



BMSS 2025

EXHIBITOR INFORMATION

BMSS 2025 MEETING & EXHIBITION

Edinburgh International Conference Centre, 8th – 10th September 2025

EXHIBITOR INFORMATION

MEETING LOCATION:

Edinburgh International Conference Centre, The Exchange, Edinburgh, EH3 8EE ([EICC Website](#)). A map showing the location of the venue is available below (Appendix 1).

VENDOR EXHIBITION:

The vendor exhibition will be located in Lennox 1&2. A plan of the exhibition layout is available below (Appendix 2). The exhibition space is located on Level -2 and is adjacent to the Plenary lecture theatre. Lunches and morning/afternoon refreshments will be served in the exhibition room from food/beverage service points distributed within the exhibition area. There are a number of time slots scheduled in the scientific programme to allow delegates ample opportunity to visit the vendor exhibition including the Social Evening (Monday 8th September, 7.30 – 11.00 pm), and refreshment & lunch breaks (Tuesday 9th September and Wednesday 10th September).

EXHIBITION SET UP/BREAK DOWN:

Exhibitors may set up their exhibits between 8.00 am and 1.30 pm on Monday 8th September. Breakdown may commence after 3.00 pm on Wednesday 10th September.

All set up must be suspended prior to the start of the welcome mixer (Monday 8th at 7.30 pm).

Exhibitors are responsible for transporting all their exhibit material to and from the venue. The EICC designate a secured area in the loading bay to store all the event/exhibition materials pre and post the event.

The loading bay is open from 9am-5pm for deliveries and collections.

Please make the necessary arrangements with your courier to unload/upload heavy equipment. The EICC can provide trolleys and pallet trucks onsite. Delivery vehicles need to be equipped with a tail lift if items are in crates/on pallets etc. Please note, exhibitors are responsible for taking their items from the loading bay to their stands.

- All deliveries will be accepted from 2 working days prior to the day of the event and should be clearly marked with the following:

Event Name: (BMSS Annual Meeting 2025)

Event Date: (8-10 September 2025)

Full name of exhibitor representative on site managing the delivery:

Organisation Name:

Stand Number:

Details of items

Box number (1 of 3, 2 of 3, 3 of 3 etc.)

- And delivered to the following address:

Edinburgh International Conference Centre

The Exchange

Loading Bay

Off West Approach Road

EDINBURGH

EH3 8EE

Scotland, UK

The contact number for the EICC loading bay office is 0131 519 4000.

- Collections: Exhibitors must ensure that arrangements are made for the collection of all items from the EICC at the end of the event. Please, ensure to correctly complete all forms relating to international shipping. It will not be the responsibility of the EICC to undertake any paperwork completed incorrectly by the Exhibitor that does not enable collection by the courier.

A member of the EICC will visit the stands before the de-rig commences and provide a storage form to complete by those exhibitors who will leave items for collection from the Loading Bay after the event.

Items can be left in the Venue for up to **1 working day post event**, charges ** will then be applied to release items **. Items left for longer than 5 working days will be disposed of.

