



Exhibitor Handbook

British Society for Oral & Dental Research Conference and Exhibition University of Plymouth, 6th – 8th September 2017

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Introduction

The following pages will provide you with all the information you need to ensure a successful Exhibition at the BSODR Conference 2017. If you have any queries, please do not hesitate to contact us at:

BSODR Conference 2017
Events Team
University of Plymouth
001 Hepworth House
Drake Circus
Plymouth
PL4 8AA

Tel: +44(0)1752 586005

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We would like to take this opportunity to wish you a very successful event.

General Information

1. Venue

Roland Levinsky Building, University of Plymouth, Drake Circus, Plymouth, PL4 8AA, UK. This is a public building and as such is open to both students and members of the public during the working day. Please refer to map on page 9.

2. Online Exhibitor Section

This document is also available on the BSODR website.

3. Exhibitor Name Badges

These will be available for collection at the registration area in the Roland Levinsky Building from 11:00 on Wednesday 6th September.

4. Exhibition Build – Up

Access to the exhibition area in the Roland Levinsky Building will be available on Wednesday 6th September from 09:30. All stand preparation must be completed by 12:00.

5. Stand Cover & Exhibition Opening Times

Exhibitors are asked to ensure that their stand is staffed at all times when the conference and exhibition are open each day. These times are:

Wednesday 6th September

13:00 – 17:00: Day 1 of conference proceedings

Thursday 7th September

08:30 – 17:00: (Please note that delegates may register from 0800). Day 2 of conference proceedings.

Friday 8th September

08:30 – 13:00: Day 3 of conference proceedings.

6. Exhibition Breakdown

Exhibitors should commence dismantling stands after 13:00 on Friday 8th September when the conference has finished.

7. Exhibition Deliveries and Collections

Deliveries: Exhibitors may send goods by courier/delivery vehicles to arrive no earlier than Tuesday 29th August. All deliveries will be stored until Wednesday 6th September, when they will be taken to the Roland Levinsky Building.

Deliveries arriving on Wednesday 6th September must be delivered straight to the East Doors of the Roland Levinsky Building – please refer to the map on page 9.

Collections: Any goods being collected by courier must be collected on Friday 8th September after the conference has finished, from 13:00, alternatively on the following Monday. All items to be couriered will be taken up to the Post Room for collection. Exhibitors removing their own stands by vehicle may collect items from the East Doors of the Roland Levinsky Building as indicated on the map on page 9.

Further maps can be viewed at: www.plymouth.ac.uk/your-university/visit/getting-here

A limited number of trolleys will be available to transport items from vehicles to your stands.

All boxes being couriered must be clearly marked with the following information:

Box Delivery Labels:

Post Room, University of Plymouth, Drake Circus, Plymouth, PL4 8AA, UK

Event name: BSODR Conference

Location: Roland Levinsky Building

Stand Number:

Event set-up date: Wednesday 6th September 2017

Number of boxes

Sender contact name

Sender phone number

Box Collection Labels:

Collect From: Post Room, University of Plymouth, Drake Circus, Plymouth, PL4 8AA, UK

Event Finish date: Friday 8th September 2017

Event name: BSODR Conference

Stand Number

Number of boxes

Courier Company

Contact name and phone number

Box destination

Receiver contact name and phone number

8. Vehicle Parking

Plymouth University is unable to offer parking for exhibitor vehicles. Once you have delivered your stand items your vehicle must be removed from the campus. Car parks situated near to the University are indicated on the map on page 9.

9. Building Access

The East Doors are 4ft (1.2m) wide and 7ft (2.13m) high.

10. Stand Details

Conference Exhibitor: 3m x 1m
Dental School Exhibitor: 2m x 1m

Displays: Exhibitors must provide their own free standing exhibition displays which must fit within the allocated space.

Furniture: Each stand will be provided with 2 chairs and a table.

