



**XI International Congress for the Study of Child Language
(IASCL)**

**28 July – 1 August 2008
University of Edinburgh**

EXHIBITOR MANUAL

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KEY DATES AND CONTACTS

Build-up	Monday 28 th July 2008 from 09.00hrs Exhibitors should be set up by 12.30hrs
Break-down	Friday 1 st August 2008, from 17.00hrs Stands must be completely cleared by 19.00hrs
Exhibition Opening Dates/Times	Monday 28 th July 13.00hrs – 18.00hrs Tuesday 29 th July 10.30hrs – 18.00hrs Wednesday 30 th July 11.00hrs – 13.30hrs Thursday 31 st July 10.30hrs – 18.00hrs Friday 1 st August 11.00hrs – 17.00hrs
Organisers	The Exhibition for the IX International Congress for the Study of Child Language is organised on behalf of the Local Organising Committee by In Conference Ltd. All enquiries should be addressed to: Jenny McMahon IASCL Secretariat c/o In Conference Ltd 4-6 Oak Lane Edinburgh EH12 6XH Tel: +44 (0)131 339 9235 Fax: +44 (0)131 339 9798 Email: jenny@in-conference.org.uk
Deliveries	Deliveries can only be accepted on Monday 28 th July (09.00hrs – 17.00hrs).
Delivery Address (Exhibition Only)	IASCL Conference (28th July – 1st August 2008) Your Company Name, Contact Name and Tel Number c/o In Conference David Hume Tower Conference Room University of Edinburgh George Square Edinburgh EH8 9LX

Please see the following hyperlink to the map of Edinburgh University central area campus (including George Square):

<http://websiterepository.ed.ac.uk/maps/central-area/>

Please note that it is best to offload on George Square. There is a short walk to the area where the exhibition will be held. There will not be any trolleys available to help offload, so exhibitors must provide their own.

Delegate Bag Inserts If you have sponsored inserts to be inserted into the delegate bags these should be sent no later than 9th July to the following address:

IASCL Conference (28 July – 1 August 2008)
c/o In Conference
Kinpac Ltd
36 Middlesex Street
Kinning Park
Glasgow
G41 1EA
United Kingdom

EXHIBITION VENUE

The Exhibition will be held on the ground floor of the David Hume Tower. This area will also be used for the registration/information desks and limited tea/coffee service. Please remember that no delegate lunches are provided at this conference.

STORAGE

There will be a room available next to the exhibition area for storage. Please contact the conference organisers onsite should you require this.

ACCESS and PARKING

There is no on-site parking at the University of Edinburgh. There is limited pay and display parking on George Square and Buccleuch Place.

The nearest long stay NCP car park is Edinburgh St Johns Hill Mscp, 2 Viewcraig Gardens, Edinburgh, EH8 9UQ Tel: 0845 050 7080. It is 0.29 miles (0.47km) away from the University Campus. Its opening hours are from Monday-Sunday: 24 Hours. Attendant on site to open shutters overnight.

EXHIBITION SPACE

Each space measures 2m wide by 2m. A covered table and two chairs will be provided if pre-ordered. Please note that exhibitors must supply their own panels to display material. Power to the stand will be provided if requested at the time of booking the space.

An Exhibitor shall not damage either the floor or any part of the walls of the Exhibition Area nor shall any stand interior fittings be attached to the floor or any part of the Exhibition area.

The Organisers reserve the right to refuse the inclusion of any fittings which, in their opinion, do not meet the necessary standards.

BREAKDOWN

Breakdown is between 17.00hrs and 19.00hrs on Friday 1st August 2008. Neither the organisers nor the venue take any responsibility for display materials left after this time and all items left behind will be destroyed. The exhibitor will be charged for the cost of removing and destroying such materials.

SECURITY

Please note that exhibition area is also used by other students/visitors during the day and you should ensure that you do not leave any materials of value on the stand when it is unmanned.

FIRE PROTECTION

Display materials and boards must be made of non-flammable, fireproofed material. Wood, for example chipboard, plywood and fibreboard (though not porous), paper etc, is acceptable.

TERMS and CANCELLATIONS

Cancellation will involve the automatic loss of any money paid and the organisers may withhold the entire fee if they cannot re-let the space surrendered.

Exhibitors are requested to obtain prior approval from the organisers for any competition they wish to run on their stand during the exhibition.

GENERAL TERMS & CONDITIONS FOR EXHIBITORS

1 GENERAL

The ORGANISERS referred to below mean In Conference Ltd or its servants or officers possessing powers delegated to them by the Organising Committee.

Any variations of these conditions shall only be binding if agreed by the Organisers in writing. Any stipulations of conditions by the Exhibitor shall be deemed to be inapplicable to any order placed with the Organisers unless expressly agreed by the Organiser in writing when acknowledging the Exhibitor's order.

Notwithstanding anything in these Terms and Conditions for Exhibitors, the Exhibitor shall in all respects comply with the Local Authority, Fire and Police and Landlord's regulations relating to Exhibitions and Exhibition premises.

2 PAYMENT & CANCELLATION

The Exhibitor shall pay to the Organisers the charges as set out in the accompanying material. Cancellation will involve the automatic loss of any deposit and the Organisers may withhold the entire fee if they cannot re-let the space surrendered.

The Exhibitor shall not be entitled to withhold payment of any amount payable to the Organisers under the contract by reason of any dispute or claim by the Exhibitor in conjunction with the contract nor shall the Exhibitors be entitled to set off against any amount payable under the contract to the Organisers any amount which is alleged is payable or due from the Organisers.

3 STAND CLEANING AND REFUSE DISPOSAL

The Exhibitor shall at his own expense keep and maintain his stand in a presentable condition to the satisfaction of the Organisers. All cartons and rubbish must be cleared from the stands and gangways.

4 OPENING, CLOSING AND STAFFING STANDS

The Exhibitor shall, during the continuance of the Exhibition, keep his stand and exhibits attended by competent and adequate staff and shall keep his stand adequately stocked with exhibits and display materials properly arranged and on view during the open hours of the Exhibition.

5 LIABILITY OF THE ORGANISERS AND EXHIBITORS-INSURANCE

The Organisers shall not under any circumstances whatsoever be liable or responsible for;

- (A) Any loss, damage theft or destruction whatsoever or howsoever caused to the goods, equipment or any property belonging to the Exhibitor or for which the Exhibitor is responsible
- (B) Any damage or injury suffered by the Exhibitor or his servants or agents or by any other person.
- (C) Any loss, damage, expense or cost whatsoever suffered by the Exhibitor by reason of any change in the date, time or place of the Exhibition or the abandonment thereof.
- (D) The Exhibitor shall be liable for all loss, damage, injury, claims, costs and expenses whatsoever or howsoever caused to any person or property or to the property or person of his employees or agents.
- (E) The Exhibitor must effect fully comprehensive insurance cover against the risk of loss or damage, however caused to his property or person or to the property or person of his employees or agents.
- (F) The Organisers reserve the right to require the Exhibitor to produce evidence that he has effected insurance in respect of items 10b and 10c and if he fails to do so, to refuse admission to the site or if already admitted, to require removal from the site of all exhibits and fittings in which case the Exhibitor shall be deemed to have cancelled. Cancellation will involve the automatic loss of the deposit and the Organisers may withhold the entire fee if they cannot relet the space surrendered.

6 ENTRANCE TO THE EXHIBITION

The exhibition will not be officially open to members of the public or other customers/agents of the exhibitor but please note that the area where the exhibition is being held may be accessed by other university students and a staff. Our delegates can be identified by their official delegate name badges.