



**Medical Technology
UK**

12-13 March 2025

Coventry Building Society Arena

EXHIBITOR SERVICES MANUAL



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1. Event Timetable

1-1 BUILD UP

Tuesday 11 March 2025	14.00-20.00hrs
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Note: All exhibits MUST be set up by 20.00hrs on Tuesday 11 March 2025.

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 12 March 2025	09.30-17.00hrs
Thursday 13 March 2025	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 13 March 2025	15.30-19.00hrs
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NOTE: All exhibits MUST be cleared from the Stand by 19.00hrs on Thursday 13 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 T: +44 (0) 7802 776723

Jason Moss - Event Director

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

2-2 MARKETING & PUBLIC RELATIONS:

Helen Lawrence - Head of Marketing

E: helen@medicaltechnologyuk.com

The official Hashtag for the event is #MedicalTechUK

You will receive a banner to promote your presence at the event. It can be used on emails, web sites, 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 Twitter @MedicalTechUK

2-3 CONFERENCE CONTENT:

Helen Lawrence – Conference Manager

E: helen@medicaltechnologyuk.com

2-4 STAND BUILD, OPERATIONS & TECHNICAL MANAGEMENT:

Michelle O'Reilly - Total Expo Ltd

E: michelle@totalexpo.ie

T: +353 (0) 1 913 3030 or +353 (0) 1 913 3035

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

Michelle O'Reilly - Total Expo Ltd

E: michelle@totalexpo.ie

T: +353 (0) 1 913 3030 or +353 (0) 1 913 3035

DRAWING APPROVALS (SPACE ONLY)

Michelle O'Reilly - Total Expo Ltd

E: michelle@totalexpo.ie

T: +353 (0) 1 913 3030 or +353 (0) 1 913 3035

EXHIBITOR & VISITOR DATA CAPTURE

See Section **3-15** below

For queries contact:

E: colin.martin@medicaltechnologyuk.com or

E: 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: Cameron.setaro@cevalogistics.com

T: +44 (0) 330 587 1420 or +44 (0) 7967 841665

STAND BUILDER, ELECTRICS, FURNITURE & GRAPHICS

Michelle O'Reilly - Total Expo Ltd

E: michelle@totalexpo.ie

T: +353 (0) 1 913 3030 or +353 (0) 1 913 3035

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.

No unauthorised stand drops are permitted.

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.

<https://medtech2025.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 or 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

The parking system uses Automatic Number Plate Recognition (ANPR) and is ticketless.

Before leaving the car park, you **must** enter your vehicle registration number and the code **MT25** at one of the machines located inside the Arena. This process must be completed **each time you exit** to avoid receiving a penalty notice.