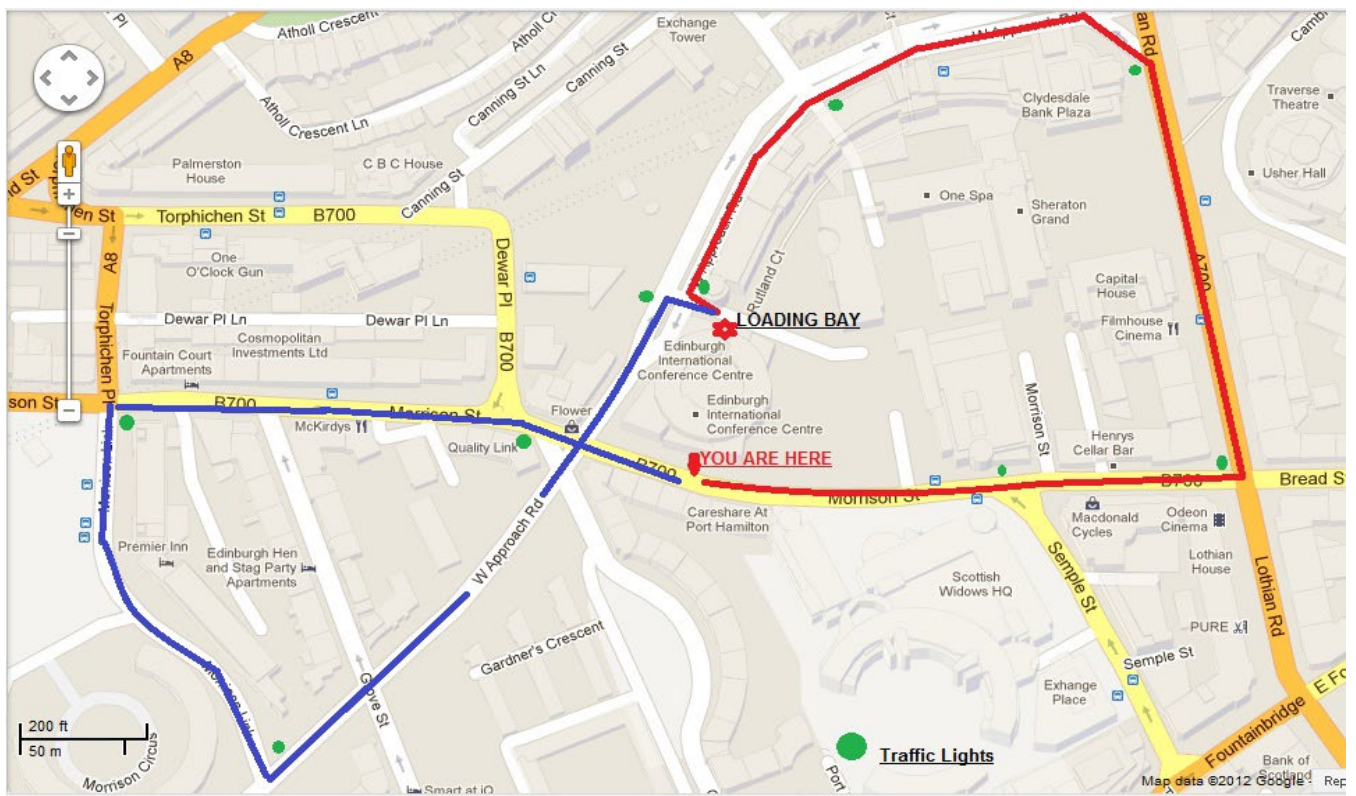
**Charges may be up to £100.00+VAT PER DAY following the 1 working day as mentioned above. Payment will be by credit card only. The EICC will not release items to a courier unless payment has been made in full.

For any enquiries, please contact the Venue +44 (0) 131 519 4000 or events@eicc.co.uk.

SELF-DRIVE DELIVERIES [MONDAY 8th SEPTEMBER 2025]:

Exhibitors wishing to unload their self-drive cars/vans on Monday 8th September should access the EICC as per the picture below. Please note that entrance to the building is *via* the Loading Bay located at the ***Off West Approach Road, Edinburgh - EH3 8EE***

See map detailed below to get to the correct area:



DIRECTIONS TO THE EICC LOADING BAY

- Heading: - EAST straight on to LOTHIAN RD. TURN LEFT. Keep in the inside lane passing the Sheraton Hotel TURN LEFT. Onto WESTERN APPROACH RD. Second set of lights TURN LEFT LOADING BAY DOUBLE SET OF ROLLER SHUTTERS.
- Heading: - 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 PROCEDURES

Vehicles cannot be left unattended in the EICC Loading Bay, Service Road or parked in an unauthorised location nearby.

