



ANNUAL MEETING
26-28 June 2017

SECC GLASGOW

Trade &
Medical Exhibition



Incorporating Meetings of the Sections of:
Academic Urology, Andrology & Genito-Urethral Surgery
and Female, Neurological & Urodynamic Urology
and The Office of Education Teaching Courses

The British
Association
of Urological
Surgeons



www.baus.org.uk

Welcome

Dear Colleague

BAUS Annual Meeting and Medical & Trade Exhibition, 26-28 June 2017, SECC, Glasgow

We are delighted to send you the details of the Medical and Trade Exhibition that will be held as part of the 2017 BAUS Annual Meeting. BAUS 2016 was a great success and many complimentary comments were received from delegates on the high quality of the associated exhibition and the diversity of products and services displayed by exhibitors.

The BAUS Education Committee met earlier this year to review the 2016 Annual Meeting and to begin planning for 2017. As you may be aware, the EAU is holding its conference in London in March 2017. Therefore, our Education Committee was mindful of the need to ensure the programme for BAUS next year would complement that of the EAU (and not duplicate it) and to encourage as many UK-based urologists as possible to attend BAUS by offering a distinctly different focus - not least given the limited study leave now available for meetings.

As a result, a number of major changes to the usual programme have been proposed. These include: reducing the length of the meeting to three days (Monday 26 - Wednesday 28 June), reducing the number of teaching courses, reviewing the skills courses and reducing the number of guest lectures while still ensuring, and enhancing, the academic and scientific rigour of the conference. The Education Committee will review BAUS 2017 next summer and will evaluate these changes against feedback, attendance levels etc., and we can then feedback to you the plans for BAUS 2018.

In order to maximise your interaction with delegates, we will be opening the Exhibition at 08:00 instead of 12:00 on 26th June and closing at 18:00 on 26th and 27th June.

The Organising Committee is currently working to develop an excellent scientific programme for next year's meeting. The Specialist Section Meetings of Academic Urology, Andrology & Genito-Urethral Surgery and Female Neurological & Urodynamic Urology will take place on Monday 26 June.

We are planning to host a Welcome Reception on Monday evening. Tuesday night will be free to enable exhibitors to stage their own events and the core conference hours (correct at time of printing) are stated on page 5 of this booklet, which should guide you when making your arrangements.

In addition to information on exhibiting, we have also provided details on the general sponsorship opportunities that are available at BAUS 2017. If you have any further questions or would like to discuss these with us in further detail please do not hesitate to contact the BAUS Events Team at events@baus.org.uk

We are very much looking forward to a successful meeting in June and hope to see you there. BAUS 2017 offers a tremendous opportunity to meet urologists and healthcare professionals caring for urological patients. We are most grateful for your continued support for the Association.

Yours faithfully



Kieran O'Flynn
President



Duncan Summerton
Honorary Secretary

Exhibition Information

Venue

The British Association of Urological Surgeons Annual Meeting in 2017 will be held at the SECC, Exhibition Way, Glasgow, G3 8YW.

Applications

Applications are invited for exhibition space at the Meeting venue. Please complete the Stand Application Form enclosed with this brochure and ensure that you read the Terms and Conditions carefully. Your signature on the Stand Application Form means you agree to and will comply with the Terms and Conditions.

Pre-Booked Stands

Please see the accompanying letter for the numbers of stands already allocated to companies who are sponsoring satellite sessions at BAUS 2017.

Stand Availability and Information

For stand availability please contact the BAUS Events Team:

Email: events@baus.org.uk

Tel: 020 7869 6950

Exhibitors' Unloading & Parking

Full details of access to The SECC for unloading and information on parking facilities will be included on the Exhibitor Manual which will be available in March, following payment of invoices for exhibition space.

Timetable For Exhibition

The provisional timetable for the exhibition will be as follows: (Final details will be published on the Exhibitor Manual).

Setting Up

Saturday 24 June	09:00 - 18:00
Sunday 25 June	08:00 - 21:00
Monday 26 June	07:00 - 08:00
(for final dressing and preparation ONLY)	

Exhibition Open

Monday 26 June	08:00 - 18:00
Tuesday 27 June	08:30 - 18:00
Wednesday 28 June	08:30 - 14:15

Breakdown

Wednesday 28 June	14:45 - 20:00
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General Information

Complimentary tea and coffee will be available in the exhibition hall. Other food and beverages will be available for purchase.

Purchase Of Stand Space

Subject to approval, by the BAUS Office, the cost of all stands includes the basic shell scheme package (see Section on 'Shell Scheme Stands'). If you do not require the shell scheme package please indicate on the booking form that you wish to book a Space Only stand.

The costs of stand space at BAUS 2017 will be £275.00 or £285.00 per square metre (plus VAT at the prevailing rate) and this applies to both shell scheme and space only stands.

Stands that are highlighted in orange or purple will be charged at £285 per square metre (plus VAT at the prevailing rate) all other stands will be charged at £275 per square metre (plus VAT at the prevailing rate).

Stands highlighted in purple may NOT be booked in multiples or combined to make larger stands.

Stands highlighted in orange may be combined but ONLY to a maximum size of 6m x 3m. Exhibitors cannot order multiple 6m x 3m stands in these areas.

The stand fee includes the following:

Shell Scheme Stands

- Stand shell scheme
- Fascia with name panel and stand number
- Carpet
- One twin power point (rated at 5 amps) and three spotlights, per 9 square metres
- Stand carpet cleaning
- On site, 24 hour security
- Entry in the Exhibition Guide

Free-Build (Space Only) Stands

- Exhibitors and their contractors will be responsible for providing walls between stands on shared sites, such walls being dressed on the rear side

Exhibition Information

- Electrical power supply must be ordered on the appropriate form in the Exhibitor Manual
- Stand carpet cleaning
- On site 24 hour security
- Entry in the Exhibition Guide

Those purchasing space on this basis should observe the following guidelines:

- a. Stand wall height is restricted to 4 metres. No uninterrupted walls of more than 3 metres in length may be built along gangways. Solid runs of walling should take up no more than 50% of any open side. Smaller structures (e.g. towers and features) no higher than 4 metres will be considered pending sight of stand plans.
- b. Space-only contractors will be allowed into the Exhibition Hall from 09:00 on Saturday 24 June. Construction must be finished by 21:00 on Sunday 25 June.
- c. A detailed programme for the breakdown of the exhibition will be included in the Exhibitor Manual, a further copy of which will be delivered to all exhibition stands during the exhibition. All construction materials and waste must be removed from the hall by 21:00 on Wednesday 28 June.
- d. Exhibitors not adhering to hall layout plans and building regulations will have their stands dismantled without consultation and taken back to recognised stand limit.

