

BVNA Congress 2010

**Kettering Conference Centre
8th–10th October**

EXHIBITORS MANUAL

BVNA CONGRESS COMMERCIAL EXHIBITION

ORGANISERS

The British Veterinary Nursing Association
 82 Greenway Business Centre
 Harlow Business Park
 Harlow, Essex CM19 5QE
 Tel: 01279 408644
 Fax: 01279 408645
 E-mail: lisa@bvna.co.uk

VENUE

Kettering Conference Centre
 Thurston Drive
 Kettering
 Northamptonshire
 NN15 6PB
 Tel: 01536 414414
 Fax: 01536 414334

For venue details please refer to the Kettering Conference Centre website www.ketteringconference.co.uk

CONGRESS TIMETABLE

	Registration	Lectures	Exhibition
Thursday 7 th October	Exhibitors set up 8.00am - 10.00pm		
Friday 8 th October	08.30	08.50 - 16.05	10.00 - 17.30
Saturday 9 th October	08.30	08.50 - 16.30	08.30 - 17.00
Sunday 10 th October	08.30	09.05 - 15.30	09.00 - 14.15

STAND SPACE SIZES AVAILABLE

Frontage		Depth		Height
3 metres	x	2 metres	x	4 metres (maximum)
6 metres	x	2 metres	x	4 metres (maximum)
9 metres	x	2 metres	x	4 metres (maximum)

Stand space is informal with **NO** shell scheme. Exhibitors are responsible for the provision of display/backing to their stand. Please be aware that space only stands will need a backdrop/display as you may have another company backing directly onto you.

STAND ALLOCATION

Stand space will be allocated by a draw, with NOAH in attendance, and all companies will be notified of allocation shortly after the draw has taken place.

SHELL SCHEME

Shell Scheme is available as an additional option; please see enclosed booking form for costs. Shell Scheme must be requested at the same time as booking exhibition space.

Panels are covered in fire retardant grey material which accepts Velcro fixings. Panels are attached to each other by aluminium uprights which stand 20mm proud.

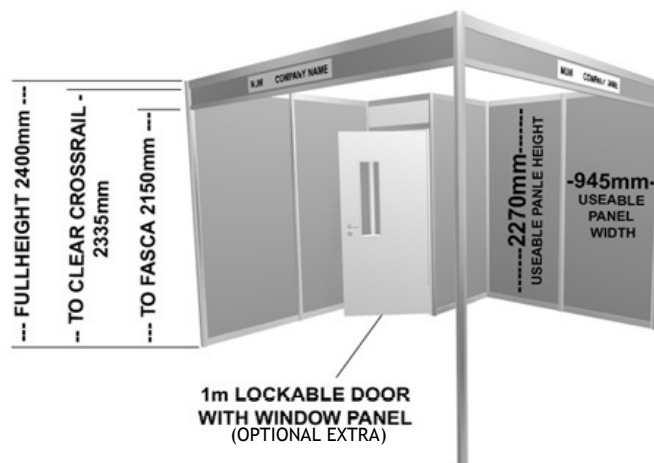


TABLE AND CHAIR HIRE

Tables and chairs are available for hire and **must be ordered in advance** using the booking form provided. The tables will require covering, as cloths are not provided.



Folding table	Dimensions 4' x 2'6"
Conference chair	Metal frame with cushioned grey fabric

ADDITIONAL FURNITURE HIRE

Additional furniture is available to hire and a catalogue will be sent once your stand booking has been received.

CARPET

The exhibition hall will be fully carpeted in a dark grey colour.

ELECTRICITY SUPPLY

Electricity supply is NOT standard. Supplies to individual stands are available but **MUST BE BOOKED IN ADVANCE** using the booking form provided.

There will be an electrician on standby throughout Congress, who can be contacted via the BVNA stand.

SPOTLIGHTS

Spotlights for your stand are available and **must be booked in advance** using the booking form provided.

INTERNET ACCESS

Wireless Internet access is also available in the conference centre. Contact the BVNA Office for more information if required.

CREDIT CARD MACHINES

If you are intending on using a credit card machine via a mobile phone network, please contact Kettering Conference Centre who will advise which network provides the best reception in the area.

