

ICCM Conference and Exhibition 2011



Chesford Grange Hotel,
Kenilworth, Warwickshire

3rd – 5th October 2011

Exhibition Application Guide

ICCM



*promoting and developing best practice in
cemeteries and crematoria*

About ICCM

The Institute of Cemetery and Crematorium Management represents professionals, authorities and companies providing burial and cremation facilities and services. Our aim is to improve standards of service to bereaved people by providing Policy and Best Practice Guidance, Accredited Education Modules and Training Courses, and high quality learning events.

With over 1000 Professional and Corporate members, the ICCM is the largest organisation representing burial and cremation in the UK.



Where and when is the Conference and Exhibition?

The 2011 Conference and Exhibition is at the Chesford Grange Hotel, near Kenilworth in Warwickshire, from Monday 3rd to Wednesday 5th October 2011.

How many delegates attend?

This high profile event brings together around 250 representatives from all sizes and types of local authorities, private cemetery and crematorium companies, and businesses supplying products and services.



What access will I have to delegates?

Throughout the 3 days of the event, exhibitors will have many opportunities to meet face to face with existing, new and potential customers. All refreshments and lunch breaks are held in the exhibition areas. All exhibitors are automatically entered into the annual BlueAV award for the best exhibition stand, voted for by the delegates. The social events on the Monday and Tuesday evenings are also an excellent opportunity to network, and you can reserve tables and invite delegates to join you on your company table.



Contact

Julie Dunk, ICCM Technical Services and Events Manager

07976 939585 julie.dunk@iccm-uk.com

Exhibition

This is the largest exhibition featuring products and services for cemeteries and crematoria in the UK. Each year since the inaugural ICCM Conference and Exhibition in 2004 the Exhibition has been sold out. You are advised to book early to enjoy this opportunity to promote your company to the largest audience of cemetery and crematorium professionals and authorities in the country.

Exhibition Stands

The plans on the following pages show the available spaces and prices. The price for the stand includes:

- the stand space
- 1 single phase electrical socket
- Conference documentation
- an entry in the Exhibitors section of the Conference Handbook
- Powerpoint slide with company name and stand details shown in main Conference room
- entry into the BlueAV best exhibition stand award
- tables, cloths and chairs (if pre-booked)
- parking for the duration of the event in the hotel car park

Attendance packages

Full attendance £490.00 includes:

- entry to all Conference sessions
- entry to all Social events including the Gala Dinner
- all meals and refreshments during the event
- single en-suite accommodation for 2 nights

No accommodation £330.00 includes:

- entry to all Conference sessions
- entry to all Social events including the Gala Dinner
- all meals and refreshments during the event

Partial attendance £210.00 includes:

- entry to all Conference sessions
- refreshments and lunches during the event (excludes social events and evening meals)

All prices are subject to VAT



Additional benefits

Delegate pack inserts £30.00 per item for exhibitors
£60.00 per item for non-exhibitors

Maximum size A4. Larger items on negotiation

Table reservation dinner and ICCM Mega Quiz,
Monday 3rd October £25.00 per table of 10

Table reservation ICCM Gala Dinner
Tuesday 4th October £25.00 per table of 10

Conference Handbook advertising:

Full page £250.00
Half page £150.00
Quarter page £75.00

All advertisement artwork must be supplied digitally in a PDF format.

Sponsorship

Sponsorship options are negotiable. Opportunities include:

- Donating prizes for the ICCM Mega Quiz on the first evening
- Conference session sponsorship
- Wine for the Gala Dinner
- Sponsoring the disco at the Gala Dinner
- Main Conference sponsorship

Sponsorship offers unparalleled opportunities to raise your profile and reach a wide audience.