Payment

Stands are allocated, where possible, on a 'First Come, First Served' basis, using each company's order of preference. If none of the six choices specified on the Application Form are available, BAUS will contact the company to discuss other options for a suitable alternative.

An invoice will be sent upon receipt of a completed booking form and allocation of your stand. Full payment will be due 90 days from date of invoice.

Please note that full payment for stands booked after 1 March 2017 will be due 14 days from the date of invoice. If you wish to discuss payment arrangements then please contact the BAUS office - Tel: +44 (0) 20 7869 6950

Payments may be made by cheque, debit/credit card (American Express, Mastercard, Visa and Maestro only), or bank transfer.

If you wish to pay by bank transfer, please quote 'BAUS Exhibition 2017' and give the name of your company when making your remittance to the BAUS bank account. Any charges incurred on a BACS, IBAN or

similar electronic transaction must be met, in full, by the company making the payment.

Details of the BAUS bank account are in the covering letter to the brochure.

Stand Catering

We ask you to please serve alcohol responsibly from your stand and suggest that you refrain from giving out alcohol before lunchtime.

Exhibitors should note that Levy Restaurants UK are the "tied contractor" of the Venue for the provision of food and beverages on exhibition stands. They reserve the right to make "corkage" charges on any food and drink brought into the exhibition, not supplied by themselves.

Purchase Order

If a purchase order number needs to be quoted on any correspondence this must be included on your application form when you return it to BAUS.

Health And Safety

Anyone wishing to gain access to the Exhibition area during the build and strike of the Exhibition shall be required to wear high visibility workwear, which exhibiting companies are required to provide to their stand personnel and advise their Sub Contractors of this regulation.

Annual Meeting Registration

Exhibiting company personnel wearing exhibitor badges will have access to all scientific sessions apart from the Office of Education and Teaching Courses. If exhibiting company personnel wish to attend these courses as a delegate they will need to register for the meeting via the online registration form.

Accommodation

Block bookings of hotel rooms have been made with local hotels via Visit Glasgow. Access to this service will be available from March 2017. Please note that the hotels will not release this reserved accommodation to exhibitors prior to March 2017.

Site Visit

If you wish to visit The SECC in advance of the meeting please contact the BAUS Events Team at events@baus.org.uk

Exhibitor Manual

On payment of the invoice for the stand space, a user name and password will be issued to exhibitors enabling access to the online Exhibitor Manual (available from early March 2017) from which all support services may be ordered at the costs stated.

Meeting & Event Guidelines

The following guidelines apply to meetings (scientific and/or social) held at the time of the BAUS Annual Meeting.

Please note they do not refer to those sponsored satellite meetings which appear in the BAUS Scientific and Conference Programme, but only to those individually organised meetings which do not appear in the programme.

1. **Company-organised meetings** and social events must be held outside BAUS core conference hours. The Conference and Scientific Programme will be available on the BAUS Annual Meeting Microsite and contains the timings of all BAUS scientific sessions.
2. **Exhibiting companies** who wish to hold an individually organised event at the time of the BAUS Annual Meeting must give the following information to the BAUS Office by **Monday 10 April 2017**:
 - a) The proposed date of the event
 - b) The proposed time of the event*
 - c) The proposed event venue
 - d) The programme (for a scientific meeting)

The BAUS Office will then be in a position to advise a company if it is planning an event at a time when there are several other events taking place in order to avoid clashes of time, venue and meeting topic.

*Events may be organised only outside BAUS core conference hours which are:

Monday 26 June 0900 - 2030

Tuesday 27 June 0745 - 1930

Wednesday 28 June 0800 - 1600

Please note that the main BAUS social event is taking place on the Monday evening. Once again the President and Honorary Secretary of BAUS are sure exhibitors will want to join us.

3. If it comes to the attention of BAUS that a company has held an event during core conference hours, that company's application for exhibition space at the Annual Meeting the following year will be considered **only after all other applications received by the given date have been dealt with**. This means it will not be possible for that company to book its preferred exhibition stand as most of the exhibition space sells in the first week.

These guidelines have been formulated with input from BAUS Council and from our exhibiting companies. We feel they serve the best interests of the Association and our industry colleagues. Thank you for your co-operation.

Please contact the BAUS Office if you have any queries.

Please note that the Conference hours are correct at time of printing and may be subject to change.

Stand Costs

Schedule of Costs at £275.00 or £285.00 per square metre

Stand Number	Length (m)	Width (m)	Area (m ²)	Cost excl. VAT	Note
100	3	3	9	2565	NOTE 1
102	3	3	9	2565	NOTE 1
130	3	3	9	2475	
132	3	3	9	2475	
134	3	3	9	2475	
140	3	3	9	2475	
142	3	3	9	2475	
170	3	3	9	2475	
172	3	3	9	2475	
200	3	3	9	2565	NOTE 1
202	3	3	9	2565	NOTE 1
210	6	3	18	5130	NOTE 2
212	3	3	9	2565	NOTE 1
216	3	3	9	2565	NOTE 1
220	3	6	18	4950	
222	6	3	18	4950	
224	6	3	18	4950	
230	6	6	36	9900	
260	3	6	18	4950	
264	3	3	9	2475	
266	3	3	9	2475	
300	3	3	9	2565	NOTE 1
302	3	3	9	2565	NOTE 1
310	3	3	9	2565	NOTE 1
312	3	3	9	2565	NOTE 1
314	3	3	9	2565	NOTE 2
316	3	3	9	2565	NOTE 2
320	3	6	18	4950	
324	6	6	36	9900	
340	3	6	18	4950	
344	3	3	9	2475	
346	3	3	9	2475	
348	6	6	36	9900	
360	3	6	18	4950	
364	3	6	18	4950	
400	3	3	9	2565	NOTE 1
402	3	3	9	2565	NOTE 1
410	3	3	9	2565	NOTE 1
412	3	3	9	2565	NOTE 1
414	3	3	9	2565	NOTE 1
416	3	3	9	2565	NOTE 2
418	3	6	18	5130	NOTE 2

