

EDINBURGH CONFERENCE CENTRE (ECC)
EXHIBITION/EVENT ORGANIZERS' HANDBOOK
18TH International Conference on Pharmacoepidemiology
18-21 August 2002

Build-up & Breakdown: The hours will be strictly as per the contract.

Unloading/Loading: There is a goods yard at the rear of the Conference Centre. Because of very limited space available, exhibitors must be advised to unload their equipment as quickly as possible and then remove their vehicle to a car park. **NO VEHICLES MUST BE PARKED UP AT ANY TIME.** Some simple rules are designed to make life easier for everyone: 1) drivers should follow instructions from the venue staff; 2) ensure all driver know their stand name and number; 3) drives must not block entrances/exits; & 4) drives must remove their vehicles quickly.

Parking: Parking is available in the Visitors' Car Park ("T" at the entrance to the campus) or in the case of residents, the car park nearest their accommodation hall. All exhibitors' vans and trucks must be parked in the Visitors Circle.

Cleaning--Hall and Stand: Cleaning of the aisles is the responsibility of the venue. Basic stand cleaning is provided by ECC. Cleaners will not touch or clean exhibits, which will remain the exhibitors' responsibility.

Cloakroom: A cloakroom will be available and is located in the lounge area of the conference centre. ECC Ltd. takes no responsibility for loss of valuable items.

Deliveries: Deliveries will only be accepted by ECC Ltd. For this event on the agreed dates and between normal office hours, unless by prior arrangement and convenience to the venue. Deliveries will be strictly managed and controlled and failure to adhere to the dates will result in non-acceptance by the venue. Goods must be labeled clearly.

Courier Service: Providing all delivery/collection dates are adhered to, goods may be sent by courier to the venue before the event and returned after the event in the same way. ECC will take no responsibility for this and the cost of the courier to/from must be pre-paid by the exhibitor. Any deliveries by this method must include the name of the stand holder and the title of the event, and for returning goods **MUST** include the name of the courier and the date of collection.

Damage: The venue is rightly sensitive about damage and dilapidation to the building, fixtures and fittings. Event Organizers will be held responsible for any damage incurred by whatever means on ECC's premises during occupancy and will be required to make good such damage at their own expense.

Electrics: To comply with conditions laid down by HSE and the venue, all connections made to the electrical supply must be by the official contractor. All electrical equipment must have a current Portable Appliance Test Certificate.

Lighting Rig: The venue's exhibition hall (James Watt II) has a motorized rig that includes electric and data sockets. Only venue personnel are authorized to control the rig. Suitable extension leads for both electric and data connections must be supplied by the venue only. Electric and data requirements should be advised in advance through the venue co-coordinator.

Fire Precautions: In the event of fire, switch off all electrical equipment in the vicinity of the fire, notify security immediately and clear the hall by the nearest fire exit.

First Aid: First Aid facilities are available from the trained Security Patrol Officers on campus. Please contact security immediately, using the nearest red telephone if these facilities are requested.

Floor Loading: Although no maximum permitted floor loading capacity for the venue has been advised, exhibitors/organizers must inform ECC of any heavy equipment being taken into the venue at the earliest opportunity. Vehicle access is not possible.

Storage: Limited storage space for packaging materials, etc. will be available in the area adjacent to the Hall but only for the duration of the event. Anything left in this area after the end of the event will be jettisoned.

Insurance: All property is the responsibility of the organizer/exhibitor or the person to whom it belongs. Organizers/exhibitors retain total responsibility for the security of their displays and equipment at all times. Please liaise with the event co-coordinator if you have special security requirements. Events organizers/exhibitors are recommended to consult their insurance company or broker in order to cover themselves fully against all risks at the exhibition.