

# Exhibitor Manual





Dear Exhibitor,

I am delighted to present you with the exhibitor's manual for the BMJ Careers Fair, 19 – 20 October 2018.

The exhibition build-up day is on Thursday 18 October between 11:00 – 18:00, at the Business Design Centre (BDC), 52 Upper St, London N1 0QH.

This manual outlines all the schedules and deadlines that you should be aware of as well as useful information which will allow you to plan your exhibition effectively and successfully.

Please take note of all the upcoming dates to ensure you do not incur any additional charges or miss out on any marketing opportunities available.

Please feel free to share this manual with your staff and/or third parties involved in the exhibition.

If you have any further questions, please do not hesitate to contact me.

With kindest regards,

Olivia Bulluss

**BMJ Events**

E: [obulluss@bmj.com](mailto:obulluss@bmj.com)

T: 020 3655 5704

W: <https://careersfair.bmj.com/>

**#bmjcareersfair0**

## **Contents**

<b>Key Contact Details</b>	4
BMJ contact details	4
Venue contact details - Business Design Centre (BDC)	4
Stand extras – Graphics orders	4
Stand extras – Furniture orders	4
Stand extras – Lighting, Wi-Fi, telecommunications etc.	4
<b>Venue</b>	5
Address	5
How to get there	5
<b>Exhibition Dates and Opening Hours</b>	6
Key Deadlines	6
<b>Space Only stands</b>	7
<b>Stand build-up</b>	8
<b>Stand break-down</b>	10
Stand break-down information:	10
<b>Stand Extras</b>	11
Venue Extras	11
Furniture and Graphics Extras	11
<b>Deliveries – ONLY accepted on Friday 20 October</b>	12
<b>Collections (post-event) – ONLY accepted on Saturday 21 October</b>	12
<b>Courier details</b>	12
<b>Advance delivery service</b>	13
<b>Trolleys</b>	13
<b>Access</b>	13
<b>What we need from you</b>	14
Editorial Entry for the Event Guide	14
Risk Assessment – Compulsory for all exhibitors	14
Health and Safety Form – Compulsory for all exhibitors	15



Exhibitor Badge Application	15
<b>Additional Services</b>	<b>15</b>
Electrical and Lighting	15
Internet Access	16
Audio Visual	16
Telephones	16
Cleaning and waste disposal	17
Carpets	17
Balloons/inflatables	17
Licences	17
<b>Terms and Conditions</b>	<b>18</b>

## Key Contact Details

---

### BMJ contact details

Olivia Bulluss, BMJ Events  
Email: [obulluss@bmj.com](mailto:obulluss@bmj.com)  
Telephone: 020 7383 6478  
Mobile: 07947 689 333  
[www.careersfair.bmj.com](http://www.careersfair.bmj.com)

### Venue contact details -

#### Business Design Centre (BDC)

Jack Williams, Business Design Centre  
Email: [jackw@bdc.london](mailto:jackw@bdc.london)  
Telephone: 0207 288 6485  
Fax: 0207 288 6442  
[www.businessdesigncentre.co.uk](http://www.businessdesigncentre.co.uk)

### Stand extras – Graphics orders

Luke Roberts  
Onward Display Ltd  
Lower Units 154, The Business Design Centre  
52 Upper Street, Islington  
London, N1 0QH  
T: 020 3219 7920  
E: [luke@onwarddisplay.com](mailto:luke@onwarddisplay.com)  
[www.onwarddisplay.com](http://www.onwarddisplay.com)

### Stand extras – Furniture orders

Thorns Group  
Telephone: 020 8801 4444  
Email: [contact@thorns.co.uk](mailto:contact@thorns.co.uk)  
[www.thornsgroup.co.uk](http://www.thornsgroup.co.uk)

### Stand extras – Lighting, Wi-Fi, telecommunications etc.

Jack Williams, Business Design Centre  
Email: [jackw@bdc.london](mailto:jackw@bdc.london)  
Telephone: 0207 288 65485  
Fax: 0207 288 6442  
[www.businessdesigncentre.co.uk](http://www.businessdesigncentre.co.uk)

## Venue

---

### Address

Business Design Centre (BDC)  
52 Upper Street  
Islington  
London N1 0QH

### How to get there

Located in the heart of Islington with easy access to and from Central London by public transport.

