



**Medical Technology  
UK**

**13-14 March 2024**  
**Coventry Building Society Arena**

## **EXHIBITOR SERVICES MANUAL**



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## 1. Event Timetable

### 1-1 BUILD UP

Tuesday 12 March 2024	14.00-20.00hrs
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**Note:** All exhibits MUST be set up by 20.00hrs on Tuesday 12 March 2024.

All gangways must be kept clear of all exhibits, packaging and stand fitting materials, at all times, to comply with Health & Safety and to assist the cleaners. Penalties for non-compliance may be incurred.

### 1-2 EXHIBITION OPEN PERIOD

Wednesday 13 March 2024	09.30-17.00hrs
Thursday 14 March 2024	09.30-15.30hrs

There will be exhibitor access from 08.30hrs on each open morning.

Please note we allow students into the Show on the final afternoon. These are our future engineers.

### 1-3 BREAKDOWN

Thursday 14 March 2024	15.30-19.00hrs
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**NOTE:** All exhibits MUST be cleared from the Stand by 19.00hrs on Thursday 14 March.

**It is a contractual requirement that your stand is not dismantled in any way or product removed and remains manned until the show closes.** Contractors will only be granted access into the halls once it is clear of all visitors.

Exhibitors are advised not to leave their stand unattended at any time during breakdown.

It is the exhibitor's responsibility to remove all stand materials, carpet tape, packaging and waste from the halls. Please note that charges will be levied for the removal of any discarded items.

**UNDER NO CIRCUMSTANCES ARE CHILDREN OF 16 YEARS AND UNDER, NOR ANIMALS, ALLOWED IN THE HALLS DURING BUILD UP, BREAKDOWN OR OPEN PERIOD**

## 2. Event Contacts

### 2-1 EVENT MANAGEMENT & SALES ENQUIRIES:

Colin Martin – Event Director

E: [colin.martin@medicaltechnologyuk.com](mailto:colin.martin@medicaltechnologyuk.com) T: +44 (0) 7802 776723

Jason Moss - Event Director

E: [jason.moss@medicaltechnologyireland.com](mailto:jason.moss@medicaltechnologyireland.com) T: +44 (0)7801 346454

### 2-2 MARKETING & PUBLIC RELATIONS:

Helen Lawrence - Head of Marketing

E: [helen@medicaltechnologyuk.com](mailto:helen@medicaltechnologyuk.com)

The official Hashtag for the event is **#MedicalTechUK**

You will receive a “banner” to promote your presence and stand number at the event. It can be used on emails, websites, social media etc.

We are on social media so please “@” us if you use those channels. On LinkedIn we are **@Medical Technology UK** and on X (Twitter) **@MedicalTechUK**

You will also be provided with a graphic to use as an invitation to any of your own customers that you may wish to invite.

### 2-3 CONFERENCE CONTENT:

Helen Lawrence – Conference Manager

E: [helen@medicaltechnologyuk.com](mailto:helen@medicaltechnologyuk.com)

### 2-4 STAND BUILD, OPERATIONS & TECHNICAL MANAGEMENT:

Jennifer Walsh - Total Expo Ltd

E: [jennifer@totalexpo.ie](mailto:jennifer@totalexpo.ie)

T: +353 1 413 7315 or +353 1 413 7371

**For all stand requirements, graphics and furniture, please see:**

[Medical Technology UK – TOTAL EXPO Event Orders](#)

### 2-5 OFFICIAL CONTRACTORS:

#### **ACCOMMODATION**

DoubleTree by Hilton Coventry Building Society Arena  
Judds Lane, Longford, Coventry, CV6 6AQ

**Booking site - Click [HERE](#) to book**

T: +44 (0) 24 7693 3340

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### **AUDIO VISUAL**

Jennifer Walsh - Total Expo Ltd

E: [jennifer@totalexpo.ie](mailto:jennifer@totalexpo.ie)

T: +353 1 413 7315 or +353 1 413 7371

### **DRAWING APPROVALS (SPACE ONLY)**

Jennifer Walsh - Total Expo Ltd

E: [jennifer@totalexpo.ie](mailto:jennifer@totalexpo.ie)