Electricity: Each stand can be provided with socket outlets. All portable electrical items must be PAT tested. Please avoid overloading your electrical sockets or trail cables. No kettles or irons allowed.

11. Dilapidations

Exhibitors are not permitted to fix any graphics, notices or material to any part of the venue or its walls. Exhibitors are responsible for any damage caused by their staff or contractors to the fabric of the building. Any damage caused will be charged to the exhibitor concerned.

Exhibitors will ensure they clear and remove all the rubbish, refuse and other materials not belonging to the venue from the premises so that they are completely clean and tidy during and at the end of the event.

12. Exhibitor Responsibilities

All exhibiting organisations are responsible for their staff, their contractors and visitors on and around their stand from the first day of build up through to the last day of breakdown. They must ensure that due thought and consideration is given to their own and others health, safety and welfare throughout the Exhibition, and that their actions, or inactions, do not give rise to accidents, injuries or an unsafe working environment so far as is reasonably practicable. Please ensure all exhibitors have undergone manual handling training.

13. Security and Insurance

Whilst some security is provided at the venue during Conference hours, it is the Exhibitor's responsibility to ensure the safety of your belongings and you are advised not to leave any valuable equipment or articles unattended at any time. It is also the Exhibitor's responsibility to ensure that their insurance extends to transport between the venue and the space occupied during the event.

A locked room will be provided for all exhibitors to store any belongings or equipment.

The organisers and venue landlords will not accept responsibility for the safety of Exhibitors goods at any time.

14. Cleaning

Plymouth University will provide general cleaning across the exhibition areas, but this will not extend to individual stands unless specifically required. Exhibitors are required to remove all their rubbish regularly to keep the stand clear and comply with health and safety rules.

15. Refreshments

Tea, coffee and general refreshments are available, please refer to the Conference Programme for details. In addition the University of Plymouth has a number of cafés located across the campus; these are open throughout the day.

16. Social Programme

All registered complementary delegates who are exhibiting are invited to attend the Ice-breaker Reception taking place at the National Marine Aquarium on Wednesday 6th September, however, to attend the Conference Dinner exhibitors must register and pay the fee of £65.

17. Internet

Unlimited free Wi-Fi will be available for all delegates throughout the conference. Simply select "withPlymouth" on your Wi-Fi enabled laptop, tablet or phone to enable you to access the internet on your devices whilst on the main Plymouth University campus. Some delegates maybe able to access the internet via their Eduroam account.

18. Accommodation

In addition to Campus Accommodation, there are a number of hotels in the near vicinity to the University of Plymouth and if you haven't already secured your accommodation please visit: <https://www.plymouth.ac.uk/schools/peninsula-school-of-dentistry/british-society-for-oral-and-dental-research-conference-2017/bsodr-accommodation-information> for further information.

19. Publicity Material

Exhibitors are reminded that publicity materials may only be distributed from their stands.

20. General Access

There are toilet facilities accessible to all located on each floor of the building. Lifts and staircases are available to all floors and Roland Levinsky Building Lecture Theatres all have wheelchair access.

Fire exits are through the main entrances/exits to the building. There are also a number of emergency exits on the ground floor, please follow the green and white signs to the nearest exit in the event of a fire alarm sounding.