Contact

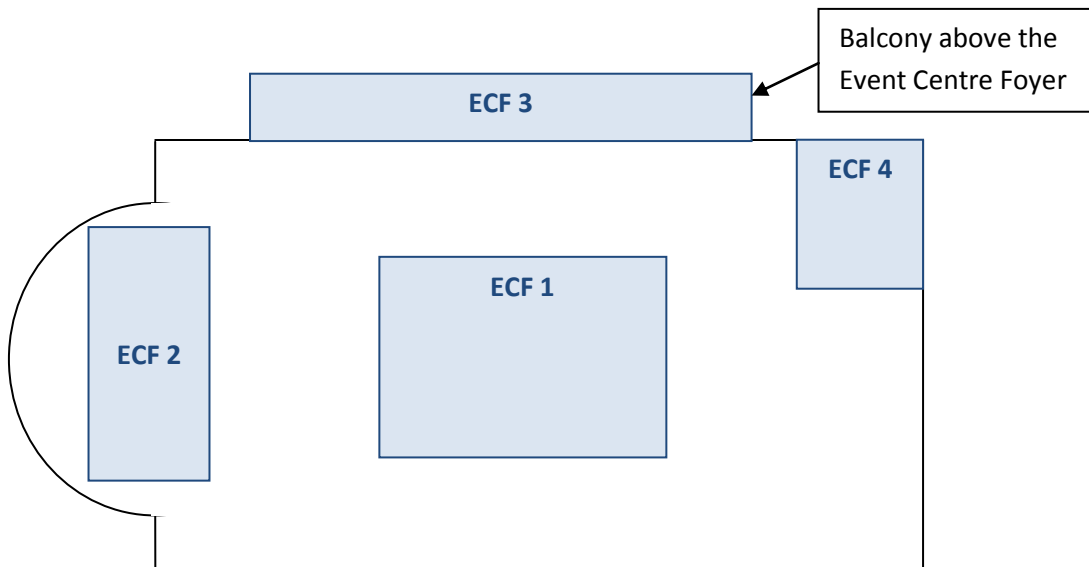
Julie Dunk, ICCM Technical Services and Events Manager

07976 939585 julie.dunk@iccm-uk.com

Exhibition plans

NB Drawings are NOT TO SCALE and are for outline guidance only. Please note that the ICCM reserve the right to change the layout of the Exhibition based on health and safety advice from the venue

Events Centre Foyer



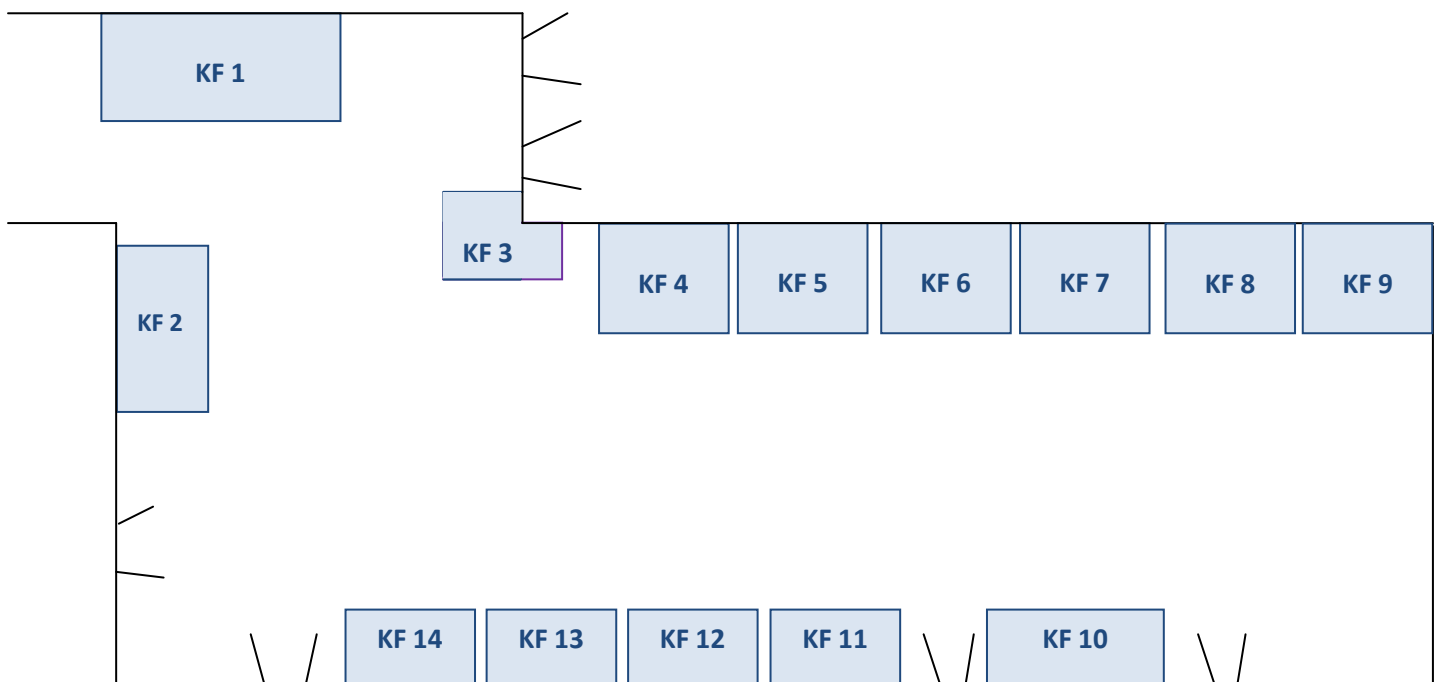
Stand No	Size	Power	Cost
ECF 1	4.0m x 3.0m	Yes	Columbaria Company
ECF 2	ICCM Reception		NA
ECF 3	6.0m x 2m	Yes	Wesley Music
ECF 4	3.0m x 2m	Yes	BlueAV