Stand Number	Length (m)	Width (m)	Area (m ²)	Cost excl. VAT	Note
420	6	3	18	4950	
422	6	6	36	9900	
424	3	3	9	2475	
426	3	6	18	4950	
430	6	9	54	14850	
440	12	9	108	29700	
450	6	9	54	14850	
460	6	3	18	4950	
462	3	3	9	2475	
464	6	3	18	4950	
466	3	3	9	2475	
500	3	3	9	2565	NOTE 1
502	3	3	9	2565	NOTE 1
510	3	3	9	2565	NOTE 1
512	6	3	18	5310	NOTE 2
514	3	3	9	2565	NOTE 2
520	9	6	54	14850	
530	3	3	9	2475	
532	3	3	9	2475	
534	3	3	9	2475	
536	3	3	9	2475	
540	3	6	18	4950	
542	6	3	18	4950	
544	6	3	18	4950	
546	3	6	18	4950	
550	6	6	36	9900	
560	3	3	9	2475	
562	6	3	18	4950	
564	3	3	9	2475	
600	3	3	9	2565	NOTE 1
602	3	3	9	2565	NOTE 1
604	3	3	9	2565	NOTE 1
630	3	3	9	2475	
632	3	3	9	2475	

Notes

NOTE 1: Stands in purple cannot be ordered in multiples or combined to make larger stands.

NOTE 2: Stands in orange may be combined but only to a maximum stands size of 3m x 6m. Companies cannot order multiple 3m x 6m stands within this section.

Stands that are highlighted in orange or purple will be charged at £285 per square metre (plus VAT at the prevailing rate) all other stands will be charged at £275 per square metre (plus VAT at the prevailing rate).

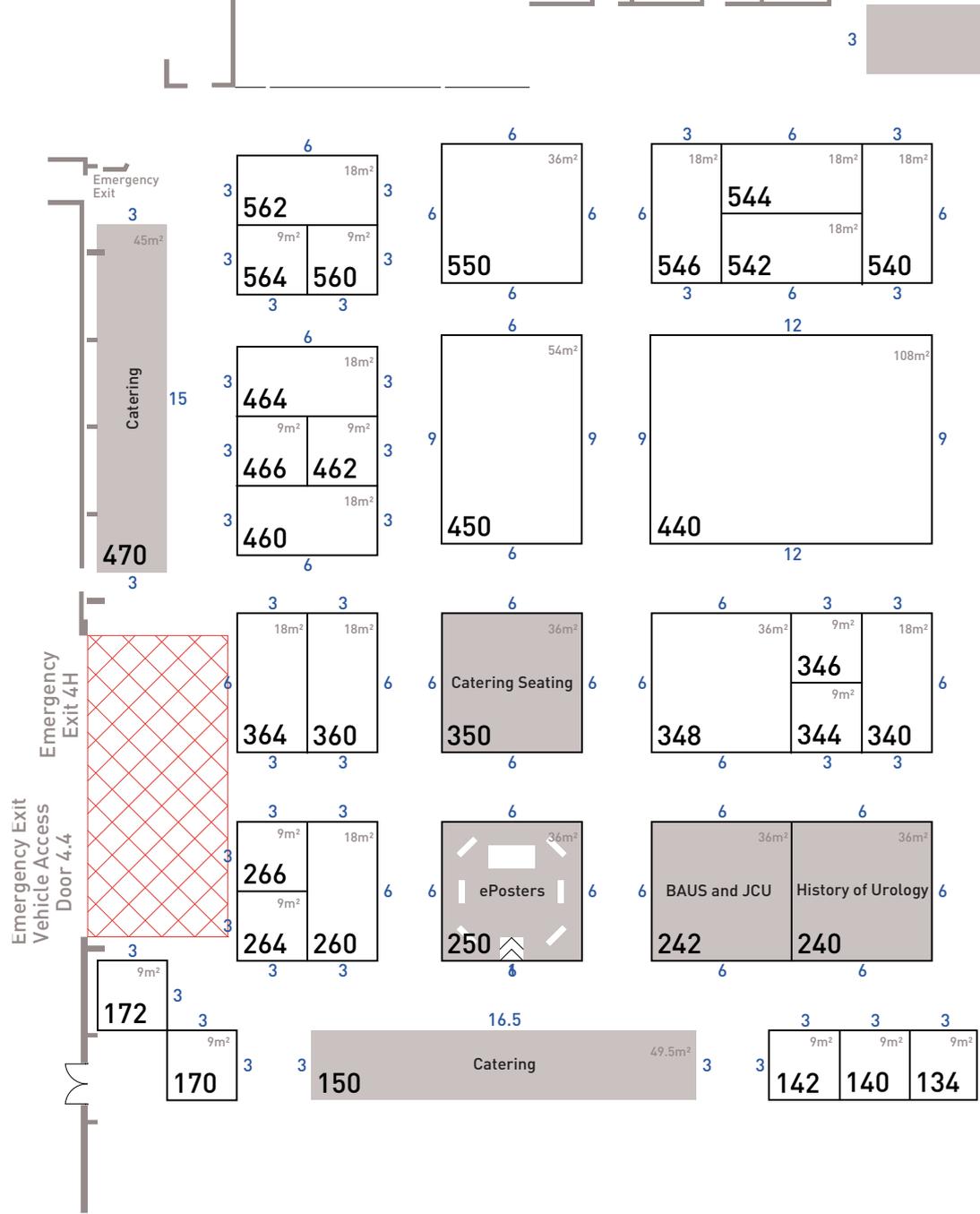
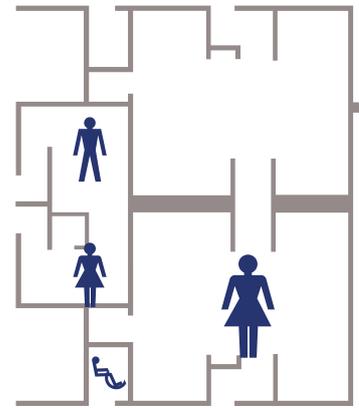
In all cases, any exhibitor wishing to rig above their stand should contact Matthew Lambert, Exhibition Manager:
Email: info@maelstromeventsolutions.co.uk
Tel: 01746 100 608