#### By car

Located just outside the congestion charge zone on the A1. Please click [here](#) for details of how to direct your sat nav and to pre-book your parking.

#### By local Transport

The nearest tube station Angel (Northern line), is five minute walk away as well as Highbury and Islington a few minutes further away. The following bus routes all stop near to the Business Design Centre in Upper Street: 4, 19, 30, 73, 43, 38, 56 and 341.

Please refer to [www.tfl.gov.uk](http://www.tfl.gov.uk) or [www.thetrainline.com](http://www.thetrainline.com) for other ways of travelling to the venue.



## Exhibition Dates and Opening Hours

Date	Time
Friday 19 October 2018	10:00 – 18:00
Saturday 20 October 2018	10:00 – 17:00

The exhibition takes place in the main hall at the Business Design Centre.

*Please note, your stand must be staffed at all times during exhibition opening hours.*

## Key Deadlines

Deadline	Page number	Information	Optional or compulsory	Submit via:
Monday 13 August 2018	18	Editorial entry in the event guide	Compulsory	<a href="#">Event entry webform</a>
Friday 14 September 2018	19	Risk assessment form	Compulsory	<a href="#">Risk assessment webform</a>
Friday 14 September 2018	19	Health and safety form	Compulsory	<a href="#">Health and safety webform</a>
Friday 14 September 2018	19	Exhibitor badge application	Compulsory	<a href="#">Badge application webform</a>

*\*If you have any issues accessing the forms linked above, please contact [Olivia Bulluss](#) (BMJ Events)\**

## Space Only stands

Any bespoke build stand exhibitors must provide [Olivia Bulluss](#) (BMJ) with the following by **Monday 17 September 2018**

#bmjcareersfair5

- a. A copy of a scale drawing including plans and elevations
- b. Construction timetable
- c. Method statement
- d. Risk assessment
- e. Full details of fabrics and materials being used
- f. Third Party Insurance Certificate showing minimum cover of £5 million
- g. Additional structures on space only stands will incur a charge

Contractors will not be allowed to commence their set-up until they have complied with all the requirements of the Health and Safety at Work Regulations 1992. It is also required that exhibitors follow the Construction Design and Management Regulations (CDM) 2015 (detailed below).

All structures, materials, special designs, unusual constructions and all signs must conform to British Safety Standards and Codes of Practice and comply with local council regulations or those of any other statutory authority.

### **Height limits**

Exhibitors wishing to build above 2.5m must check with [Olivia Bulluss](#), BMJ. For any structures that exceed four metres in height, please consult [Olivia Bulluss](#), BMJ, as it could affect the service feeds at the venue. A Structural Engineer must check the structural calculations and plans, and must also attend site to check and confirm that the stand has been built to the specification and is structurally sound. All relevant costs for these are to be met by the exhibitor.

Cleaning of bespoke build stands must be arranged by individual exhibitors directly with Jack Williams (BDC).

### **CDM (2015) Regulations**

All exhibitors intending to use a bespoke build stand must follow the below regulations:

#### **1. Skills, knowledge and experience**

- 1.1. Anyone appointing designers (including Principal Designers), Contractors (including Principal Contractors) or workers must ensure that those appointed have the necessary skills, knowledge and experience.
- 1.2. When appointing stand designers and builders consideration should be given by space only stand holders to ensure that those who they are looking to appoint have the necessary skills, knowledge and experience.

#### **2. Notification**



2.1. A project is notifiable to the relevant enforcing authority if the construction work is scheduled to: Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project OR Exceed 500 person days.

### 3. **Construction Phase Plan**

3.1. For projects involving more than one Contractor a Principal Contractor is responsible for the Construction Phase Plan and site rules whereas for single Contractor projects this responsibility sits with a Contractor

### 4. **Induction and Site Rules**

4.1. Any personnel requiring access to the construction site must attend a suitable site induction.

4.2. Exhibitors are responsible for sharing any relevant information that they receive to any personnel that they invite onsite during the construction phase.