T: +353 1 413 7315 or +353 1 413 7371

### **EXHIBITOR & VISITOR DATA CAPTURE**

See Section **3-15** below

For queries contact:

E: [colin.martin@medicaltechnologyuk.com](mailto:colin.martin@medicaltechnologyuk.com) or

E: [jason.moss@medicaltechnologyireland.com](mailto:jason.moss@medicaltechnologyireland.com)

### **LOGISTICS & SHIPPING**

[CEVA SHOWFREIGHT](#) will deliver the goods directly to your stand at an agreed date / time and remove any packing cases, storing them until the show closes. CEVA will collect your shipment after the event and transport back to country of origin. If you require any help / advice about shipping to Medical Technology UK please contact;

E: [mitchell.akehurst@cevalogistics.com](mailto:mitchell.akehurst@cevalogistics.com)

T: +44 (0) 330 587 7405 or +44 (0) 7583 669 748

### **STAND BUILDER, ELECTRICS, FURNITURE & GRAPHICS**

Jennifer Walsh - Total Expo Ltd

E: [jennifer@totalexpo.ie](mailto:jennifer@totalexpo.ie)

T: +353 1 413 7315 or +353 1 413 7371

For all stand requirements, please see [Medical Technology UK 2024 – TOTAL EXPO Event Orders](#)

## **3.A - Z**

### **3-1 Activities and demonstrations**

Exhibitors should not engage in any activity or employ any purpose or device that tends to create unreasonable congestion in the gangways. Demonstrations should be planned to take place in the centre of the stands to give room for an audience. Where a demonstration is causing unreasonable congestion in the gangway, which is either an emergency gangway, or is detrimental to the environment of surrounding exhibitors, the Organisers reserve the right to curtail the activities on the stand.

Any exhibitor wishing to operate machinery or carry out mechanical demonstrations on their stand must ensure that a Risk Assessment is carried out and that these practices constitute no fire or safety hazard, nor interfere with the activities of visitors and exhibitors.

All moving parts must be effectively guarded and controls situated beyond public reach. The Organisers reserve the right to curtail any practice, which they consider dangerous or detrimental to the show.

All seating for the public should be strictly contained within your stand area and comply with the current local regulations.

Exhibitors must advise The Organisers if they intend to offer any massage, therapy or similar services on the stand, as special licences may be required from the Local Authority.

Exhibitors running films/video back projectors with commentary or any form of presentation are reminded that sound must be kept to a reasonable low level. This level will be monitored within the exhibition area. If it is found that you are exceeding this, the stand manager will be informed. If you receive three warnings and do not reduce the sound on your stand, Medical Technology UK reserves the right to disconnect the power to your stand.

All audio speakers must be facing inwards on the stand and not facing the gangways.

Cooking on stands is not permitted without specific permission from the Organiser's and all relevant Health and Safety documents must be submitted.

If, on request, you are unable to produce a Risk Assessment for the activities on the stand, all demonstrations must cease until a Risk Assessment has been completed to the satisfaction of the Organiser. In the case of dispute, the decision of the Organisers and its appointed representatives is always final.

### **3-2 Animals**

Animals are not allowed in the exhibition halls for the duration of the tenancy with the exception of registered assistance dogs. During the build-up and breakdown period no animals will be allowed on site if it is deemed unsafe. At all times the Organisers decision is final.

### 3-3 Badges & Passes

No one will be permitted into the exhibition hall during the open period without the appropriate pass.

**Exhibitor Badges:** Every member of your staff who will be working on your stand requires an exhibitor badge. These badges must be worn on-site, at all times during the open period of the exhibition.

Here is the link to register for Exhibitor badges.

<http://medicaltechuk2024.eventreference.com/exhibitor>

You can collect your Exhibitor badges on arrival at the Exhibition from the main Registration Desk.

You will not receive them in advance.

