



British  
Thoracic  
Society



# British Thoracic Society Summer and Winter Meetings Terms and Conditions 2025

*Charity & Non-Commercial Organisations*

# TERMS AND CONDITIONS FOR EXHIBITORS

## 1. DEFINITION

In these Terms and Conditions, the term 'Organiser' shall be deemed to mean the British Thoracic Society/BTS/The Society. 'Exhibitor' includes all employees or agents of such; the term 'Stand' shall be deemed to mean the Exhibitor's exhibition stand; and the term 'Exhibition' shall be deemed to mean the British Thoracic Society Summer Meeting 2025 and/or Winter Meeting 2025. 'Venue' refers to Manchester Central Convention Complex for the Summer Meeting 2025 and to the QEII Centre, London for the Winter Meeting 2025.

## 2. CHARGES FOR STANDS

Stand charges are as included in the Charity Exhibitor Prospectus 2025 and include the items as outlined in the Charity Exhibitor Prospectus 2025. General security and general cleaning are also included. Also included are name badges for the specified number of exhibitor personnel. Should electrical contractors' charges increase significantly, the Organiser reserves the right to increase the charges for space accordingly.

## 3. CONFIRMATION OF STANDS

As soon as the Exhibitor has submitted their stand choices, the Exhibitor is liable to the Society's payment and cancellation terms and agrees to comply with all instructions and deadlines in relation to the Exhibition. The BTS online booking form must be completed and returned in order for the stand space to be fully confirmed.

## 4. PAYMENT FOR SPACE

Full payment must be received by 8 weeks prior to the Exhibition. Failure to pay in full by this date may result in cancellation of the stand. If a Purchase Order number is required for the invoice, then the Purchase Order form must be submitted within one week of the stand booking being made.

## 5. GENERAL CANCELLATION POLICY

The Society's general cancellation policy is as follows: from the date of your confirmation email up to eight weeks before the event takes place, organisations will be liable to pay BTS 50% of the quoted stand price if they cancel their reserved stand. After that date, organisations will be liable for 100% of the quoted stand price if they cancel. Furthermore, we will not allocate space to any organisation that owes the Society money from previous years' Meetings.

## 6. NATIONAL GUIDELINES CANCELLATION POLICY

In the event that the Exhibition has to be cancelled due to Government guidelines, BTS reserves the right to decide whether to cancel the event or move it online. Should the event move online, organisations will be offered the opportunity to exhibit virtually instead. Should the event be completely cancelled, or if the organisation does not wish to accept an online exhibition stand, then the organisation may cancel their onsite stand without penalty.

## 7. RIGHT TO AMEND

Whilst the Society will endeavour to provide the Exhibition as detailed in the Charity Exhibitor Prospectus 2025, we reserve the right to make amendments as necessary. If necessary, the Organiser reserves the right to alter the layout of the Exhibition floor plans and to transfer an organisation to an appropriate alternative site.

## 8. EXHIBITION TIMETABLE

The Exhibition timetable, including dates for receipt of all health and safety paperwork and any other requested documentation, will be detailed in the Exhibitors' Manual and must be adhered to. Exhibition stands must be staffed at all times the Exhibition is open.

## 9. FIRE RISKS

The Exhibitor must adhere to all fire and safety regulations at the Venue. Aisles and fire exits must be kept clear at all times. All materials used for the interior of stands must be thoroughly fire-proofed to the satisfaction of the Venue's fire advisor and failure to do so may result in the removal of all offending fittings. Plastics should not be used in the construction of stands without special permission of the Organiser.

The Exhibitor must notify the Organiser if they propose to bring into the Venue any substance or article which might potentially be hazardous and shall ensure that any requirements that the Organiser may impose in relation to dealing with that substance or article are complied with.

## 10. SAFETY

All exhibits must be properly protected so as to avoid danger to any person or persons attending the exhibition. The Organiser shall be indemnified by the Exhibitor against any claim or action on account of any injury or damage being caused or occasioned by any exhibit to any person or persons whatsoever.

## 11. INSURANCE LIABILITY

The Organiser and the Venue will not be responsible for the safety of any exhibit or property of any Exhibitor, or any other person, for the loss or damage of, or destruction to same, by theft, or fire, or any other cause whatsoever, or for any loss or damage whatsoever sustained by the Exhibitor by reason of any defect in the building caused by, without prejudice to its generality, fire, flood, tempest, riot, civil commotion, explosion of any kind, strike, lockout, labour difficulties, war, shortage of materials, interruption of transport, water, electricity, gas or other services, and the need to execute urgent repairs to the Venue. Nor for any loss or damage occasioned, if by reason of the happenings of any such event the opening of the exhibition is prevented or postponed, or delayed or abandoned, or the building becomes wholly or partially unavailable for the holding of the exhibition. The Exhibitor agrees and undertakes to insure in their full replacement value the contents of their stand and all associated ancillary equipment and materials, and to effect public liability insurance. All sub-contractors and service providers must have Public Liability insurance with a sum insured of not less than £10,000,000 any one occurrence, unlimited in the aggregate.

