



**Annual Scientific Meeting and  
Instructional Course, Newcastle**

**Sponsor & Exhibitor  
Useful Information**

# Welcome



## The BESS Annual Scientific Meeting is the premier upper limb forum in the UK and Eire.

The Glasshouse International Centre, formerly known as The Sage Gateshead, houses two main stages of acoustic excellence, a 26-room music education centre, a music information resource centre, six bars, a brasserie and a cafe. Located along a vibrant waterfront, with breathtaking views of the River Tyne. Conveniently located just a 20-minute walk from Newcastle Central Station.

Our local organising committee is looking forward to welcoming our industry friends to this exciting venue combining the vibrant energy and stunning riverside views of Newcastle Gateshead, a cityscape brimming with culture, innovation, and unforgettable experiences!



# Travel and Additional Industry Activities



## The Glasshouse International Centre

The Glasshouse International Centre is a vibrant waterfront venue overlooking the River Tyne, featuring two world-class acoustic stages, a 26-room music education centre, and a range of facilities including bars, a brasserie, and a café.



Newcastle International Airport to The Glasshouse by metro is around 30-45 minutes  
Newcastle International Airport to The Glasshouse by taxi is around 25 minutes



If travelling by car, we recommend entering the postcode NE8 2BA into your navigation system, which will direct you to the car park. For further information, including tariffs and Blue Badge access, please [click here](#). Please note that the city's [Clean Air Zone](#) applies to certain vehicle types, such as buses, coaches, and vans. Private cars are not affected.



The nearest railway station is Newcastle Central, located approximately a 20-minute walk from The Glasshouse. There are several routes you can take into the city. Along the way, you may encounter notable landmarks such as the Art Deco-style Tyne Bridge, the Grade I listed High Level Bridge, or the Swing Bridge if you prefer a route closer to the river. Alternatively, you may wish to enjoy a walk along the quayside before crossing beneath the illuminated Millennium Bridge.



The Glasshouse International Centre for Music,  
St Mary's Square, Gateshead Quays,  
Gateshead, NE8 2JR

## Additional Industry Activities

We appreciate that many of you plan extra activities with the BESS delegates around the Conference. We encourage this engagement but would appreciate it if this could take place on Friday evening and/or Saturday morning for delegates to extend their stay. Alternatively, the Wednesday evening is also a free night for most delegates with the exception of those attending the Presidents Dinner.

# Noteable Deadline: Wed 20 May 2026



## Wednesday 20 May 2026

1. Please place your order for any additional Stand Electrics ([page 12](#))
2. Register Stand Representatives ([page 11](#))
3. Build-day & Breakdown Contractor Details ([page 6](#))
4. Exhibition Stand Documents ([page 5](#))
5. 1-hour Lunchtime Symposia details (only applicable to Platinum Sponsors):
  - Title of the symposia, along with a brief overview of the content
  - Speaker name and title. Please note: the intended speaker/s will need a registration for the Conference
  - PowerPoint Presentations
6. A4 Full Page Digital Portrait Advert (only applicable to Platinum Sponsors)
  - 31cm x 23cm with no visual bleed, saved as pdf, jpg, or png
7. Conference App scrolling banner advert (only applicable to Platinum Sponsors)
  - 288 (H) x 1440 (W) pixels saved as jpg or png
8. Conference App alert to all delegates, on the day of your symposia - please let us know what you would like to say! We advise a word limit of around 30 words for the Conference App Alert. Only applicable to Platinum and Gold Sponsors (x2 for Platinum, x1 for Gold).



## IMPORTANT INFORMATION FOR EXHIBITORS

**This page is only relevant if you are building a complex stand / bringing your own structure.**

Exhibitors are required to submit the following:

- Full Stand Plans
- Risk Assessment
- Method Statement
- Construction Phase Plan
- Public Liability Insurance

**Please note: Stand height and build regulations on [page 15](#).**

If you have an exhibition stand, but are not carrying out a bespoke stand build, (i.e. table top exhibition) this must be communicated to KC Jones conference&events.