All prices are subject to VAT

Pine Bar

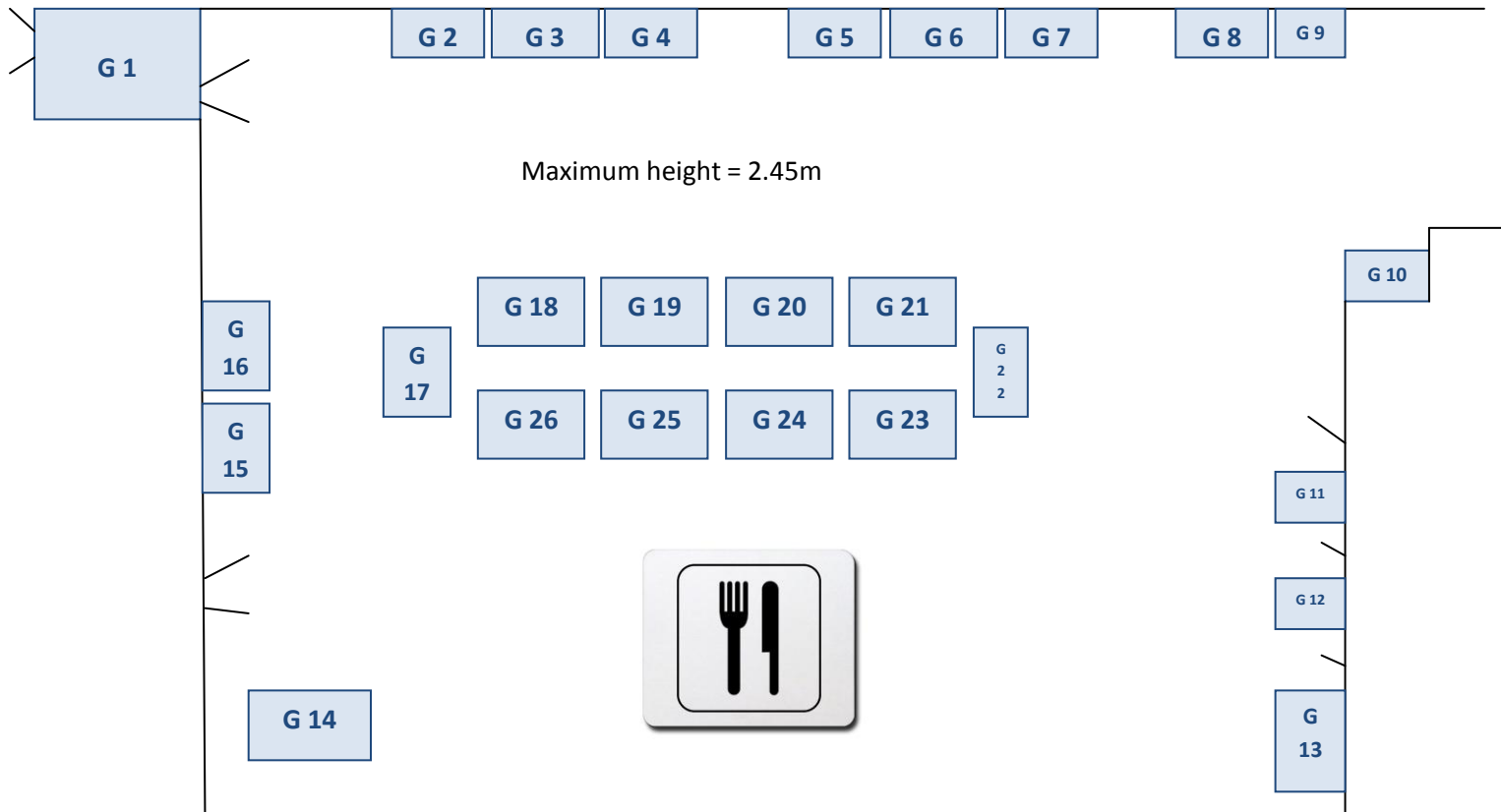
Stand No	Size	Power	Cost
PB 1	3.0m x 1.5m	Yes	Groundforce Gravshore
PB 2	3.4m x 1.5m	Yes	Reserved
PB 3	3.6m x 1.5m	Yes	Combustion Solutions
PB 4	3.0m x 1.5m	Yes	£315.00
PB 5	3.7m x 1.5m	Yes	Townsweb Archiving
PB 6	3.7m x 1.5m	Yes	Reserved
PB 7	3.0m x 1.5m	Yes	Teleshore

All prices are subject to VAT

Kenilworth Foyer

Stand No	Size	Power	Cost
KF 1, 2, 3	5.0m x 2.0m	Yes	Welters Organisation Worldwide
KF 4, 5	2.0m x 2.0m	Yes	Furnace Construction
KF 6	2.0m x 2.0m	Yes	Granart
KF 7	2.0m x 2.0m	Yes	Ashdown Supplies
KF 8	2.0m x 2.0m	Yes	CCL Training/Funeral Map
KF 9	2.0m x 2.0m	Yes	Triple E
KF 10	2.5m x 1.5m	Yes	IFZW
KF 11	2.0m x 1.5m	Yes	Edge Designs
KF 12	2.0m x 1.5m	Yes	Pear Technology
KF 13	2.0m x 1.5m	Yes	Daisy Coffins
KF 14	2.0m x 1.5m	Yes	Westerleigh Group

All prices are subject to VAT

The Grange

Stand No	Size	Power	Cost
G 1	5.0m x 3.5m	Yes	POA
G 2, 3	2.0m x 1.5m	Yes	Facultatieve Technologies
G 4	2.0m x 1.5m	Yes	F G Marshall
G 5, 6, 7	2.0m x 1.5m	Yes	Clear Skies Software
G 8, 9, 10	2.0m x 1.5m	Yes	Enigma Business Services
G 11	1.4m x 1.2m	Yes	RBS Software
G 12	1.2m x 1.2m	Yes	Fusion Art
G 13	2.4m x 1.2m	Yes	Vivedia
G 14	2.5m x 2.0m	Yes	Reserved (F&R)
G 15	2.0m x 1.5m	Yes	ATI

