

Exhibitor Manual – Brighton 29th – 31st January 2025

The Exhibition Hall will be available to exhibitors and their contractors for stand construction/set-up as follows:

Build-up times

Tuesday 28th January 2025- 09:00-19:00, last entry 17:00

All stands must be complete and ready for exhibition opening at 07:30 on Wednesday 29th January 2025. Please ensure that all stands are built within the available timetable. Additional days are not available. Please note there is no overnight build.

Opening times

Wednesday 29th January - 07:30-17:00 pm (Drinks reception 18.00hrs-19.00hrs)

Thursday 30th January - 07:30-17:00 pm

Friday 31st January - 07:30-14:15 pm

All exhibitors and contractors should vacate the hall 30 minutes after the exhibition closes each evening (apart from the last day of the show when the breakdown process begins).

Breakdown times

Breakdown of stands will commence after the final break at **13:15 Friday 31st January**, the official closing time. Exhibits may not be removed from stands before that time unless by prior arrangement and agreement with the BOFAS Organisers.

The exhibition hall must be clear of all exhibitors, materials and stand fittings by 20:00 **Friday 31st January**.

Please note: Any packages remaining at the close of business on **Friday 31st January** will be disposed of by Doubletree Hilton Metropole Hotel.

Tabletop Stands

A trestle table and 2 chairs will be available complimentary for tabletop only stands. Please complete the form attached to request these.

Return form to events@bofas.org.uk

Please ensure any pop-up back drops fit within the allocated stand space.

Please submit a Risk Assessment form for your stand – this is required for all exhibitors. (page 12)

(There is no requirement for Method Statement, build plan or H&S documents for tabletop only stands)

Stand Plan Submissions

Space-only exhibitors are required to complete the with details of the contractor who is responsible for supervising the build by **Monday 4th November 2024**.

Please send the name, email address and phone number of the contractors and delivery service to events@bofas.org.uk by **18th November 2024**.

Build contractors will need to submit detailed plans of the exhibition stand including 3D Technical Plan Drawing, Public Liability Insurance (copy of a certificate valid for event period), Method Statement, Health & Safety Document & Risk Assessment. Please ensure all documents are submitted no later than **Monday 6th January 2025**. These documents will need to be approved by the Organizer's Health and Safety Advisor and the venue.

To submit, please email the BOFAS Exhibitions Team events@bofas.org.uk

1. Stand Plan. A technical drawing, including all specifications, together with a Construction Phase Plan (CDM 2015) and PL Insurance
2. Method Statement
3. Risk Assessment Document
4. Health & Safety Document

What does it look like/ what's included?

Space only stands are just that. No walling or stand fittings are provided and you are responsible for organising all of this at your own cost. The design of your stand is your responsibility and must be such that it can be erected and dismantled within the time available; please refer to the exhibition timetable for the build-up and breakdown schedule. When you arrive on-site the area of the stand will be marked out on the venue floor. It is your responsibility to ensure that the stand is built to the correct floor markings. If you are unsure of these please contact the organiser's office before commencing build.

Preferred Stand Contractor

There is no preferred contractor for stand builds this year.

For tabletop stands, please complete and upload to the exhibitor portal the table/chair requirements.

Stand Build Regulations:

1. Space Only exhibitors are advised, that no walls or stand fittings are provided and they should make their own arrangements for stand building and decoration.
2. The maximum build height at The Hilton is **3m**; stands must not exceed this height. This limit includes the overall height of the stand-fitting, any branding and all raised platforms as measured from the hall floor.
3. No more than 40% of an open side can be walled. Any walling exceeding 40% must be set back a minimum of 0.5m from the open perimeter of the site. Solid runs of walling along open perimeters are not permitted unless facing a Venue wall. Under no circumstances are neighbouring stands to be visually blocked off from the rest of the exhibition
4. All exhibits must be confined to the space limits of their respective booth(s) as indicated on the floor plan. All equipment, products, or materials to be displayed or demonstrated must be placed within the exhibit space in order to ensure that the attendee viewing the exhibit will stand within said booth space and not in the aisles. All exposed parts of displays must be finished to present an attractive appearance when viewed from the aisles or from adjoining exhibits.
5. Exhibits and walling must be positioned in such a way as not to obstruct the view of the exhibition or adjacent stand