### 3-4 Canvassing

Exhibitors may only conduct business and distribute literature from within the boundaries of their own stands. Under no circumstances may activities spill into gangways – this includes the use of promotional staff or characters. If you are approached on your Stand by unwelcome visitors trying to sell their products, please take a business card and inform the Organiser's Office immediately so that appropriate action can be taken.

All exhibitors are advised that unless they have a contractual agreement with the event organisers, all promotional activity is restricted to the limits of their stand. For details of opportunities available in the halls, please contact the Event Directors: [colin.martin@medicaltechnologyuk.com](mailto:colin.martin@medicaltechnologyuk.com) or [jason.moss@medicaltechnologyireland.com](mailto:jason.moss@medicaltechnologyireland.com)

### 3-5 Car Parks

Exhibitors should park in Car Park B and enter the Arena using the rear or front entrance. For transporting any heavy goods, please use the rear Goods Lift by the lift. *See Site Map below.* Medical Technology UK takes place in the Premier Lounge on the 2nd Floor.

**Weight and size of the service lift:**

**Premier Lounge Service Lift:** 2.7m wide x 2.5m depth, Height – 2.3m, 5000kg weight limit

**Please complete and print the Car Parking Pass at the end of this Manual and ensure it is displayed in your car on arrival at Coventry Building Society Arena.**

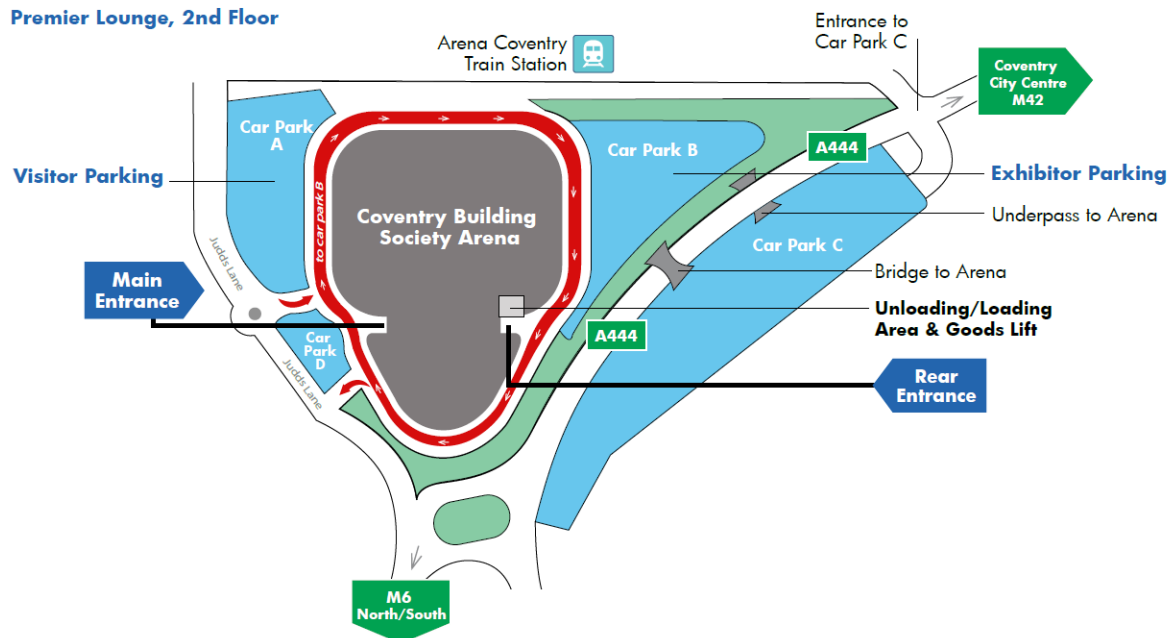
We are happy to offer FREE PARKING to Exhibitors. At the end of your visit, go to the parking machine on the Ground Floor of the Arena and input the free code: **MED24**. Take the ticket from the machine and use this when you exit the Arena car parks.



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13-14 March 2024  
Coventry Building Society Arena

**Premier Lounge, 2nd Floor**



**Unloading/Loading Area at Rear Entrance by Park B and Entrance to Goods Lift in this area**

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### 3-6 Children

Local Authority regulations prohibit the presence of children under 16 in the halls during build up and breakdown. Children will be refused access under all circumstances, and there will be no alternative facilities provided.