G 16	2.0m x 1.5m	Yes	Funeral Solutions
G 17	2.0m x 1.5m	Yes	Natural Legacy
G 18	2.4m x 2.0m	Yes	Fibrous
G 19	2.4m x 2.0m	Yes	£335.00
G 20, 21, 22	2.4m x 2.0m	Yes	Cemetery Development Services
G 23	2.4m x 2.0m	Yes	Deceased Online
G 24	2.4m x 2.0m	Yes	Coop
G 25	2.4m x 2.0m	Yes	Orthometals
G 26	2.4m x 2.0m	Yes	J G Shelton

When you have selected your chosen stand(s) please contact Julie Dunk (details below) to reserve it, then complete the Exhibition Application Form to confirm your reservation.

Contact

**Julie Dunk, ICCM Technical Services and
Events Manager**

07976 939585 julie.dunk@iccm-uk.com

Terms and Conditions

DEFINITIONS

"The Exhibition" means ICCM Conference & Exhibition; "The Organisers" means ICCM; "The Premises" means Chesford Grange Hotel; and "The Landlords" means Chesford Grange Hotel.

AMENDMENT OF RULES

The Organisers reserve the right to waive, alter, add to, or amend any of these Terms and Conditions. Should any question arise, whether provided for in these Conditions or not, the decision of the Organisers shall be final. No alteration, addition, amendment or waiver to or of these Terms and Conditions shall operate to release any Exhibitor from his contract. The descriptive headings to these Terms and Conditions are merely for reference and do not form part of the Contract between the parties.

APPLICATION OF TERMS & CONDITIONS

Each exhibitor is bound in all respects by these Terms and Conditions, and must bring to the notice of all agents or contractors employed by him such of the provision of these Terms and Conditions as may affect such agents and contractors, and any claim arising from the failure of the exhibitor to give such notice shall be the sole responsibility of the exhibitor concerned.

Should any question arise whether provided for in these Terms and Conditions or not the decision of the Organiser shall be final.

DURATION OF EXHIBITION

The Exhibition will run from 11.30 on Monday 3rd October 2011 to 12.00 on Wednesday 5th October 2011. Exhibitors will leave their stands in position for the whole of the event.

APPLICATION FOR EXHIBITION SPACE

Application for exhibition space must be made directly on the attached official Application for Exhibition Space Form. Applications will be considered as confirmed on receipt of payment, which will be invoiced by the ICCM National Office. The organisers reserve the right to refuse any application or prohibit without assigning any reason for such refusal or prohibition. Subletting of application space is not allowed. The submission of an application in the manner and on the form provided together with the final allocation by the organisers and the acceptance by the exhibitor of exhibition space shall be deemed a contract in acceptance in accordance with these stated terms and conditions and shall be finally and legally binding. Please be aware that Poster Spaces are for pop-up stands or poster displays only, and that no power or furniture is permitted (unless stated otherwise on the plans).

INCLUSIVE EXHIBITION CHARGES

Details of charges are given in this Exhibition Application Guide and on the Application Form. Please note that a charge applies for each attendee. If an exhibitor fails to specify the type of attendance required, the default will be Partial Attendance and the relevant costs will be applied.

ALLOTMENT OF SPACE - OCCUPANCY

A site may be occupied only by the exhibitor to whom it has been allotted and by his accredited agents as approved by the Organisers. No exhibitor may sub-let his space or any part thereof. No exhibitor may permit any non-exhibiting firm or its agents or representatives to use for any purpose whatsoever any space allotted to the exhibitor. An allotted space must be adequately occupied by the exhibitor to whom it is allotted. The Organisers reserve the right to take over and clear at the exhibitor's expense the stand fittings and exhibits from the whole or any part of a space which they regard as being unsuitably or inadequately occupied. Any payment made or due in respect of such space will be payable by the exhibitor.