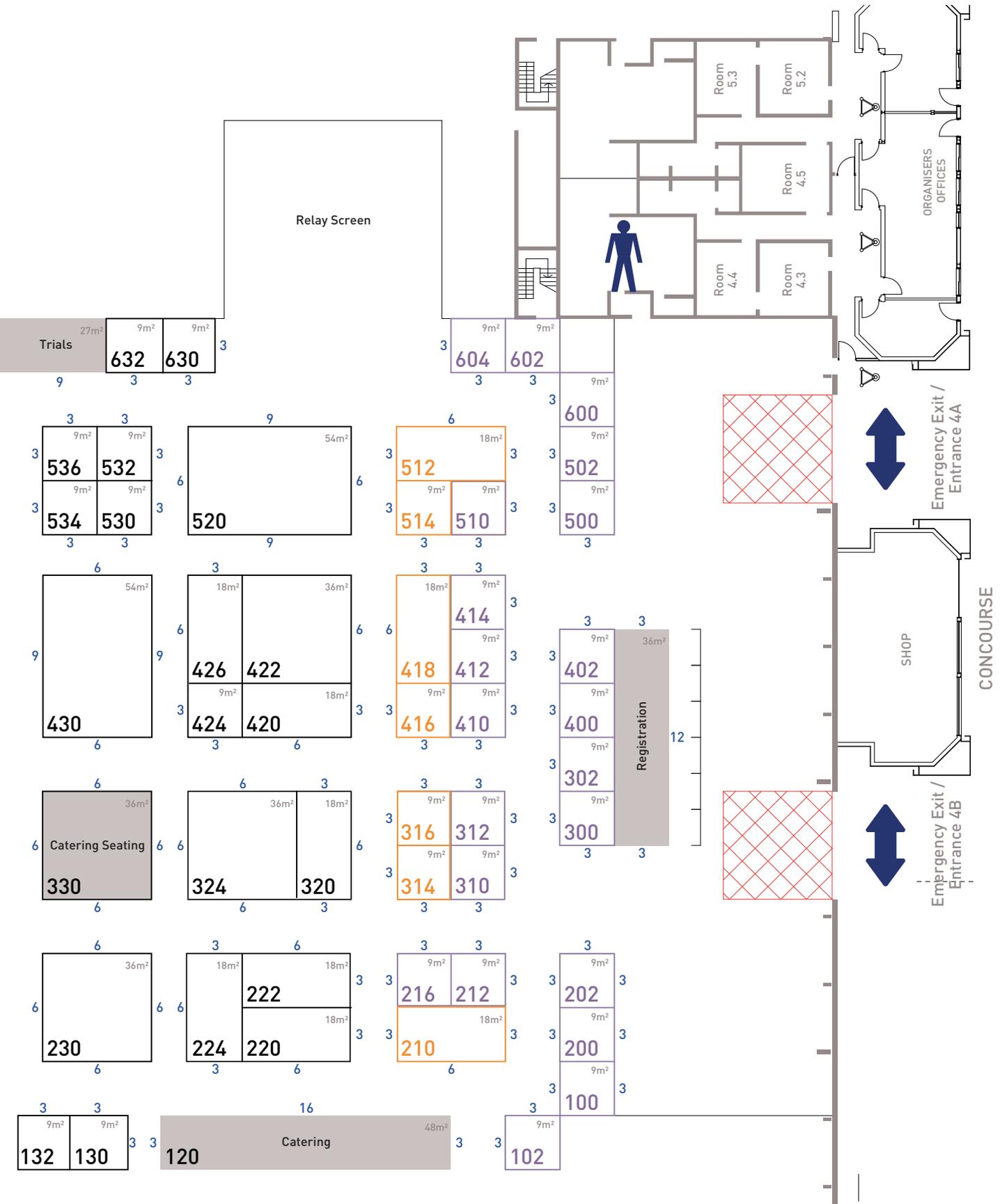
Exhibition Floor Plan SECC Glasgow

Stands in purple cannot be ordered in multiples or combined to make larger stands

Stands in orange may be combined but only to a maximum stands size of 3m x 6m. Companies cannot order multiple 3m x 6m stands within this section.

Stands that are highlighted in orange or purple will be charged at £285 per square metre (plus VAT at the prevailing rate) all other stands will be charged at £275 per square metre (plus VAT at the prevailing rate)





General Sponsorship Opportunities

The Annual Meeting is a unique forum providing you with the unrivalled opportunity to gain premium market exposure through one of our specifically designed sponsorship opportunities.

We expect approximately 1100 delegates to attend the 2017 Annual Meeting. By becoming a sponsor, your organisation is gaining an ideal opportunity to communicate directly with the delegates both prior to, and during the meeting.

Sponsorship opportunities for the 2017 Annual Meeting are detailed below. If you have any alternative suggestions however we would be happy to discuss these with you. Please note that VAT will be charged at the prevailing rate.

BAUS notes the Association of British Pharmaceutical Industry Code of Practice for the Pharmaceutical Industry. It is the responsibility of individual companies to ensure they comply with relevant regulatory or other industry codes of practice when offering sponsorship.

Delegate Bags

An excellent opportunity exists to provide the Delegate Bags for the meeting. We will require 1200 bags and a sample would need to be approved by the BAUS office in advance of the meeting.

Delegate Pads And Pens

Each delegate will be provided with a pad of paper and pen in their delegate bag when they register. We will require 1200 of each item and a sample would need to be approved by the BAUS office in advance of the meeting.

Delegate Lanyards

Badges will be worn by all delegates and exhibiting staff for the duration of the meeting. If you wish to provide the lanyards for the badges we would require 2000 of them to be delivered to the BAUS office prior to the meeting and a sample will need to be approved by the BAUS office in advance of the meeting.

Delegate Lead Retrieval

The hire of scanners for delegate lead retrieval will be available at BAUS 2017. Further details and information on how to book scanners will be available on the Exhibitor Manual.

Signage £2500 + VAT

The signage sponsorship package includes the sponsors company logo being displayed on all of the meeting and exhibition signage provided by BAUS. Please note that this does not include the inclusion of your logo on signage provided by the venue.

Social Events

The Welcome Reception will be held on Monday 26 June. This will be an excellent networking opportunity and is available for sponsorship. For further information please contact BAUS Events Team at events@baus.org.uk.