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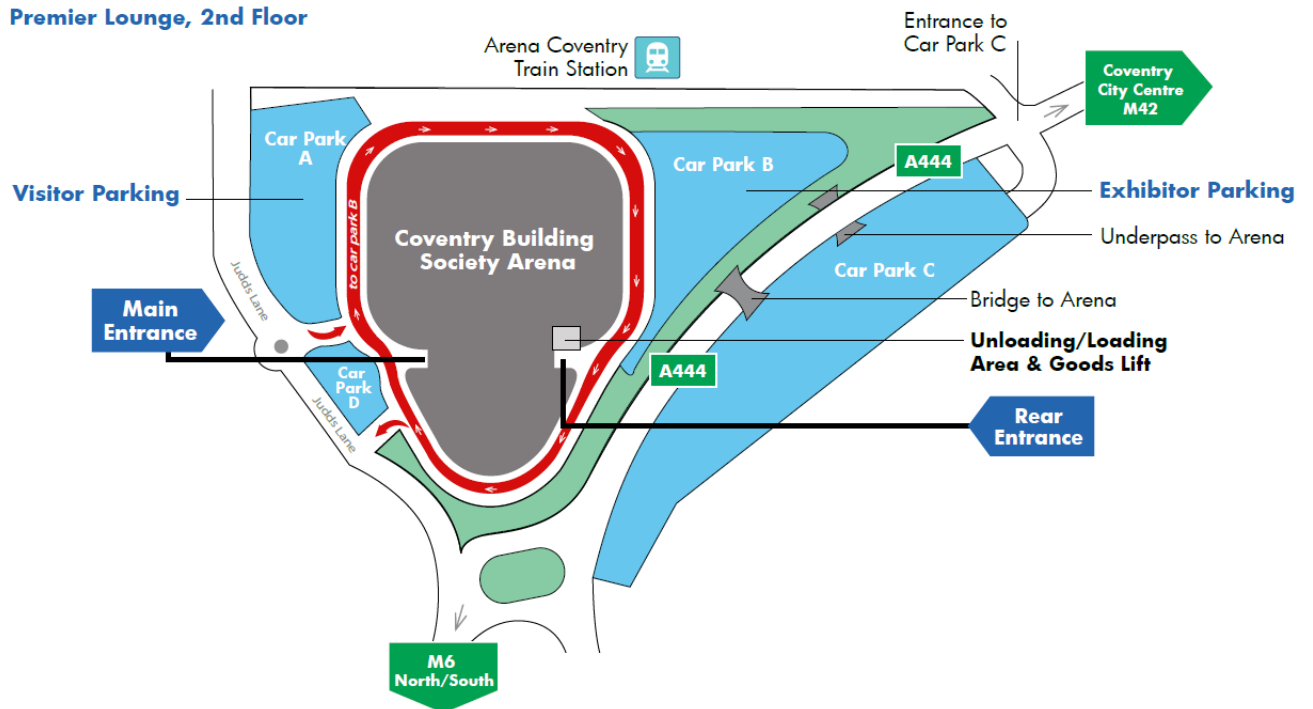


Medical Technology
UK

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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 is [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 Cameron.setaro@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, 2nd 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 on ordering a scanner, click below

<https://www.leadreference.com/>

To order a scanner to use on your Stand, click below.

<https://medtech25scannerhire.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 next March.

Exhibitor Drinks Reception

Exhibitor drinks are on Wednesday 12 March at 17.00 in the Exhibition Hall. All exhibitors and their teams are welcome.

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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.



SIMPLE RISK ASSESSMENT

RISK ASSESSMENT FOR SIMPLE EXHIBITION STANDS

Stand Name:	Name of person responsible for Health & Safety:
Stand Number:	Work No: Mobile No: E-mail

Exhibitor's Responsibilities

An exhibition stand is a 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.

The template is for a simple shell scheme exhibition stand which does not require any structural approval from the organiser 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.

Does your stand include any of the following? If so you must complete the attached risk assessment for simple stands:

	Yes/No
Display of anything containing liquid fuel e.g a motor vehicle	
Display of sharp objects, weapons (even replica weapons)	
Demonstrations of any kind	
Working electrical appliances other than simple display lighting	
Food Service of any kind other than sweets, snacks and soft drinks	
Heat source of any kind including cookery demonstrations, naked flame or gel burners	
Pressurised gases	
Working machinery of any kind even if static	
Laser demonstration	
Any other hazard not identified above which could be a risk	

Note this is not an exhaustive list. You are responsible for identifying any aspect of your stand which could present a hazard.

If you have answered **NO** to all of the above please sign below. If you have answered YES to any of the above please complete the risk assessment attached.

I declare that to the best of my knowledge there are no significant risks relating to this stand

Signed:	Name:	Date:
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12-13 March 2025
Coventry Building Society Arena

SIMPLE RISK ASSESSMENT

RISK ASSESSMENT FOR SIMPLE EXHIBITION STANDS

Stand Number:	Stand No:
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Risk:

Who could be harmed?:

Control Measures in Place:

To the best of my knowledge the information provided is correct. The control measures in place control risk to an acceptable degree.

Signed:	Name:	Date:
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