



Scottish Labour Conference  
4 – 6 MARCH 2022  
Concert Halls, Glasgow  
Exhibition Sales Guide 2022

## Exhibition sales guide 2022

Scottish  Labour

# Why exhibit?

Despite the challenges of the last two years, I'm an optimist about the future of my party – and the future of Scotland.

From electric airplanes in Orkney, to spaceports in Sutherland, we are beginning to build the future.

Scotland built the technology of the 20th Century, and together we can shape the 21st Century too.

As a nation, we have an extraordinary story to tell, but it's far from over.

I believe the best chapters are yet to come, and this decade will be one where we write our future together.

As my party gathers in Glasgow for our first in-person conference in three years, we're looking for bold ideas to shape the country for the next generation.

I have set my party a challenge: to get out of our comfort zone.

To stop talking simply to those we agree with or that support us and start speaking to those who don't.

To stop talking about the past and relentlessly focus on the future.

Because I believe that only Labour can bring our country together to build the future.

But, to be frank, I can't do that alone.

You – whether your organisation is a business, a charity or a campaigning group – have an idea you think can transform Scotland for the better.

We want to hear it.

Our conference in Glasgow is both an opportunity for Labour to set out our plans for the future – but more importantly, it is a chance to listen.

I hope that you will join us as we set out to build the future of Scotland, together.

Anas Sarwar  
Leader of the Scottish Labour Party

[scottishlabour.org.uk](https://www.scottishlabour.org.uk)

[@scottishlabour](https://twitter.com/scottishlabour)

[facebook.com/ScottishLabourParty](https://www.facebook.com/ScottishLabourParty)

For more information or to book a stand please contact  
Ann Kennedy 020 7783 1511 [exhibitions@labour.org.uk](mailto:exhibitions@labour.org.uk)



# Stand options

## Shell scheme stand

A shell scheme stand available in different dimensions and constructed of linked Velcro panels. On the front of the stand is a fascia board bearing your organisation's name. Every stand is supplied with two spotlights, one power socket and a table with two chairs.

## Space only site

Freedom to design your own stand without the confines of a shell scheme structure. Custom dimensions are available on request. Standard height and size specifications are provided in our manual. Electrics and furniture are your responsibility and can be tailored to your design. We work with trusted contractors who can help to implement your ideas.

## What's included?

- Six exhibitor passes
- Exhibitor listing in Conference guide (circulated to all attendees)
- Stand visits from MPs and MSPs
- High res professional photos of MP and MSP stand visits
- Refreshments
- Dedicated exhibition team to assist with issues and questions on site
- Access to our trusted team of contractors

## What's next?

- Choose your site from the floor plan
- Decide on stand option
- Read the terms and conditions
- Complete, sign and return the application form
- Payments are due 30 days from invoice, and must be paid before conference

## Our promise to you

Stands are allocated on receipt of applications. We will do our best to meet your first choice. If your preferred option is taken then we will contact you to discuss the best alternative. An exhibitor manual and pass application forms will be issued prior to conference.

## Costs Please note all costs subject to VAT

Package / Size	2m x 2m	3m x 2m	3m x 3m
Space only	£2,400	£3,000	£3,900
Shell scheme	£2,800	£3,400	£4,300

Third sector voluntary sites	2m x 1m	3m x 1m
Shell scheme stand	£750	£1,000

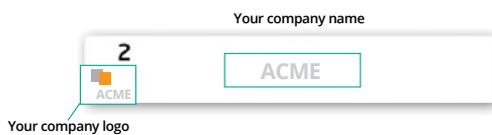
These sites are only available to registered charities or voluntary sector

# Exhibition services

There are a number of additional ways for you to enhance your presence at Conference and highlight your message to our delegates.

## Fascia upgrades

All shell scheme or complete stands include a basic white fascia name board with your organisation name and stand number printed in black. Have you considered upgrading this to include your organisation logo in full colour?



## Floor graphics

Highlight the route to your stand from the main entrance or catering point with our floor graphic option. A limited number of sites are available. These will be supplied in sets of 5 graphics for a route or alternatively as a single floor graphic position in front of your stand.

## Exhibitor advert

Exhibitors are offered discounted rates on advertising in our Conference guide which is distributed to all attendees.

## QR Code

An opportunity to distribute your literature, link to your website to highlight your message in a prominent site alongside your logo on our QR wall.

