

EPUAP²⁰²³

INNOVATIONS IN PRESSURE ULCER
PREVENTION AND TREATMENT

13–15 September 2023
Leeds, United Kingdom

www.epuap2023.org



Society
of Tissue
Viability



EPUAP 2023

Exhibition Guidelines.

www.epuap2023.org

office@epuap.org



PREPARED FOR

Exhibitors & Exhibition Builders

13 – 15 SEPTEMBER, 2023

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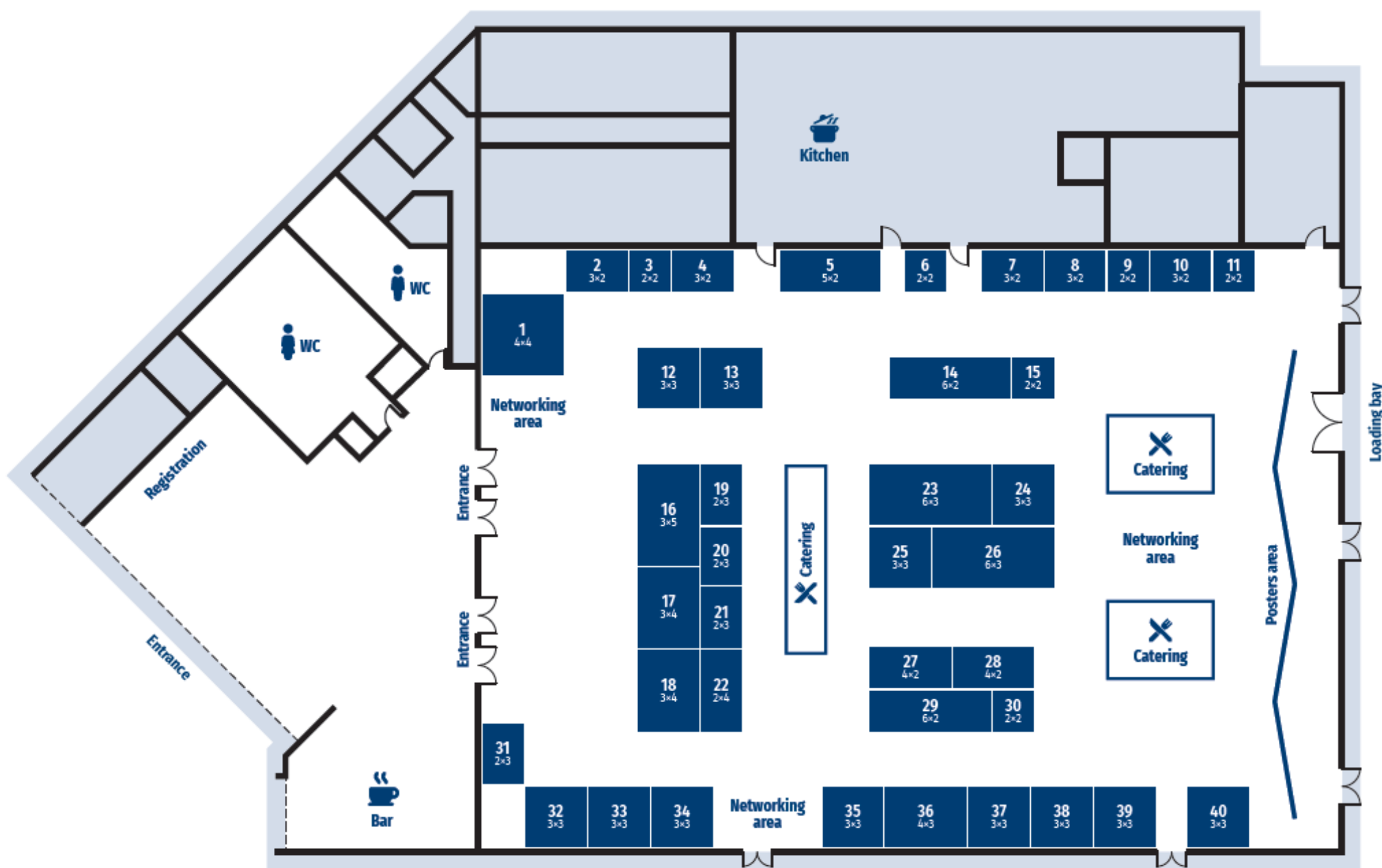
Exhibition Key Information