## 12. POSTPONEMENT OR ABANDONMENT

In no event shall the Exhibitor have any claim for damages of any kind against the Organiser or the Venue in the respect of any loss or damage consequential upon the prevention, postponement or abandonment of the Exhibition for any reason referred to in Condition 11 or if the Exhibition building becoming wholly or partially unavailable for the holding of the Exhibition for reasons beyond the Organiser's control.

The Organiser shall be entitled to retain such part of all sums paid by the Exhibitor as the Organiser considers necessary, if, in the opinion of the Organiser rearrangement or postponement of the Exhibition, or by substitution of another hall, or building, or any other reasonable manner, the Exhibition can be carried through. The contract for space shall be binding upon the parties, except as to size and position of stands, as to which any modification, substitution, or rearrangement they consider necessary shall be determined by the Organiser.

## 13. SECURITY

A general security patrol will be provided by the Venue but it will not be responsible for Exhibitors' equipment/material if lost or damaged. Exhibitors are strongly advised to insure against loss or damage to any articles of value. All Exhibitors and their contractors must wear the name badge issued to them at all times throughout the Event.

## 14. ADVERTISING

The Exhibitor may not distribute advertising and printed material from their Stand in the neighbourhood of entrances and exits, nor in such a manner as to cause annoyance to other Exhibitors. In the event of complaints, the matter shall be referred to the Organiser for their decision. Exhibits or other devices that emit sound must be operated and controlled so that there is no disturbance to other Exhibitors.

## 15. PHOTOGRAPHY

The Organiser reserves all photographic rights for the Exhibition and may appoint an official photographer who will undertake photography for any exhibitor at a reasonable charge.

## 16. EXHIBITION SERVICES

The Organiser undertakes to make all reasonable attempts to provide necessary services for the smooth operation of the Exhibition but accepts no responsibility for breakdown or failure of such services.

## 17. CLEANING AND STORAGE

The Exhibitor shall accept full responsibility for keeping their Stand and the surrounding areas free from rubbish and generally to a standard acceptable to the Organiser. The Exhibitor shall be responsible for the removal from the Venue and storage of all crates and empty cartons not required for the duration of the Exhibition.

## 18. ADMISSION

The Organiser reserves the right to refuse admission to any person or persons to the Exhibition without assigning any reason. All visitors to the Exhibition must be registered and fully paid participants at the Exhibition, whose names have been notified to the Organisers at least three working days prior to the Exhibition. Children under the age of 18 are not permitted to enter the Exhibition.

## 19. RIGHT OF REJECTION

Exhibits are admitted to the Exhibition and shall remain there solely on strict compliance with these Conditions. The Organiser reserves the right to prohibit in whole or in part and reject any Exhibitor or their representative in the case of failure to comply with the Conditions. There shall be no return of payment if the Organiser deems such rejection or prohibition necessary.

## 20. TOBACCO INDUSTRY

Organisations who are either owned by, or have an association with, the tobacco industry, are not permitted to attend or exhibit at the Exhibition.

## 21. MEDIA AND PRIVACY POLICY

All exhibiting organisations must comply with the BTS Media and Privacy Policies and must ensure that these policies are shared, in particular, with all internal communication and marketing staff as well as with all external PR and marketing agencies. Film crews may not attend either Meeting without prior permission from the Organiser. [Governance Documents and Policies | British Thoracic Society | Better lung health for all \(brit-thoracic.org.uk\)](#)

## 22. DATA PROTECTION

Information you provide on your organisation, including contact details, will be held on file and on the Society's and Conference Manager's databases, and may be shared with companies appointed to assist in the organisation of the Exhibition (such as shell scheme and electrical contractors, hotel agencies and such like), from whom you may receive email correspondence. We will not share your details with any companies or individuals not working with us on these events. If you would prefer not to receive such correspondence, please confirm this to the Conference Manager via email. We will also contact your organisation representatives about any or all matters relating to the exhibitions by telephone and email.

## 23. AMENDMENT OF CONDITIONS

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

## CONTACT INFORMATION

For further information on the exhibition or to reserve a stand or sponsorship, please contact:

Kate McNaboe, Conference Manager

Tel: 020 7831 8778 ext 1007

Mobile: 07823 421 914

Email: [kate.mcnaboe@brit-thoracic.org.uk](mailto:kate.mcnaboe@brit-thoracic.org.uk)



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