## Extra services Please note all costs subject to VAT

Service	Size	Cost
Fascia graphic	1,850mm x 125mm	£120
Floor Graphic single	300mm x 300mm	£120
Floor Graphic set of 5	300mm x 300mm	£500
Half page advert	105 x 148 mm (A6 landscape)	£295 + VAT
Full page advert	148 x 210 mm (A5 portrait)	£465 + VAT
Double page advert	210 x 297 mm (A4 landscape with book fold in centre)	£720 + VAT

# Scottish Labour 2022 – Glasgow

## Application form

### Your details

Name	
Organisation	
Address	
Email	
Tel no.	Fax no.
Mobile no.	
Client (if applicable)	

### Stand option

Please state preferred stand number in order of preference:

Space only   
Complete stand

1st choice

2nd choice

### Extra services

Fascia graphic   
Floor graphic single   
Floor graphic set   
Advert full page   
Advert half page   
Advert quarter page

### Stand size

2m x 2m  3m x 2m  3m x 3m

### Third sector voluntary sites\*

3m x 1m  2m x 1m

\*These stands are only available to registered charities/3rd sector organisations.

### For complete stands only

Fascia name board to read:
Signature
Position
Date
Client's signature (if applicable)

**Return this form by post to Ann Kennedy:**

**The Labour Party, Southside, 105 Victoria Street, London, SW1E 6QT.**

The Labour Party may use the information you provide us with about your views to understand which issues are most relevant to you. Where you have opted in, the Labour Party and its representatives may contact you about our policies, campaigns events and opportunities to get involved with the party through the communication channels you have chosen, and by using the electoral register and data we hold which we are entitled to use to further our objectives as a political party. You can opt out of communications from us or manage your preferences at any time. To find out how to do this and for more information about how we use personal data, please see: [labour.org.uk/privacy-policy/](http://labour.org.uk/privacy-policy/)

# Terms & Conditions

**1. Definitions** In these terms and conditions, Organiser means Head of Exhibitions as appointed by the National Executive of the Labour Party. Exhibitor means any person, company or organisation and the staff or agents of any such company or organisation to occupy space on the exhibition floor or public conference area. The premises means for Annual Conference, Glasgow concert hall used by the organiser for exhibition purposes. Authorities mean the local authority, fire authority or any other relevant body or person having jurisdiction over the premises.

**2. General** (a) Each exhibitor is bound in all respects by these terms and conditions and have full knowledge of the exhibition regulations and shall observe and confirm to the venues regulations and by-laws. (b) All exhibiting organisations occupying exhibition stands or feature zones are subject to approval by the Labour Party; this applies to shared partners, sponsors, exhibitors and clients that will use the space. Organisations are required to notify the organisers of any such arrangements with details of planned stand activity on booking. (c) Once approved an allocation confirmation will be issued outlining purchased services. (d) Any complaint must be submitted in writing to the exhibition organiser or representative of the organiser within 14 days of the exhibition. (e) The organiser reserves the right to alter the layout of the exhibition at any time and individual stands will be notified if this occurs. (f) We will appoint preferred suppliers to provide services to exhibitors, advertising agents, photographers and other conference services. These will be allowed to contact our exhibitors directly. We do not provide our data to external organisations not already engaged in related activities. (g) the organisers will arrange for general cleaning at the end of each day, exhibitors may request a full stand clean for which the venue may make an additional charge. (h) The organiser reserves the right to waive or alter any of these terms and conditions in the interest of the exhibition either generally or in any particular case. (i) A small number of sites are available at a reduced rate of £600 plus VAT for charities and community groups.

Our Conference Arrangements Committee awards these. All applications should include a supporting letter; the deadline for this is 30 April 2022. Each exhibitor is required to submit an entry for the Conference guide of 50 words, a website address and his res logo as jpeg by 30 June 2022. This logo will also be used for other print products. please note no other specification will be accepted.

**3. Security and insurance** Each exhibitor is responsible for the security and insurance of their own stand and exhibits and for their own employees' insurance cover. In no circumstances will the organisers or the Premises accept responsibility or are liable for loss or damage whatsoever or howsoever arising. In respect of personal injuries or loss of or damage to property, caused by or occasioned by the exhibitor, their employees / servants /agents or property, arising out of or in consequence of occupation of the stand /exhibition of an article or process / or otherwise howsoever. The exhibitor will respect all risks of every kind whatsoever in respect of personal injuries to themselves / servants/ agents or of loss or damage to any of their property or property in their custody and the organiser shall be under no liability in respect of any such risks. For clarity all exhibitors are required to provide their own public liability insurance.