- This means that exhibitors can 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 person is ready to move them within the venue.
- As soon as the vehicle has been unloaded, it must be removed off site to the nearest parking.
- Organisers/Exhibitors cannot start setting up their stand until they have removed their vehicle.

Access to the loading bay will be allocated on a first-come-first-served basis. Please be patient while queueing, turn off your engines while waiting and off-load your equipment efficiently to ease congestion.

PARKING NEAR EICC

The EICC does not have car park facilities and therefore vehicles need to park in authorized areas near the Venue. Please, find below a list with the nearest car parks around the EICC. Please access the following links for further details:

- **Q-Park Capital Square:** To park in the Q-Park with a 30% discount, pre-book through this link <https://www.q-park.co.uk/en-gb/cities/edinburgh/capital-square/> code is **EICC30**.
- **NCP - Castle Terrace Car Park:** Download the free NCP ParkPass App. Register and add the SaverID: **EICC4R** to your park pass account before arriving at the car park and you must enter and exit by scanning your QR code to qualify for this discount. <https://www.ncp.co.uk/find-a-car-park/car-parks/edinburgh-castle-terrace/>
- **Seample Street - Car Park:** <https://www.britannia-parking.co.uk/where-to-park/Edinburgh-ScottishWidows>
- **NCP – Bread Street Lane:** <https://www.ncp.co.uk/find-a-car-park/car-parks/edinburgh-bread-street-lane/>
- **Spaces near EICC available via Your Parking Space**
<https://www.yourparkingspace.co.uk/edinburgh/edinburgh-international-conference-centre-parking>

LARGER VEHICLES

The EICC can accommodate larger vehicles, but these must be offloaded directly outside of the shutters on a service road that is shared with neighbours. Often 40 ft artic's drop off exhibition items, but they are too large to fit on our turntable or inside the building.

The use of these vehicles must be coordinated more carefully as parking them on the shared service road can cause a disruption to our neighbours' deliveries. We will ask you to send information in advance to the EICC Event Planner to ensure the swift and safe unloading of these vehicles.

- The closest official truck / lorry park can be found at this address:

200 Sir Harry Lauder Rd,
Portobello,
Edinburgh
EH15 2QA
[Phone: 0131 669 1911](tel:01316691911)

The Leonardo Hotel can sometimes accommodate 3.5 tonne or 7.5 tonne vehicles in their car park, their contact details and address are below:

Leonardo Hotel
1 Morrison Link,
Edinburgh
EH3 8DN
Phone: [0131 460 4600](tel:01314604600)

HIRE A FORKLIFT

The EICC forklift is available for hire. Please note the following points:

- This service needs to be booked in advance with your Event Planner events@eicc.co.uk.
- Driver is not included and can't be provided by EICC. All drivers must provide appropriate paperwork including valid licence and insurance documentation.
- Maximum weight the forklift can carry is 1500kg.

DISTRIBUTION OF FOOD & BEVERAGE

No exhibitors shall distribute or give away any item of food or drink not supplied by the official caterers Leith's at the EICC without express written consent of Leith's. Should you wish to order stand catering, please contact the allocated Catering Planner for your event.

Ellie McLaren – EICC Nourish Catering Planner: : EllieM@eicc.co.uk

HEALTH & SAFETY

• INSURANCE/SECURITY

It is the responsibility of all Event Organisers/Contractors to ensure you have sufficient insurance cover for the event.

Event Organisers/Contractors must take care of their equipment/belongings.

Exhibitors' stands and exhibits on stands are **NOT** accepted into the custody or control of the Venue and exhibitors shall make their own insurance arrangements.

• RISK ASSESSMENT

It is responsibility of the Exhibitors to ensure that a safe working environment is achieved. Individual exhibitors and their contactors need to submit risk assessments and method statements no later than 10 working days prior the event where there is deemed to be a RISK

associated with your stand.