**Failure to submit the above information or failure to obtain stand build approval may result in stand construction being halted, changes imposed, or disassembly required at the exhibitor's own expense.**

# Access Times & Build Details



## Tuesday 23 June 2026 - Build day

07:30 - 19:30 (Exhibitor access for setup)

## Wednesday 24 June 2026 - Day one

08:55 (Delegate registration and exhibition opens)

15:35 (Exhibition closes)

## Thursday 25 June 2026 - Day two

08:00 (Delegate registration and exhibition opens)

16:40 (Exhibition closes)

## Friday 26 June 2026 - Day three/breakdown

07:30 (Delegate registration and exhibition opens)

13:30 (Exhibition closes/soft breakdown commences)

16:00 - 19:30 (Exhibition de-rig)

## Hi-Viz Vests

During build up & breakdown periods, everyone in the exhibition area must ensure they are wearing the correct PPE, to include Hi-Viz Vests and suitable footwear as a minimum – **please be aware that these are not provided by the venue. Contractors and exhibitors must bring their own.**

## Details required from you

Please provide us the following information:

- Time of arrival for stand build & breakdown
- Number of vehicles arriving for build & breakdown
- Vehicle make/s and model/s
- Vehicle registration number/s
- First & Last names of individuals who will be onsite

We will require you to provide this information by **Wednesday 20 May 2026**. Form attached separately.

**Please note: Security will be strict with arrival times, so please be as accurate as possible when providing the above information. If you arrive to set up outside of your allotted time, you risk being turned away.**

# Loading Bay & Access



## Where to go

All exhibitors must access the venue via the loading bay, located at the rear of The Glasshouse **and sign in at the Stage Door, upon arrival**. Please note that the main building entrances will remain closed until official delegate access begins.

## Unloading process

Exhibitors are required to unload all items promptly upon arrival before commencing stand setup. Once unloading is complete, vehicles must be moved immediately to the main car park, to maintain clear access to the loading bay for other exhibitors.

Please ensure that unloading is carried out efficiently and with consideration for other users, as space within the loading area is limited and subject to high demand during build-up periods.



## Postcode

Building: NE8 2JR

Car park: NE8 2BA

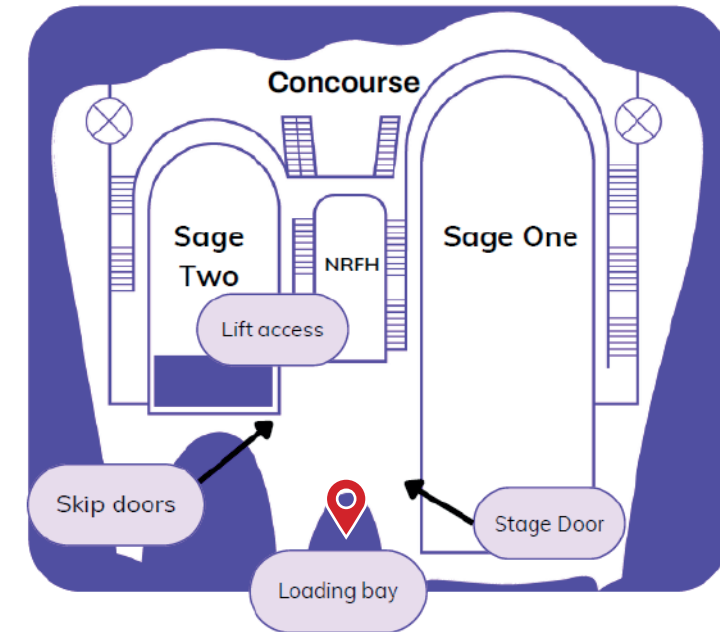
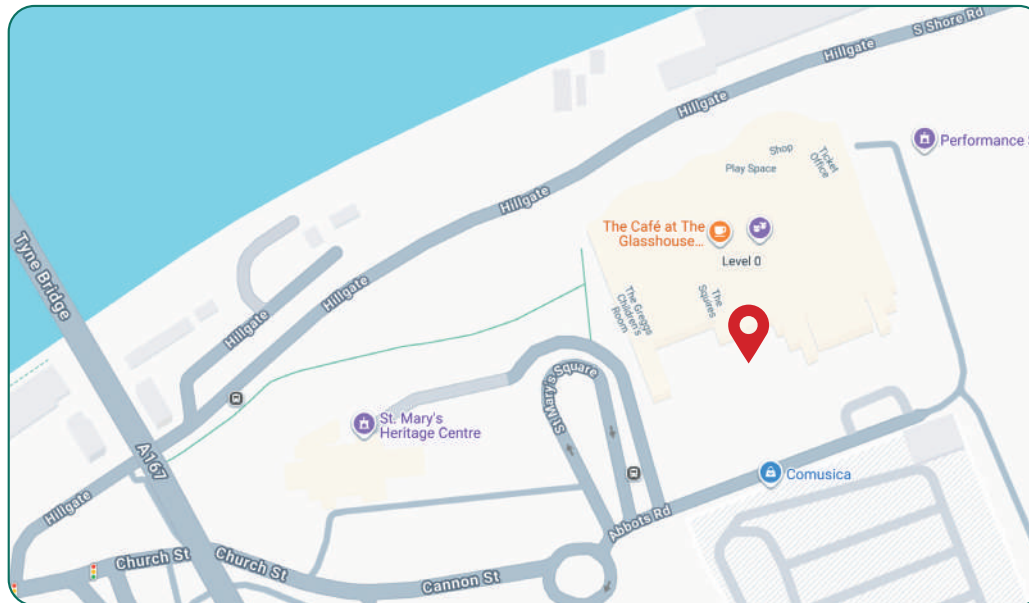
## what3words

