

Exhibitor Guidelines: Royal Society of Chemistry at Burlington House

EXHIBITORS' PACKAGE

The exhibition package includes (per stand):

- No more than 2 Members of Staff per table
- Table (160cm x 80 cm) with space for pop-up stand (please bring your own cloth for table)
- 1 plug socket (available on request, please email bhrooms@rsc.org no later than 10 days prior to the event if required)

PREMISES

Royal Society of Chemistry, Burlington House, Piccadilly, London, W1J 0BA

Please visit the website for more information on the [location of the venue](#)

EXHIBITION INFORMATION

Exhibition set-up: Mondays - Fridays from 08.00am only – Exhibitors and deliveries will not be accepted prior to this time without prior permission from the Hospitality Department.

Deliveries can be made to RSC up to one week before your event. We will not accept any packages earlier as we do not have storage space available.

Please send materials to:

**Royal Society of Chemistry
Burlington House
Piccadilly
London
W1J 0BA**

Please ensure that all deliveries are labelled with:

- Name of Event
- Date of Event
- Exhibitor's Name
- Contact name / number

Upon arrival and registration, please ask at Reception for your exhibition materials if they are not already in the room(s) you have booked.



Exhibition break-down: Exhibitors are asked to break down their stands at the end of the event. If the event is for more than 1 day, then the stand must be broken down after guests leave on the final day and be off-site no later than 6pm.

Exhibitors can leave exhibition material at the RSC for collection through arrangement with bhrooms@rsc.org. Boxes must be clearly marked with the address details and exhibitors must notify the organisers. Courier Collection Forms are available from Reception so you can label your boxes effectively.

Please note that due to health and safety, you must set up and break down your exhibition stand within the time above. No exhibitors will be allowed to bring boxes and equipment into the exhibition rooms once the exhibition has commenced.

Please ensure that you read the following rules and regulations:

TRAVEL

Burlington House is situated on the north side of Piccadilly midway between Piccadilly Circus and Green Park underground stations, opposite Fortnum and Mason. Burlington House surrounds a large courtyard; after entering the gates you will find the Royal Society of Chemistry on the top right hand side of the courtyard.

Underground: The nearest stations are Green Park or Piccadilly Circus.

Buses: Numbers 9, 14, 19, 22, 38 all stop near Burlington House.

Parking: Parking in Central London can be difficult, and therefore we recommend that exhibitors travel by public transport and arrange for their materials to be delivered in advance.

The closest car park is in Old Burlington Street:

<http://www.q-park.co.uk/parking/london/q-park-burlington-street>

Loading and unloading: There is no parking on-site, except for pre-arranged deliveries & pick-ups or disabled attendees. Deliveries & pick-ups or disabled parking must be arranged with the RSC later than 1 week prior to the event. Please email bhrooms@rsc.org with:

- Driver's name
- Date of parking requirement
- Arrival and Exit time of parking requirement (8am-6pm can be requested for whole day)
- Event/Meeting title
- Vehicle Model, Make and Colour
- Vehicle Registration

You will receive a confirmation email when your details have been booked in. A parking permit will be filled out for the driver which needs to be collected at the entrance to the courtyard from courtyard security or from Reception.

We do not own a pallet truck, and are not able to take deliveries of a certain size or weight and reserve the right to refuse delivery of any items we have concerns about. Please forward any queries regarding height/weight restrictions as well as any potentially hazardous materials to bhrooms@rsc.org

MEETING INFORMATION

Registration: Please check in with the organiser of your event upon arrival.

Internet access: Wi-Fi Access is free of charge at the RSC – the daily Wi-Fi password can be obtained from Reception.

Catering: The RSC does not allow exhibitors to provide their own catering as this would breach the contract we hold with our sole caterer (Harbour and Jones). The RSC has the sole right to provide food and drink – alcohol or otherwise – for consumption on-site.

First aid: In case of Medical Emergency, contact the Organisers or any member of RSC staff. First Aid boxes are situated at Main Reception and Library Reception for minor injuries.

RULES AND REGULATIONS

DEFINITIONS:

In these regulations the term "Exhibition" in all cases refers to a table-top exhibition being held at the Royal Society of Chemistry, Burlington House, London. The term "Exhibitor" includes any person, firm, company, association and its employees, servants or agents to whom space has been allocated for the purpose of exhibiting at the Exhibition. The term "Organisers" means the Royal Society of Chemistry. The term "Premises" refers to those portions of the RSC used for the event.