EXHIBITOR LUNCH BAGS

Please order your representatives lunch bags by completing and returning the booking form provided.

SOCIAL EVENTS

The social events at this year's congress will include:

Friday 8th October 2010 - Happy Hour from 4.00pm in the exhibition hall
Join the delegates and enjoy free nibbles & refreshments

Friday 8th October 2010 - 7.30pm @ Kettering Park Hotel & Spa
Charity Quiz Night (please see enclosed booking form)

Saturday 9th October 2010 - "Christmas Party Night" Dinner Dance from 8pm @ Kettering Conference Centre (please see enclosed booking form)

SPONSORSHIP

A number of areas are available for sponsorship; please see the 'Sponsorship Opportunities' document for further details or contact Lisa Brett at the BVNA Office.

DELEGATE BAG INCLUSIONS

All delegates receive with their registration a delegate bag which includes various products information. If you wish to include any promotional literature within these bags, the cost will be £ 250.00 plus VAT for 1400 inserts. Your inclusion should be no larger than one A4 size single sheet and is limited to one inclusion per company.

If you are interested in including your literature within the delegates' bags, please contact Lisa Brett at the BVNA office for further details. All literature will need to be available no later than **31 August**.

Please do **NOT** send any literature to the BVNA office, otherwise it will be returned to you at your own expense. Full details of where to send the literature will be provided when invoiced.

CANCELLATIONS

Should you need to cancel your booking, the following will apply:

Cancellation before 1st August	- 75% Refund
Cancellation between 1st August and 1st September	- 50% Refund
Cancellation after 1st September	- No Refund *

All cancellations **MUST** be made in writing

* If stand space can be reallocated a 25% refund will be available

TERMS AND CONDITIONS

BVNA reserves the right to alter the layout of the exhibition in any respect, at any time and also reserves the right to refuse any application for space at the exhibition and shall not be required to assign or give any reason for the refusal.

GENERAL INFORMATION

BADGES

Each stand is limited to a maximum of 6 representatives per 3 metre stand and 12 representatives per 6 or 9 metre stand. Please complete and return the enclosed badge request form no later than **31 August** giving details of your representatives. No alterations can be made after 30 September 2010.

Additional representative badges can be purchased at a cost of £100.00. No entry to lectures/workshops will be permitted with these passes. We do hope that you appreciate the necessity for this limitation.

Badges will be supplied for your company's representatives and must be worn at all times. Badges will not be available on the day. **NO BADGE, NO ADMISSION!**

Each company will be issued with ONE lecture badge. Entry into lectures is subject to available space (delegates and sponsors will be seated first). These lecture badges will only gain an Exhibitor entry into a lecture (workshops not included) when accompanied by an Exhibitor's badge and may only be used by employees of the exhibiting company.

Exhibiting companies sponsoring a lecture will be permitted two free passes to be used on that lecture only. Please see the separate 'Sponsorship Opportunities' document.

Please note that contractors erecting & dismantling stands on Thursday, Friday morning & Sunday afternoon will not require a badge.

BALLOONS

Lighter than air balloons are not permitted inside the exhibition hall.

CAR PARKING

The venue has free car parking for over 600 vehicles and the surrounding routes will be signposted by the AA using yellow road signs.

BVNA would ask that exhibitors and their contractors are considerate to each other when loading & unloading. Due to previous unloading & loading problems the main access door will be kept clear to ensure that everyone is able to gain access.

CATERING

Food & drinks will be available to purchase from outside the Lakeside Bar during congress.

DELIVERIES

Kettering Conference Centre/BVNA cannot accept any deliveries on site prior to the official build-up dates of the event. Any deliveries prior to Thursday 7th October will be refused.

Deliveries received during the event must be clearly addressed to the BVNA Congress (Exhibition Hall), marked with the company name and stand number clearly. All couriers must report to the registration desk where a steward will contact the personnel on the stand concerned. BVNA does not accept responsibility for any lost/stolen deliveries or non-deliveries.

BVNA WILL NOT accept deliveries on your behalf.