Any structure with height over 3.2 metres and Free Space exhibition stands will be requested to provide a design plan with specifications for Venue approbation prior to the event day. Please, send the required plan and RAMS (Risk Assessment Method Statement) to the Event Planner – events@eicc.co.uk

All contractors, sub-contractors, agents etc must have in their possession the RAMS documentation and relevant liability insurance for the task/activity they are performing, which should be available for inspection at any time.

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

• BUILD-UP AND BREAKDOWN

During event build-up and breakdown, the staff and contractors are required to wear a hi-vis vest and appropriate footwear (no flip flops, open toed shoes etc.) in order to access and work in the event space.

If there is rigging work being carried out in the exhibition space or if working at a height of more than 2m, hard hats are enforced.

Please note that hi-vis vests or hard hats will not be supplied by the venue. You should ensure you have your appropriate PPE prior to arriving on site.

EXHIBITION FURNITURE & POWER:

- Each Exhibitor will be allocated a 6ft x 2ft trestle table, two chairs and a tablecloth (double/triple/quadruple plots include this furniture *pro rata*).
- Tables that are default provided are called alu-lite tables and can take 100kg. Should any exhibitor require an even stronger table (to hold up to 200kg) please let us know in advance of the meeting.
- Each of the spaces available has two 13 A electricity sockets for the exhibitor to use. Please make us aware of any equipment that may not be suitable for this or will require a higher-than-average electricity supply.
- ***Exhibitors are advised to bring 240V extension leads to ensure optimum power access.***
- It is a health and safety requirement that all electrical items are PAT tested and that any trailing cables are covered using a suitable cable cover. Please bring your own covers or other equipment needed to make your cabling tidy and prevent trip hazards.
- Please make us aware if you are planning to bring in any large or unusual items as part of your exhibition.
- Banners must be no wider than the space allocated and must not obstruct walkways.
- Each exhibitor is responsible for keeping their stand clean and tidy. All packaging and boxes will need to be kept out of sight in storage and cleared away after the event has taken place.
- Please note that exhibitors are not permitted to stick any materials to the walls, the pillars or the windows anywhere within the building.
- Enquiries relating to the hire of additional equipment/AV should be directed to the EICC: events@eicc.co.uk. Please include the name of the event (BMSS Annual Meeting 2025)

and the event dates (8th-10th September 2025) in any correspondence to the EICC.

Exhibitors that do not require their default allocation of furniture should inform the BMSS Meetings Secretary by Wednesday 3rd September 2025.

FULL REGISTRATION BADGE & EXHIBITION PASS ACCESS:

As advertised, each exhibition plot booking includes two complimentary **full conference registrations** (multiple plot bookings include full complimentary registrations *pro rata*). These entitle exhibitors to attend all scientific and social sessions, except the Conference Dinner on Tuesday. The delegate registration badges that form part of your company's exhibition package will be issued in the name of your company and made available for collection at the Registration Desk.

Note: Additional personnel attending the in-person meeting will need to [register here](#) as a delegate before the **17th of August 2025 registration deadline**.

CONFERENCE DINNER:

The conference dinner (Tuesday 9th September, 7.30 pm) will be held in Cromdale Hall within the EICC complex. Dinner will be preceded by a drinks reception starting at 7.00 pm in the Champagne Bar.

Sponsors' & Exhibitors' representatives wishing to attend the conference dinner and drinks reception are required to [purchase a ticket \(on-line\)](#) for the event in advance.

*The deadline for purchasing conference dinner tickets is **midnight on the 17th of August**.*

Please inform the BMSS Administrator: admin@bmss.org.uk, **by the 17th August** if colleagues attending the event have any specific dietary or accessibility requirements that/which need to be taken into account during the event.

Further social programme information can be found on the [event webpages](#).

SCIENTIFIC PROGRAMME & ABSTRACTS:

The full scientific programme and E-Abstract Book (password protected) will be available for download prior to the start of the meeting on the [BMSS Meeting 2025 website](#).

WIFI:

Free Wi-Fi is available within the EICC.

Username: delegate

Password: haymarket

ACCOMMODATION:

Accommodation is not included. Accommodation is expected to be limited and at premium rates. [Accommodation details and prices are available](#) on the dedicated meeting accommodation website.