Exhibition location

The exhibition is placed in the NEW DOCK hall, 60 metres distance from the Royal Armouries museum where all sessions take place.

Lunch and coffee breaks will be served in the exhibition area. The registration, lounge and poster areas are located there as well to make sure the delegates move around the whole space.



ROYAL ARMOURIES

NEW DOCK HALL



VENUE CONTACT PERSON:

Deanna Wilkinson | 0113 220 1990 | deanna.wilkinson@armouries.org.uk

Exhibition opening hours

13 September 2023 | Wednesday
8:00 - 20:30

14 September 2023 | Thursday
8:00 - 18:00

15 September 2023 | Friday
8:00 - 13:00



Set-up date

12 September 2023 | Tuesday
8:00 - 17:30 (can be later)

Dismantling date

15 September 2023 | Friday
by 17:30

Additional hours beyond this is £275.00+VAT per hour or part there of for New Dock Hall. The latest time for leaving the exhibition hall is 22:00.

Parking

Exhibition builders will have access to the back of New Dock Hall – Loading bay (exhibition hall). As the space is limited, it is not possible to park there with trucks for an extended period of time.

It is recommended to use Citipark Leeds Dock.
Height restrictions: 2.1 m

Visit Citipark website for more information on parking close to the venue: citipark.co.uk



info@epuap.org | bara@codan-consulting.com
www.epuap2023.org

Conference venue address

Royal Armouries Conference and Events
Armouries Drive
LS10 1LT
Leeds
United Kingdom



Shipment

Nothing to be delivered more than 2 days before the event and if not collected by 2 days after the event, the venue will dispose of the boxes.

Shipment & Delivery contact

CONTACT PERSON: Deanna Wilkinson | 0113 220 1990 |
deanna.wilkinson@armouries.org.uk

PACKAGE TAG:

FAO – EPUAP Annual Meeting and 12.09.23
Event Organiser – Deanna Wilkinson

STAND NAME & NUMBER:

ROOM NAME: New Dock Hall

Royal Armouries Conference and Events
Armouries Drive
Leeds, United Kingdom
LS10 1LT



Please ensure details are correctly given. Anything that does not follow the above layout cannot be guaranteed to make it to the event.

Exhibition

Free badges

Registration



You have free entrances to the conference based on your chosen sponsorship/exhibition package.

To check your allowance, please visit:

www.epuap2023.org/sponsorship-opportunities/
"Sponsorship & Exhibition Package Comparison"

All extra exhibitor passes need to be registered through us. However, if you need to register full delegate or 1 day passes beyond your allowance, please do so directly on the registration website. www.epuap2023.org/registration

Registration deadline

Send the registration form which was sent to you by **1 August, 2023** to bara@codan-consulting.com.

Type	Before 20 July 2023	From 20 July 2023	Onsite
EPUAP/Society of Tissue Viability member	€ 390 (£ 334)	€ 545 (£ 467)	€ 610 (£ 522)
EPUAP non-member	€ 550 (£ 470)	€ 680 (£ 582)	€ 750 (£ 643)
Student	€ 260 (£ 224)	€ 290 (£ 248)	€ 300 (£ 257)
1-day fee	€ 245 (£ 210)	€ 345 (£ 296)	€ 350 (£ 300)
Exhibitor*	€ 160 (£ 137)	€ 180 (£ 155)	€ 200 (£ 172)
Conference dinner	€ 90 (£ 80)	€ 90 (£ 80)	€ 90 (£ 80)

Exhibition Shell scheme



Shell schemes are not provided in the price of the exhibition space. Each exhibitor is responsible for the design of their stand.