6. No stand or display exposing an unfinished surface to neighbouring stands will be permitted, nor any solid wall of more than one third of the total length of any elevation be erected on the perimeter of a stand bordering a gangway which would impede the frontage or view from or into a neighbouring stand.
7. The outside finish must be the same as inside or equivalent in quality of build and all stands must be finished on any open tops as stands will be viewed from above (balcony view)
8. Stand walls or decorations cannot exceed a height of **2.5m** unless approval has been sought from the organisers. All visible walls over **2.5m** must be dressed and conform to all other regulations but carry neither title, devices, advertising matter nor exhibitors where the elevation overlooks the lower stand. Walls must not overshadow or interfere with neighbouring stands without written prior approval from the organiser. No part of the stand construction (including rotating signs) or any exhibits may protrude over the gangways or neighbouring stands.
9. Disabled Ramps. There is no requirement to install access ramps on a stand platform up to 100mm. However, stands must be designed to be able to accommodate access and egress for wheelchair and mobility scooter dependant visitors.
10. Any damage caused to the venue structures will be charged to the offending Exhibition

If you are employing a contractor to build your stand, it is essential that your contractor is fully aware of their responsibilities and that all work must comply with the rules and regulations.

SPACE-ONLY STAND ADJOINING ANOTHER SPACE-ONLY STAND

Exhibitors on part-island sites must provide a partition wall between themselves and their neighbours. The Organisers will not provide walling between adjoining space-only sites.

STAND IDENTIFICATION (SPACE ONLY)

Exhibitors with floor space only sites are requested to ensure that their stand is clearly identified with company name and stand number placed in a prominent position.

COMPLEX STRUCTURES AND SPACE ONLY EXHIBITION STANDS

If a stand is not constructed from shell scheme, the company must submit the following to BOFAS for approval.

1) Detailed Scale Drawings Showing:

- Plan and Section views of the stand with measurements
- Elevations of the stand
- The width and position of all gangways within the stand
- The type of floor and floor loading of the stand
- Specification of the materials used.

2) Full risk assessment (including Fire) and method statement

3) Details of the stand contractor and a copy of their liability insurance

A-Z of Service and Regulations

In this section

In the sections below, you will find forms (page 12) and information to order services such as electricity, carpet, A/V, catering, furniture, and more. You will also find delivery information, and other key links including exhibitor registration.

Access

Venue Location Doubletree by Hilton Brighton Metropole, Kings Rd, Brighton and Hove, Brighton BN1 2FU.

Please note there is a height restriction of 4.0m and width of 6m for the service door.

Loading Doors Below is the loading door dimensions into our exhibition spaces Durham hall loading door from 6m (w) x 4m (h)

A vehicle holding area is available at Madeira Drive on Brighton Seafront to the east of the Palace Pier. Brighton & Hove City Council controls this holding area. A charge is made for the use of the facility and for further information please contact Steven Miller with details of the use required. Contact details: Tel: 01273 292367 or steven.miller@ncpservices.co.uk

Accommodation

The lead hotel is the Hilton Doubletree Metropole Hotel Brighton.

You can find out more on our dedicated accommodation page

<http://www.bofas.org.uk/annual-meeting/venue>

App

Download the BOFAS App for Congress, please download it via [Apple Store](#), or [Google Play](#)

If you need any further support with the app please email us at events@bofas.org.uk

Age restrictions

No person under the age of 16 will be admitted to the venue during the build-up or break down. This rule applies to exhibitors' and contractors' children. Please ensure your staff and contractors are aware of this rule

Aisles

During the build-up and breakdown periods, Emergency Gangways will be in operation and must remain completely clear at all times.

During the open period under no circumstances must any part of a stand, furniture, or exhibits project beyond the boundary of the stand.

Audio Visual

A full range of audio-visual equipment can be hired for the duration of the exhibition. Please ensure that music and commentary for demonstrations, videos, presentations etc. is kept at a level which will not interfere with neighbouring stands. For televisions and screens please contact Avensys. Tel: 01293 551585

Website: avensysshirevents.co.uk

Email: Michael.Harper@avensys.co.uk

Please complete the form for power requirements - <https://forms.gle/YrPMJb4nCjGCvm3e8>

Breakdown

Please refer to 'Exhibitor Timetable'.