4.3. In addition, if exhibitors of the space only stand intend to be present on the plot during the construction then they must receive the site specific induction for the event as a whole and, if relevant, a site specific induction for their space only plot

4.4. The venue reserves the right to submit any plans to a structural engineer who will charge a fee which is not pre-determinable and must be paid by the Exhibitor or their Contractor prior to commencement of the works.

4.5. Bespoke build stands are not permitted to attach any material to the shell scheme walls.

4.6. Bespoke build stands booked between shell scheme sites must take into consideration the size of the allocated space. Failure to take care over internal measurements could mean that the stand will not fit in the allotted space. All partition surfaces built above the standard 2.5 metre shell scheme height must be decorated.

4.7. Each bespoke build stand must run its own mains electricity supply. The cost will be quoted once your requirements are known.

### 5. **Welfare**

5.1. Exhibitors are responsible for sharing any relevant information that they receive to any personnel that they invite onsite during the construction phase.

### 6. **Access Control**

6.1. Reasonable steps must be taken to prevent access by unauthorised persons to areas where construction work is due to take place. Exhibitors should take the time to understand the



arrangements that will be in place to control access onsite as it is likely that passes/badges/wristbands etc. will need to be pre-ordered. Exhibitors are encouraged to disseminate any access information that they receive to any personnel that they invite onsite during the construction phase as this will speed up access.

---

### Stand build-up

#### Thursday 18 October

Exhibitors are requested to build their stands and install their exhibits as follows:

#### Space Only exhibitors

Installation activities, 'dressing' of stand by exhibitors

11:00 Exhibitors have access to start installation and "dress" their stands. This **must be complete by 18:00**

Courier access to the loading bay is only given on this day **until 18:00** on a first come, first served basis

11:00 Deliveries can also be made to the BDC from this time but **not** before

---

### Stand break-down

#### Saturday 20 October 2018

17:00-20:00 Exhibitors must break-down their stands during this time

20:00 Exhibitors must have cleared away and be out of the venue

Stand breakdown prior to 17:00 on Saturday 20th October is prohibited for health and safety reasons

Couriers will be given **access to the loading bay from 17:00 - 19:30** on a first come, first served basis.

Entry to the halls will not be given until the event is officially closed.

#bmjcareersfair8

## Exhibitor break-down information:

16:00 You can pack down smaller items (eg. Leaflets) and these can be left neatly on your stand after this time. Please liaise directly with your courier to arrange collections from your stand.

Please DO NOT break down larger items (eg. Wall displays, panels, space-only stand structures) until **after 17:00**, or when the Health and Safety Manager approves this.

*Please note, there will be no access to the loading bay in the last 30 minutes of the break-down period. The BDC reserves the right to extend this 'cut off' period. All exhibitors must comply with the reasonable requests of the traffic marshals. Failure to do so may result in access to the BDC being denied or vehicles, if within the loading bay, being clamped (release fee £35.00) or removed (retrieval fee £220.00).*

The BDC cleaning teams only clean recyclable rubbish (e.g. cardboard from the aisles). Exhibitors need to remove everything else from the site. If you do not do this the BDC will charge you for the removal

The BDC accepts no responsibility for anything left on the premises and has no storage facilities for late collections. **Anything that is left behind will be disposed of and the cost charged to the exhibitor.**

If you need a local courier, you can contact MyHermes [www.myhermes.co.uk](http://www.myhermes.co.uk), for international couriers visit [www.dhl.co.uk](http://www.dhl.co.uk).

## Venue/Stand Extras

There are a number of additional items you can order for your stand:

- Lighting and electrics
- Electrical
- Octanorm panel extras
- Telecommunications
- Internet access
- Water and waste
- Scale drawing

The booking forms for the above can be found online at <http://oem.bdclondon.co.uk/BMJCareers2018>. All orders should be placed by **Wednesday 10 October 2018**.

