



Information for Exhibitors

Location for all deliveries:

University of Glasgow
The Bedellus Office
Rm 217b
Gilbert Scott Building
Glasgow
G12 8QQ

Location of the exhibition:

The University of Glasgow
Gilbert Scott Building
Hunter Halls
Glasgow
G12 8QQ

Deliveries/Courier Service

Deliveries (including those by courier service) will be accepted on **6th – 9th July incl between 0900 – 1600hrs** (*please note deliveries before these specific dates or out with these times will not be accepted*).

All costs must be prepaid by the sender and deliveries must be clearly labelled with the event name and include sender details.

The University of Glasgow accepts no liability for items delivered.

Unloading

Deliveries should be made to the Bedellus Office (address shown above). Please note, space is very limited and exhibitors should unload as swiftly as possible. The following rules are applicable:

- Drivers must follow instructions from venue staff.
- Drivers must know who and for what event the delivery is for.
- Deliveries must be clearly marked with the conference name and sender details.
- Drivers must remove their vehicles expeditiously.
- Please note delivery of pallets is very difficult and will require the courier company to provide a suitable trolley to transport this to the Bedellus.

Assistance

University of Glasgow staff are not permitted to assist in the transportation of materials or the setting up/dismantling of stands. Please note that University of Glasgow staff cannot assist with moving pallets so please do not deliver materials on pallets.

Parking

University of Glasgow cannot provide parking spaces for exhibitors.

Set up, Dismantle and Collection

Set-up of the exhibition will be from **0800hrs on Monday 13th July**.

Dismantle of exhibition materials must be completed by **1330hrs on Friday 17th July**. Exhibitors are responsible for the removal of all items by this deadline. Any items being left for couriers should be securely packed and placed in the collection area. Please remember to bring along labels with the return address, package tape and scissors.

Couriers should be instructed to collect materials from the University on Friday 17th July before 1800hrs or on Monday 20th July by midday.

Any items / waste not removed will be disposed of by the University of Glasgow and exhibitors will be invoiced to cover charges associated with this.

Electrics

To comply with Health and Safety Requirements and venue policies, all electrical equipment brought on site must be accompanied by a recent and valid PAT certificate.

The venue reserves the right to prevent and/or remove items deemed unsafe or uncertified.

Fire Precautions

The venue is covered by an automatic fire alarm system. In the event of activation, everyone must evacuate the premises. Exhibitors should switch off all electrical equipment and clear the building via the nearest fire exit.

Insurance

Exhibitors are strongly recommended to have suitable insurance in place. The University of Glasgow accepts no responsibility for deliveries, items brought on campus by exhibitors or items left for collection post event.

Stand Catering

Exhibitors are not permitted to provide/sell beverages or food to the delegates unless this has been provided by the University of Glasgow caterers. If you require any further clarification on this, please contact edmond.harris@glasgow.ac.uk