Tyne Bridge entrance  
could.cafe.live

Millenium Bridge entrance  
take.taker.scare

## Car park

entry.dinner.woods



# Unloading

## Self-unloading

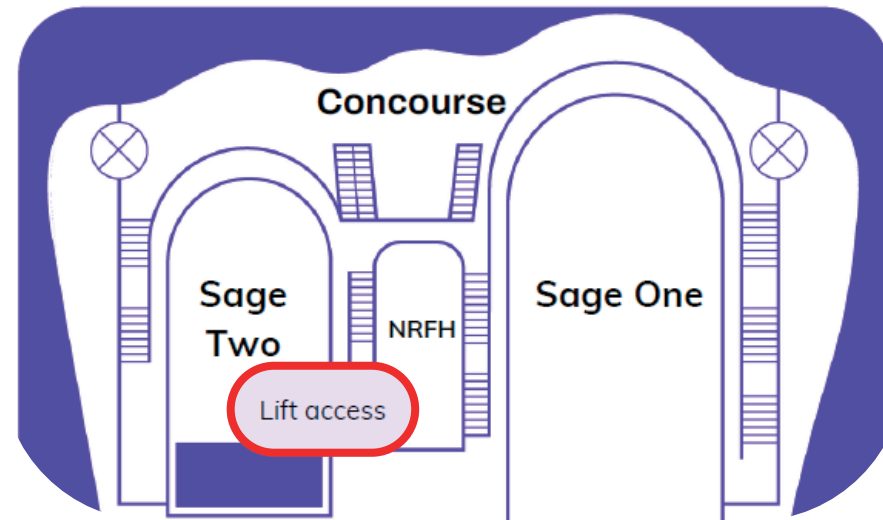
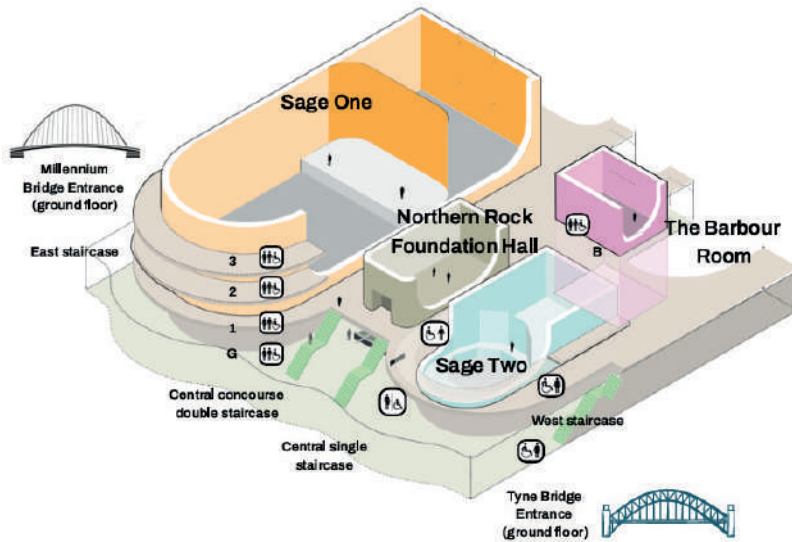
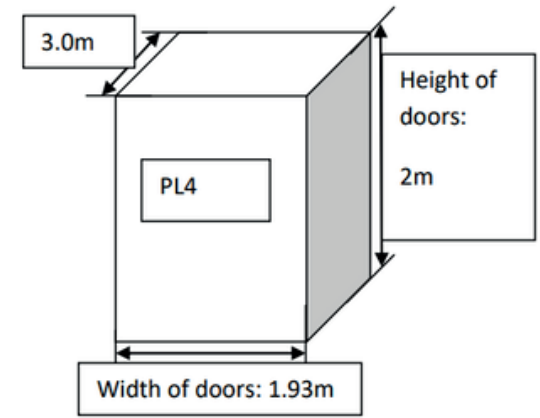
Please note that portage services will not be available on site. Exhibitors are therefore advised to bring appropriate equipment, such as trolleys, to facilitate the efficient and safe movement of items from vehicles to their stand.