## Furniture and Graphics Extras

#bmjcareersfair9



#### For Graphics

Luke Roberts  
Onward Display Ltd  
Lower Units 154, The Business Design Centre  
52 Upper Street, Islington  
London, N1 0QH

T: 020 3219 7920

E: [luke@onwarddisplay.com](mailto:luke@onwarddisplay.com)

#### For Furniture

Thorns Group  
Telephone: 020 8801 4444  
Email: [contact@thorns.co.uk](mailto:contact@thorns.co.uk)  
[www.thornsgroup.co.uk](http://www.thornsgroup.co.uk)

For other extras, such as AV equipment, lighting and electrics and Wi-Fi, please see page 16 or [click here](#)

---

### Deliveries - ONLY accepted on Thursday 18 October

Deliveries for your exhibition stand are permitted only during the tenancy dates of the event.

**Deliveries will be accepted by the BDC from 09:00 Thursday 18 October, but not before.** Deliveries made outside of this date will not be able to access the loading bay and will be turned away.

Deliveries should be clearly marked with the following:

**BMJ Careers Fair 2018  
Business Design Centre,  
Upper Street,  
Islington,  
London N1 0QH  
Stand contact name:  
Company name:  
Stand number:**

The Centre cannot be held responsible for the transportation of deliveries to individual stands and cannot sign for any delivered packages.

See advance delivery service information on [page 13](#)

For a quick, printable version of the [delivery package label](#).

#bmjcareersfair10

## Collections (post-event) – ONLY accepted on Saturday 20 October

All items must be picked up by your selected couriers **on Saturday 20 October between 17:00 – 19:30.**

Anything without a label or left at the venue after this time will be destroyed unless pre-arranged through the [venue event manager](#).

For local courier, you can contact MyHermes [www.myhermes.co.uk](http://www.myhermes.co.uk)

For international couriers, please visit [www.dhl.co.uk](http://www.dhl.co.uk)

For a quick, printable version of the [collection package label](#).

### Courier details

International/UK  
UK

DHL  
MyHermes

[www.dhl.co.uk](http://www.dhl.co.uk)  
[www.myhermes.co.uk](http://www.myhermes.co.uk)

### Advance delivery service

We have set up an advanced delivery service, mainly for the benefit of **overseas exhibitors**. We can arrange to receive your delivery up to a month before the event and guarantee delivery to your stand on the morning of the exhibition. The service is subject to quantities and size and prices are based on volume. It is for pre-show deliveries only. For more information on this service contact [Olivia Bulluss](#).

### Trolleys

The Business Design Centre is not able to supply trolleys for loading. Please make your own arrangements if you require a trolley.

### Access

Exhibitors must follow the following regulations on access and egress to and from the loading bay on Liverpool Road. All exhibitors must pay particular respect and consideration to local residents especially during set-up and breakdown periods.

There is only vehicular access to the loading bay from Liverpool Road.

- Under no circumstances will pedestrian access be allowed at the entrance to the loading bay from Liverpool Road.
- Drivers must make themselves aware of, and observe local traffic restrictions. Please be aware that penalties are likely to be eagerly enforced by the police and traffic wardens.

- There is substantial provision for vehicles under 1.9 metres in height to load and unload from the car park at the front of the BDC.
- Couriers will be given access to the loading bay from 08:00 – 18:00 for set up on Thursday 18 October, on a first come, first served basis.
- Couriers will be given access to the loading bay from 17:00 for pack down on Saturday 20 October, on a first come, first served basis. Entry to the halls will not be given until the event is officially closed.
- There will be no access to the loading bay in the last 30 minutes of a set-up or breakdown period. The BDC reserves the right to extend this 'cut off' period. All exhibitors must comply with the reasonable requests of the traffic marshals. Failure to do so may result in access to the BDC being denied or vehicles, if within the loading bay, being clamped (release fee £35.00) or removed (retrieval fee £220.00).

There are two goods lifts in the loading bay for the delivery of stand materials and exhibits.

Main Hall Goods lift: Size 3900mm x 1900mm x 1900m (height) Capacity: 3000kg

Gallery Hall Goods lift: Size 5500mm x 2550mm x 2500mm (height) Capacity: 3000kg

---

## What we need from you

### Editorial Entry for the Event Guide

Delegates refer to the Event guide regularly throughout the event and refer back to it after the event. This gives you, as an exhibitor, the ideal opportunity to encourage visitors to their stand at the event as well as get in contact with exhibitors after the event.

