**MASTS Annual Science Meeting (ASM) Exhibitors**

**The facilities of the Technology & Innovation Centre (TIC) are available to exhibitors during the MASTS ASM which runs from Tuesday 8th until Thursday 10th November 2022.**

**In order to book a slot, please complete the following information and return to Dr Emma Defew (**[**masts@st-andrews.ac.uk**](mailto:masts@st-andrews.ac.uk)**) as soon as possible.**

**Title of Stand/Exhibit:**

**Organiser name, contact telephone and email address:**

**Exhibitor profile (Approx. 50 words):**

**Exhibitor website and twitter handle:**

**The basic stand space is a table (5ft x 2ft), tablecloth and 2 chairs. Do you have any additional space requirements beyond this (large pop-ups, tv screens, large pieces of kit etc)?**

**Do you require access to a power outlet?**

**Are you bringing anything particularly heavy/large? If yes, please provide size/weight details so we can assess how best to get this into the TIC.**

**Notes:**

* Set up for exhibitors will be between 2-4pm on Monday 7th November or first thing on Tuesday morning. Exhibitors are expected to stay for the duration of the conference, can dismantle after lunch on Thursday 10th November 2022, and must be completely dismantled before 4pm.
* There is no fee for exhibiting, but anyone manning the stand will be expected to register and pay one full delegate rate.
* Any electrical equipment should have been PAT tested. Only 13 amp power supply is available.
* If you are bringing any items of equipment which would normally be used in a controlled environment (e.g. lasers, mechanical devices, chemicals/solvents of any kind), then you must provide risk assessments and safe working practices which demonstrate that it is safe to use them in a public area.
* The University of Strathclyde, TIC and MASTS takes no responsibility for loss or damage to equipment or materials in the exhibition area – exhibitors do so at their own risk.
* The TIC will happily accept deliveries up to 24 hours prior to the event, and would respectfully ask that you arrange collection of any items by 12 noon on the next working day after the end of the event.
* Deliveries may only be made via our Stores entrance – packages will not be accepted at Reception.
* Access via Stores is normally available between 08:00 and 16:00, Monday-Friday.
* All deliveries should be clearly labelled as follows: Name of Event; Event Date; Company Name; Recipient Name; Technology & Innovation Centre, Stores Delivery Entrance, Shuttle Street, Glasgow, G1 1QA
* For post-event collections, please add the name of the courier, an approximate pick-up time, and appropriate printed labels. Any items not collected within two weeks will be disposed of.
* There is no forklift truck on-site. Larger deliveries should take into account the following restrictions on access via Stores:
  + Hydraulic Lift at entrance: max. length 310cm and max. weight 3150kg
  + Doors (into Level 2 & 3 Foyers): max. height 190cm and max. width 120cm
  + The height of a pallet/pallet truck to move larger, heavier items should also be taken into account.