DILAPIDATIONS

Any damage to the exhibition hall or shell scheme attributable to exhibitors will be charged in full. Exhibitors are reminded to pay particular attention to regulations governing the fixing of materials to the hall walls or shell scheme if provided.

EXHIBITORS LOUNGE

An exhibitors' lounge will be available which will allow exhibitors to relax, take a break and help themselves to complimentary tea and coffee throughout the weekend. Meetings are **NOT** to be held in this lounge.

Please note the tea and coffee supplied in the exhibition hall is for the **DELEGATES CONSUMPTION ONLY**.

FIRE EXTINGUISHERS

Water and CO₂ fire extinguishers will be placed throughout the complex. Each stand holder must ensure that stand personnel are fully conversant with the proper use of this equipment and the location of the nearest fire point.

FIRST AID AND MEDICAL PROCEDURES

A medical representative is available on site throughout the event. Please contact BVNA on arrival for details of location.

INSURANCE

Exhibitors are required to arrange Insurance cover for their liabilities whilst exhibiting at the Congress.

Whilst BVNA take every precaution to protect exhibitor's property during the event, BVNA are not responsible for any loss or damage that may occur.

MEETING ROOM HIRE

The BVNA have access to a meeting room which is available for hire to companies at £20 per hour (subject to availability). Please contact the BVNA to book.

STAND BREAK DOWN

The exhibition will close to delegates at 2.15 p.m. on Sunday 10th October 2010 and stand dismantling may only commence after this time.

EXHIBITORS ARE NOT TO DISMANTLE THEIR STANDS BEFORE THIS TIME. THIS IS A HEALTH & SAFETY REQUIREMENT WE HAVE TO ADHERE TO FOR PUBLIC SAFETY.

Any property left behind after the end of tenancy for the event will be removed & any costs associated with dismantling and/or disposing of the property will be passed onto the exhibiting company.

STAND SET UP

Set up will be from 8.00am - 10.00pm in the exhibition hall on Thursday 7th October 2010. The exhibition hall will be open from 8.00am on Friday the 8th and you will be required to have your stand fully erected by 9.45am as the exhibition officially opens at 10.00am. Any company failing to erect their stand before the opening will be refused access and the space will be used as decided by the BVNA.

STAND SHARING

Exhibiting companies are reminded that stand sharing is not permitted and only the company booking the stand space should be represented on that stand. Subsidiary companies that are companies in their own right, must apply for stand space of their own.

STORAGE AND SECURITY

Unfortunately there is very limited storage space available at the venue, and therefore there will be no storage facilities available for exhibitors. Full responsibility of all stands, equipment and merchandise remains with the exhibitor themselves. The BVNA are unable to accept any liability.

TROLLEYS

The BVNA does not provide trolleys for use by exhibitors. You are advised to make your own arrangements should you require the use of a trolley for conveying exhibition materials.

EXHIBITORS CODE OF CONDUCT

The BVNA acknowledges that the success of the Congress can only be maintained through a careful balance of CPD, the success of the Exhibition and enjoyment for delegates and exhibitors alike. The BVNA therefore has the following exhibitor's code of conduct guidelines:

CONSIDERATION FOR FELLOW EXHIBITORS

The BVNA would ask that when planning demonstrations or attractions on your stand that you give consideration to other exhibitors, especially those in close proximity to your stand.

LEAFLETING

Whilst we appreciate the commercial need to distribute promotional material, the ONLY channels for this are from the Exhibitor's stand itself and in the delegate bags. Any person leafleting off the stand will be asked to leave.

STAND MANNING

The exhibition opening times are clearly laid out in the Exhibitor's Pack. Stands are required to be manned at all times whilst the exhibition is open to delegates.

BADGES

Please ensure that these are used for bona-fide company members only as checks will be made. If someone is found using the badges fraudulently, the person will be asked to leave the Congress and action will be taken against the company concerned. **DO NOT** accept requests from representatives of other companies or individuals for Exhibitor Badges. This is a fraudulent act and action will be taken against you. The BVNA would be appreciative if exhibitors could be vigilant and report anyone they believe to be using badges fraudulently (in particular non-exhibiting companies using delegate badges).