Please provide us with a short 50 word description about your organisation together with contact details by Monday 13 August 2018.

Please supply this information by filling out our online form at <https://careersfair.bmj.com/exhibitor-form>. Please note if your details are not submitted by the deadline your organisation will not be listed in the guide.

An example of an editorial entry can be seen below:

BMJ  
Stand E

BMJ advances healthcare worldwide by sharing the latest and best knowledge and expertise. Our products and services support all healthcare providers, from individual clinicians to major organisations. We are committed to improving patient experiences and outcomes, promoting better value health services and assisting the continuing professional development of clinicians everywhere.

C: Ruth Staunton  
A: BMA House, Tavistock Square, London, WC1H 9JR  
T: 0207 387 4410  
E: support@bmj.com  
W: [www.bmj.com](http://www.bmj.com)  
FB: [www.facebook.com/BMJCareers](https://www.facebook.com/BMJCareers)  
Twitter: [https://twitter.com/bmj\\_company](https://twitter.com/bmj_company)  
LinkedIn: [www.linkedin.com/company/bmj-group](http://www.linkedin.com/company/bmj-group)

## Risk Assessment – Compulsory for all exhibitors

An exhibition stand is workplace covered by health and safety legislation. As the exhibitor, it is your responsibility to ensure that a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays, or ultimately, the closure of your stand.

This risk assessment template is for a simple shell scheme exhibition stand which does not require any structural approval from the organizer or the venue. More complex stands will require a more detailed risk assessment and if you are in any doubt, you should contact the organiser.

**All exhibitors must complete the [Risk Identification form](#) by **Friday 14 September 2018**.**

**If you answer YES to any questions within the Risk Identification form, then you will need to complete the [Risk Assessment \(detailed\) form](#) by **Friday 14 September 2018**.**

Please note that both forms have the same completion deadline, so we strongly advise that you complete the Risk Identification form with enough time to complete the Risk Assessment (detailed) form ahead of the deadline.

## Health and Safety Form – Compulsory for all exhibitors

Exhibitors are required to read, complete and electronically sign a health and safety statement.

**Exhibitors must [complete the Health and Safety form](#) by **Friday 14 September 2018**.** Please Note, stand construction will not be allowed to commence until this form has been returned

#bmjcareersfair13



### Exhibitor Badge Application

A maximum of 3 exhibitor badges are included with 3mx3m stands

A maximum of 6 exhibitor badges are included with 3mx6m (or larger) stands

Additional exhibitor badges are charged £100 (+VAT) per badge.

**To register your included and/or additional exhibitors, please complete the exhibitor [Exhibitor Badge Application Webform](#). Deadline for badge applications is **Friday 14 September 2018**.**

Exhibitor badges will be valid from Friday 19 – Saturday 20 October 2018 and give access to the exhibition each day.

### Additional Services

All bookable via this link <http://oem.bdclondon.co.uk/BMJCareers2018>

### Electrical and lighting

The BDC has a comprehensive range of electrical services for hire and installation, and offers a range of light fittings and flexible power supplies including three phase if required. The in-house team of electricians can provide a professional and competitive service to exhibitors for all electrical installations and connections to mains. Please contact Olivia Bulluss (BMJ) for full details.

All/any electrical wiring and equipment not supplied by the BDC will be tested to ensure conformity with the Electricity at Work Regulations Act 1989. Any items failing such a test will NOT be connected to the BDC's supply. In addition all installations must conform to the current issue of the Exhibition Venues Association Regulations for Stand Electrical Installations. Copies are available on request.

It is not permitted to hang, suspend or attach any item to the overhead catenary wires under any circumstances.

Exhibitors who bring portable electrical appliances on site should ensure that they have been regularly PAT tested (Portable Appliance Tested) and bear a recent PAT test pass certificate.

Signs involving the use of neon or similar gases are permitted with fireman switches and written confirmation from the BDC.

Electro flashing signs of low intensity are permitted providing specifications for their use are approved in writing in advance by the BDC. During the open period of the exhibition, stand mains supply will normally be switched on no later than half an hour before the show opens and switched off no later than half an hour after it closes.