The exhibition is a trade event and the nature of the exhibits during the open period will reflect this, as such it is not a suitable environment for children. There are no crèche facilities at the event.

### 3-7 Cleaning

Stands will be cleaned daily before the Show open period. However, please note that this does NOT include the cleaning of actual exhibits.

Please dispose of any wine/liquids to avoid spillage and damage to the carpets.

Waste materials should not be abandoned on-site or deposited into the venue waste disposal containers and skips without their prior agreement; there may be a charge for this service. Please note that any waste left in the halls will be charged to the exhibitor.

### 3-8 Deliveries

Our official lifting contractor, CEVA LOGISTICS LTD. CEVA Show freight is a global freight forwarder that specialises in the movement of exhibition freight and products. CEVA can arrange collection of freight from your premises, organise transport whether that be air, sea or road freight and handle any customs formalities that may be required.

CEVA will deliver the goods directly to your stand at an agreed date / time and remove any packing cases, storing them until the show closes. CEVA will collect your shipment after the event and transport back to country of origin. If you require any help / advice about shipping to Medical Technology UK, please contact [mitchell.akehurst@cevalogistics.com](mailto:mitchell.akehurst@cevalogistics.com)

Please note that neither the Organiser nor the Venue can accept responsibility for items that require a signature – you must ensure that there is someone available on your stand to receive such items. Deliveries can only be made during the official build-up and open period. Please note that many courier companies do not deliver on weekends.

Contact Name  
Exhibiting Company Name  
Stand Number  
Medical Technology UK (Premier Lounge, 2<sup>nd</sup> Floor)  
Coventry Building Society Arena  
Judds Lane, Longford  
Coventry CV6 6AQ

The unloading and placing of exhibits on stands is the exhibitor's own responsibility. PLEASE NOTE THAT THE VENUE WILL NOT ACCEPT ANY DELIVERIES MADE PRIOR TO THE START OF TENANCY. Please ensure that you advise your couriers to deliver when you are on-site and available to accept and sign for them yourself.

### **3-9 First Aid**

The First Aid point is located at the venue reception desk.

### **3-10 Gangways**

There will be no off-loading of exhibits or stand fitting materials into the gangways under any circumstances.

Emergency gangways MUST be kept clear at all times and anything left in any gangway will be deemed as rubbish by the cleaners and removed.

### **3-11 Gratuities**

Appointed contractors will carry out all work in good time and you should not be asked for any sort of gratuities to obtain priority service. If monies are solicited, please inform the Organisers immediately.

### **3-12 Public Liability Insurance**

All exhibitors MUST have public liability insurance. You must provide a copy of your insurance policy and be insured for Public Liability to a minimum level of £2,000,000 or €2,500,000 or \$3,000,000.

Any loss or damage that may occur during the show should immediately be notified to the Organisers and Security on-site. Please note that Exhibitor Contracts do not cover stand contractors and any subsequent sub-contractors, and as such contractors are now required to submit proof that they have adequate insurance cover.

### **3-13 Maintenance & Repair**

Maintenance work to stands must be carried out between 0800 and 09.30 hours or after the close of show by prior arrangement with the Organisers. No maintenance will be permitted during the open hours.

### **3-14 Removal of Exhibits**

Exhibitors are reminded that this is a trade exhibition and therefore product may not be taken out of the show before the show closes. All visitors leaving the building with product must have the correct documentation for this.

### **3-15 Scanner Order Form (Lead retrieval)**

For more information and to order a scanner to use on your Stand, click below.

<https://medicaltechuk2024scannerhire.eventreference.com/>

A handheld scanner or an App based version is available.

### **3-16 Security**

The Organisers have arranged for overnight security. However, exhibitors should remember that exhibition halls are vulnerable places and should take appropriate precautions against theft.

Any incidents of theft must be reported to the Organisers immediately as it will be necessary to report the incident to the police. Please note that most hired cabinets have common locks and should NOT be regarded as secure units. Please note that neither the Organisers nor the venue can be held responsible for any loss or damage to stands or exhibits.