**4. Trading rights** (a) The sole rights of exhibiting merchandise and transacting business on the premises during the period of the exhibition are owned by the organiser who will, at their sole discretion, grant licenses. To exhibitors subject to these terms and conditions. Shared stands are permitted with written permission only and a fee may apply. (b) The use of external F&B providers are subject to venue approval. A facilitation fee equal to the total service value may be charged by the venue and or in house appointed supplier in addition to the stand hire.

**5. Opening hours** Stands must be open for business during the published daily opening hours of the exhibition which are Sat 10am to 6pm Sunday 9am to 6pm, Monday 9am to 6pm, Tuesday 9am to 6pm and Wednesday 9am to 2pm. Applications will not be accepted from organisations that are unable to commit to attending for the full period of Conference, subject to change.

**6. Conduct of exhibitors** (a) Any exhibitor displaying equipment operating a sound system of any type will demonstrate only at low volume and may be required to reduce or cease activity. Likewise if it is considered that they are continually hindering or disturbing other exhibitors. (b) Exhibitors wearing promotional

costumes that obscure their faces must remain within the purchased stand vicinity and be accompanied at all times for identification and security purposes. The failure to cooperate may result in the exhibitor being asked to remove the costume for the duration of conference. (c) Exhibitors must not display their goods so that, in the opinion of the organiser, they distract the light or impede the view or allocated stand boundaries along open spaces or gangways, or inconvenience other exhibitors gangway, or impede egress routes. (d) Any damages caused by an exhibitor to the venue whatsoever or supplied stands during the event will result in the cost of repair or specialist cleaning being charged to the exhibitor concerned at an appropriate value. (e) Leafletting is prohibited throughout the conference site, such activity must be confined to the purchased stand site. Unsolicited leaflets from public areas will be removed. (f) All exhibition signs and fascias must be confined to the stand space unless agreed in writing with the organisers. (g) Limited shared storage areas will be provided and no liability is held for security of items. Empty cases and packing are not permitted to be stored behind stands or void areas, contravening items will be moved to a storage point and it is the exhibitor's responsibility to obtain items as required. (h) All stands are responsible for ensuring their working area is maintained with due care and consideration to other exhibitors nearby, debris must be cleared. (i) Promotional giveaways as stand activity must be agreed in writing with exhibition organisers. Printed lanyards are not permitted as stand giveaways. (j) Stands must be completed by Fri at 5pm prior to conference starting – only literature displays and minor set ups will be permitted after this time. (k) Stands or exhibits are not permitted to be removed before the official close of Conference. Exhibitors attempting to break down before close of conference will be fined £250. (l) In the event of the exhibitor failing to clear his/ her exhibits and fittings by the prescribed times, a charge may be applied by the organiser.

**7. H&S obligations** (a) It is a condition of entry into the conference that every exhibitor, contractor, sub-contractor, supplier and his / her agents comply with the Health & Safety at Work Act 1974 (HASAWA74) and all other legislation covering the venue. The exhibitor accepts that it is his / her legal and moral responsibility to ensure his/her own and others health and safety is not put at risk by their actions (or inactions) during the conference. (b) Construction (Design & Management) Regulations 2015. To help make it easier for you to comply with this we have provided guidelines in the H&S section for the stand category that applies to you. (c) Required submits – you are required to submit the relevant H&S and CDM Regs documentation to our appointed consultant no later than 31 Aug 2022. (d) Appointed contractors must undertake a Risk Assessment for this event in accordance with Health & Safety at work Act 1974 and he/ she has trained and notified his/ her staff and subcontractors in all areas identified as being of risk. (e) Principal stand contractor must have a suitable and sufficient Method Statement prepared for the conference and exhibitor should satisfy themselves of his/her competence to undertake the tasks required of him /her. (f) The Exhibitor responsible for the stand should ensure that their own company's Health & Safety Policy and the stand staff will be sufficiently instructed and trained in matters relating to Health & Safety in order to carry out their tasks competently. (g) All stands over 4m and those deemed complex must submit a structural engineers report and meet our appointed H&S consultant before work commences on site to ensure all required submits are in order. Exhibitors will be responsible for structure engineers reports and insert associated costs.