LIVE ANIMALS

No live animals are permitted in the exhibition hall, with the exception of personal assistance dogs accompanying a disabled delegate or exhibitor. BVNA would ask that exhibitors do not allow animals to be used for promotional purposes.

EXHIBITORS TIMETABLE

	To be actioned by	Actioned
Exhibitors Booking Form	31 March	<input type="checkbox"/>
Additional Requirements	31 March	<input type="checkbox"/>
Representative Badges	31 August	<input type="checkbox"/>
Event Risk Assessment	31 August	<input type="checkbox"/>
Charity Quiz Night Booking Form	ASAP to ensure availability	<input type="checkbox"/>
Dinner Dance Booking Form	ASAP to ensure availability	<input type="checkbox"/>
Delegate Bag Insert	31 August	<input type="checkbox"/>

INSTALLATION

Thursday 7 October	08.00	Exhibitors may commence installation
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OPENING TIMES

Friday 8 October	10.00	Exhibition Opens
	16.00	Happy Hour Commences
	17.30	Exhibition Closes
Saturday 9 October	08.30	Exhibition Opens
	17.00	Exhibition Closes
Sunday 10 October	09.00	Exhibition Opens
	14.15	Exhibition Closes *

BREAKDOWN

Sunday 10 October	14.30	Exhibitors may begin dismantling their stands
	17.00	All stands must be clear from hall

*** Any company dismantling their stand prior to this time will be breaking Health & Safety Regulations and placing delegates in danger. They will be noted and considered for exclusion at future events.**

HOTELS, GUESTHOUSES, B&B'S

HOTELS

Premier Travel Inn
A14 Westbound
Tel: 08701 977 147
Prices from £48
2 miles from KCC

Travelodge
A14 Westbound
Tel: 0870 1911581
Prices from £49
2 miles from KCC

Holiday Inn Express
Tel: 0871 423 4906
Prices from £40
3 miles from KCC

Kettering Park Hotel
Tel: 01536 416666
Prices from £95
3 miles from KCC

Travel Plaza Hotel
Tel: 01536 764789
Prices from £35
4 miles from KCC

Country House Hotel
Tel: 01536 791600
Prices from £55
4 miles from KCC

Rothwell House Hotel
Tel: 01536 713000
Prices from £35
5 miles from KCC

Church Farm Lodge
Tel: 01536 713320
Prices from £40
5 miles from KCC

Aviator Hotel
Tel: 01604 642111
Prices from £69
7 miles from KCC

Rushton Hall
Tel: 01536 713001
Prices from £120
7 miles from KCC

Premier Travel Inn
Wellingborough
Tel: 08701 977 262
Prices from £ 49
8 miles from KCC

The Columbia Hotel
Tel: 01933 229333
Prices from £50
8 miles from KCC

Tudor Gate Hotel
Tel: 01933 680408
Prices from £45
8 miles from KCC

Holiday Inn - Corby
Tel: 0870 400 9093
Prices from £59
9 miles from KCC

The Hind Hotel
Tel: 01933 222827
Prices from £62
9 miles from KCC

Travelodge - Thrapston Bypass
Tel: 0870 1911611
Prices from £50
10 miles from KCC