Exhibitors & Contractors are requested to report to the vehicle holding area (VHA) indicated on the map.

Removal of exhibits and displays commences after the exhibition has closed and all visitors have left the exhibition hall, an announcement will confirm when it is safe to start dismantling stands. Under no circumstances may any goods be removed or packed away from your stand before this time.

To help facilitate this, and ensure health and safety is maintained, the loading bay doors will not open, and vehicles will not be permitted in the hall, until the venue is clear of visitors, this may however take longer, and you must not breakdown your stand before the safe to proceed announcement is made.

If you have a courier arriving to collect goods, please do not ask them to arrive earlier than 14.15, or they may be turned away.

Please note:

Traffic around the halls in the evening will be particularly busy during breakdown.

We strongly advise you do not leave any items unattended on your stand. BOFAS and Doubletree Hilton Metropole Hotel cannot accept responsibility for any loss or damage. We strongly advise that you have adequate insurance.

It is your responsibility to ensure that couriers **collect by 20:00hrs** on Friday **31st January 2025**. Any packages not collected by this time will be destroyed.

CAR PARKING

There are two multi-story car parks located near Doubletree Hilton Metropole Hotel offering more parking spaces. Visit our car parking information.

CARPET

All exhibition areas within the Doubletree Hilton Metropole Hotel are carpeted. If an exhibitor wishes to install their own carpet on their stand, they must first lay down floor panels to protect the venue carpet.

All installed carpets should be secured in place using double sided tape (Stikatak B7 Exhibition Tape or equivalent). The event organiser is responsible for any dilapidation to the venue carpet above normal wear and tear.

Catering

Lunch, tea and coffee are included in your package. These will be provided during the official breaks and will be served in and around the exhibition hall. Delegates will flow through the exhibition on their breaks. These will be your busiest times.

Provision of Food and Beverages at Doubletree Hilton Metropole Hotel have the sole rights to provide all food and beverages within Doubletree Hilton Metropole Hotel. Additional catering for

your stand can be ordered directly from the venue. Please contact your Hospitality Catering Manager to place an order. Please contact Mayesha Jalil Mayesha.Jalil@Hilton.com

Coffee Machines

Any stand intending to have a coffee machine on the stand, must obtain prior consent from the venue and organisers, and comply with all regulations required. Please contact Mayesha Jalil Mayesha.Jalil@Hilton.com for further information.

Cleaning

General cleaning of the venue will take place during the event build and prior to the event opening each day. Any unwanted paper or packaging by exhibitors should be placed in the aisles (not causing an obstruction) at the end of each day for collection and recycling. It is the responsibility of each exhibitor to make sure their stand is kept clean and tidy. If an exhibitor requires Doubletree Hilton Metropole Hotel to clean their stand, this can be arranged for a fee. Please contact Mayesha Jalil Mayesha.Jalil@Hilton.com

Doubletree Hilton Metropole Hotel will not dispose of bulk exhibition waste and event organisers should make arrangements for the removal of wooden pallets, unwanted stand build materials, carpets etc. at the end of tenancy. If such materials are left behind, the cost of disposal will be re-charged to the exhibitor.

Damage & Loss

Neither BOFAS or the Doubletree Hilton Metropole Hotel will accept responsibility for damage or loss of any properties of the exhibitors or contractors. All exhibits are the sole responsibility of the exhibitors. Valuables should not be left unattended on stands and be locked away overnight and additional care should be taken during exhibition build and breakdown. In the unlikely event of theft, please report to the organisers immediately at the registration desk in the main exhibition hall.

Delegate List

As in previous years, BOFAS will give a pre-registered delegate list sent out **one week** before Congress starts. A final list, including day registrations will be sent after the Congress. This will include delegates names and workplace.

Deliveries & Collections

You are welcome to send items directly to the venue. The venue will accept deliveries from 27th January 2025. Any deliveries attempted outside the dates of the event will be turned away.

All deliveries should be addressed using the label in the forms section on page 12 of this manual.

1. UNLOADING TIMES Tuesday 28th January 2025

09.00 to 11.00 will be for unloading by Platinum & gold stand deliveries. Times will be allocated only when we receive full H&S documents, stand drawings, and insurance details. No unloading after 17.00

11.00 to 16.30 will be for all self-unloading.