An exhibitor's occupancy of a site does not preclude the right of access on to the site by representatives of the Organisers or any other competent authority. Each exhibitor exhibits entirely at his own risk. The Organisers are not liable for any loss or damage to persons or property which the exhibitors, agents or contractors may sustain from any cause whatsoever. (Exhibitors are recommended to insure themselves against contingencies)

SPACE NOT OCCUPIED

The Exhibitor must occupy the space allotted to him by show opening time on the first day of the Exhibition. Any Exhibitor failing to do so will be deemed to have cancelled his space booking. In this event the Terms and Conditions relating to Cancellation will apply and the Organisers may resell or reallocate such space.

CANCELLATION OR DEFAULT BY THE EXHIBITOR

An exhibitor is not at liberty to cancel without penalty or withdraw his application for space once it has been confirmed. The cancellation charges are as follows: cancellation after 15 August 2011 - full payment; cancellation after 31 July 2011 - 50% payment; cancellation before 31 July 2011 - no charge.

If the exhibitor shall fail to pay any sum due to the Organisers or shall contravene or fail to observe any of the requirements of the Terms and Conditions, the Organisers reserve the right to revoke his allotment of space and to remove and exclude the exhibitor, his agents and property at his expense from the Exhibition premises and to re-allot the space. Such action from the Organisers shall not prejudice any other remedy which they shall have against the exhibitor nor reduce the amount paid or owing by him.

RIGHT OF REJECTION

Exhibitors are admitted to the exhibition, and shall remain there, solely on strict compliance of the Terms and Conditions. The Organisers reserve the right to prohibit in whole or in part and reject any Exhibitor or his representatives in the case of failure to comply with the Terms and Conditions. There shall be no return on payment if such rejection or prohibition is deemed necessary by the Organisers.

ATTENDANCE

The Exhibitor acknowledges that the Organisers shall not be held responsible for the failure of all or any other contracted exhibitors to attend the Exhibition or the failure of any number of attendees to attend the Exhibition for any reason beyond the reasonable control of the Organisers.

OCCUPATION OF EXHIBITION SPACE

The exhibitor, his servants, agents, employees and contractors may enter the exhibition area for the purposes of erecting and preparing his exhibit(s) during the 'build-up' period commencing Monday 3rd October at 8.00 a.m. All stands must be complete and ready for the exhibition opening. In the event of an exhibitor failing to take possession of his allotted exhibition space, or in the event of non-payment of charges due for his exhibition space, the organisers reserve the right to recover from the exhibitor the whole total charges due as may be determined, and to re-allocate the exhibition space. The organiser's tenancy of the exhibition area terminates on Wednesday 5th October and all exhibits and materials etc. must be removed from the building by 17.00 that day.

INSTALLATION

Stands must be of a design which does not cause offence to neighbouring stands. No exhibitor will be permitted to install his display or exhibit in such a manner as in the opinion of the organisers impedes the view along the open space or gangways. Gangways must be kept clear and free for passage, and must not be littered or obstructed.

The Exhibitor must undertake to abide by the decision of the organisers on all matters relating to the final location and setting up of exhibition stands/displays. No kettles, fridges, microwaves or similar electrical appliances will be allowed on the exhibition stand. It is the exhibitor's legal duty to ensure, so far as is reasonably practicable, that their stand, and the access to and from it, is safe for their stand staff, agents, visitors, Contractors and their sub-Contractors throughout the Build-up, Open and Breakdown phases. This includes any 'early access'.

DISMANTLING

Exhibitors may not remove any exhibits or stands from the Exhibition until 15 minutes after the Exhibition finally closes to visitors. Any property remaining after the end of the dismantling period may be removed and sold or otherwise disposed of by the Organisers at the expense of the exhibitor. Each exhibitor must arrange and pay for the conveyance of goods to and from his site in the Exhibition, for their reception and installation and subsequent removal and disposal. Each exhibitor must remove from the site all stand construction material and debris. Failure to do so will incur charges which will be re-allocated to the exhibitor concerned.

