

# BARNA ANNUAL CONFERENCE 2018

University of Greenwich

Friday 22 June 2018

Information for Exhibitors / Event Organisers

QUEEN ANNE COURT 1<sup>ST</sup> FLOOR CIRCULATION AREA



**VENUE ADDRESS** Queen Anne Court, University of Greenwich, Old Royal Naval College, 30 Park Row, Greenwich SE10 9LS. This is the *Maritime Greenwich Campus*.

**DIRECTIONS** Turn off the Romney Road into Park Row. Drive to the University of Greenwich East Gate entrance on the left hand side and, once inside, proceed immediately to the building on the right as directed by staff.

**PARKING AND OFFLOADING** Because space is limited, Exhibitors should off-load/load their equipment as quickly as possible in the areas described below and then remove their vehicle to the specified car park.

Parking itself is extremely limited on-site.

**All Exhibitors should provide the BARNA Events Organiser with their name and registration number.**

If a space is required, the charge will be £12 per day, payable by BARNA. Local venue staff will have a list of authorised parking places. Any unauthorised vehicles will unfortunately be towed. The nearest public car park to the East Gate is on Park Row immediately opposite the University (£2.50 pr. Hour)

## NO UNAUTHORISED VEHICLES MUST BE PARKED UP AT ANY TIME

Some simple rules are designed to make life easier for everyone:

- Drivers should follow instructions from venue staff
- Ensure all drivers know the individual car park that should be used
- Drivers must not block entrances/exits

## UNLOADING /LOADING

Exhibitors may park to remove equipment from their vehicles either: at the side entrance to Queen Anne Court with direct access from the car park; or temporarily pull up at the front central archway entrance to Queen Anne Court.

If coming directly from the car park through the side doors:

A platform lift for disabled access is located through the door to the left of this entrance (**picture 1**). The lift dimensions are 130cm long by 100cm wide and the lift capacity is 200kg.

Picture 1



Picture 2



Picture 3



Picture 4



If your item does not fit this platform lift, there are three low wide stone steps (**picture 2**) next to the lift. You may need ramps to negotiate the steps, if you are planning to bring heavy objects to the exhibition, please bring the ramps with you.

After the platform lift, there is a low arch of 182 cm high and 77cm wide (**picture 3**), followed by a long corridor and a narrow door 73cm wide (**picture 4**) leads to the main key-operated lift (**picture 5**).

Please ensure you have correctly measured the widest part of your item, including handles and drawers, or taken these pieces off the items to ensure correct fit.

This larger lift facility (**picture 5**) can only be operated by the key that the BARNA Events Organiser/stewards will hold. The lift will take Exhibitors directly to the 1<sup>st</sup> floor, via a short corridor, to where the exhibition and conference is being held.



Alternatively, if coming in via the front central archway into Queen Anne Court (**picture 6**), Exhibitors should turn right before entering the courtyard, through one door (**picture 7**), and up four stone stairs to the left (**picture 8**) where the main lift is located.

Alternatively, if no lift access is required, Exhibitors can drive to the West entrance of the building and follow the stairwell directly up the 1<sup>st</sup> floor circulation area. The conference will be clearly signposted.

We recommend a site visit if you need more information regarding the access.

#### **BUILD-UP AND BREAKDOWN**

Stands may be set-up from 07:00 on Friday 22 June 2018. All stands must be taken down, and all materials removed by 18:00. Exhibitors should bring their own trolleys if possible, as the venue only has a limited number for use on site.

#### **FLOORING**

The floor of the exhibition area is carpeted.

#### **EVENTS STEWARDS**

BARNA will provide two stewards for the companies use during the delivery, setting up and dismantling the exhibition. Please let the Event Organiser BARNA know beforehand if you know that this help is required. The time slot will be allocated according to first come first served bases.

#### **REGISTRATION**

All company representatives are asked to provide their name and company name to the event organiser for registration. For standard £650 stand, you are free to bring two representatives to the conference exhibition. The registration entitles all exhibitors for free refreshments, including coffee, tea and lunch.

#### **DELIVERIES**

Deliveries will be received **only by prior arrangement**. After reading the important information below, please e-mail your Events Coordinator to advise full details of the delivery/ collection. Boxes should be labelled: **Box 1 of 10, 2 of 10 etc**, to ensure all boxes have been received.

IMPORTANT: Please do not address to the individual room of your event as there will be no-one there to sign for it and it may be returned to sender, for which the Events Office cannot take responsibility.

1) Deliveries will be taken by University of Greenwich porters to your allocated room prior to the start of the event. All areas will be secured, and deliveries will not be left unaccompanied.

2) Please note that the University of Greenwich does not accept any responsibility for loss or damage to these goods.

3) **Please note that there is NO fork lift truck available on campus**, and therefore packages sent should be broken down into the smallest possible configuration, with no individual items weighing more than 30kg. Specific arrangements may need to be made for any individual item weighing more than 30kg, with potential additional charges applicable.