**8. Construction & finishing** The construction of stand, signs and fascias shall be of the following materials: (a) Non-combustible material ( in accordance with the tests prescribed in the current BS 476:part4) Inherently non-flammable material – the standard 'flameproof' in accordance with the provisions of BS 5438:1976 or the standard of Class 1 when tested in accordance with the provisions of BS 476; PART 7:1971 b) All paintings must be carried out with water based paints. Finishes having an oil or cellulose base are not permitted to be prepared on site. (c) Plywood, hardboard, pulp board or fireboard rendered flame retardant by a process of impregnation acceptable to the licencing authority and bearing a distinguishing band mark to indicate that it has been so impregnated. (d) The use of a plastic of grade less than Class 1 whether in standard construction or display arrangements is prohibited. (e) Durable, flame proofed fabric (flame proofed fabric which after being submitted to a washing treatment remains flameproof as determined by the method of test prescribed in BS5438) (f) Doors and gates

forming part of an escape route should open in the direction of escape, clear of any steps, landings or public way and should if necessary be recessed so as not to obstruct the required width of the gangway, all doors must have vision panels.

**9. General** (a) All space only sites are responsible for the finishing of all external / walls areas that are visible and that of external walls adjacent to shell scheme stands, especially where the height is more than the standard shell scheme. (2.4m) (b) Any exhibitors bringing an exhibit/stand over 2.5m should check with the plans or organisers that there will be sufficient ceiling clearance. (c) No petrol, spirit or other hazardous spirit, liquid or vapour is to be brought into the exhibition premises unless previously approved in writing by the organiser. (d) Approval for unopened stand tops, enclosed or partially stands must be sought from the Exhibition organiser / H&S consultant (e) Long runs of solid stand walls along gangway edges are forbidden – walls should have natural breaks and should ensure that at least one third of each side is kept open. (f) Any exhibitor who has concerns on the weight of their stand should include this in their stand drawings and RA. (g) The use of Helium gas balloons and gas cylinders is strictly forbidden (h) Exhibitors are reminded to ensure that entry to their stand is fully DDA compliant. The general height permitted for platforms on stands is 100mm but areas may be super-elevated for display purposes. Details of super-elevated platforms above the height of 600mm to which persons have access must be included in your stand plan submit for approval with the relevant calculations. Flooring must be laid with close joints. Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fitting, stand personnel, visitors and exhibits having regard to the loading limits of the floors. Any stand featuring an overall platform should ideally have a gentle sloping, non-slip ramped edge to avoid any trip hazards. (i) The use of a vehicle as an exhibit must be agreed in writing with the organisers, the fuel tanks drained and a drainage tray placed underneath the engine block. Vehicles are not permitted to run engines during the exhibition. Exhibitors will also be required to secure vehicles with steering locks during the event. Access arrangements should also be considered and venue charges incurred for these will be passed to the exhibitor if not agreed beforehand.

**10. Financial terms** The rent of the stand spaces contracted by exhibitors is payable to the organiser as detailed on the application form. (a) The completion of an application form and the allocation of the purchased stand notified to the exhibitor forms a contract of agreement. (b) A purchase order must accompany the application form if required by exhibitors payment process – the cost will include a 50% non-refundable deposit payment that is payable within 30 days. (c) If the balance is outstanding by the settlement date, the organiser reserves the right to cancel the application, reallocate the stand and retain the deposit payment. (d) An exhibitor applying for space within the 30 working days prior to the opening date of the exhibition will be required to remit the full cost of hiring the stand (plus vat) with the completed application form. (e) Any exhibitor cancelling or reducing the stand space after the organiser has accepted the application is liable for the following charges: Up to 60 days prior to each event a 50 per cent charge will apply, or cancellations under 60 days the full cost of 100% charge will apply. (f) In the event of the abandonment or curtailment of the exhibition due to circumstances beyond our control, the organiser shall be entitled to retain or receive on account of working expenses; the rent paid or contracted to be paid by the exhibitor. (g) If for any reason the exhibition cannot be opened and held at the site on the dates specified, the organiser may at their discretion: (i) Postpone the opening of the exhibition until such a date as in the circumstances of the case appear to them to be reasonable; or (ii) obtain such premises as in their opinion are suitable and hold the exhibition on the date originally specified; or (iii) declare the exhibition abandoned. (h) The cost of the stand covers the hire during exhibition hours only, permission may be granted for additional use of the space for which a fee may apply. Additional venue costs may also apply to facilitate this use beyond the stand hire period.

**11. Disclosure** The hire of conference exhibition space represents a commercial service at a fair market value and is therefore not required to be disclosed under the PPERA.

**12. Conference photography** Attendees agree to the usage of any photography taken by the official photographers. Some of these images will be tweeted during conference @pexhibition. If you prefer an image not to be used by the party, please inform the Head of Exhibitions Ann Kennedy in writing.