If needed, you can order a shell scheme from the EPUAP 2023 exhibition building company **Exact Exhibitions**.

BOOKING FORM: www.epuap2023.org/exhibition

EPUAP 2023

Shell scheme, electricity, furniture & design contact

EXACT EXHIBITIONS

David Loughlin

davidl@exactexhibitions.co.uk

07436272267



Furniture

You can book furniture for your exhibition space here:

www.xpectfurniture.co.uk/epuap-2023/

Electricity

Electricity must be ordered via Exact Exhibitions by filling out the same booking form as shell scheme. (Even if you do not need a shell scheme.)

Please submit your stand layout, as well as the exhibition building company name and contact person, to EPUAP Business Office by **31st July 2023** (attn. Bára Sýkorová - bara@codan-consulting.com).

Exhibition regulations



- A minimum of 2m space for all aisles/gangways is required.
- There must be visible fire exit signs at all times
- Any electrical equipment coming onto the site that is to be plugged in directly or indirectly to the Venue supply must have a current P.A.T. (Portable Appliance Test) Certificate irrespective of age. If a valid PAT certificate is not presented for inspection at your event, then the venue will not allow the appliance to be plugged into their supply.
- No kettles, cooking, warming of food, alcohol, food or soft drinks are allowed. Refreshments can be supplied by the venue if you wish.
- No naked flames are allowed in the Hall
- Stand height max 5.5m. If stands require ceiling suspension, a quote can be provided by the venue if the stand builder requires truss etc for installation.

Exhibition regulations



- If you are planning anything unusual, please seek venue approval in advance in order to ensure smooth running on the day. The final decision on all health and safety matters will be the responsibility of the venue Duty Manager on the day of the event.

Health and Safety Documents

Please provide at least 4 weeks prior to the event.

The following health & safety documents must be provided for any and all equipment brought on site. The venue will not permit set up to commence without the following having been approved:

Health & Safety Policy
Public Liability Insurance Certificate
Risk Assessment
Method Statement
Floorplan
PAT TEST cert

Who needs to submit the above documents?

- Stand build company
 - AV Crew
- Any free build stand contractors aside from the main stand build company
- Any exhibitors who will be bringing any equipment onsite - not pop ups, laptops or literature.
- Any other contractors/suppliers coming on site that are not part of the above

Exhibition regulations



Loading bay

Loading bay is situated at the back of the exhibition hall. This is the place where exhibition builders should arrive to unload their stand equipment etc.

Armouries Square access - loading and unloading

If access the Armouries Square is needed, you must request this from the venue at least two weeks prior to the event. Access will not be granted unless written confirmation is received. Otherwise unloading/loading will need to be made by hand across the area.

Tiltyard access

The Tiltyard is to the right of the Royal Armouries Museum, opposite the Holiday Inn Express, and has coach parking & disabled parking bays.

No parking for the duration of an event is permitted here without prior written confirmation from your account manager.

Venue Map

Royal Armouries Museum | **New Dock Hall (Exhibition)**
CitiPark Leeds Dock | **Holiday Inn** | **Loading Bay**



Exhibition Terms & Conditions



Terms of payment

- All prices quoted are net prices.
- The legally required VAT added tax will be included upon billing.
- The total amount will be invoiced upon ordering and is due 14 days after ordering.

Cancellation policy & non-participation

Following receipt of the order confirmation, the order is binding and the exhibitor is committed to the following conditions:

Any cancellation of stand, symposia and other bookings before 31st March 2023 will be charged 25% cancellation fee. If a pre-payment has not been made, 25% of the full amount will be charged as a cancellation fee.

Cancellations after 31st March 2023 are non-refundable and require full payment of the amount stated in the order confirmation.

The above applies if the exhibitor withdraws from the contract or does not participate in the event.