## Lifts

The venue is equipped with four main lifts providing access to all levels. These can be accessed from Level 1 (loading bay) and connect directly to the concourse (Level G) as well as all other floors.

For exhibitors transporting large or heavy items, the PL4 lift is the largest and most suitable option for moving equipment between Level 1 and the concourse.

## Main Exhibitor Lift



## **Exhibitor Deliveries**

For any deliveries, whether this be deliveries by courier or exhibitors during the event, must be delivered to the venue no earlier than Monday 22 June 2026. Deliveries arriving before this date will not be accepted. Please ensure that all items are clearly labelled using the Delivery Note downloadable [here](#). Please complete all details and use the address on the form. If there are multiple items on the delivery, please label them 1 of 3, 2 of 3 etc.

Please note that portering services will not be available on site. Exhibitors are therefore advised to bring appropriate equipment, such as trolleys, to facilitate the efficient and safe movement of items from vehicles to their stand.

## **Storage**

Due to limited on-site storage, all goods must be kept within your stand area. Any empty cardboard boxes should be disposed of using the venue's recycling facilities. Exhibitors are responsible for ensuring their stand remains clean, safe, and tidy at all times.

## **Breakdown (Friday 26 June 2026) - Items to be collected by courier**

All goods must be removed from the venue no later than Saturday 27 June 2026. Items cannot be left on-site for collection after this period. Please ensure that items are clearly labelled for your respected courier.

Please ensure that you take any waste with you, as there are limited recycling services available onsite. If you have any queries regarding this, please ask a member of the event team.

**Any remaining items will be disposed of by The Glasshouse International Centre.**

# Exhibitor Deliveries



Please ensure that all items are clearly labelled using the provided delivery label. If you are having anything delivered directly to the venue, they must be addressed as follows:

**FAO: Chris Laws**  
**COMPANY NAME & STAND NUMBER**  
**BESS26, 24 - 26 June 2026**  
**Stage Door**  
**The Glasshouse International Centre for Music**  
**St Mary's Square**  
**Gateshead Quays**  
**Gateshead**  
**Tyne & Wear**  
**NE8 2JR**

All exhibitors must observe the delivery times and ensure deliveries arrive no earlier than Monday 22 June 2026. Exhibitors will need to be onsite to receive the deliveries and take them to their stands.

Any deliveries that arrive before this date may be refused as storage space is limited.

The Glasshouse International Centre, BESS or KC Jones conference&events cannot be held responsible for any deliveries which are not addressed correctly. If shipping from outside the UK, we recommend that you ship via a Customs Agent, as the venue cannot get involved in any customs issues.

Please note that during the event, under normal circumstances, no goods may be delivered to or removed from stands during the open hours of the exhibition. If this is necessary, permission must be sought from KC Jones conference&events.



## **Complimentary Registrations**

Please submit your complimentary attendee names via the [Exhibition Portal](#) by Wednesday 20 May 2026. Simply login and click the 'Existing Bookings' tab at the top of the page and you will see the registrations listed 'Complimentary Registration 1, 2, 3' etc.

- Platinum Sponsors (x6 passes)
- Gold Sponsors (x3 passes)
- Silver Sponsors (x2 passes)
- Charity Sponsors (x1 pass)

## **Additional Representatives**

Additional Representatives passes outside of your complimentary allocation can also be purchased via the [Exhibition Portal](#). Simply login and click the 'Existing Bookings' tab at the top of the page and you will see 'Additional Paid Registration' at the bottom. Price per Additional Representative:

- One-Day Pass - £200.00
- Two-Day Pass - £280.00
- Three-Day Pass - £360.00

Please specify any dietary or accessibility requirements during the registration process.