Insert In Delegate Bags From £1350 + VAT

All delegates attending the Annual Meeting will receive a delegate bag. An insert (maximum of one sheet of A4) can be inserted into the bag for a cost of £1350 + VAT. We are also happy to discuss the inclusion of larger items into the bags at an additional charge. Please note that we take no more than eight inserts in total and so early booking is recommended. The insert must be agreed by the Honorary Secretary and the deadline for submission is Friday 26 May 2017. 1200 inserts must be delivered to the BAUS office by Friday 9 June. Please note that all Satellite Sponsors receive a free insert into the delegate bags as part of the sponsorship package.

Advertising Opportunities

In addition to the sponsorship packages there are also a number of advertising opportunities available to exhibitors:

Programme at a Glance £1750 + VAT

The Programme at a Glance is given to all delegates on arrival and would feature the sponsors logo.

Please note that only one advertisement is available in this publication.

Advertisement in the Final Conference and Scientific Programme

Full Page (297.00mm x 210.00mm)	Monochrome £1200 + VAT Colour £1500 + VAT
Half Page (190.00mm x 133.50mm)	Monochrome £750 + VAT Colour £900 + VAT
Quarter Page (92.50mm x 133.50mm)	Monochrome £450 + VAT Colour £600 + VAT

Satellite Sponsors receive a 10% discount on adverts

Please note that adverts must be agreed in advance by the Honorary Secretary and the deadline for submission is Monday 1 May 2017.

A full technical specification for advertisement copy will be provided to those exhibitors reserving space in all publications.

If you wish to discuss any of these sponsorship or advertising opportunities in further detail please do not hesitate to contact the BAUS Events Team.

Tel: **020 7869 6950** Email: events@baus.org.uk

Exhibition Terms & Conditions

Definitions

In the following Terms and Conditions:

The word "ORGANISER" means "The British Association of Urological Surgeons" (BAUS)

The word "EXHIBITION" means "The British Association of Urological Surgeons' Exhibition"

The word "EXHIBITOR" means the person, company, firm or other organisation contracting with the "Organiser" to participate in the "EXHIBITION" and, in relation to any terms or conditions imposing any prohibition, shall include employees, servants or agents of the Exhibitor

The word "VENUE" means The SECC, Glasgow

The words "MAIN CONTRACTOR" means the "Exhibition Contractor" appointed by the "Organiser"

The words "ELECTRICAL CONTRACTOR" means the "Electrical Contractor" appointed by the "Organiser"

The word "EXHIBIT" means the Exhibit or Display to be presented by the "Exhibitor"

The words "SUB CONTRACTOR" means any company employed by the "Exhibitor" for the purpose of designing and building their "Exhibit"

APPLICATION FOR STAND SPACE - METHOD OF ALLOCATION

The exhibition plan and stand application form is posted, first-class, and emailed, to companies on the Organisers' mailing list on given dates (which are advised at least two weeks in advance). Stands are then allocated as soon as the application forms are received by the Organisers, on a first-come, first-served basis. The application form provides the opportunity to specify up to six preferred exhibition stand positions in order of preference. The stands are then allocated (where possible), using each company's order of preference. If none of the six choices are available the Organiser will telephone and ask the company to select from the remaining stands.

An invoice will be sent upon receipt of a completed booking form and allocation of your stand. Full payment will be due 90 days from date of invoice.

Please note that full payment for stands booked after 1 March 2017 will be due 14 days from the date of invoice.

If payment is not received by the due date, the Organiser reserves the right to release the stand back for general sale.

Companies sponsoring satellite sessions will have priority booking and their stands allocated first prior to the general release date. The deposit payment terms will apply to satellite sponsors.

The submission of a Stand Application Form provided, together with the allocation by the Organisers, shall be deemed to be a contract in acceptance of and in accordance with these Terms and Conditions. The Organiser reserves the right to refuse any application.

CHARGES FOR STAND SPACE

The charge for stand space is £275.00 or £285.00 per square metre, depending on the location of your stand, plus VAT at the prevailing rate. In the event of a change in VAT rate during the planning of the exhibition, the amended rate will apply to all invoices issued following that date of change.

Details of what is included in the cost of stand space are listed in this Exhibition brochure.

PAYMENT FOR STAND SPACE

An invoice will be sent upon receipt of a completed booking form and allocation of your stand. Full payment will be due 90 days from date of invoice.

Please note that full payment for stands booked after 1 March 2017 will be due 14 days from the date of invoice.

Under no circumstances will a company be allowed to exhibit at the meeting unless full payment has been made. Payment methods are by cheque (drawn on any United Kingdom bank in pounds sterling made payable to "The British Association of Urological Surgeons Limited"), direct

bank transfer or credit/debit card. Payments must be forwarded to The British Association of Urological Surgeons Limited, 35-43 Lincoln's Inn Fields, London, WC2A 3PE, UK. Where payment is made by bank transfer, a copy of the Remittance Advice must be forwarded to the Organiser.

CANCELLATION OR ALTERATION OF STAND SPACE

If, after allocation of stand space to any Exhibitor, the Exhibitor wishes to cancel or reduce the stand space allocated, the Organiser will endeavour to re-let the stand space not required by the Exhibitor. If they are unable to do so, the Exhibitor shall remain liable to pay the full charge for the stand space allocated. If the Organiser is able to re-sell the space, a cancellation charge of 20% of the total charge for the stand will be made. Requests to cancel or reduce stand space must be confirmed in writing and stand space cannot be released for resale until such requests are received by the Organisers and are acknowledged.

Where additional exhibition space is requested after the initial allocation of stand space, and can be provided, the rules regarding payment the total cost of the additional space will apply if the request is made before 31 January 2017. Where the request is made after the 31 January, the full cost of the additional space must be paid immediately. All such requests must be confirmed in writing.

Any participants who fail to arrive at the exhibition by the designated times shall be liable for any additional costs that may be incurred by the Organiser, due to non-participation.

ALTERATION TO EXHIBITION LAYOUT

Whilst every endeavour will be made to adhere to the published layout of the Exhibition, the Organiser shall be entitled to alter the layout if, in their opinion, this is in the general interest of the Exhibition.