GENERAL CONDITIONS:

The Organisers are responsible for the control of the exhibition areas. Exhibitors are responsible for the control of their own exhibition spaces. Exhibitors must comply in all respects with the requirements of every appropriate authority, with the Terms of Agreement by which the Organisers may occupy the premises and with policies of insurance affected by the Organisers.

INSURANCE

Exhibitors are reminded of the need to consult their Insurance Company or Insurance Broker to cover themselves fully against all risks at the exhibition.

Particular attention is drawn to the need for the following:

Abandonment Insurance: Exhibitors should note that the Organisers are not obliged to return any monies paid for space in the event of cancellation or restriction of the exhibition.

Display fixtures and similar insurance: All risks on loss or damage to Exhibitor's property fixtures fittings and all other property of a similar nature such as personal property of directors, principals and employees whilst on the exhibition premises and transit risks to and from the exhibition.

Public Liability: Liability to the public may arise out of the exhibitor's activities and should be covered by insurance. Insurance should be affected with the minimum delay.

LIABILITY:

Whilst the Organisers will endeavour to protect exhibition property whilst on display at the exhibition it must be clearly understood that the management of the premises and the Organisers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever. Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the Organisers against all claims and expenses arising there from. In the event of it being necessary for any reason whatsoever for the exhibition to be abandoned, postponed or altered in any way in whole or in part or if the Organisers find it necessary to change the dates of the exhibition, the Organisers shall not be liable for any expenditure loss or damages incurred by an exhibitor or exhibition contractor resultant upon such change. Nor shall the Organisers be liable for any expenditure loss or damage resultant upon the intervention of any authority which restricts the use of the Premises in whole or in part in any manner whatsoever.

ELECTRICAL EQUIPMENT:

All electrical equipment has to be PAT tested (within the 12 months prior to the event). Proof of PAT testing, in form of a stamp or certificate, should be provided upon request. **IT IS ADVISABLE FOR EXHIBITORS TO BRING THEIR OWN EXTENSION CABLES.**

DAMAGES TO PREMISES, FIXTURES AND FITTINGS:

Nails, screws or other fixtures may not be driven into any part of the premises including floors nor may any part of the premises be damaged or disfigured in any way. No item should be fixed or attached to any wall or other surfaces by pins, sellotape, blu-tack or any other potential damaging materials. Chalks may not be used on any surface. Should any such damage occur the exhibitor concerned will be invoiced for any reparation charges incurred. **THIS ALSO INCLUDES ANY DAMAGE CAUSED TO THE LIFT BY FORCING OPEN DOORS OR TRYING TO LOAD IN ITEMS THAT ARE OVER THE MAXIMUM CAPACITY.**

HEALTH AND SAFETY AT WORK ACT/TRADE DESCRIPTIONS ACT:

The Health and Safety at Work Act, 1974 requires that any equipment being operated or demonstrated shall be inherently safe and not create a hazard to the demonstrator or visitor. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985, as from January 1981, an employer will be required to notify the enforcing authority when there is an accident resulting in death or major injury, or notifiable dangerous occurrence. Moreover false claims, whereas to suitability or safety of use in the UK, or to performance, quality, strength etc., may be subject to action under the Trade Description Act 1968.

HAZARDS:

Exhibitors should be aware that the provisions of the COSHH Regulations (1989) must be recognised when substances that may be considered hazardous to health are being used. Any exhibitor proposing to exhibit equipment using gases (including compressed air), laser equipment, radiological equipment, working demonstrations involving substances of a dangerous, explosive or objectionable nature (including x-ray machines), or biohazards should provide full details in writing in advance to the Organisers.

OBSTRUCTION OF GANGWAYS AND OPEN SPACES:

Exhibitors will not be permitted to display exhibits in such a manner as to obstruct the light or impede or project over gangways or affect the displays on neighbouring exhibition spaces. Please ensure that all fire exits are kept clear at all times and doors are not wedged open. Gangways must at all times be kept cleared and free for passage. Any exhibitor who continues to cause a nuisance or obstruction after notice has been given will be liable to have their stand cleared by the Organisers at the exhibitor's own risk and expense.

SECURITY:

All exhibitors will be issued with visitor badges. Badges should be worn at all times and will be regarded as security passes.

WASTE DISPOSAL:

You will be advised where to leave your rubbish in order for it to be collected by The Chemistry Centre cleaning staff.

We look forward to a successful event. If we can be of further assistance, please do not hesitate to contact the BH Hospitality team:

Tel: +44 (0) 20 7440 3352

Email: bhrooms@rsc.org