Please contact the Natalie Prew (BDC) should you require 24-hour power.

**#bmjcareersfair14**





To book: <http://oem.bdclondon.co.uk/BMJCareers2018>

### Internet Access

High bandwidth internet access is available throughout the exhibition. The network is made up of over 20 Wireless Access Points located throughout the exhibition areas providing exhibitors with up to 11MB per second LAN network speeds. Access to the network is charged depending on stand bandwidth requirements.

Please note – the use of Wireless Access points, Wireless phones (not including mobile phones), Bluetooth devices or any other such device that may operate around the 2.4 GHz frequency is prohibited. Any such device that could interfere with the BDC in-house wireless network will be disabled if found to be in operation. The aforementioned devices can be sold on stands but not demonstrated.

To book: <http://oem.bdclondon.co.uk/BMJCareers2018>

### Audio Visual

To order AV extras for your stand such as LED screens, iPads and laptops, please contact our AV supplier 'Event Smart' directly.

Contact: Jon Lovell

Email: [info@event-smart.co.uk](mailto:info@event-smart.co.uk)

### Telephones

Individual telephone lines for stands are available. These are routed through the BDC switchboard and you must dial '9' for an outside line.

They are individually numbered direct dial lines for exclusive use during the exhibition period. The telephone system is compatible for most modern modem and card swipe machines. Swipe machines should be programmed by the supplier for operation through a switchboard. Please note the BDC telephone system does not transmit 'Caller ID'. Please refer to order form at rear of the manual.

To book: <http://oem.bdclondon.co.uk/BMJCareers2018>

### Cleaning and waste disposal

Large items of waste materials to be disposed of before the exhibition opening and must be removed from the BDC site.

The BDC cleaning teams only clean recyclable rubbish, eg. cardboard from the aisles. Everything else needs to be removed from site by the exhibitor/contractor. You need to ensure that gangways, public circulation areas are kept clean of all rubbish and removed from site if it is non recyclable. If you do not do this the BDC will charge you for the removal.

**#bmjcareersfair15**

To book: <http://oem.bdclondon.co.uk/BMJCareers2018>

## Carpets

Any damage caused during the Fair will be charged to the exhibitor at a cost of £25.00 + VAT per tile.

Exhibitors wishing to build stands must ensure that adequate precautions are taken to protect the carpet from damage. You will be required to lay a wooden floor/platform before any additional floor covering is used. This must also be finished with metal/ plastic edging trim. Stand carpet must not be laid or fixed directly to the BDC fitted carpet. Please contact Olivia Bulluss (BMJ Events) if you need to order a floor and floor covering should the hall tiles not be suitable for your stand area.

BDC can provide carpet to exhibitors.

## Balloons/inflatables

Use of helium or gas filled balloons must be agreed in advance so contact us well in advance and we will clear it with the BDC venue event manager. A £100 refundable deposit will be required for their use at the venue. The deposit will only be refundable if the balloon(s) are removed from the site at the end of the event.

## Licences

Licences may be required for the following activities:

Entertainment: Music: PPL/PRS; Video: VPL; Cinema (or public viewing of films); smoke machines; lasers; special treatments (i.e. therapy treatments etc).

Exhibitors who play music whether recorded (i.e. from records, cassettes, compact discs, TV, video, slide/tape presentation etc.) or live music in public, are required by law to apply for a licence to prevent infringement of copyright.

---

## Terms and Conditions

**1. Definitions** – In these Terms and Conditions the term ‘Exhibitor’ shall mean any company, partnership, firm, organisation or individual to whom stand space has been allocated for the purposes of exhibiting, advertising and promotion and shall include their employees, contractors, suppliers and agents. The term “Sponsor” shall mean any company, partnership, firm, organisation or individual who pays a fee to sponsor and badge event activities for the purposes of promotion