AMENDMENT OR CANCELLATION BY THE ORGANISERS

The Organiser reserves the right to cancel any booking or offer alternative facilities without any liability on its part in the event of:

- Any occurrence beyond its reasonable control which shall prevent the Organiser from performing its obligations in connection with the booking
- The booking being, in the Organisers opinion, prejudicial to the reputation of the Organisers, the Venue, or third party suppliers
- The Exhibitor being in arrears of payments due
- The Organiser becoming aware of any alteration in the Exhibitor's financial situation

Exhibition Rules & Regulations

VENUE

The facility within the Venue for the Exhibition shall be that part of Hall 4, contracted by the Organiser, which will be clearly designated on the exhibition plan. No further space shall be available for any other use or purpose of the Exhibitor, for example, storage of packing materials, parking of vehicles, etc.

TENANCY

The tenancy of the Venue for the Exhibition shall be from 07:00 on Saturday 24 June 2017 until 22:00 on Wednesday 28 June 2017. There shall be no access to the facility before and after these dates and times and no deliveries or collections of materials will be permitted before the tenancy commences. All materials must be removed from the facility by the end of the tenancy.

OCCUPATION OF STAND SPACE

The Exhibitor, his servants, employees, agents and contractors, may enter the Exhibition area for the purposes of erecting and preparing exhibit/s during the build-up days as follows:

Saturday 24 June 09:00 to 18:00
 Sunday 25 June 08:00 to 21:00
 Monday 26 June 07:00 to 08:00

All stands must be complete and ready for the Exhibition opening by 08:00 on Monday 26 June 2017. In the event of an Exhibitor failing to take possession of his allocated stand space, the charges for such allocated stand space will nevertheless remain due to the Organiser. The Organiser shall have the right to refuse to permit the Exhibitor to occupy or use the stand space until all sums due to the Organisers from the Exhibitor have been paid.

Each stand must be open for viewing and staffed during Exhibition open hours and during such other functions that may be staged in the Exhibition area. Upon being required to do so by the Organiser, the Exhibitor shall cease to employ at the Exhibition any servant or Sub Contractor of the Exhibitor who shall be guilty of any conduct which, in the opinion of the Organiser, is prejudicial to the proper management of the Exhibition.

Removal of exhibits and dismantling of stands may not commence until 14:45 on Wednesday 28 June 2017 and must be completed by 20:00 on this day.

All exhibits, displays, stand fittings, materials, carpet and flooring, waste materials and other things brought to the Exhibition Hall by the Exhibitor and/or Sub Contractor must be removed by 21:00. A detailed programme for

the breakdown of the Exhibition will be included in the Exhibition Manual, with a further specific programme being delivered to all Exhibitors on the afternoon of Wednesday 28 June 2017.

Notwithstanding anything contained elsewhere in these terms and conditions, the Exhibitor shall at all times, and insofar as they are applicable, observe and perform the standard Conditions of Hire for The SECC in force at the time of the Exhibition, which, together with these and other Rules and Regulations pertaining to the operation of the Exhibition, will be included in the Exhibition Manual available to all exhibitors upon receipt of the final payment for the stand.

INSTALLATION

- No Exhibitor will be permitted to install an Exhibit in such a manner as, in the opinion of the Organisers, obstructs the light or impedes the view along the open spaces or gangways.

- The Venue reserves the right to examine and exclude any exhibit

- No Exhibitor will be permitted to install display material or exhibits that contravene security regulations as laid down by the Venue

- Gangways must be kept clear and free for passage at all times and must not be littered or obstructed

- No display shall overhang gangways or project outside the individual stand space

- Stands not adhering to hall layout plans will be dismantled without consultation and taken back to recognised stand limit

- No display, stand fitting or exhibit shall exceed the wall height of 4 metres

- No uninterrupted walls of more than 3 metres in length may be built along gangways

- Solid runs of walling should take up no more than 50% of any open side.

- Smaller structures (e.g. features, towers, etc.) no higher than 4 metres will be considered pending sight of stand plans and subject to physical height limitations in the venue

- Subject to approval of design by the Organisers and the Venue, banners may be rigged above exhibition stands occupied provided that they are contained within the footprint area of the stand. Banners may not exceed 3 metres in length by 2 metres in depth and will be positioned so that the bottom edge of the banner is at 5 metres from the level of the floor of the Venue. The cost of rigging banners, payable by the Exhibitor, will be included in the Exhibition Manual. Only the contractor appointed by the Venue will be used for the installation. Exhibitors must be

aware of height restrictions in the area defined within the venue

- Space only Sub Contractors will be allowed into the Exhibition Hall on Saturday 24 June 2017 from 09:00.

- All construction must be completed by 21:00 on Sunday 25 June 2017. The period from 07:00 to 08:00 on Monday 26 June is for final stand dressing purposes, only.

- In the event of an emergency or malfunction of an exhibit during the open period of the Exhibition, the Exhibitor must seek direction from the Organiser before any repairs are undertaken. Ladders and other access equipment are not permitted to be used in the Exhibition during the open period unless any malfunction of the Exhibit shall create a danger to visitors.

- All structures and materials, including signs, shall conform to the requirements of the Organiser as laid down by the regulations of the Venue, a copy of which will be included in the Exhibition Manual

- All movement of and fixtures to the shell scheme must be carried out by the Main Contractor

- The only permitted fork lift trucks permitted to enter the exhibition hall during the building and break down periods shall be those of the official freight handling company, employed by the Organiser

- There is no storage space available within the Venue for packing materials. All packing materials must be stored away from the Venue. Anything remaining after 22:00 on Wednesday 28 June 2017 will be disposed of

- The Exhibitor opting for the SPACE ONLY option shall submit plans of their stand/s, with the form provided in the Exhibition Manual, to the Organiser for approval by the Organiser and Venue. The plan must show the floor plan and elevations of the stand structures, the location of any features and the position of any aerial banners and signs, the dimensions of which must be clearly marked on the plans. The floor plan must also indicate the position where the main electrical connection will be required to be positioned.

LABOUR

The Exhibitor and Sub Contractor must undertake to abide by the decision of the Organisers on all matters relating to the employment of labour in connection with the Exhibition.

ELECTRICAL REQUIREMENTS

Additional lighting and power services will be available to the Exhibitor through the Electrical Contractor. A schedule of

services and charges will be published in the Exhibition Manual. Exhibitors may provide their own electrical fittings, where such fittings are in the form of made-up units, showcases, signs, etc., complete and ready for connection to mains supply. All electrical installations must comply with the relevant Institute of Electrical Engineers and Venue regulations and are subject to inspection and test by the Electrical Contractor, before electric power is provided to them.

