

EPUAP
2017

The 19th Annual Meeting
of the European Pressure
Ulcer Advisory Panel



**One Voice for
Pressure Ulcer
Prevention
and Treatment**

Challenges and
Opportunities for Practice,
Research and Education

20 – 22
September
2017
Belfast
Northern Ireland

www.epuap2017.org



**EPUAP 2017 ANNUAL MEETING
EXHIBITOR MANUAL
20 - 22 September 2017
Belfast, Northern Ireland
Waterfront Belfast**



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Practical information

Build up exhibition

19 September 2017, 10:00 – 19:00

Packages are accepted only on set up day, 19 September 2017.

Exhibition opening hours

20 September 2015 09:30 - 17:45

21 September 2015 08:00 - 17:30

22 September 2015 09:00 - 12:45

Dismantle exhibition

22 September 2017, 13:00 – 19:00

EPUAP 2017 Conference Secretariat

Contacts:

Address: Provaznicka 11, 110 00 Prague 1, Czech Republic

Tel: +420 731 555 750

Email: info@codan-consulting.com

office@epuap.org

Exhibition team:

Adina Markova

adina@codan-consulting.com

Ludmila Faltusova

ludmila@codan-consulting.com

Katerina Rezacova

office@epuap.org

Registration team:

Veronika Hofmanova

veronika@codan-consulting.com

Anna Dlouha

anna@codan-consulting.com



Conference venue: Waterfront Belfast

Address: 2 Lanyon Place, Belfast, BT1 3WH
Northern Ireland

Contact person: William Trimble
Email: TrimbleW@waterfront.co.uk
Tel: +44 (0) 28 9033 4400 Ext. 1307
Mobile: +44 (0)7585 888096

Venue Location

Belfast Waterfront is located at 2 Lanyon Place, Belfast, BT1 3WH. For more information on how to find us, please visit the “Getting to Belfast Waterfront” Section of our website. <http://www.waterfront.co.uk/visit/getting-to-belfast-waterfront/>

Service Yard (Goods Access)

Access to the Belfast Waterfront Service Yard is via the Waterfront and Hilton Hotel service entrance, located at the rear of Lanyon Place, adjacent to the Lanyon Place multi story car park. Please note there is a height restriction of 4.0m within the service yard.

Service Lifts

Goods access to our exhibition areas is via Service Lifts. Below is a table of these lifts with their dimensions and Weight limits.

	H (m)	W (m)	D (m)	Weight Limit (kg)
Hall 1 Van Lift*	2.5	3	6	4000
Hall 1 Goods Lift*	2.3	1.9	2.4	2500
Hall 2 Service Lifts (x2)	2.2	1.5	2.2	2000
* Can indirectly service Hall 2 by transiting through Hall 1				
** These are in front of house areas and lift protection must be installed				

Loading Doors

Below is a table of the loading door dimensions into our exhibition spaces	H (m)	W (m)
Hall 1 Loading Door From Lifts	2.3	2.8
Hall 2 Loading Door From Lifts	1.95	1.9
Hall 1 Accordial Wall Opening*	2.05	6.4
Hall 2 Accordial Wall Opening*	2.05	5.1
Link Corridor between Hall 1 & Hall 2	1.95	1.9
* When transiting goods from Hall 1 to Hall 2		

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Shipment

Packages are accepted only on the build-up date: 19 September 2017, starting with 08:00 am.

All deliveries should be addressed in the following way:

Event name and date

The stand number, stand location (e.g. Hall 1) and the name of exhibiting company

Contact person: William Trimble, tel: +44 (0)7585 888096

Delivery address:

Waterfront Belfast (EPUAP 2017)
2 Lanyon Place, Belfast, BT1 3WH
Northern Ireland

For the return shipment please order the pick-up for Friday, 22nd September 2017. Event organisers and exhibitors are responsible for ensuring all goods and materials are collected before the end of tenancy and must not leave them unaccompanied for collected at a later date. Belfast Waterfront will not take responsibility for ensuring items are collected following an event and reserve the right to dispose of any uncollected goods or materials which are left after tenancy.

Please make sure your packages have the following information:

Return packing slip

Company name

Correct return address

Name of the company that is doing the pick up

Exhibition badges

The exhibitor badges include access to exhibition area, lunch and coffee breaks, welcome reception (registration needed). Each exhibitor has **2 free badges**, except EPUAP Gold sponsors that have 4 free exhibitor badges.

