**KN Cheung SK Chin InterSim – Simulation Conference**

**Transformation through Interprofessional Simulation, Friday 6h September 2024**

**– Application to Exhibit**

Thank you for your interest in exhibiting at the InterSim Simulation conference!

To attend the event as an Exhibitor, you must agree to abide by the attached Exhibitor Regulations, and you are required to always co-operate with event stewards.

If you have any issues completing this form, please let us know and we will be happy to help.

**Event Contacts**

Event Coordinator InterSim Operations Coordinator

Gillian Luke

[g.luke@qub.ac.uk](mailto:g.luke@qub.ac.uk)

Event Manager Professor Gerry Gormley

InterSim Reception 028 9097 1052

QUB Security 028 9097 2222

**Event Management**

The InterSim conference will take place in:

Medical Biology Centre (MBC), Ground Floor

97 Lisburn Road

Belfast

BT9 7BL

The event will be open to visitors between 08.30am and 17.00pm on **Friday 6th September 2024**.



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| **General Exhibitor Information** | |
| Exhibitor Name |  |
| Exhibitor Website |  |
| Precise name for stall signage *(if different from Exhibitor Name above)* |  |
| Contact Person Name |  |
| Role within Exhibitor Organisation |  |
| Contact Telephone |  |
| Contact Email |  |
| **Stall Information** | |
| Which dates of the Conference would you like to attend? *Please select as many or as few as you prefer.* | Friday 7th June |
| *We will assist with storage if you need to store items overnight, but we would not recommend that any valuable items are left on-site overnight.* | |
| Every Exhibitor is allocated a 2-metre-wide space within the MBC Foyer. We will furnish the space with two chairs and a 1.2-metre trestle table.  Please let us know here if you would prefer not to use these items (e.g. if you are bringing your own poser tables instead) or if this space would be insufficient for your planned activation. Remember that if you bring your own furniture or equipment, it must fit into your allocated space. |  |
| Do you require WiFi? |  |
| Do you intend to bring any substances hazardous to health ([CoSHH](https://www.hse.gov.uk/coshh/)) items to the Fair? |  |
| If applicable, please give details of:   * Any competitions you plan to run * Any products or event tickets you plan to sell * Any electrical items you plan to bring | *If you are not sure of these details yet, leave this section blank. You can follow up nearer the time by emailing the Event Coordinator on* [*g.luke@qub.ac.uk*](mailto:g.luke@qub.ac.uk) |
| Do you have any other comments / accessibility requirements / preferences for your stall? | *We will do our best to accommodate you as much as we can, but please await direct confirmation via email for any specific requests.* |
| In <200 words, describe your organisation to atendees: |  |
| Do you have a Facebook, Twitter, Instagram etc.? Please provide links if so. |  |
| **Invoicing Info** | |
| Price as agreed with Event Coordinator *(1 Day Rate: £200 +VAT* |  |
| Method of Payment |  |
| Your Purchase Order Number (if applicable) |  |
| Invoice Address |  |
| Invoice Contact Telephone |  |
| Invoice Contact Email |  |
| **Confirmation of understanding** | |
| I wish to exhibit at the InterSim Simulation Conference 2024. I confirm I have received the Exhibitor Regulations and I fully understand its contents and implications. I am aware that I have a responsibility in the interests of Health and Safety to report unsafe acts or conditions, and to ensure that others are not obstructed or negatively impacted by our operations. I accept that if my organisation has not arrived by 08:00 am on our selected date(s), the Event Manager may allocate the space to another Exhibitor, and a fine may be charged. I am aware that it is my responsibility to ensure that the stall and surrounding area is kept clean and clear of rubbish, and that I am responsible for the sensible removal and disposal of all waste generated by my activity. If waste generated by my activity is left on-site, I may be charged a fee. The decisions of the Event Coordinator and Event Manager in all matters relating to the InterSim Conference are final and no correspondence will be entered into. On acceptance of the above Application to Exhibit, an invoice will be supplied to the contact details I have provided. This booking will be confirmed on receipt of payment in full. | |
| Name |  |
| Date |  |