Three Swans Hotel
Tel: 01858 466644
Prices from £87
10 miles from KCC

Hotel Elizabeth
Tel: 01536 401348
Prices from £35
10 miles from KCC

Hunting Lodge Hotel
Tel: 01536 771370
Prices from £72
10 miles from KCC

Walnut Tree Inn
Tel: 01604 859551
Prices from £65
11 miles from KCC

Travelodge - Rushden
Tel: 0870 191 1615
Prices from £50
12 miles from KCC

Hilton Hotel
Tel: 01604 700666
Prices from £65
12 miles from KCC

Ibis hotel
Tel: 01933 228333
Prices from £36
12 miles from KCC

Northampton Courtyard
Tel: 0870 4007214
Prices from £63
12 miles from KCC

GUEST HOUSES

Sylvia Chuter
Tel: 01536 310270
Prices from £27.50
0.5 miles from KCC

Pennels Guest House
Tel: 01536 481940
Prices from £30
2.5 miles from KCC

Hainthorpe Guest House
Tel: 01536 523059
Prices from £25
2 miles from KCC

Styles Lodge
Tel: 01536 713202
Prices from £22
3 miles from KCC

Primrose Cottage
Tel: 01536 743298
Prices from £45
4 miles from KCC

Arches Guest House
Tel: 01536 402649
Prices from £20
9 miles from KCC

Willow Cottage
Tel: 01536 771223
Prices from £35
9 miles from KCC

Canberra Guest House
Tel: 01933 276905
Prices from £25
9 miles from KCC

High View
Tel: 01933 278733
Prices from £34
9 miles from KCC

Laundimer House
Tel: 01536 206770
Prices from £35
10 miles from KCC

The Raven Hotel
Tel: 01536 202313
Prices from £30
10 miles from KCC

Corner House
Tel: 01536 403644
Prices from £20
10 miles from KCC

Sutton Lodge B&B
Tel: 01858 469827
Prices from £30
13 miles from KCC

Victoria Guest House
Tel: 01933 314392
Prices from £25
13 miles from KCC

SELF CATERING

Sunnyvale Farm & Nursery
Camping & Caravan Site
Tel: 01604 686608
Prices from £3 per unit
4 miles from KCC

Cranford Hall - Flat
1 single, 1 double & 1 twin
Tel: 01536 330248
Price from £185 per w/end
5 miles from KCC

**Alternatively please use
the following websites for
more hotels in and around
the area:**

www.klvhotels.co.uk

[www.aboutbritain.com/
hotels-near-
towns/hotels-near-
kettering.asp](http://www.aboutbritain.com/hotels-near-towns/hotels-near-kettering.asp)

HEALTH & SAFETY POLICY

EXHIBITORS RESPONSIBILITIES

As an exhibitor, you must ensure the health, safety, and welfare of your employees, contractors, and visitors, as far as reasonably practical throughout the exhibition. You should ensure that your actions (or in-actions) do not give rise to accidents, injuries, or unsafe working environments, provide proper information, instruction and training, and supervise all parties throughout the show. You should also check that any contractors, supplier's agents etc that you may be using, have a Health and Safety Policy suitable to the exhibition environment.

Your attention is drawn to the Health and Safety at Work Act 1974, and the regulations made under this act, and are reminded that the duties imposed by these laws are not reduced, regardless of whether an employer is in their own office or participating at an exhibition. Failure to do so represents a breach of the law and could result in the prosecution of an exhibitor/contractor by the Health and Safety Executive (HSE).

Among the statutory duties owned under Health and Safety legislation the following are particularly relevant, although this list is by no means exhaustive:

1. That a written Company Health and Safety Policy should exist if the company is 5 or more strong. See Section 2 (3) of the Health and Safety at Work Act 1974 (HASAWA).
2. That a "suitable and sufficient" risk assessment should exist in respect to all the significant risks in the business which is not already subject to other regulations, e.g. Control of Substances Hazardous to Health COSHH noise etc. This assessment must be in writing if the workforce totals 5 or more. (Regulations - MHSW).
3. That at least one competent safety advisor must be appointed by an employer to assist him in discharging his health and safety responsibilities (Regulation 6 - MHSW).
4. That every employer has a duty to co-operate with other employers (eg Exhibition Organisers) when sharing a workplace, whether temporarily or permanently.
5. Understanding the Fire and Emergency Procedures of the venue, which will be circulated to all Exhibitors, and establishing the location of the Medical Centre within the venue.
6. The need to maintain emergency gangways through and to the centre of the halls in build-up and breakdown situations.
7. The need for all operatives to wear suitable protective clothing relevant to their job, which includes eye, ear, foot and hand protection.
8. The safe use and storage of flammable liquids and substances, and segregation from waste and other risk areas.
9. Ensuring that portable power equipment is used for the purpose for which it was designed and that safety guards are correctly fitted and used.
10. Ensuring that portable electric tools are used within the minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.
11. That disused fluorescent lights are properly disposed of.
12. That any chemicals and flammable liquids are removed from the exhibition venue after use by the user or, in exceptional circumstances, brought to the attention of the venue cleaning department for safe and proper disposal. Such products must not be placed in general rubbish bins or tips.
13. That any work area is maintained free from general waste materials that could hazard operatives.
14. The only scaffolding incorporating standard safety features may be used and that any lower scaffold in use is properly stabilized and propped.

