

Cycling Scotland Conference 2025

Wednesday 10 September

City Quay Apex Hotel, 1 West Victoria Dock Road, Dundee, DD1 3JP

Exhibitor manual

Contents

1. Exhibition options
2. Venue and access info
3. Terms and conditions

1. Exhibition options ([please book using this form](#))

Corporate organisations

A - £950

- Large space, allowing for stands, table, three chairs, pop-ups, spider stands
- Two tickets for Conference including lunch and refreshments
- Power supply to allow for screens etc.
- Logo on screen in the main hall

B - £750

- Space for table, two chairs and one pop-up
- Two tickets for Conference including lunch and refreshments
- Logo on screen in the main hall

Public sector, third-sector and social enterprises: £400

- Space for table, two chairs and one pop-up
- Two tickets for Conference including lunch and refreshments
- Logo on screen in main hall

Voluntary organisations: £100

- Space for table, two chairs and one pop-up
- One ticket for Conference including lunch and refreshments
- Logo on screen in main hall

Please note all exhibitors are required to provide details of the contents of their stand to Cycling Scotland in advance.

2. Venue and access info

The venue is fully accessible and has free WiFi. It's a short cycle or walk from Dundee train station. If you need to drive to transport kit, the hotel has spaces in their car park - please give your vehicle registration to the reception team on arrival.

The hotel can offer exhibitors 10% off the best available rooms at the time of booking – if you use code CYCLING.

You can access the venue to set up from 17.00 – 21.00 on Tuesday 9th September.

On Wednesday 10th September, timings are as follows:

- 08.00: Open for additional exhibitor set-up
- 09.30: Conference open to delegates - exhibitors must have stands set up
- 15.50: Close and dismantle

To send materials to the venue in advance, please mark with:

[Your name and company]
Cycling Scotland Conference – 10/09/2025

After the event, please take all materials with you or leave for collection, by the end of the day where possible. Collections should be securely wrapped and clearly labelled.

3. Terms and conditions

Definitions

‘Organiser’ means Cycling Scotland. ‘Exhibitor’ includes any person or organisation to whom space is allocated. ‘Venue’ refers to where the conference is being held.

1. Applications

Applications for Exhibition space at the Cycling Scotland conference should be made through the booking form and are allocated on a ‘first-come, first-served’ basis. Completion of the booking form is confirmation of acceptance of these terms and conditions.

2. Payments

Once the booking form has been submitted, Cycling Scotland will invoice the Exhibitor the fee stated on the booking form, which must be paid in full within 30 days of the invoice date.

3. Cancellations

An Exhibitor wishing to cancel a booking must do so in writing to Cycling Scotland, and this will be acknowledged in writing by return. The following charges for cancellation will apply: a) 25% of total cost if cancelled up to 10 weeks prior to the conference; b) 60% of total cost if cancelled between 10 and 4 weeks prior to the conference; c) The full cost of the booking is payable for cancellations within 4 weeks of the conference.

4. Transfer and sub-letting of stands

Exhibitors may only sub-let or share a stand with the prior written consent of Cycling Scotland.

5. Registration of staff

Exhibitors will receive a limited number of delegate tickets included in the package purchased (noted on page 1). Instructions for booking these delegate places will be provided by Cycling Scotland. Any other staff from Exhibitors who wish to attend the conference sessions must register and pay as full conference delegates.

6. Set up and general conduct

The venue will be available for set-up and attendance during the hours noted above. The Exhibitor will be responsible for their own Risk Assessments/Method Statements (RAMS) and be subject to any/all applicable UK laws and regulations. The Exhibitor shall not affix anything to the Venue’s property without first obtaining the written consent of Cycling Scotland, and subject to the written approval of the Venue.

Exhibitors may not conduct raffles, prize draws, or other such activities without prior written approval from Cycling Scotland.

7. Breakdown

Exhibition spaces should not be dismantled until the event has ended.

8. Liabilities

While Cycling Scotland shall endeavour to protect property at the conference, the Venue and Cycling Scotland cannot accept liability for loss or damage sustained. Exhibitors are responsible for arranging appropriate insurance cover in connection with their attendance at the conference.

9. Fire and health & safety

It's the responsibility of Exhibitors to ensure that their staff, and any supplier/contractor working on their behalf, are familiar with and abide by all current UK and European health & safety regulations. Exhibitors are responsible for the health and safety of their stand during construction, use and dismantling. Exhibitors must comply with any reasonable instructions given by any authority regarding fire precautions and health & safety. All decorations, displays and exhibits, together with incidental fittings, must conform fully to the regulations and requirements of local authorities, and must be non-flammable or treated for fire prevention by an approved method.

10. Alterations & disclaimer

Cycling Scotland reserves the right to make alterations to the Conference programme, venue and timings. Whilst Cycling Scotland will make every effort to secure a high level of attendance of delegates to the conference, no guarantee of delegate numbers can be given and no discounts or refunds are available if delegate numbers do not reach the projected levels.

11. Cancellation of the Conference

In the event of it being found necessary for whatever reason that the Conference shall be postponed, cancelled or altered, Cycling Scotland shall not be liable for any expenditure, damage or loss incurred by the Exhibitors. In the event of cancellation, Exhibitors will be refunded any monies paid. If by re-arrangement or postponement, or any other reasonable manner, the Conference can take place, the contract between Cycling Scotland and the Exhibitors shall remain in force.

12. Information and copyright

Information supplied by Cycling Scotland in relation to the Conference is accurate to the best of their knowledge and belief. When a booking is made with Cycling Scotland, the information provided will be stored to allow us to manage the booking. Read our [Privacy Policy](#) for details.

Please get in touch via conference@cycling.scot if you have any questions.

Thanks and we look forward to seeing you in September.

Cycling Scotland