4) We expect all goods to be removed from the premises immediately after your event is finished. However, should you wish to leave goods for collection at a later time, please request this via the Events Office during the final day of your event so that they can be collected and safely stored in the office until collection. It is essential that goods for collection are clearly labelled with a full return address. The University of Greenwich will hold items for up to 5 days, and it is expected that arrangements will have been made by the client for collection during this time.

**IMPORTANT – University of Greenwich will not be responsible for any VAT/excise duty owed**

**on shipments. The Events Office will not sign for any delivery where outstanding taxes or payments are due. Please ensure that the correct box is filled in on the AWB so that any taxes due are billed back to the sender by the courier company.**

5) Deliveries should be addressed to the venue Events Coordinator as follows:

**BARNA Conference 2018, c/o Jacquie Allix**

Events Office  
University of Greenwich  
Room 057, Queen Anne Court  
30 Park Row, Greenwich  
London SE10 9LS  
Tel: 020 8331 8121  
E-mail: [j.m.allix@gre.ac.uk](mailto:j.m.allix@gre.ac.uk)

**COURIER SERVICE**

Providing all delivery/collection dates are adhered to, goods may be sent by courier to the venue before the event no later than 16:30 on Thursday 21 June, and returned after the event in the same way. The University of Greenwich will take no responsibility for this, and the cost of the courier to/from must be pre-paid by the exhibitor. Any deliveries by this method must include the name of the stand holder and the title of the event, and for returning goods MUST include the name of the courier and the date of collection.

**DAMAGE**

As the venue is a Grade 1 listed building, it is particularly sensitive about damage and dilapidation to the building fixtures and fittings. Exhibitors will be held responsible for any damage incurred by whatever means on the University of Greenwich premises during occupancy and will be required to make good such damage at their own expense. Event Organisers are strongly recommended to cover themselves against this and other eventualities through insurance.

(Please also read the section on Insurance below)

**ELECTRICAL**

To comply with conditions laid down by HSE and the venue, all connections made to the electrical supply must be made by the official contractor (*this does not include plugging simple equipment into a 13A socket*). The venue has the right to remove any stand or equipment which causes an obstruction or violates Health and Safety Regulations.

As always, Exhibitors are advised to bring their own, PAT-tested, mains extension leads with them – as a power outlet may not be immediately adjacent.

The venue has the right to prevent the use of any electrical equipment brought by Exhibitors which is deemed dangerous or unfit for use. All Exhibitors must carry out electrical testing and be able to provide an up-to-date Portable Appliance Test certificate as proof, upon request.

**FLOOR LOADING**

Although no maximum permitted floor-loading capacity for the venue has been advised, Exhibitors must inform the University of Greenwich of any heavy equipment being taken into the venue at the earliest opportunity.

Vehicular access into the building itself is not possible.

**RISK ASSESSMENT**

Please ensure that all exhibits and displays are secure. All efforts must be made to prevent them falling and injuring persons or falling and obstructing escape routes. When using electrical equipment, please ensure that all cables are fully unwound to avoid overheating. Please ensure that all cables are covered and secure so that they are not a trip hazard. Do not overload sockets or extension cables.

**STORAGE**

Limited storage space for packaging materials etc will be available in an area close to the exhibition area.

Anything left in this area after the end of the event will be discarded.

**INSURANCE**

All property is the responsibility of the Organiser/Exhibitor or the person to whom it belongs. Organisers/Exhibitors retain total responsibility for the security of their displays and equipment at all times. Please liaise with the Event Coordinator if you have special security requirements.

Event Organisers/Exhibitors are recommended to consult their insurance company or broker in order to cover themselves fully against all risks at the exhibition. Public Liability Insurance and material damage insurance details should be supplied to the Organisers prior to the commencement of hire.

**FIRE**

All University buildings and courtyards are non-smoking. Smoking is only allowed 5 metres from all buildings. Keep closed any internal fire doors and do not prop open – these are to stop the spread of

**PRECAUTIONS** fire. Beware of chemicals contained in fire extinguishers (powder, Co2).

**In the Event of the Fire Alarm Sounding**

- The Siren is a continuous high-pitched siren.
- You **MUST** exit the building immediately.
- Do not collect any personal belongings, or use the lifts.
- Follow the green running man fire exit signs.
- If you have mobility impairment, please proceed to the safe refuge area (marked by a white "R" on a green background) and await assistance.
- Congregate at the assembly point marked on the green Fire Action sign.
- Confirm to the Fire Officer (indicated in the high visibility jacket) that the room is clear and no-one from your group is left in the building.
- Stay at the assembly point until told it is safe to return to the building.
- There are no fire alarm tests scheduled during the BARNA event.

**Discovering a Fire**

- Sound alarm by breaking glass in red boxes by exits.
- Do not fight the fire unless you have been trained to do so and will not place yourself or others in danger.

**EMERGENCY AND In An Emergency**

**FIRST AID**

Call **020 8331 7695** to reach Security East Gate who can organise first aid, and call the emergency services for ambulance, police, and fire. All accidents and incidents should be reported afterwards to the Events Office.