BMSS EXHIBITION MANAGEMENT/VENDOR SUPPORT

BMSS (Incoming) Meetings Secretary: Kat Hollywood

[M]: +44 (0) 7852510245 [E]: katherine.hollywood@manchester.ac.uk

BMSS Administrator: Lisa Sage

[T]: +44 (0) 160 681 0562* [E]: admin@bmss.org.uk

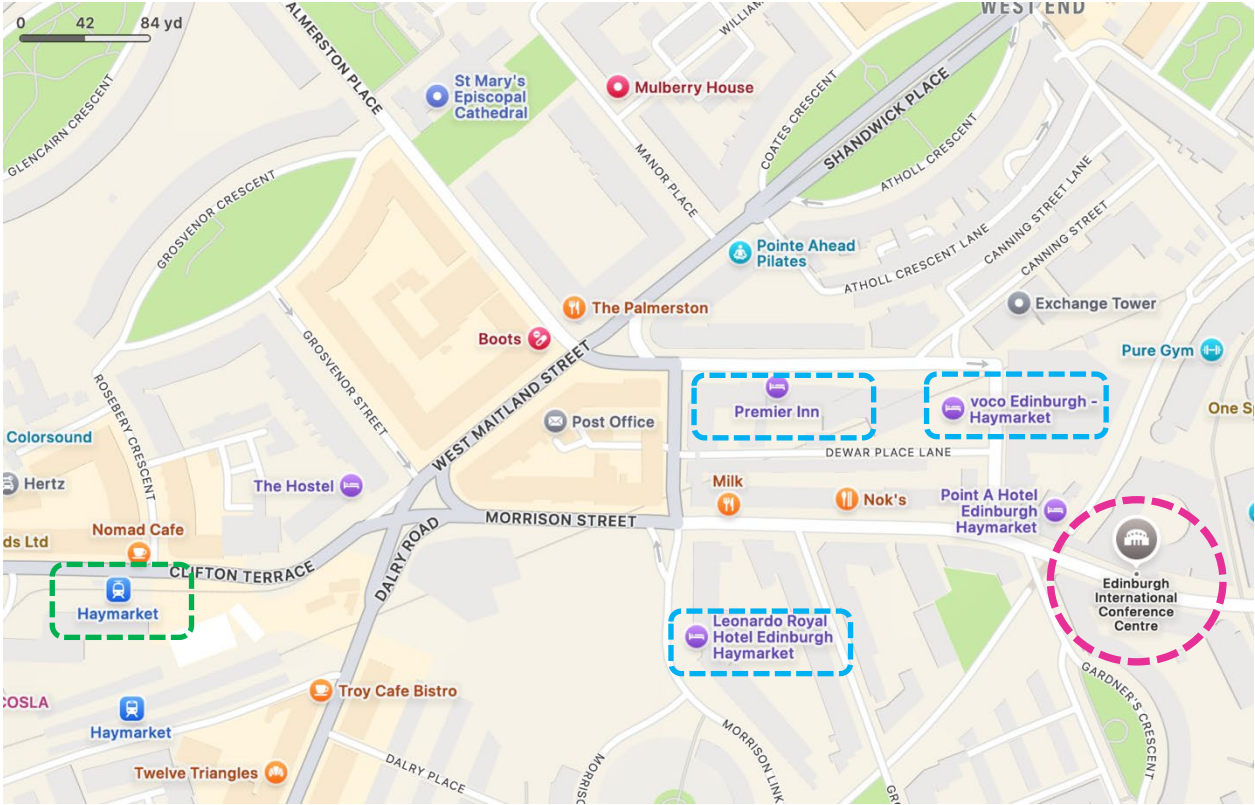
[M]: +44 (0) 7919 532 872

** This number will NOT be staffed after Friday 5th September 2025.*

EICC Events Team [E]: events@eicc.co.uk

APPENDIX 1: BMSS MEETING 2025 CONFERENCE VENUE

Edinburgh International Conference Centre, 8th – 10th September 2025
([EICC Website](#)).

