



BOFAS 2018 Annual Scientific Meeting

Edinburgh International Conference Centre, 7 -9 November 2018

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 2018. 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 6th November with Breakdown after lunchtime on Friday 9th November. Access for unloading/loading is excellent at EICC 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 14th September latest (for inclusion in the main programme/abstract book)**
5. If you require any stand electrics please complete the attached request form and return me by Friday 14th September and I will organise a quote from EICC who will furnish you with prices and contact details. Please note no electrical connections will be provided unless you order them.
6. Please complete and return the attached request for whether you require a table and 2 chairs in the main Exhibition space. If we do not hear from you by Friday 14th September, we will assume you are bringing/building your own stand.
7. There will be an exhibitors meeting on the morning of Friday 9th November (time TBC). We will advise room details closer to the date. Can you ensure you attend this important feedback session.
8. Please complete and return the attached request with the names for your badge allocations and dinner tickets (where appropriate) by Friday 14th September.
9. We require your risk assessment and method statements for the installation and removal of all exhibition stands submitted to us by the 2nd November latest.
10. All accommodation can be booked through the link on the website and includes hotel options to at all price levels.

We will approach all of you that have taken additional promotions separately and provide proofs of all artwork before proceeding with production.

GOLD SPONSORS ONLY (Additional Information)

1. Let us have your detailed requirements for the workshop sessions on Thursday 8th November, room layout, audio visual requirements. Let us have this information as soon as you can together with how many stations you want providing. All rooms are an equal size. 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 14th September to be included in the programme.**
2. **We need your artwork for the full A4 page Ad in the main programme/abstract book by 14th September latest.** This can be emailed to me as an A4 PDF with 3mm bleed all around with crop marks at the finished size. (You can also send a high resolution logo and word document information for the printers to draft the advert, however it will not be able to be proofed prior to addition to the programme).
3. **Your conference bag inserts need to be with us by Friday 12th October latest** in order that they are packed in the bags.

Ship inserts to following address: FAO Anton Bailey (BOFAS), Jigsaw Design & Print, Moat House Barns, Kings Coughton, Alcester B49 5QF

Electrical Request form



British Orthopaedic Foot & Ankle Society

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Stand Number –

Company name –

Requested by –

Sponsorship Package (delete as appropriate) BRONZE – SILVER – GOLD

Tick requirement

SINGLE SOCKET

DOUBLE SOCKET

OTHER

IF YOU HAVE TICKED 'OTHER' PLEASE GIVE DETAILED REQUIREMENTS BELOW

Stand Furniture Request Form



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Stand Number –

Company name –

Requested by –

Sponsorship Package (delete as appropriate)

BRONZE – SILVER – GOLD

Tick requirement

Table

2 Chairs

Banquet Dinner Request Form



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Stand Number –

Company name –

Requested by –

Sponsorship Package (delete as appropriate) BRONZE – SILVER – GOLD

Gold Sponsors – 4 complimentary tickets (please enter your attendee names below)

- 1.
- 2.
- 3.
- 4.

Silver Sponsors – 2 complimentary tickets (please enter your attendee names below)

- 1.
- 2.

Additional Dinner Tickets request

Number of additional tickets –

Names of attendees for additional tickets -

NAME BADGE Request Form

Stand Number –



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Company name –

Requested by –

Sponsorship Package (delete as appropriate) BRONZE – SILVER – GOLD

Gold Sponsors – 6 complimentary badges (please enter your attendee names below)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Silver Sponsors – 2 complimentary badges (please enter your attendee names below)

- 1.
- 2.
- 3.
- 4.

Bronze Sponsors – 2 complimentary badges (please enter your attendee names below)

- 1.
- 2.

Additional badge request (additional badges are chargeable. Please see Registration rates for costs)

Number of additional badges –

Names of attendees for additional badges –

Days attending -