Each exhibition stand will be supplied with a 13A / 500W socket. However, you may need to place an order for additional power, depending on your electrical requirements. To order additional electricity, or IT services, please complete the **Electrical Order Form**, [here](#).

Please specify the name of the event (BESS 2026) along with your company name and stand number. **Please complete your order of additional electricity by Wednesday 20 May 2026.**

Please ensure that all plugged in items have an up-to-date PAT Testing certification.

**We recommend that you bring extension cables of various lengths with you to the event, in case they are needed.**

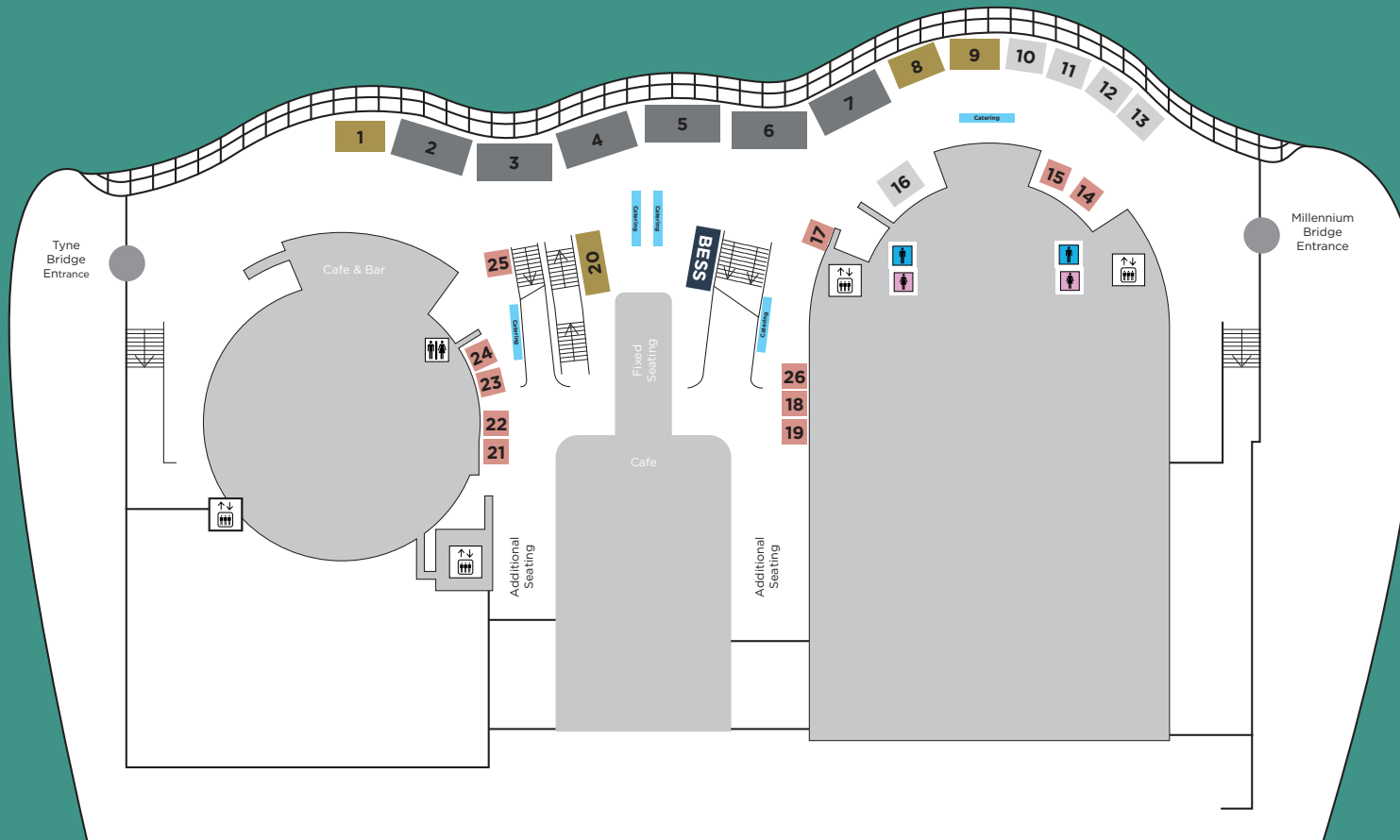
**If you are unsure of your electrical requirements, please contact [conferences@theglasshouseicm.org](mailto:conferences@theglasshouseicm.org).**

## Installation

The mains supply will be installed and live prior to 10:00am on Tuesday 23 June 2026.