15. That all electrical work within the halls will be carried out by the organisers' nominated contractor. Compliance with the electricity at work regulations 1989 is mandatory.
16. That all materials used for construction or display is to be Local Authority Standards and not less than British Class 1 standards of flammability.

HEALTH & SAFETY RISK ASSESSMENT

A Risk Assessment Record must be completed each time you exhibit at Kettering Conference Centre (KCC). Since 1993 it has been a legal requirement for all employees and self-employed people to carry out a suitable and sufficient risk assessment of their activities at work, which could affect the health and safety of themselves, their employees or anyone else (such as contractors, customers etc).

If an accident occurs the investigating Authorities will ask to see evidence of this risk assessment to satisfy that the person(s) responsible have given “reasonable practical” consideration to working safely. If you cannot show that you have done so, this will make it more difficult for you to demonstrate your responsible approach. Your insurers would certainly be more likely to consider that you acted reasonably and with diligence if you adopt the process.

This checklist is designed to assist you in your legal duties and to be able to prove your responsible attitude. It is not intended to be a means of making your “guarantee” you will never cause an accident as the unforeseen can always occur. All the law requires is that you take reasonable steps to try to be as safe as possible and use a logical method of checking that you have done so.

Most exhibitors are already adopting a common-sense approach when exhibiting at Kettering Conference Centre (KCC), however, please take time to consider how you display your exhibits and tick the items appropriate to your stand.

A standard Risk Assessment form can be found in the Forms Pack and MUST be completed and returned by 31 August 2010.

A-Z CONGRESS 2009 EXHIBITORS

A1 Locums Ltd
Abbott Animal Health
Advanced Anaesthesia Specialists UK Ltd
Alstoe Ltd
Andover Healthcare Inc
Animalcare Ltd
Animals Asia Foundation
Avid Plc
Bayer Plc
Best Friends Veterinary Group
Boehringer Ingelheim Vetmedica
BSAVA
BSN Medical Limited
Burgess Pet Care
Burtons Medical Equipment Ltd
BVNA
Cats Protection
Centaur Services
CEVA Animal Health Ltd
Chanelle Vet (UK) Ltd
Companion Care (Services) Ltd
Dechra Veterinary Products
DMS Ltd
Dogs Trust
Dorwest Herbs Ltd
ESCCAP UK
Fish 4 Dogs
Freelance Surgical Ltd
Funky Fobz
Genitrix
Healthy Beast
Hill's Pet Nutrition
Infusion Concepts Ltd
J A K Marketing
James Wellbeloved
Janssen Animal Health
Kruuse UK Ltd
M H Foods
MDC Exports Ltd
Medichem International Ltd
Merial Animal Health Ltd
Millpledge Ltd
Molar Ltd
Moulton College
Myerscough College
National Veterinary Services
Nestle Purina Petcare
NOAH Ltd
Novartis Animal Health UK Ltd
PDSA
Pet Cremation Services
Pet Doctors
Pet-ID UK Ltd
Petlog - The Kennel Club
Petplan Ltd
Pfizer Animal Health
Protexin Veterinary
Quality Clinical Reagents Ltd
RCVS Trust
Rig Vet Recruitment
Roots Vet Dental Supplies Ltd
Royal Canin
Royal Veterinary College
Safe Solutions Ltd
SARDA
Sparsholt College
Summerleaze Pet Crematorium
Supreme Petfoods Ltd
Synergy Vets Recruitment Ltd
The Blue Cross
The College of Animal Welfare
The Company of Animals
Vet Direct
Vet Envoy Ltd
Veterinary Business Development
Veterinary Medicines Directorate
Vetmedcare
Vetoquinol
Vetplus Ltd
Vets 4 Pets Limited
Vets Choice Ltd
Vets Now Ltd
VPMA
Vygon (UK) Ltd
Warwickshire College
Wiley-Blackwell
William Daniels UK Ltd
Woodley Equipment Company Ltd