**9. Event postponement or abandonment** – BMJ expressly excludes any liability in respect of any actions, claims, losses (including without limitation consequential losses), damages, costs or expenses whatsoever which may be brought, suffered or incurred by the Exhibitor/Sponsor or its employees, sub-contractors or agents as a result of the prevention, postponement or cancellation of an Event or the Venue becoming wholly or partially unavailable for the running

and shall include their employees, contractors, suppliers and agents. The term “Event” shall mean any exhibition or event run by the BMJ Publishing Group Limited (“BMJ”) and in particular shall mean the event detailed on the Exhibition Space & Sponsorship Form. The term ‘Venue’ shall mean any exhibition hall, conference facility, hotel or other such building and in particular shall mean the Venue listed in the Exhibition Space & Sponsorship Form and anywhere within the precincts of such location under the control of BMJ for the purposes and duration of the Event. The term ‘Contract’ shall mean the agreement which is formed by the acceptance of the booking in accordance with clause 3.

**2. Venue terms and conditions** – Exhibitors/ Sponsors must at all times adhere to the Venue’s terms and conditions and follow any reasonable instructions provided by the Venue and/or BMJ. The Venue’s terms and conditions will be sent to the Exhibitor/Sponsor as part of the booking pack and the Exhibitor/Sponsor agrees that any booking they make is subject to the Venue’s terms and conditions being agreed; in the event that the Exhibitor/Sponsor does not receive the Venue’s terms and conditions with the booking pack the Exhibitor/Sponsor will not book themselves into the Event until such terms and conditions are received from BMJ and agreed by the Exhibitor/Sponsor.

**3. Stand bookings & contracting** – Bookings for stand space must be in writing on an Exhibition Space & Sponsorship Form. No application will be considered valid until such a signed document is received. On completion and submission of the Exhibition Space & Sponsorship Form and subsequent notification of acceptance by BMJ, a binding contract arises. BMJ reserves the right to refuse any application without assigning any reason.

**4. Stand charges and payment** – All Stand rental charges and sponsorship opportunities and services are based

of the Event. BMJ will repay any fee paid by an Exhibitor/Sponsor in respect of a cancelled Event, and BMJ will repay any rental paid if a postponement to the Event means that it will no longer take place on the date envisaged and the Exhibitor/Sponsor doesn’t wish to attend the rescheduled Event. Save as detailed herein BMJ shall be under no liability to the Exhibitor/Sponsor in respect of any actions, claims, losses (including consequential loss), costs or expenses whatsoever which may be brought against or suffered or incurred by the Exhibitor/Sponsor as the result of the happening of any such events. If, at the sole discretion of BMJ, rearrangement or postponement of the period of the Event or by substitution of another hall or building or by any other reasonable manner the Event can be carried out, this Contract shall be binding upon the parties, except as to size and position of stands and sponsored workshops (and related activities), as BMJ may (as it considers necessary) make modifications, substitutions or rearrangements thereto. For the avoidance of doubt nothing within this clause limits or excludes BMJ’s liability for death or personal injury or any other matter for which liability cannot be limited at law.

**10. Insurance and liability** – The Exhibitor/Sponsor agrees and acknowledges that it is responsible for safeguarding its possessions, materials and property during the Event. The Exhibitor/Sponsor shall be responsible and liable for all losses (including direct and consequential losses), damage, claims proceedings and demands arising out of injury to any person or damage to any property, materials or possessions by reason of the works, acts or omissions of the Exhibitor/ Sponsor, its employees, servants or agents and for any loss or damage (including without limitation consequential losses) caused to the Venue, fittings supplied within the cost of participation and to any third parties howsoever arising as a result of the acts or omissions (or failure to act) of the Exhibitor/Sponsor his employees,

on the cost to BMJ of goods, materials, labour and transport, including the cost of conforming with obligations imposed by statute or government order ruling at the time when such prices were quoted. While every effort will be made to contain costs, in the Event of excessive increases in such costs before completion of work, the right is reserved by BMJ to make corresponding increases in charges. Payment is due 30 days from the date of the invoice, or seven days prior to the first day of the BMJ Careers Fair, whichever is the earliest. Failure to settle the invoice within these terms will leave your booking liable to cancellation, in order that BMJ has the opportunity to reassign the space or sponsorship opportunity to another party. No organisation will be permitted to attend the BMJ Careers Fair as an Exhibitor/ Sponsor if these terms are not fully adhered to.

