



SCOTTISH
TOURISM
ALLIANCE

AGM & AUTUMN CONFERENCE 2023

EXHIBITOR PACK

THE CONFERENCE AT A GLANCE



Tuesday 31st August 2023



09:15 - 17:00 hrs



Edinburgh International Conference
Centre (EICC), Lennox Suite, Edinburgh,
EH3 8EE



STA: Mhairi Smith - events@stalliance.co.uk
EICC: Sofia Fenoglio - sofiaf@eicc.co.uk



EXHIBITOR TICKET

As an exhibitor at the conference, you'll:

- Have an exhibitor space to showcase your organisation with hospitality and tourism industry stakeholders during arrival, AGM, lunch and early-evening networking event
- Attend our conference sessions and gain invaluable and actionable learnings from speakers on both days
- Be listed as an exhibitor on our events website page and programme
- Have the option to purchase additional tickets
- Have the perfect opportunity to catch up, connect and have fun!

EXHIBITOR SPACE

Includes:

3m x 2m exhibitor space

A 6' trestle table, chair, cloth, and space for pop-ups

1 x ticket to conference / host the stand*

*an extra exhibitor 'add-on' ticket can be purchased

Please note:

- Electricity is a separate direct charge with the EICC- please see the Exhibition Power Order Form
- Table numbers/plan will be shared with exhibitors prior to the event.





EXHIBITOR AGENDA

07:30hrs: Exhibitor arrival and set-up

09:15 – 10:30hrs: Registration and exhibitor hall opens

10:00 – 10:30hrs: Scottish Tourism Alliance AGM (STA members only). Non-Members are welcome to network and visit the exhibitor hall during this time.

10:40 – 12:45hrs: Session 1

12:45 – 14:15hrs: Lunch, networking and exhibitor hall

14:15 – 16:30hrs: Session 2

16:30 – 17:00hrs: Networking and exhibitor hall

17:00hrs: Exhibitor de-rig



COSTS

STA Member Exhibitor Ticket

£195+VAT

STA Non-Member Exhibitor Ticket

£300+VAT

STA Member Exhibitor Ticket

Add-On

Please see STA website for the current price
of this extra ticket option

STA Non-Member Exhibitor Ticket

Add-On

Please see STA website for the current price
of this extra ticket option



DELIVERIES

All deliveries to the EICC should be marked clearly with the following:

Exhibitor Name:

Stand No:

Event Name: STA AGM & Autumn Conference

Edinburgh International Conference Centre

The Exchange

Loading Bay

Off West Approach Road

Edinburgh

EH3 8EE

Scotland, UK

Deliveries will be accepted two days prior to the event day.



THE LOADING BAY

**Entrance to the building is via the loading bay
located at the off west approach road,
Edinburgh, EH3 8EE**

DIRECTIONS TO THE EICC LOADING BAY

- EAST straight on to Lothian rd. turn left. keep in inside lane passing Sheraton Hotel turn left. onto Western Approach Rd. second set of lights turn left ... loading bay double set of roller shutters.
- WEST straight down Morrison Street. turn left onto Western Approach link; turn left onto Western Approach Rd. first set of lights turn right ... loading bay double set of roller shutters.



PARKING

Vehicles may not be left unattended in the EICC Loading Bay or parked in an unauthorised location nearby.

Exhibitors may park their vehicle and unload any necessary items into the EICC's Loading Bay. These items will be stored safely and monitored by CCTV until the exhibitor is ready to move them to their stand.

Exhibitors may not start setting up until they have removed their vehicle.

The EICC does not have car park facilities so vehicles should park in local car parks near the venue.



DE-RIG & COLLECTION

Exhibitors should de-rig after the event has finished at 17:00hrs.

Exhibitors should ensure that arrangements are made for the collection of all items from the EICC at the end of the event.

Items must be moved from the exhibitor space at the end of the day but may be left for one working day, if being collected by a courier. In this case, please request a Storage Form.

Further information on de-rig and collection will be sent to exhibitors ahead of the event.



HEALTH & SAFETY

DISTRIBUTION OF FOOD & BEVERAGE

Exhibitors are not allowed to give away any items of food and drink unless given written consent by the EICC.

INSURANCE & SECURITY

It is the responsibility of all exhibitors to ensure they have sufficient insurance cover for the event and for all attendees at the event to ensure their personal belongings are stored safely.

Exhibitors' stands and exhibits on stands are not accepted into the custody or control of the event organiser or the venue and exhibitors will make their own insurance arrangements.

A photograph of a stone tower, possibly a lighthouse or observation tower, situated on a dirt road. The tower is built from stacked stones and has a small sign on its base. The road leads towards the tower, and the background shows a clear blue sky with some clouds. The entire image is tinted with a blue color.

RISK ASSESSMENT

All parties have responsibilities as laid out in accordance with the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and any mandatory Acts/Regulations relevant to their activities.

It's your responsibility as an exhibitor to ensure that a safe working environment is achieved. It is now a requirement for individual exhibitors and their contactors to submit risk assessments no later than 10 days prior the event where there is deemed to be a RISK associated with your stand, with respect to (for example):

- Build up, open and break down periods
- Shell and space only constructions

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RISK ASSESSMENT

- Contractors and sub-contractors method statements, employed by both the Licensor and their exhibitors, and any identifiable working hazards
 - Using of lifting/working machinery
- Hazards to the attendees and other participants
 - Special features contained within the event
 - Manual handling
- Audience type and number expected, and any particular hazards identified by their nature

Please note that the above list is not exhaustive and should only be used as a guide.

A scenic landscape featuring a calm lake nestled between rugged, snow-capped mountains. The foreground shows a steep, grassy slope with a dirt path. The sky is a clear, vibrant blue.

RISK ASSESSMENT

A suitable and sufficient risk assessment is one that:

- Correctly and accurately identifies the hazard
- Disregards inconsequential risks and those trivial risks associated with life in general
 - Determines the likelihood of injury or harm arising
- Quantifies the severity of the consequences and the numbers of people who would be affected
- Take account of any existing control measures
- Identifies any specific legal duty or requirement relating to the hazard

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RISK ASSESSMENT

- Will remain valid for a reasonable time
- Provides sufficient information to enable the employer to decide upon the appropriate control measures, taking into account the latest scientific developments and advances, enables the employer to prioritise remedial measures.



RISK ASSESSMENT

It is the responsibility of the exhibitor to ensure that they carry out a suitable and sufficient assessment of the significant risks to health and safety of their employees or persons not in their employment arising out of or in connection with the conduct or undertakings at EICC.

No sub-contractors will be allowed to commence work until licensing has approved the event layout plan and risk assessment.

All contractors, sub-contractors, agents etc appointed by either an organiser or an exhibitor must have in their possession an appropriate risk assessment and method statement and relevant liability insurance for the task/activity they are performing, which should be available for inspection at any time.



MORE INFORMATION

KEY CONTACTS

Scottish Tourism Alliance

Mhairi Smith

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Edinburgh International Conference Centre (EICC)

Sofia Fenoglio

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EVENT PROGRAMME AND SPEAKERS

www.scottishtourismalliance.co.uk/the-sta-agm-autumn-conference-2023/