HEALTH AND SAFETY

The Exhibitor will be responsible for ensuring compliance with all Health and Safety Regulations imposed by the Organiser and the Venue, as detailed in the Exhibition Manual. Separate Health and Safety Risk Assessments and Methods of Application will be required for the Build/Strike period and the Open Period of the Exhibition. Where the Risk Assessment for the Build/Strike period of the Exhibition is supplied by a Sub Contractor, the Exhibitor shall still remain responsible for ensuring compliance with this and shall be responsible for any infringement of the Health and Safety Regulations of the Venue and the Organisers. Anyone wishing to gain access to the Exhibition area during the build and strike of the Exhibition shall be required to wear high visibility waistcoats or jackets.

EXHIBITOR BADGES

Badges of Exhibitor Personnel may be ordered on the appropriate form in the Exhibition Manual. A reasonable number of badges will ONLY be provided for personnel employed by the Exhibitor for the purpose of staffing the exhibition stand. The deadline for the application for badges will be Friday 9 June 2017. Applications received after this date may incur a charge of £20.00 per badge. Badges are non-transferable.

SUB-CONTRACTORS BADGES/WRISTBANDS

Badges/Wristbands for Sub-Contractors employed by Exhibitors for the construction of their Exhibit shall be issued on arrival at the venue in for the build and breakdown period. Sub-Contractors requiring access to the Exhibition during the open period, for the purpose of providing stand-by support services, must be in possession of an Exhibitor Badge.

THIRD PARTIES

Where the Exhibitor employs Sub Contractors or third parties to assist them with their participation in the Exhibition, it is the Exhibitor's responsibility to ensure they comply with all Rules and Regulations stipulated by the Organiser and covered by any current Licensing and Health and Safety legislation.

STAND CLEANING

Nightly stand cleaning is included in the charge for stand space, but Exhibitors are responsible to the Organiser for seeing

that their stands are maintained in a clean and orderly state.

DANGEROUS EXHIBITS AND SUBSTANCES

No exhibit or working demonstrations that involve substances of a dangerous, explosive or objectionable nature may be brought on to the premises without prior written consent. Permission to bring in any compressed gases, regardless of whether volatile or not, must be sought in advance from the Organisers. Exhibitors wishing to use Laser Equipment should contact the Organiser to discuss Health and Safety implications.

DISPLAY OF MOTOR VEHICLES

Should a petrol or diesel powered motor vehicle wish to be displayed on an exhibition stand, the vehicle should be capable of being moved from the loading area to the exhibition stand by manual means and the vehicle should contain an absolute minimum amounts of fuel, the battery connections should be disconnected and isolated utilising insulating tape and a drip tray must be positioned beneath the engine to collect any drips or spillage.

DISPLAY OF ANIMALS, FISH, BIRDS OR OTHER LIVING CREATURES

Prior to including displays of any living creature on an exhibition stand, the Exhibitor is required to contact the Organiser to discuss their plans and then to adhere to all health and safety regulations pertaining to such exhibits as prescribed by the Venue and the Organiser.

USE OF BROADCAST TELEVISION OR RADIO TRANSMISSIONS

The use of broadcast television or radio transmissions, whether terrestrial, digital, internet or satellite on exhibition stands is not permitted by the Organiser unless such broadcast is specifically relative to the content of an exhibit, such as the live broadcast of a medical procedure. Requests to include such a broadcast must be submitted to the Organiser in advance and accommodation must be included within the confines of the exhibition space booked, to allow the audience to view such broadcast from within the confines of the exhibition stand.

FIRE PRECAUTIONS

In accordance with the requirements of the Local Fire Authority, all materials used in construction work, displays, etc., must be effectively fireproofed, or made of non-flammable materials. Counter backs and curtains must be cut off at least 150mm clear of the floor. Packing materials, litter and the like must be removed from the Exhibition area. Fire extinguishers are available within the exhibition area. The Exhibitor must comply with any

instructions given by The Venue, the Local Authority and the Organiser to avoid the risk of fire.

DAMAGE TO EXHIBITION BUILDING, FIXTURES AND FITTINGS, AND SHELL SCHEME

No painting is to be carried out in the Exhibition areas. The fixing of display material to the shell scheme will be permitted only by methods laid down by the Organiser. Nothing may be affixed in any manner to any part of the Exhibition Hall, walls, doors or ceilings, nor may any part of the Exhibition building be damaged or disfigured in any way. The Exhibitor shall be responsible for any damage caused to the facilities or the furnishings, equipment or any part of the venue or grounds, therein by the act, default or neglect of the Exhibitor, Sub Contractor or guest of the Exhibitor and shall pay to the Organisers on demand the amount required to make good or remedy any such damage and for any loss of business caused as a result.

SECURITY

The Organiser will provide a site security service during the period of the tenancy but shall be under no liability for loss or damage. For the purposes of security, Identification Badges must be worn at all times by the Exhibitors and their staff and Sub Contractors within those parts of the Venue being used for the conference and exhibition. Admission to these areas will not be permitted to personnel without badges.

SUB-LETTING

Sub-letting or licensing the use of stand space is not permitted, neither may the products or services of firms not exhibiting in their own right be promoted or displayed as exhibits, except where the Exhibitor is the authorised selling agent for such products or firms, or express written permission has been obtained from the Organiser.

PUBLIC LIABILITY

The Organisers shall not be liable for any claim arising from death or bodily injury or damage to property arising in connection with the erection and dismantling of the Exhibitor's stand and anything permitted or omitted during the period of the Exhibition or the build-up or breakdown periods caused directly or indirectly by the Exhibitor or any contractor of his. The Exhibitor will indemnify the Organiser in respect of each and every such claim and all actions, proceedings, costs, claims and demands in respect thereof. The Exhibitor shall effect adequate insurance in respect of all such claims, and the liability thereby assumed by the Exhibitor.