Once the majority of stands have been built, the electrics team will be working their way around the hall, installing the appropriate sockets, one exhibition stand at a time. The team will do their best to install these sockets as quickly as possible, but we ask that exhibitors please be patient while this process is carried out.

# Exhibition Space



### Floor Plan Key

- Platinum Sponsor - 6m x 3m
- Gold Sponsor (20) - 5m x 2m
- Gold Sponsor - 4m x 2.5m
- Silver Sponsor - 3m x 2.5m
- Bronze Sponsor - 2m x 2m

All packages include refreshments during the day.  
 Please do not publicise your stand number in pre-event marketing as they are subject to change.  
 Please note all exhibitors are subject to approval of the BESS Educational Committee who reserve the right to refuse.  
 This plan is subject to change by the organisers.

# Concourse (Level G)





## **Stand Build Regulations**

If you have purchased a Platinum or Gold Sponsorship Package, **your stand must not exceed a height of 4m. If you have booked any other stand type, walls or decorations cannot exceed a height of 2.8m.** Walls must not overshadow or interfere with neighbouring stands without written prior approval from the organiser.

Due to the layout of the exhibition area, it is preferable that where possible, stands keep sides open. However, you are permitted to have side walls, if you wish. But please note, side walls must not overshadow or interfere with neighbouring stands. **No more than 50% of an open side can be walled.**

The stand (including promotional materials and branding) must not extend beyond its specified floor dimensions in either area or materials.

If you are employing a contractor to build your stand, it is essential that your contractor is fully aware of their responsibilities and that all work must comply with the rules and regulations.

Please note that stand spaces are not carpeted. Exhibitors are responsible for arranging their own flooring, if required. Additionally, no fixtures, fittings, or structures may be screwed, nailed, or otherwise fixed directly into the venue floor or any part of the building. All stand construction must be freestanding and comply with venue regulations.

## **Construction Design and Management Regulations**

As of April 2015, all events in the UK are now subject to legislation: The Construction Design and Management Regulations 2015. This will involve all exhibitors, or their appointed contractors, submitting a Construction Phase Plan, that includes the Risk Assessment and Method Statement that they have previously required for stand construction. Further details can be found here: [www.cdm4events.org.uk](http://www.cdm4events.org.uk) / The Brighton Centre is a member of AEV and works to all the exhibition and stand construction guidelines as outlined in the AEV guide [here](#).

## **Attendance at the Conference**

Exhibitor passes are only available for confirmed registrations as agreed in your package, we will be in touch in due course to obtain these details, if these haven't been supplied at the time of booking. Should you wish to substitute any exhibitors, please get in contact with us.

## **Cleaning and Waste Disposal**

Exhibitors are responsible for keeping stands tidy and for ensuring that waste is deposited in accordance with the rules on waste disposal. For health & safety reasons it is important that all exhibitors and contractors keep aisles and walkways clear of rubbish at all times. Any items left in the aisles are subject to being cleared away, regardless of whether they are waste or not.

Cleaning of public aisles and common areas will take place the evening before show open and regular patrols throughout the event. Where possible, stands will also have light vacuuming.

## **Emergency Exits, Routes and Assistance**

Evacuation routes/emergency exits must not be blocked at any time. Under no circumstances is this acceptable. No displays, posters or similar materials which might interfere with sight lines or fall down in the event of fire may be hung in evacuation routes or their vicinity.

Fire stations must be visible and accessible at all times. They must not be covered or blocked. Fire stations can be fire hoses, fire extinguishers or fire alarm points.

## **Expected numbers**

We are currently expecting around 650 delegates at the conference.

## **Fire Prevention**

Temporary furnishings and decorations must be in non-flammable materials, or fireproofed in line with the relevant regulations. Flammable gases/liquids/objects may not be used or stored indoors without relevant documentation and approval from the KC Jones conference&events. Use of fire or naked lights (including candles) is strictly prohibited.

## **First Aid**

Any person requiring first aid treatment should contact the onsite Event Team.