19:00hrs all materials must be removed from the hall ready for 08.00 opening 29th January 2025.

Any exhibitors wishing to come and see their stand on Tuesday 28th January can collect their registration badges from the registration desk from 15.00hrs and will be granted access until 19.00hrs.

Electric Sockets

Electric sockets - should you wish to order a socket please complete the request form and return to [Avensys](#) – payment is direct to Avensys

Please complete the form for power requirements - <https://forms.gle/YrPMJb4nCjGCvm3e8>

Exhibition Breakdown

Exhibition breakdown will be from 14:00- 20:00 on Friday 31st January 2025 after the last lunchbreak.

All structures, goods and conference materials brought into the venue left at the venue after the event will be regarded as refuse and disposed of accordingly.

Collection

Please ensure courier collection forms are affixed to any items being collected by couriers – pack stand and leave in Durham Gallery - please ensure fully labelled.

Exhibitors are responsible for ensuring all goods and materials are collected before the end of tenancy and must not leave them unaccompanied for collection at a later date. Doubletree Hilton Metropole Hotel will not take responsibility for ensuring items are collected following an event and reserve the right to dispose of any uncollected goods or materials which are left after tenancy.

Exhibitor Editorial

Each exhibiting company will have the opportunity to upload the following details onto the BOFAS App:

- Company profile (maximum 100 words)
- Company logo (jpeg)
- Category
- Contact details – email/ phone
- Stand number
- Company website (URL)
- Product details (name and description)
- Resources – PDF documents (maximum 3)
- Promotional video (Vimeo URL only) Platinum stands only
- Social media platforms including: Twitter, LinkedIn, Facebook, YouTube

Please log into the Exhibitor Portal and complete the information and tasks set by the organiser by **Monday 2nd December**.

Flooring/Carpet

Durham and Cambridge Suite

There is carpet tiles throughout the exhibition hall.

All exhibition areas within the Doubletree Hilton Metropole Hotel are carpeted. If an exhibitor wishes to install their own carpet on their stand, they must first lay down floor panels to protect the venue carpet. All installed carpets should be secured in place using double sided tape (Stikatak B7 Exhibition Tape or equivalent).

Forklift

Forklift available for hiring, at a cost of £100 + VAT

Please contact Mayesha Jalil Mayesha.Jalil@Hilton.com

Furniture

Doubletree Hilton Metropole Hotel will supply a 6' trestle table and two chairs (tablecloth) if requested as complimentary. Please complete the form to request these on Page 12.

For any other furniture requirements please contact: Mayesha Jalil Mayesha.Jalil@Hilton.com

Health & Safety / Risk Assessments

Risk Assessments

All Exhibitors MUST complete a Risk Assessment for the safety of their own staff and stand visitors, including any Covid protocol detailed further in this document. If a third party stand contractor is responsible for the build of your stand, please ensure that they are aware of this requirement.

Unloading allocation will not be given until paperwork has been received. There are no waivers, all exhibitors must produce a risk assessment, even if the risk is low, stating that they have carried out an analysis, and find it low risk. Such things as use of a table and roller banners would be low risk. If using a PC, please ensure cables are not a trip hazard.

Please submit your drawings and documents by the deadline using the forms on Page 12 to events@bofas.org.uk

Method Statement

A method statement must be submitted by all contractors/exhibitors for works being carried out at the event. This should include safe systems of work and highlight the control measures which will be put in place. This is in addition to the legal requirement for a Risk Assessment.

Please submit to events@bofas.org.uk

Height Restrictions / See Through Restrictions

The maximum permissible height for building is 3 metres inclusive of any platform installation. This limit includes the overall height of the stand-fitting, any branding and all raised platforms as measured from the hall floor.

No stand shall exceed 3m in Height.

No stand may have more than 40% of an aisle facing side, walled above 1.2m. This is to ensure see through and avoid other exhibitors facing a wall of another stand. The organisers decision on this is final.

Insurance

Whilst we take every precaution to protect your property during the event, we are not responsible for any loss or damage. We recommend that you buy insurance cover.

