IMPORTANT EXHIBITOR INFORMATION

1. This meeting has been declared COMPLIANT by the European Ethical MedTech Conference vetting organisation each year and is awaiting confirmation of compliance at present for 2023. It is also awaiting a final CPD points award by the British Orthopaedic Association. (on final version of the programme)

2. Please check the attached floor plan/Exhibitor Key and advise immediately if this is not in line with recent invoiced detail.

3. Build time for exhibition stands will be from 8am to 7pm on Tuesday 7th March 2023 with Breakdown after lunchtime on Friday 10th March 2023. Access for unloading/loading is excellent at ACC LIVERPOOL and you will be given instructions as to which entrance to access. **We will issue a rota for unloading/loading in the weeks before the meeting. Please ensure your delivery staff are aware of their drop off time. They will be unable to drop off at any other time other than that given.**

4. **ALL SPONSORS** - **Your logo artwork, company profile (50 words max) needs to be with us by Friday 20TH January 2023 latest (for inclusion in the main programme & conference App)**

5. **If you require any stand electrics please complete the attached request form and return me by Friday 20TH January 2023. The ACC LIVERPOOL will issue you with a separate invoice for this service. Please note no electrical connections will be provided unless you order them.**

**Electrical Costs – charged directly by the supplier**

6. Please complete and return the attached request for whether you require a **table and 2 chair**s in the main Exhibition space. If we do not hear from you by **Friday 20TH January 2023**, we will assume you are bringing/building your own stand. **Tablecloths will be charged at £5 + VAT by the ACC LIVERPOOL who will issue you a separate invoice for this option.**

7. Please compete and return the attached request with the names for your **badge allocations and dinner tickets** (where appropriate) by **Friday 20TH January 2023. Dinner tickets will be at an additional charge and an invoiced issued by BOFAS.**

8. We require your **risk assessment and method statements** for the installation and removal of all exhibition stands submitted to us by the **2nd March 2023 latest.**

9. All accommodation can be found on our website.

**PLATINUM & GOLD SPONSORS ONLY (Additional Information)**

**1**. Let us have your detailed requirements for the workshop sessions on Thursday 9th March, room layout, audio visual requirements. Let us have this information as soon as you can together with how many stations you want providing. Titles of workshop sessions are also required for inclusion in the programme**. A detailed summary of the workshop will also be required. This information will need to be with us by Friday 20TH January 2023 to be included in the programme.**

2. **We need your artwork for the full A4 page Ad in the main pdf programme/conference App by Friday 20TH January 2023 latest.** This can be emailed to me as an A4 PDF.

**Requirements Form**

please complete and email to administrator@bofas.org.uk

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Stand Number |   |  |  |  |  |  |  |  |
| Company Name |   |  |  |  |  |  |  |  |
| Requested by |   |  |  |  |  |  |  |  |
|   |   |  |  |  |  |  |  |  |
| Electrical Sockets – Single / Double / Other |   |  |  |  |  |  |  |  |
| If you have chosen 'Other' please give details |   |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|   |   |  |  |  |  |  |  |  |
| Dinner Tickets - Additional |   |
| Please enter full names for both complimentary or additional tickets |   |
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|  |  |
|  |  |
|   |   |
| Stand Furniture – Table + chairs / None |   |
|   |   |
| Name Badges - Please enter full names |   |
| Platinum x 8 |   |
| Gold x 6 |   |
| Silver x 4 |   |
| Bronze x 2 |   |
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If you wish to order **additional exhibitor badges**, please complete the table below and send the full name and email address for each staff member to administrator@bofas.org.uk.

|  |  |
| --- | --- |
| Company |  |
| Full Name of staff member |  |
| Email address of staff member |  |

An email with a specific link to registration will be sent to the staff member where they can choose their registration requirements and make payment for the badge. This is the only option for acquiring additional badges for 2022. Any staff arriving on the day without a badge will need to register onsite before entering the exhibition area. Please make all staff aware of this beforehand. No member of staff or delegate will be admitted without with either pre-registration or on the day registration.