UKIO as a guest.

Key sponsors are entitled to 10 complimentary guest invitations with full access to congress sessions. A link to book will be sent.

All other exhibitors are entitled to 3 complimentary guest invitations with full access to congress sessions.

Please register your guests via the Exhibition Portal.

REFRESHMENTS AND LUNCH

Complimentary tea and coffee is available for all attendees in the exhibition halls. There are various options to purchase food at lunchtimes. The Food court in the Arena will be offering hot street food options alongside vegetarian and vegan outlets and the Salad bar will be offering cold salads menus with sandwiches and snacks

PHOTOGRAPHY

UKIO will have a photographer onsite for the duration of the event. The images taken will be for inclusion on the UKIO website and in UKIO publications and social media posts. If you would like UKIO not to use images of your company's stand or your company's representatives, please notify the organisers at ukio@profileproductions.co.uk

GENERAL INFORMATION

Social Event: The BIG UKIO Quiz

Join us for an evening of networking at The BIG UKIO Quiz taking place at Camp and Furnace, with street food stalls, quiz and DJ on **Tuesday 3 June** from **7.00pm**. This is the perfect opportunity to relax in an informal setting with colleagues and delegates on the second night of the congress. Tickets are £25 (plus 20% VAT) which includes food, quiz and DJ. You can book tickets by emailing me direct: sue.elcock@profileproductions.co.uk with the names and numbers and we will send you a link to pay.

Sustainability

In keeping with this years' theme UKIO is asking all exhibitors to think about their sustainability and environmental policies and how these can be implemented in relation to your attendance at the event. Can you use digital engagement and minimise use of fliers and handouts? Are giveaways ethically sourced? Is your stand reusable? Do you have an offset emissions policy? The venue's environmental policy is to recycle as much waste as possible so please use the appropriate rubbish disposal bins within the venue. ACC Liverpool is now a Carbon Neutral Campus and aims to become Carbon Net Zero venue campus by 2030.. Please note **NO EXCESS CARPET** can be disposed of or recycled at the venue and must be removed by your contractors.

Social media assets

We have produced some social media templates for you to use for telling your audiences about your involvement in UKIO. You can add your tailored messages and logos, save as a jpeg or png file, and share on your social accounts and add an email sign-off. If you require any of these assets please request via ukio@profileproductions.co.uk

Accommodation

Liverpool offers a range of accommodations to suit all budgets close to the ACC. We have negotiated room rates for delegates at a number of hotels. [Click here](#) to browse hotels and book, or contact Reservation Highway who will be happy to assist with any bookings, particularly larger groups:
Tel : +44 (0) 1423 525577
Email : admin@reservation-highway.co.uk

Adverts: Handbook & plasma screens

Handbook advertising artwork needs to be supplied in high res PDF format
Deadline 25 April

Artwork spec is - Full page portrait: Trim: w210 x 297mm Bleed (+3mm per edge): w216 x h303 mm

Plasma adverts need to be supplied in 16:9 landscape ratio. If moving can be no more than 20 seconds in length and with no sound. Please supply in PPT Jpeg or MP4. **Deadline 3 May**

Overseas exhibitors

Exhibits from overseas 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. 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.

If you cannot find the information you require within these pages or have any questions or require assistance, please do not hesitate to contact a member of the Profile Productions team
tel +44(0)20 3725 5840
email sue.elcock@profileproductions.co.uk.

Event rules and regulations

Please note that the distribution of literature, samples and materials is only permitted from the exhibitors' individual stand space. Literature must not be placed in any other areas of the building including catering areas, registration, foyers, aisles, conference rooms and toilets.

Exhibitors' equipment including furniture must stay within the purchased stand space and must not be placed in the aisles. Stand personnel can only conduct promotional activity from within their stand space and must not stray into the aisles or onto neighbouring stands.

As in previous years UKIO fully supports small educational and social activities which you may wish to hold on your stand. Please be aware that the programme of event sessions, including symposium, demo zone sessions and workshops are a priority, therefore if you are planning any stand activities, please provide details of the activity type and proposed timings to the Organisers in advance, for agreement by the UKIO Programme Committee. The UKIO Committee reserves the right of final approval. Any Exhibitor attempting to run activities which have not been pre-approved will be kindly asked to stop.

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 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.

Congress organisers

Profile Productions Ltd

Boundary House, Boston Road, London, W7 2QE

Tel: +44(0) 20 3725 5840, ukio@profileproductions.co.uk

www.profileproductions.co.uk