You are responsible for insuring against legal liability incurred in respect of bodily injury to third parties or damage to property belonging to third parties. In addition to this, you should protect your expenditures against Cancellation and Abandonment or curtailment of the event due to reasons beyond our control.

Internet Access

There will be free Wi-Fi throughout the whole of the meeting.

If you require a hard line or dedicated Wi-Fi network setup on your stand this can be accommodated at a direct cost to you from Avensys. Email: Michael.Harper@avensys.co.uk

LeadCapture App

At an additional cost we offer Lead Management available through LeadCapture App (Available on iOS and Android) which allows exhibitors to scan delegate badges, this is a great opportunity to capture data for leads post event. The app comes with an online platform where the captured data can be downloaded into an excel file. Further details will be sent out nearer to congress date.

With the LeadCapture app you can:

- Scan delegate badge barcodes
- Qualify leads & make notes
- Filter your data for in-depth analysis
- Export to Microsoft Excel

Details on how to purchase a licences can be found on the Exhibitor Portal.

If you opt to purchase a Lead Reference app, you will receive an email from CVENT approx. two weeks prior to the event with full instructions on the App and how you can download the data collected post event. In case of any further questions, please contact events@bofas.org.uk and we will be more than happy to assist.

Parking

<https://www.brighton-hove.gov.uk/parking/paid-parking/car-parks>

Vehicle Marshalling Area - All Exhibitors' and Contractors' vehicles which require access to the Doubletree Hilton Metropole Hotel service yard during build up and breakdown must be moved once unloading or loading is complete.

A vehicle holding area is available at Madeira Drive on Brighton Seafront to the east of the Palace Pier. Brighton & Hove City Council controls this holding area. A charge is made for the use of the facility and for further information please contact Steven Miller with details of the use required. Contact details: Tel: 01273 292367 or steven.miller@ncpservices.co.uk

Payment & Invoices

All invoices for exhibition stands must be settled in full 4 weeks before the event date. Stands will not be allowed to be built unless full payment has been received.

PPE Requirement

Appropriate Personal Protective Equipment (PPE) is required for the job being carried out during build-up and breakdown,

Programme

Please view the BOFAS website for delegate registration details and an up to date programme for the BOFAS Annual Scientific Meeting 2025.

<http://www.bofas.org.uk/annual-meeting/programme>

Registration - Exhibitor Badges

Please register yourself and/or your colleagues through the **Exhibitor Portal for complimentary passes** within your package.

If you wish to purchase additional exhibitor tickets you can do so online. <http://www.bofas.org.uk/annual-meeting/info-for-exhibitors>

Registration is open and will close at 23.59 on Monday 27th January 2025 for all exhibitors.

Please ensure that you have completed the registration details of all of your attendees no later than **MONDAY 27th January 2025**.

Failure to register by this date will mean any additional attendees will be required to queue at the Onsite Registration point and register in person at 07:30 on Wednesday 29th January 2025.

Exhibitor badges must be worn by all stand personnel whilst within the Open period of the exhibition. These badges will be available for collection from the Exhibition Registration Desk on arrival.

Security

Doubletree Hilton Metropole Hotel provides 24-hour building security cover.

Doubletree Hilton Metropole Hotel cannot be held responsible for any items which are left unattended. Exhibitors are responsible for the security of their own stand, personal items and its materials. All stand items should be secured overnight and when a stand is left unmanned. In the unlikely event of a theft, the incident should be reported to the Doubletree Hilton Metropole Hotel immediately.

Storage

Unfortunately, there are no storage facilities available on-site. You are responsible for arranging storage of your literature, packing cases and boxes. All items must be stored within the confines of your stand. Please do not store anything behind your stand. Fire regulations require that any items found outside your stand be removed, as they are a fire hazards.

Social Events

Congress Drinks Reception & Poster Viewing

Wednesday 29th January 2025 18:00-19:00

Exhibition Hall

Social Media

Please follow us on

Twitter

Facebook

LinkedIn

Space Design

There is no preferred contractor this year.

Trolleys

Trolleys are not provided at the venues, so please bring your own. Trolleys are only permitted on the exhibition floor outside event opening hours, for the safety of visitors

Venue

Venue address:

Doubletree Hilton Metropole Hotel

Kings Road

Brighton

BN1 2FU

Wastage

It is not permitted for any exhibitor or contractor to leave any unwanted displays or material of any kind when leaving the site at the end of build-up or break-down. Any costs incurred by BOFAS in the removal and disposal of items left on site will be recharged to the exhibitor.

