

Exhibition Stands

Please read these thoroughly and return a signed copy of this form with your Trade Stand application.

Stand Information

Exhibition Shell Scheme information

A shell stand is provided within the space booking costs and consists of the following elements:

- Male and female velcro is required to fix to the white foam PVC panels.
- No glue or tapes that may leave a residue are permitted.
- No mechanical fixings - ie screws or pins, or staples.
- Carpet (as venue).
- Name boards must be the Company name. No product names will be accepted.
- All displays must fit inside your stand dimensions. If you have anything outside your stand you will be asked to remove it.
- **All stands MUST use the shell scheme provided!**

Lighting/Electrics

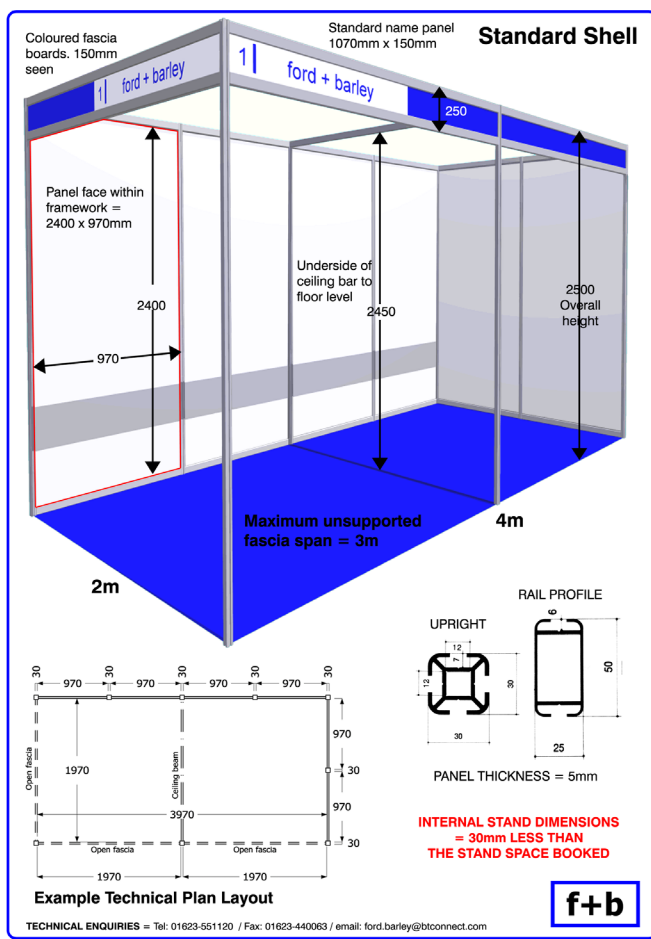
- We need information on any electrics that you are bringing to comply with Health and Safety requirements – if you do not give us the information in advance of the type of electrical item(s) you are bringing Ford & Barley will be unable to provide power for you.
- Included in stand package: Lighting - 3 spotlights and 1 500w socket is included free of charge with each stand – if you are unsure about any electrical items you are bringing and their requirements, please contact Ford & Barley so they can advise and avoid any issues on the day.
- Compulsory: The electrical and positioning order forms (form 1 & 1a) MUST be completed by ALL exhibitors. Additional electrics can be ordered at an extra cost if required. The forms must be returned to Ford and Barley by fax or post on or by **29th August 2025**. Ford & Barley contact details are noted on the forms. You will receive these once you have booked your stand.
- If you do require any plug in electrics, there are a few examples of power requirements below to give you an idea of what you may need:
 - 500 watts - pc computer, TV, video, set spotlights to 500w, fridge
 - 1000 watts – domestic filter coffee machines, lighting up to 1000w
 - 2000 watts – machinery up to 2000 watts
 - 3000 watts – kettles, hired coffee machines, machinery 2000-3000 watts
- 4 gang extension cables can also be ordered via the electrical and additional furniture form – (please note that the total draw for this should not exceed wall socket i.e. 500w shell scheme socket or higher rating if ordered).

Furniture

- You can order a 6ft Trestle Table and 2 chairs using the stand booking form. These are free of charge.
- Additional furniture can be ordered for your stand should you require it – please refer to the on-line brochure before ordering – www.conceptfurniture.co.uk - and then fill out the electrical and additional furniture forms and Ford & Barley payment details.

Graphic Panels

- Ford and Barley can supply graphic panels from artwork provided should you require this – please contact ford.barley@fordbarleyexhibitions.co.uk directly for this and for any other specific requirements you may have.



