**EXHIBITION REGISTRATION FORM**

**NHS SCOTLAND EVENT, 21 - 22 JUNE, P&J LIVE, ABERDEEN**

|  |  |
| --- | --- |
| STAND NAME  (this is what will appear on the Stand Fascia Board, the NHS Scotland Event Website and in the Event App as well as other promotional materials related to the NHS Scotland Event) |  |
|  |  |
| COMPANY NAME AND ADDRESS FOR INVOICE |  |
|  |  |
| CONTACT NAME |  |
|  |  |
| CONTACT EMAIL |  |
|  |  |
| CONTACT PHONE NUMBER |  |
|  |  |
| STAND REQUESTED  Stands can be combined to create larger spaces | 1st Choice:  2nd Choice:  3rd Choice:  Stands can be combined to create larger spaces |
|  |  |
| SHELL SCHEME OR SPACE ONLY STAND  Shell scheme stands will include a fascia name board, 2 spotlights and 1 power socket. Furniture is not included.  If you request space only, your space will be marked out and you will build your own stand. |  |
|  |  |
| STAND SIZE |  |
|  |  |
| TOTAL STAND COST  Stands booked up to and including 31 March 2022:  Exhibition space will be invoiced at £365 + VAT per m2 with a 50% reduction for charity / not-for-profit organisations  Stands booked from 1 April 2022  Exhibition space will be invoiced at £430 + VAT per m2 with a 50% reduction for charity / not-for-profit organisations |  |
| Please tick the box if you would like to take part in the Event Fortune Competition | Exhibitor Fortune Competition Participant £130 + VAT |
|  |  |
| SIGNATURE  I wish to participate as a sponsor or exhibitor unreservedly accept, and undertake to comply with the general terms and conditions outlined on the reverse of this form. |  |

**Data Protection Permissions**

I agree to Eventage Ltd using the data provided in this form to:

Contact me regarding my booked exhibition space to provide updates about the NHS Scotland Event 2022

**Please note that unless you tick the above box to agree this arrangement, we cannot accept your request to exhibit at the NHS Scotland Event 2022.**

I agree to Eventage Ltd using the data provided in this form to:

Send me an evaluation form about the NHS Scotland Event 2022

Contact me in 2023 to enquire whether I wish to exhibit at the NHS Scotland Event 2023

**Please return the completed form to:**

Alison Notley, Eventage, Hazeltonhead Farm, Mearnskirk, Glasgow, G77 6RS

**Tel:** 0141 639 8123 **Email:** [alison.notley@Eventage.co.uk](mailto:alison.notley@eventage.co.uk)

EXHIBITOR TERMS AND CONDITIONS

1. **ALLOCATION OF EXHIBITOR SPACES**

Exhibition spaces are allocated on a first-come, first-served basis. The NHS Scotland Event organisers reserve the right to alter stand allocations if required. This will only be done if unavoidable and will be done in consultation with the exhibitor.

1. **EXHIBITION INSPECTION**

All exhibition stands must be operational **by 08:30 hours on Day One, Tuesday 21 June** at which time each exhibition stand will be inspected by the organisers. This will include confirming that no consumables (food and drink) are present on the stand, in line with point 7, as outlined below.

1. **STAFFING OF EXHIBITION STANDS**

Exhibitors are required to ensure that their stands are staffed during the opening hours of the exhibition and must not dismantle their stands or leave the exhibition **before 16:00 hours on Day Two, Wednesday 22 June**. Any exhibitor leaving before the exhibition has closed will incur a penalty charge of 25% of the original amount paid for their stand.

1. **EXHIBITOR CONTRACTORS**

It is the responsibility of exhibitors to ensure that contractors receive and adhere to these guidelines.

1. **UNSCHEDULED MEETINGS AND EVENTS**

During the Event, no delegate, sponsor or exhibitor may organise, attend or favour meetings, gatherings or any other Events, relating to the topics covered by the NHS Scotland Event 2022 which have not been reported to and approved by the organising committee beforehand.

1. **FILMING AND PHOTOGRAPHY AT THE EVENT**

Please note that there will be video cameras and photographers at the NHS Scotland Event. The images remain the property of the NHS Scotland Event and are for the purpose of promoting the Event through the website and other Event material. Access to images remain at the discretion of the Event Team.

If you are planning on carrying out filming/photography at your stand for promotional purposes, you must make this clear to delegates visiting your stand, by displaying an A4 sized sign in a prominent position with the following message:

*‘Delegates are asked to note that filming and/or photography activity will take place at this stand periodically for our organisation’s promotional purposes. Delegates who do not wish to feature in these should make themselves known to the stand manager so that appropriate action can be taken.’*

Please note that the appropriate action in this circumstance would be to stop filming/photography whilst the delegate in question was present.

1. **FOOD AND DRINK ON EXHIBITION STANDS**

During the Event, the provision on any consumables, including food, drink and confectionary, is prohibited on exhibitor stands. As a health Event we must be seen to promote healthier behaviours throughout the entire Event as well as address health and safety concerns about allergies.

1. **TECHNICAL ASPECTS**

Guidelines for all technical aspects should also be adhered to. This includes stand build, set-up and breakdown, delivery of materials and/or equipment, health and safety and risk-assessment guidelines.

1. **PHARMACEUTICAL COMPANIES EXHIBITING AT THE EVENT**

Exhibition stands and sponsor support from pharmaceutical companies must conform to the ABPI Code of Practice for the Pharmaceutical Industry.

1. **ACCEPTANCE OF GENERAL TERMS**

Those wishing to participate as a sponsor or exhibitor unreservedly accept and undertake to comply with these general terms. The Event organiser reserves the right to give notice should any new provisions, circumstances or changes in the interest of the Event occur. On entering this arrangement, exhibitors undertake not to do anything in relation to your booking that will negatively impact on the reputation of NHS Scotland.

NHS Scotland reserves the right not to accept sponsorship from any organisation where a potential conflict of interest exists.

1. **CANCELLATION POLICY**

Cancellations and changes to your original booking must be made in writing to:

Eventage Ltd | Hazeltonhead Farm | Mearnskirk | Glasgow | G77 6RS

Please note all committed sponsorship is non-refundable. Should the NHS Scotland Event be cancelled by NHS Scotland, all monies will be refunded.

1. **PAYMENT TERMS**

All prices quoted are exclusive of VAT, with the exception of participant registration fees. Full payment is required prior to the Event.

1. **DATA PROTECTION**

The data you provide in this Exhibition Registration Form will be used for planning and delivering the NHS Scotland Event 2022 and planning for the NHS Scotland Event 2023. Specific data consent is required for holding this information and using it for these purposes. Tick boxes are included in the Exhibition Registration Form.