## **Health and Safety**

The exhibition area(s) is classed as a building site during build up and break down. During this time, all exhibitors and their contractors must comply with rules regarding PPE, particularly with respect to the wearing of high visibility vests at all times. At no time will children under the age of 16 be permitted in the halls during build up and breakdown.

For safety and security reasons and to assist access for other exhibitors please ensure gangways are clear of stand materials as far as possible during set-up and break down, and the duration of the exhibition.

## **Insurance**

Exhibitors must ensure all necessary insurance cover for damage to their own goods and for possible liability in respect of injury to third parties or damage to third-party property, including the property of the venue. Public liability insurance is also required to the minimum value of £5 million.

## **Presentations on Stands**

Exhibitors must ensure that neighbouring stands are not obstructed or disturbed by the use of audio and audio visual equipment, working machinery or other presentations.

## **Public Address System**

The public address system is for official announcements only and is not available to exhibitors for publicity purposes or individual messages.

## **Playing Music on Stands**

If you intend to play recorded background music on your stand during the course of the exhibition, you are required by law to obtain music licenses.

Phonographic Performance Ltd (PPL) administers licensing of sound recording for most recorded music played within the UK. It issues a license and levies a tariff on the broadcast and public performance (which includes exhibition stands) on behalf of the record companies.

Performing Rights Society (PRS) administers licensing of sound recording and performances for most music played in the UK. It issues a license and levies a tariff on the broadcast and performance (which includes exhibition stands) on behalf of the writers and publishers of music.

Exhibitors are solely responsible for obtaining any license required to play music on their stand. These can be obtained by contacting PPL and PRS direct.

It is recommended that licenses are applied for a minimum of 28 days prior to the event open date.

PPL: Applications can be made online via the PPL website: [www.ppluk.com](http://www.ppluk.com)

PRS: Applications can be made via the telephone: 0800 068 4828. Further information can be found via the PRS website: [www.prsformusic.com](http://www.prsformusic.com)

## **Programme of Events**

Please visit the [event website](#) to view the full programme

## **Security**

Security will be onsite during the event, however, The Glasshouse International Centre, BESS or KC Jones conference&events accept no responsibility for any loss or damage to personal belongings or equipment and advise that exhibitors and their contractors are adequately covered.

## **Smoking**

Smoking within The Glasshouse International Centre is strictly prohibited and must take place in the designated outdoor areas. Cigarette end bins are available at all designated smoking areas and must be used.

The use of e-cigarettes/vaping devices is strictly prohibited indoors.

## **Storage**

Due to limited on-site storage, all goods must be kept within your stand area. Any empty cardboard boxes should be disposed of using the venue's recycling facilities. Exhibitors are responsible for ensuring their stand remains clean, safe, and tidy at all times. Please always keep any valuables on your person.

The Glasshouse International Centre, BESS or KC Jones assumes no responsibility for loss of objects, nor for any damage.

## **Vehicle Parking**

Please see [page 8](#) for full details.

## **Wi-Fi**

Free Wi-Fi is available throughout the venue: **The Glasshouse ICM free WiFi.**

However, if you wish to book hardwired or bespoke Wi-Fi for your stands, this can be ordered via [conferences@theglasshouseicm.org](mailto:conferences@theglasshouseicm.org). Please specify the name of the event (BESS 2026) along with your company name and stand number.

Any internet orders will be installed and live prior to 10:00am on Tuesday 23 June 2026.

## **Liability notice**

Supporters exhibit entirely at their own risk. Neither The Glasshouse International Centre, BESS or KC Jones conference&events will be held responsible for damages, loss or theft incurred by the exhibitor, visitors or by any other person.

The exhibitor is responsible for damages to The Glasshouse International Centre property, to individuals, whether the damage is caused by them, their staff or their installations. The Glasshouse International Centre, BESS or KC Jones conference&events assumes no responsibility for objects exhibited, nor for any damage caused by third persons to said objects.



# BESS

Excellence  
through  
knowledge



Please contact the Conference Organiser for further information:

**KC Jones conference&events**  
**1 Duffield Road, Little Eaton,**  
**Derby, DE21 5DR**

e: [bess@kc-jones.co.uk](mailto:bess@kc-jones.co.uk)

t: 01332 224503

[www.bess-conference.co.uk](http://www.bess-conference.co.uk)