Key Deadlines & Forms

In this section

All Exhibitors		
Action	Forms & Info	Deadline
Health and Safety Declaration Form	Click here	6 th January 2025
Risk Assessment Form	Click here	6 th January 2025
Furniture	Click here	6 th January 2025
Electrics	Click here	6 th January 2025
Delivery label	Click here	6 th January 2025
LeadCapture App	events@bofas.org.uk	
Catering	Click here	6 th January 2025
AV	Click here	6 th January 2025
Internet	Click here	6 th January 2025
Exhibitor Registration	Click here	20 th January 2025
Submission of stand plans (inc Risk Assessment & Method Statement)	Click here	6 th January 2025

FAQs

In this section

When is the Annual Meeting?

The BOFAS Annual Congress 2025 is taking place on Wednesday 29th – Friday 31st January 2025 in Doubletree Hilton Metropole Hotel, Kings Road, Brighton, BN1 2FU
Exhibition set-up date is Tuesday 28th January 2025.

What are the build times?

Space Only Stands

Tuesday 28th January 2025 - 09:00 - 19:00, last entry 18:00

Shell Scheme Stands

Tuesday 28th January 2025 - 09:00 - 19:00, last entry 18:00

What are the exhibit hours?

Wednesday 29th January 2025 - 07:30-17:00 pm (Drinks reception 18.00 - 19.00)

Thursday 30th January 2025 - 07:30-17:00 pm

Friday 31st January 2025 - 07:30-14:15 pm

Can I cancel my stand?

All cancellations requests must be sent via email to events@bofas.org.uk Requests to cancel or downsize may incur a cancellation fee based on the date the request has been received by BOFAS.

a) Cancellation automatically forfeits 25% of the cost of the stand

b) Cancellation 1st Sept- 31st October 2024, exhibitor is liable for 75% of the cost of the stand

c) Cancellation after 1st November 2024, exhibitor is liable for 100% of the cost of the stand

Can I get early/late access for build?

There is no early access available at this venue or working outside of the stated hours.

What are the breakdown times?

Friday 31st January 2025 - 14.15hrs - 20.00hrs.

Immediately after the meeting is the most common time for loss and theft to occur. We highly recommend that valuables, particularly of a portable nature are not left unattended at any time on your stand at any point during the show e.g., laptops, mobile phones, handbags.

How do I register for an exhibitor pass and how many can I have?

The quantity of exhibitor badges issued per stand; is dependent on what package you have confirmed and the size (m2).

- Platinum - 8 x Exhibitor Passes per day
- Gold - 6 x Exhibitor Passes per day
- Silver - 4 x Exhibitor Passes per day
- Bronze - 2 x Exhibitor Passes per day

Please create an exhibitor pass for every person exhibiting with your company. To register your complimentary booth staff exhibitor pass, please go to the Exhibitor Portal to do so.

If you wish to purchase additional exhibitor tickets, you can do so online. [BOFAS](#) registration link

Registration confirmation emails will be sent to all attendees at the point of booking. Staff will need to report to the registration desk where a badge will be printed.

Is there storage onsite?

No storage is available within the hall for exhibitors. All items must be stored within your stand

What is provided with my stand?

Space only stands: No flooring, furniture, electrics, or other services are provided with Space Only stand bookings. Only the space is provided. The hall is carpeted.

Many stand services are available and are listed within the exhibitor manual.

Can exhibitors view their stand during build?

Any exhibitors wishing to come and see their stand during build may do so by pre-arrangement. Exhibitors can collect **pre-registered registration badges only** from the registration desk from 17.00hrs on Tuesday 28th January and will be granted access until 18.00 hrs.

When can I access the hall for break down?

The exhibition closes at 14.15 on Friday 31st January, the hall can be accessed for breakdown of stands from 14.15 - 19.00 hrs.

What is the height limit for my stand?

All stands = 3m

Contact Us

Operations Team

Jo Millard, Chief Operating Officer coo@bofas.org.uk Tel: +44 (0)7847 281130

Lisa Green, Course co-ordinator events@bofas.org.uk