**If you must call an ambulance direct, dial 999.**

Give the exact address where help is needed, including the room and building, Queen Anne Court, 1<sup>st</sup> Floor Circulation Area, University of Greenwich, 30 Park Row, Greenwich SE10 9LS.

**Then inform Security East Gate on 020 8331 7695.**

They can help you and also direct the ambulance on arrival.

Nearest Accident & Emergency Hospital: **Queen Elizabeth, Woolwich, SE18 4QH**

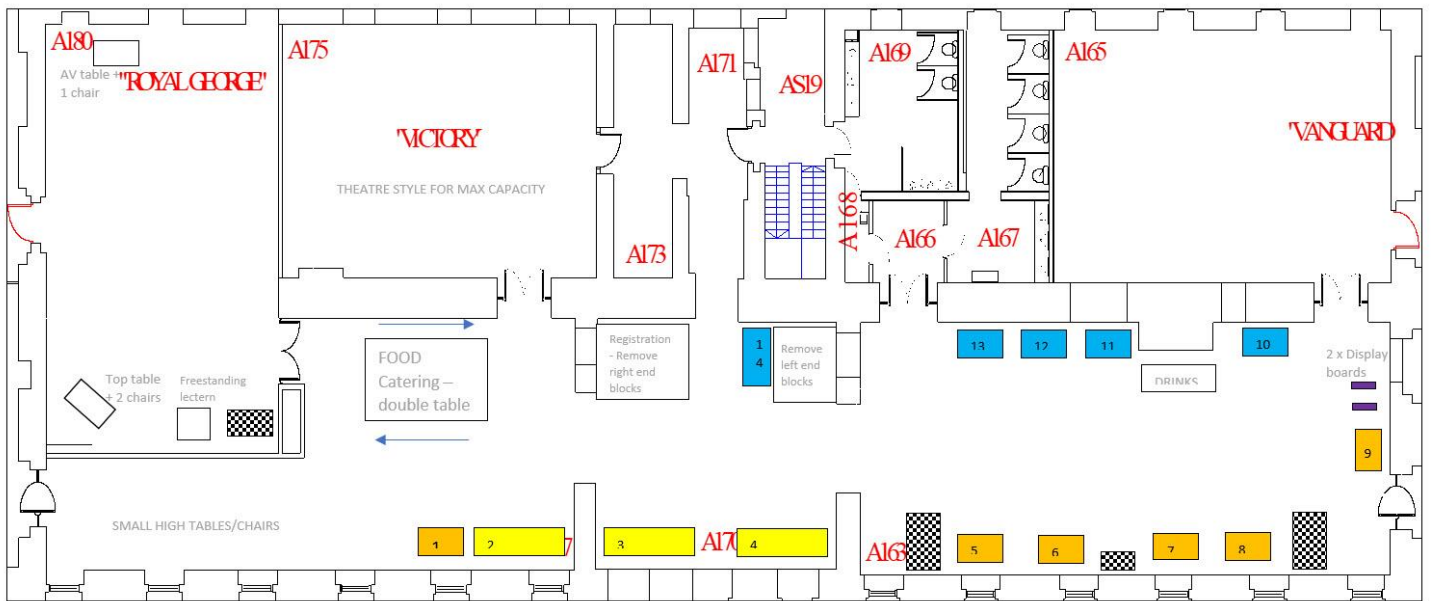
## CONFERENCE PROGRAMME

**BARNA CONFERENCE TIMETABLE**  
 Friday 22 June 2018  
 Greenwich University, Queen Anne Building

*Draft copy*

	<b>Royal George</b>	<b>Victory</b>
<b>08:00-09:00</b>	<b>Coffee and Registration</b>	
<b>09:00-09:45</b>	<b>Welcome from Manda Dunne BARNA Chair Keynote speaker:</b>	
<b>09:45-10:30</b>		
<b>10:30-11:00</b>	<b>Coffee and Exhibition</b>	
<b>11:00-11:45</b>		
<b>11:45-12:30</b>		
<b>12.30 – 14.00</b>	<b>Lunch and Exhibition AGM for BARNA members 13.00-13.30</b>	
<b>14:00-14:45</b>		
<b>14:45-15:30</b>		
<b>15:30-16:00</b>	<b>Tea and Exhibition</b>	
<b>16:00-16:45</b>		
<b>16:45-17:00</b> <b>17:00-17:30</b>	<b>Final Close</b>	

## Queen Anne 1<sup>st</sup> floor Circulation Area and Exhibition Space



Yellow = 2 TABLES (USE FROM QA175) Double stands two 3sqm<sup>2</sup> tables making 6sqm<sup>2</sup> stand

Blue = 1 TABLE (USE FROM QA175) or 3 CLASSROOM TABLES - 3sqm<sup>2</sup> stands and need electric supply, as there is none on the floor

Orange = 1 TABLE (USE FROM QA175) or 3 CLASSROOM TABLES - 3sqm<sup>2</sup> stands and have electric supply. The stand at the end of the room does not necessarily need electric supply

Lectern required – QA180

Chequered  Fixed items – cannot be moved