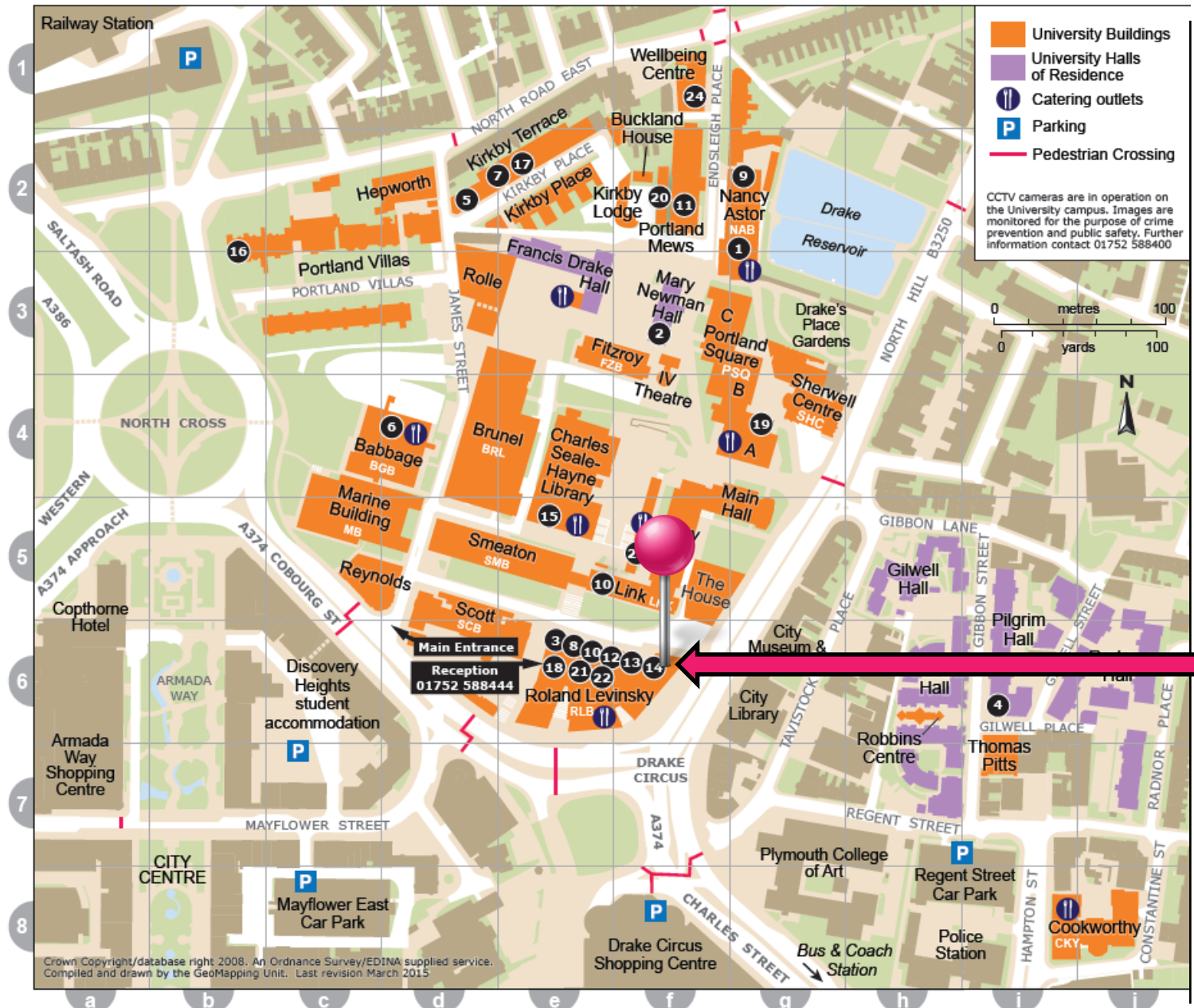
The fire rendezvous points for the Roland Levinsky Building are as follows: for the WEST side of the building – congregate at Smeaton Building east end (facing Scott Building). For the EAST side of the building – congregate at LINK South West End. People with disabilities should, if possible, exit to the North side of the building in order to avoid the steps.

Smoking is prohibited in all common use areas such as classrooms, laboratories, offices and lecture theatres. Smoking areas are located outside all buildings. You are not allowed to smoke within 5 metres of a building.

All security personnel are trained first aiders; please contact the registration/information desk in the first instance if you require assistance and in case of an emergency.

21. Cash Machine

There is a free to use ATM situated just outside the Roland Levinsky Building which is available 24 hours a day. In addition there is a Santander Branch in the Smeaton Building.



Roland Levinsky Building – East Doors



