

Thank you for booking trade exhibition stand space at Foot Health 2018.



The event takes place on **June 19th and 20th 2018** at:

Kettering Conference Centre,
Thurston Drive, Kettering,
NN15 6PB

Parking: There is ample free parking at the conference centre. The trade exhibition will be housed in the Arena on the ground floor of the conference centre and there is direct access to the Arena via roller shutter doors close to the car park entrance.

Set Up: Exhibitors must set up on the afternoon of Monday 18th June from 3.30pm. All stands must be set up by 6.30pm as the centre will then close. The conference centre will open on Tuesday morning 19th June at 8.00am and delegates will be expected from 8.15am. All delegate refreshments will be sold in the Arena at regular intervals. As advised earlier shell schemes are not provided, however your stand space will be marked out and a table and chair will be allocated per stand if required. A member of staff from the conference centre will be on hand to provide access to power sockets for all trade stands that require it.

Table Cloths: Table cloths are not provided – please ensure you bring your own to the event.

Break Down: Exhibitors may start to break down their stands after the last coffee break on Wednesday the 20th - this will be at approximately 3.30pm.

Health & Safety: All exhibitors should adhere to the Health & Safety regulations of the Kettering Conference Centre. (Fire, electrical health and safety regulations including the fire precautions act 1971.)

Insurance: Please note that exhibitors should ensure that all items are covered by full and comprehensive insurance and that valuables are locked away at all times. Professional Events cannot accept responsibility for any losses or damage incurred. The Exhibitor is required to effect public liability insurance and ensure that he has adequate insurance to cover all liabilities and rights.

Refreshments: This year refreshments are included in the price of your stand. A 3m x 2m stand includes refreshments for 2 people, a 4m x 2m stand includes refreshments for 3 people and larger stands include refreshments for 4 people. Other personnel manning your stand will be able to purchase refreshments at the centre or book online in advance at <http://ketteringconference.co.uk/foothhealth-june-2018/>

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Cancellations: *Professional Events* reserve the right to cancel or change the date or venue of the event if deemed necessary due to reasons beyond the organisers' control. Exhibitors waive any and all claims they may have for refunds, damages or expenses.