**5. Duration of Event** – Exhibitors/Sponsor must refer to their exhibitor pack for confirmed opening, set up and breakdown times.

**6. Subletting and sharing of stands** – Exhibitors shall neither share nor sublet the whole or part of the stand allocated to them with another organisation without the written consent of BMJ.

**7. Amendment of site plan and venue** – Whilst every endeavour is made to preserve the published plan of the Exhibition or the location of the Venue, BMJ shall be entitled to, vary the layout or change the Venue if it is believed by BMJ to be in the general best interests of the Exhibition, or for any reason beyond their control.

**8. BMJ and Exhibitor/Sponsor cancellation** – In addition to any rights contained within Clause 9, BMJ may immediately terminate an Exhibitors/Sponsors booking upon written notice to the Exhibitor/Sponsor in the event that a) the Exhibitor/ Sponsor materially breaches the terms of the Contract or b) that in BMJ 's sole discretion, it becomes aware that the

subcontractors or agents. BMJ expressly declines any responsibility for the safety of possessions, materials or property of the Exhibitor/Sponsor or their employees, contractors, suppliers and agents or any other person, for loss, damage, destruction by theft, fire or any other cause, save and except in all cases in this clause 10 for any death or personal injury caused by BMJ's negligence or as otherwise unable to be excluded by law. BMJ and its contractors exclude any liability by reason of a force majeure event including fire, storm, lightning, explosion, national emergency, war, terrorism, or threats of war or terrorism, labour disputes, strikes, lockouts, civil disturbance, inevitable accident, or for any other cause not within the control of BMJ whether of the same kind or not. As BMJ and its contractors will accept no responsibility for any of the foregoing matters, Exhibitor/ Sponsors should effect their own insurance against any risk of any loss, damage, injury or liability relating thereto.

**11. Indemnity** – The Exhibitor/ Sponsor hereby indemnifies BMJ against any loss, damages or expenses incurred or suffered by BMJ (including consequential loss which shall include but not be limited to loss of profit, loss of anticipated savings and other economic loss) as a direct result of an act or omission on the part of the Exhibitor/Sponsor in relation to the Contract.

**12. Health and safety** – It is the responsibility of the Exhibitor/ Sponsor to ensure that its contractors, employees and agents, comply with the latest legislation regarding the Health and Safety at Work requirements.

**13. Promotional matter** – All printed matter or advertisements of any kind intended for distribution in the Exhibition may only be distributed from the Exhibitor/Sponsor's stand and workshop space and shall not be distributed in any other location including within the building or in the neighbourhood of the



Exhibitors/Sponsors attendance at the Event or BMJ's association with the Exhibitor/Sponsor may :i) bring it into disrepute, ii) require (or it being reasonably prudent to require) BMJ to incur additional costs by virtue of the Exhibitor's/Sponsor's attendance (which BMJ may alternatively opt to offer for the Exhibitor /Sponsor to pay in consideration for not terminating this Contract), iii) has or is likely to have the consequence of causing a demonstration or other form of unrest at or in close proximity to the Event or any BMJ premises before or after the Event. In the foregoing circumstances set out in b) of this clause 8, BMJ shall refund the fees paid by the Exhibitor/Sponsor to BMJ but shall not otherwise be liable for any costs, charges , fees or any losses howsoever the Exhibitor/Sponsor may suffer or incur as a direct or indirect result of BMJ's termination. An Exhibitor/Sponsor cancelling or reducing its booking after an official application has been accepted will be liable for payment of the total fee for the original booking.

entrance or exits. Exhibitor/Sponsors must not station any attendant in the gangways or place anything in or over them or upon any space other than that allocated to them. Attendants must not circulate through the Exhibition halls for promotional or delegate scanning purposes or use audible means of attracting the attention of visitors to the annoyance or inconvenience of other Exhibitor/Sponsors. Any promotional matter related to competitions, prizes, awards, gifts must first have been submitted to BMJ for approval. BMJ has the right to request withdrawal of any promotional material in any media or any promotional activity should this cause disturbance or annoyance or is objected to on the grounds of legality, decency or honesty.