### **3-17 Wi-Fi**

There is free Wi-Fi available - login details will be provided on-site.

## **4.Safety & Security**

### **4-1 Shell Scheme**

Shell Scheme exhibitors need to identify the hazards present on-site and ways in which you will minimise and control these risks.

### **4-2 Fire Precautions**

Exhibitors must comply with the regulations of the Local Authority. All materials used for building, decorating and the covering of stands must be flame proofed and the appropriate certificate confirming this, available for inspection on request.

The organisers will provide the appropriate number and type of fire extinguishers. Exhibitors should ensure that they are aware of their location and that of the fire exits in the halls. In the event of a fire, alert the show organisers, giving the location and nature of the incident, calmly notify adjoining exhibitors of the situation. If safe to do so, tackle the fire with the appropriate fire extinguisher. Fire extinguishers are located in the Hall and behind both bars/catering areas.

Any exhibitor, who requires a special type of fire extinguisher because of the nature of their exhibits, must make their own arrangements.

If you are exhibiting anything that involves fire, a naked flame or a risk of fire you must submit a separate Fire Risk Assessment for your stand.

### **4-3 Chemical Substances**

Under control of hazardous substances legislation (COSHH), the use of all hazardous substances is prohibited without conducting a risk assessment and obtaining written approval from the organiser. Applications should be accompanied by the COSHH assessment which should include:

- Identification of substances being used
- Who may be affected by exposure to the substances (including others working and/or visiting the area)
- How they may be affected by the exposure
- What precautions will be taken to protect those at risk of harm (including people working on adjacent stands or in close proximity)

COSHH assessments should be submitted to the Organiser at least one month prior to the exhibition.

#### **4-4 Security**

It is important to make constant checks of your stand to ensure that no unidentified packages, cases or bags have been deposited. If suspicions arise, do not touch the item but contact the Organisers immediately.

In the event of evacuation, and when leaving your stand each night, please ensure that:

- a. Appliances are switched off
- b. You check your stand for potentially dangerous items

#### **4-5 Venue Emergency & Fire Procedures**

If in the unlikely event of an emergency, please vacate the Arena via the main Entrance, using the staircases and not the escalators or lifts and gather in Car Park A.

#### **Fraud Alert**

Medical Technology UK and Medical Technology Ireland DO NOT rent or sell their visitor or exhibitor data. Anyone purporting to sell such data is a fraud!

Please DO NOT respond to any solicitations in relation to "list rental" from either event.

#### **Help us to help you**

Let us know your top 10 list of target companies that you would like to see at the show and we will get in touch and endeavour to deliver them to you in March.

#### **Exhibitor Drinks Reception**

Exhibitor drinks are on Wednesday 13 March at 17.00 in the Exhibition Hall. All exhibitors and their teams are welcome.

### ***FOLLOW US ON SOCIAL MEDIA***



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**Medical Technology  
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**13-14 March 2024**  
**Coventry Building Society Arena**



# **Exhibitor On-site Pass**

## **South Entrance CPU Lift**

**Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Vehicle Registration:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Stand Name:** \_\_\_\_\_

**Stand Number:** \_\_\_\_\_

*Please display this pass in your windscreen before arriving onsite - this must remain displayed until your departure off-site at the end of the event.*

*Vehicles not displaying their pass, or incomplete passes, will not be permitted up to the loading gates.*

*Please ensure you read the build-up and breakdown procedures before arriving onsite.*



Medical Technology

UK

13-14 March 2024

Coventry Building Society Arena

COVENTRY  
Building Society



# Exhibitor Lunch Preorder Form

## IMPORTANT INFORMATION

A minimum order value of £12.00 applies on ALL food & beverage or catering orders (including top up orders on site). Cancellations or part cancellations to your order will not be permitted within 7 days of your exhibition. Orders must be placed 14 days before the first event day of your exhibition. All prices are subject to VAT at the statutory rate. Please note that collections will be served within 30 minute time slots (For example between 09:00 - 09:30, 09:30 - 10:00) Price and products are subject to change. Please inform us if you have any particular dietary requirements.