HEALTH AND SAFETY

Exhibitors must comply with all relevant Health and Safety laws, and must ensure that all parties connected with their participation are fully aware of the rules, regulations and health and safety requirements. Risk assessments specific to the Exhibitor's stand must be carried out by the Exhibitor, and they must ensure that all personnel have access to it and produce it on the request of the Organiser.

LIFTING

Please note that some exhibition spaces are up steps. Limited trolleys are available to help carry equipment into and around the hotel. If you require labour to assist with setting up and/or breaking down (extra charge applicable) please contact the organiser in advance of the Exhibition. Further information about access restrictions is available from the Chesford Grange Hotel.

ELECTRICAL REQUIREMENTS

For those stands where power is available, one single phase electrical socket will be supplied. Requests for extra power must be made to the Organiser as early as possible and extra charges may be applied. All exhibitors' electrical equipment on the exhibition stands must be ready for connection to the mains supply; must comply with current legislation and must be tested, and proof of testing must be supplied if requested by the Organisers. Any exhibitor using trailing sockets must ensure they are fixed securely and are not a trip hazard.

FIRE PRECAUTIONS

In accordance with the fire regulations all materials used in construction work, displays etc. must be effectively fireproofed, or made of non-flammable materials. The exhibitor must comply with any reasonable instructions given by the organisers to avoid the risk of fire.

SECURITY

For the purposes of identity exhibition personnel will be issued with a name badge, which must be worn at all times during the event. There is no extra security provision inside the hotel over the normal provision of the hotel. The organisers cannot accept any responsibility for any loss, theft or damage to stands or equipment, howsoever caused.

CONDUCT OF EXHIBITORS AND REPRESENTATIVES

Annoyance: The Organisers reserve the right to stop any activity on the part of an Exhibitor that may cause annoyance to other Exhibitors or visitors. Business must be conducted only from the Exhibitor's own stand and under no circumstances may this be carried out from a gangway or elsewhere in the exhibition.

Gangways: Any encroachment upon gangways and passages shall be deemed to be a breach of contract and articles or goods found therein during the period of the Exhibition may be removed by the Organisers or their agents and the Organisers shall not be responsible for any loss thereto occasioned by such removal.

Publicity Material: Any publicity material shall be displayed and/or given away only from the Exhibitor's own stand, or shall be included in delegates' packs on payment of the relevant fee.

LITERATURE DISTRIBUTION

Exhibitors may distribute literature, which should bear their name and address, describing their own products or those of their principals or licensors. Distribution may only take place on their own stand. They may not hand out leaflets, importune or solicit for orders in any way in the gangways, and attention may not be drawn to stands by the use of loud speakers or any other kind of mechanical instrument or by machines, noisy exhibits or shouting. Exhibitors using any form of visual or vocal apparatus on their stand must not cause annoyance to other Exhibitors or visitors. In the event of their creating too much disturbance the Organisers reserve the right to ask the exhibitor to limit or even cease such activities.

DAMAGE TO HOTEL

No nails, screws, adhesive tape, sticky pads or other fixtures may be driven into or attached to any part of the hotel, including floors, nor may any part of the building be disfigured in any way. Should such damage occur, the exhibitor responsible shall be liable for any resultant costs of making good. Any existing carpeting must be protected at all times.

LIABILITY

Whilst the organisers will endeavour to protect exhibitors' property while on display at the exhibition, it must be clearly understood that the organisers cannot accept any liability for 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 to them or their agents or employees and will indemnify the organisers against all claims and expenses arising therefrom. 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 damage incurred by the exhibitors, and shall be entitled to retain such part of all monies paid by the exhibitors as the organisers consider necessary to cover expenses incurred in connection with the exhibition. The organisers shall further not be liable for any loss which the exhibitor may incur owing to the intervention of any authority which prevents or restricts the use of premises or any part thereof in any manner whatsoever.

INSURANCE

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

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