Terms and conditions: Once your booking is received a VAT invoice will be sent. A receipt will be sent once payment has been processed. Stands will be allocated on a **first come first served basis**. In order to secure a stand full payment must be received by **5th September 2025**. If payment is not received by this date BCVA reserves the right to offer the stand to those on the waiting list. Cancellations are liable to a 40% cancellation charge up to 60 days prior to the event after which there will be no refunds at the discretion of BCVA.

EICC/BCVA Ltd are not responsible for any loss or damage to exhibitors property so please ensure you secure any equipment/products on your stand.

Please note that if there is any damage to the hall or shell scheme attributable to the exhibitors that they will be charged in full. Therefore we advise that you carry out a risk assessment and provide adequate insurance for this event. We reserve the right to refuse entry to any delegate whom may bring the event into disrepute.

All information is correct at time of print.

Exhibitor Information

Stand delivery to the EICC.

Stands can be delivered to the venue to arrive no earlier than Tuesday 7th October. It is ESSENTIAL that your stand materials and all boxes are clearly labelled with your Company Name and clearly marked EXHIBITION. Without this labelling we cannot guarantee your materials will get to the right place at the venue. Send all stands to **BCVA Congress 2025, Edinburgh International Conference Centre, The Exchange, Loading Bay, Off West Approach Road, Edinburgh, EH3 8EE** (Please make sure you label your packages clearly with your company name. A label will be provided in your Trade Pack).

All stands must be collected by the end of Monday 13th October 2025. BCVA Ltd and EICC will not be held responsible for any items mislaid while awaiting collection.

Exhibition location and opening times

- The exhibition will be housed in the Cromdale Hall Level -2) at the EICC.
- The shell scheme will be set up by Ford & Barley on Wednesday 8th October 2025.
- Exhibitors will have access to dress their stands on Wednesday 8th (3pm-6pm) and Thursday 9th (8am).
- Delegates registration opens at 09:00 on Thursday.
- All refreshments during break times will be served in the exhibition area.
- The exhibition will close at 14.00 on Saturday so stands can be dismantled.

Security at the Exhibition

- All stands must be manned during the open hours of the exhibition.
- EICC/BCVA Ltd are not responsible for any loss or damage to exhibitors property so please ensure you secure any equipment/products on your stand.

Dilapidations

Please note that if there is any damage to the hall or shell scheme attributable to the exhibitors that they will be charged in full.

Stand breakdown and collection

- Exhibitors should clear their stands by 16.00 on Saturday so shell scheme breakdown can begin.
- Organisers and Exhibitors must ensure that arrangements are made for the collection of all items from the EICC at the end of the event. Please, ensure to correctly complete all forms relating to international shipping. It will not be the responsibility of the EICC to undertake any paperwork completed incorrectly by the Organiser/Exhibitor that does not enable collection by the courier.
- A member of the EICC will visit the stands before the de-rig commences and handle a storage form to complete by those exhibitors who will leave items for collection from our Loading Bay after the event.
- Items can be left for 1 working day, before being stored, charges will then be applied to release items. Items left for longer than 5 working days will be disposed of.
- Stands must be collected from the venue by the end of Monday 13th October 2025.

Health & Safety

The EICC and BCVA Ltd are not responsible for damage or injury that occurs as a result of an individual's stand. Therefore we advise that you carry out a risk assessment and provide adequate insurance for this event.

The Exhibition space has a number of fire exits, please familiarise yourself with your nearest one in the Exhibition when you arrive at the Congress.

Loading and Unloading

- Vehicles may not be left unattended in the EICC Loading Bay or parked in an unauthorised location nearby.
- This means that Organisers/Suppliers may park their vehicle and unload any necessary items into the EICC's Loading Bay. These items will be stored safely and monitored by CCTV until the person is ready to move them within the Venue.
- As soon as the vehicle has been unloaded, it must be removed off site and parked in an appropriate place.
- Organisers may not start setting up their stand until they have removed their vehicle.
- More information on this and parking options will be provided in your Trade Pack after booking.

Key dates & times for your diary

Stand registration - By Friday 23rd May 2025

Balance payment - By Monday 5th September 2025

Deliveries - Tuesday 7th and Wednesday 8th October 2025

Access to exhibition area - Wednesday 8th October 2025 (3pm - 6pm), Thursday 9th October 2025 (8am - 9:30am)

Delegate registration - Thursday 9th October 2025 from 9am

Stand dismantling - Saturday 11th October 2025 between 2pm and 4pm

After event collection - Monday 13th October 2025

I have read the above terms and conditions. I understand them and I agree to be bound by them.

Signed _____

Date _____