Exhibitors are NOT permitted to bring food beverage (including alcoholic) onsite to sell or offer to visitors from their stands - exhibitors must apply for approval or purchase the food and beverages from Coventry Building Society Arena. The Coventry Building Society Arena reserves the right to confiscate any food or beverage brought onsite. Some of the menu items may contain a trace of nuts, seeds and other allergens.

## INSTRUCTIONS:

1. Select the services you require by specifying the quantity in the box provided
2. Ensure you have read the Terms and Conditions on the website, including those specific to your type of Service.
3. Complete all contact details and payment details
4. Send your completed Order Form to [zoe.houghton@cbsarena.co.uk](mailto:zoe.houghton@cbsarena.co.uk)

			Event Dates:									
	Per Item	Collection				WED 13th	THU 14th				Total	
Premium Pack Lunch, serves one bag per person – Sandwich and water. Crisps, Chocolate bars, and Fruit selection will be available on collection. <b>Please number amount of packed lunches ordered, and choose fillings below:</b>	£ 12.00											
Free Range Egg and Spinach with Cress and Mayonnaise												
Perfect Ploughman - cheddar and barber's cheese with tomato, lettuce, apple, radish and onion chutney												
Classic Country Ham and Cheese - with tomato chutney and lettuce – No Mayo												
Spicy Vegan Wrap - bar marked tortilla stuffed with chickpea puree, butternut falafel, tangy salsa, speckled lentils, beetroot, carrot and red onion <span>VE</span>												
The Mighty Caesar - sliced bread of chicken with bacon, caesar dressing and Lettuce												
Tikka Spiced Chicken - chicken breast in a blend of tikka spices with yoghurt and mint dressing												
Focaccia Ortolana - mozzarella, slow roast tomatoes, olives and mayonnaise												
<b>Halal Options</b>												
Chicken Curry Sandwich												

Just Chicken Mayo Sandwich											
3 Cheese and Spring Onion Sandwich											
Chicken Caesar Wrap 'NO MAYO'											
Chicken Tikka Wrap											
<b>Gluten Free Sandwiches</b>											
Lemon Chicken Salad Sandwich <b>GF</b>											
Smoked Cheddar Salad Sandwich <b>GF</b>											

\* Bespoke catering packages available on request

Contact Details ( Please complete in BOLD Print )			
Name of Exhibition			Date: <input type="text"/>
Premier Lounge	Premier Lounge	Stand No.	
Company Name		Stand Name	
Address			
Postcode		Website	
Company Tel No		Company Fax No	
Order Contact Name		Order Contact Number	
Order Contact Email		Position in Company	
Onsite Contact Name		Onsite Contact Number	
Arena IT			£
Total			£
VAT ( Prevailing Rate )			£
Grand Total			£

Signed .....: Name .....: Date .....  
 By signing this document you are agreeing and contracting to all the terms and conditions set out below

Method	Details	Tick Method
<b>Debit/ Credit Card</b>	Please tick box and return booking form signed. We will send you an email with a link to make payment via WorldPay. We cannot accept card payment via phone, email or fax.	
<b>Cheque</b>	To arrange a BACS transfer please use: <b>Account Name:</b> Coventry Arena Retail Limited <b>Account Number:</b> 0068386 <b>Sort Code:</b> 20-48-67 <b>** Please note all prices are subject to VAT, ensure this is included into the amount paid**</b>	
<b>Invoice</b>	Please tick this box if you require an invoice prior to payment.	

Please note payments will be required a minimum of 5 working days prior to the event.  
 Exhibition order deadlines apply. Please refer to your organiser for event specific deadlines.

VAT REG NO: GB 135 0288 32

Coventry Building Society Arena Conference & Banqueting is managed by IEC  
 Experience Limited. Reg. Office: Coventry Building Society Arena, Judds Lane,

Longford, Coventry, CV6 6AQ

Tel: 0844 873 6500 - Fax: 0844 873 6598 - Email: orders@cbsarena.co.uk