INSURANCE OF EXHIBITS

The Organisers do not accept liability for any loss or damage from any cause whatsoever, in respect of any property

brought to the Exhibition premises by the Exhibitor or his contractors. The Exhibitor releases and indemnifies the Organisers in respect of any loss or damage to such exhibits and other property whether it is his property or not. The Exhibitor shall adequately insure all such property in the joint names of himself and the Organisers on a full "All Risks" basis for a sum insured equivalent to the full value of all exhibits and other property brought to the Exhibition. If required, the Exhibitor shall provide the Organisers with satisfactory evidence that adequate insurance is in force.

POSTPONEMENT OR ABANDONMENT

If the Exhibition is postponed, cancelled or abandoned by reason of war, fire, storm, explosion, national emergency, labour dispute, strike, lock-out, civil disturbance, inevitable accident, force majeure, the non-availability either wholly or partially of the Exhibition premises, or any other cause not within the control of the Organiser, the Organiser shall be under no liability to the Exhibitor in respect of any actions, claims, losses, costs or expenses whatsoever which may be brought against or suffered or incurred by the Exhibitor, as the result of any such event. If, by rearrangement or postponement of the period of the Exhibition, or by substitution of other premises, or in any other reasonable manner, the Exhibition can be carried through, the contracts for space shall be binding upon all parties, except as to the size and position, as to which any modification, substitution or rearrangement considered necessary by the Organiser shall be determined.

FAILURE TO VACATE

If the Exhibitor, or his servants, agents

or Sub Contractors, should fail to remove all his property or otherwise fail to vacate the Exhibition premises by 21:00 on Wednesday 28 June 2017 due to any cause whatsoever, the Exhibitor shall be fully responsible for any penalties imposed by the Venue, or any other losses or costs incurred by the Organiser as a result of the Exhibitor failing to vacate the premises by the agreed time. The Organiser may remove any property of the Exhibitor left at the Venue by the Exhibitor and/or Sub Contractor after the said time and the costs of such removal shall be paid by the Exhibitor to the Organiser on demand.

INSURANCE

Insurance can be effected to meet the requirements of the above terms and conditions (Public Liability, Insurance of Exhibits, Postponement or Abandonment and Failure to Vacate) and it is recommended that Exhibitors arrange such insurance as offered by specialist exhibition insurance companies.

EXHIBITORS MANUAL/ ORDER FORMS

Further technical information concerning the Exhibition, together with order forms for services, will be available to Exhibitors in the Exhibition Manual. The Organiser reserves the right to change prices due to increase in suppliers' costs, tax, duty and any changes in VAT.

PROFESSIONAL BODIES & PERFORMING RIGHTS

The Organiser reserves the right to object to the employment by Exhibitors and guests of any photographer, toastmaster, band, musician or other persons in connection with the Exhibition and will, without obligation, be pleased to give Exhibitors the benefit of their advice or

recommendation in this connection. It shall be the responsibility of the Exhibitor to ensure that, where applicable, Performing Rights Society Forms are completed by any band or musicians employed by the Exhibitor and for the use of any pre-recorded music used as part of audio visual or similar presentations.

DISPUTES AND LAW

These Terms and Conditions shall be governed by the laws of England and shall be subject to the exclusive jurisdiction of the English courts. GENERAL If any provision of these Terms and Conditions is held by any competent authority to be invalid or unenforceable in whole or in part, the validity of the other provisions of these Terms and Conditions and the remainder of the provision in question shall not be affected. The Organisers undertake to give the fullest sympathetic consideration to the interests of the Exhibitors. Should any question arise which is not provided for within these Terms and Conditions, the Organisers' decision must be accepted as final where, in the Organisers' opinion, the needs of the correct conduct of the Exhibition make an immediate decision imperative. The Rules and Regulations should be read in-conjunction with the Terms and Conditions of Booking. Whilst they are binding on the Exhibitor, it is recommended that a copy be provided to Sub-Contractors responsible for the design and construction of Exhibits.

GENERAL

If any provision of these Terms and Conditions is held by any competent authority to be invalid or unenforceable in whole or in part, the validity of the other provisions of these Terms and Conditions and the remainder of the provision in question shall not be affected.

[The British Association of Urological Surgeons, 2016](#)

Sponsorship Terms & Conditions

APPLICATION FOR SPONSORSHIP - METHOD OF ALLOCATION

Sponsorship details and the application form is posted, first-class, and emailed, to companies on the Organisers' mailing list on given dates (which are advised at least two weeks in advance). Sponsorship packages are then allocated as soon as the application forms are received by the Organiser, on a first-come, first-served basis. As soon as sponsorship is allocated, full payment of the cost (including VAT) will be requested by invoice. Payment will be due 14 days from date of invoice. If payment is not received by the due date, the Organiser reserves the right to release the sponsorship package back for general sale. The submission of a Sponsorship Application Form provided, together with the allocation by the Organiser, shall be deemed to be a contract in acceptance of and in accordance with these Terms and Conditions. The Organiser reserves the right to refuse any application.

PAYMENT FOR SPONSORSHIP

The Sponsor shall pay the total cost of the Sponsorship package allocated, plus VAT, in order to confirm allocation of the sponsorship. This payment is due 14 days from date of invoice, which will be sent upon receipt of the booking form. Payment methods are by cheque (drawn on any United Kingdom bank in pounds sterling made payable to "The British Association

of Urological Surgeons Limited"), direct bank transfer or credit/debit card. Payments must be forwarded to The British Association of Urological Surgeons Limited, 35-43 Lincoln's Inn Fields, London, WC2A 3PE, UK. Where payment is made by bank transfer, a copy of the Remittance Advice must be forwarded to the Organiser.

CANCELLATION OF SPONSORSHIP PACKAGES

If, after allocation of sponsorship packages, the Sponsor wishes to cancel, the Organiser will endeavour to re-sell the sponsorship package. If they are unable to do so, the Sponsor shall remain liable to pay the full charge for the package allocated. If cancellation is required of packages involving the provision of delegate bags and/or lanyards, the sponsor/s will be liable to cover the cost of replacement items, as sourced by the BAUS office, if no alternative sponsor can be found. Requests to cancel must be confirmed in writing and sponsorship cannot be released for resale until such requests are received by the Organiser and are acknowledged.

GENERAL

If any provision of these Terms and Conditions is held by any competent authority to be invalid or unenforceable in whole or in part, the validity of the other provisions of these Terms and Conditions and the remainder of the provision in question shall not be affected.

[The British Association of Urological Surgeons, 2016](#)

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