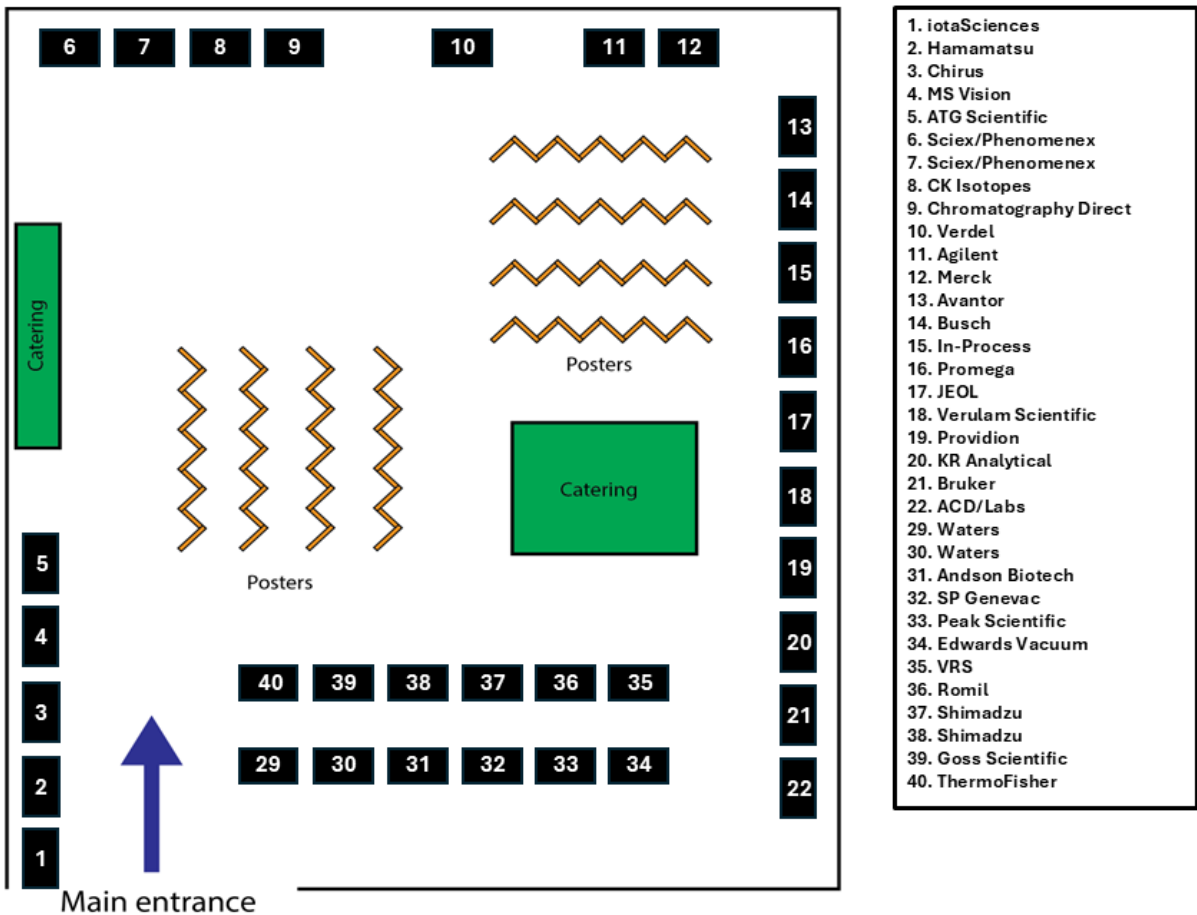


EICC

TRAIN STATION

LOCAL HOTELS

APPENDIX 2: BMSS MEETING 2025 EXHIBITION FLOORPLAN



APPENDIX 3: EICC FLOORMAP