Please register your exhibitors [here](#).

For the free badges, please contact our registration department.

Please note that the deadline is 12th of September 2017.

After this date, it is possible to register only for onsite fee.

Registration before September 12 th :	80 EUR (98 EUR incl. 20% UK VAT)
Registration after September 13 th :	100 EUR (120 EUR incl. 20% UK VAT)

Exhibitor badges can be collected from the registration desk starting with Tuesday, 18th September, 16:00 – 18:00.

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Delegates registration

Please book your delegates through our online registration [here](#).

EPUAP corporate sponsors can register delegates at members' registration fee.

Social events

Welcome reception: 20th September 2017 at Belfast City Hall
(free entrance but limited places; registration needed)

Conference dinner: 21st September 2017 at Titanic Museum
Dinner ticket: 80 EUR per person

Conference website: www.epuap2017.org

Basic hiring of exhibition space includes:

- Exhibition space (floor space only: no shell scheme, furniture, carpet or other furnishings are included)
- Acknowledgement as an exhibitor in the programme with logo and contact information
- One conference bag with the Programme
- Participant list before the start of the conference
- Two exhibitor admission badges (4 exhibitor badges for gold sponsors)
- Company information in exhibitor printed final programme and on conference website

Stand building regulations

The exhibition is placed in Hall 1 A – D. Hall 1A & 1B are 9m high and Hall 1C & 1D are 4.5m high. The maximum building height is 4m.

Stand layout design does not have to be approved by EPUAP 2017 conference secretariat nor by the Waterfront Belfast, if it respects the above condition. However, exhibitors should send a layout of their stand to the conference secretariat.

If you have your own exhibition building company, please inform the EPUAP 2017 conference secretariat and send their contact information.

Ordering shell schemes and other items

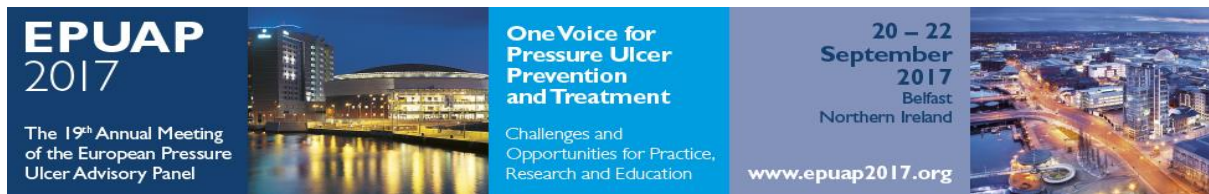
The official exhibition building company for EPUAP 2017 is: Warwick Event Services

Contact person: Bernard Roddy

Tel: +44 (0) 7764350163

exhibitionorders@wce.co.uk

Bernard@wce.co.uk



Online booking is available [here](#).

Case sensitive password: EPuap17

All ordering closes: 1st September 2017

Artwork deadline: 1st September 2017

Name board deadline: 1st September 2017

Hotel accommodation

A selection of hotels is available for the EPUAP 2017 exhibitors and delegates:

[EPUAP 2017 Hotel Selection](#)

For more information or in order to make a reservation, please contact Codan Consulting, Veronika Hofmanova at veronika@codan-consulting.com

Branding opportunities

Please see our branding catalogue [here](#).

If you would like to book any of the branding options, please contact us at adina@codan-consulting.com

Adverts

The deadline for adverts in the final programme is **15th July 2017**.

Industry workshops and satellite symposia

Information regarding the topics and speakers of the confirmed industry symposia are required by **30th of June 2017**.

All expenses related to speakers travel and accommodation should to be covered by the company even if the speakers are involved also in the main programme of the conference.

The exhibitor will be charged separately for special services such as electrical power supplies, food & beverages, furniture and other equipment. These must be ordered on separate technical order forms.

CANCELLATION POLICY & NON-PARTICIPATION ON THE PART OF THE EXHIBITOR

Any cancellation of stand reservations, symposia and other reservations before May 31st, 2016 will be charged a 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 June 1st, 2017 are non-refundable and require a 100% payment of the amount stated in the order confirmation.

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



Waterfront technical manual

Build-up and breakdown

Event organisers must supply the Belfast Waterfront with a vehicle list of all contractors and exhibitors who require access to the service yard during build-up and breakdown. Access is restricted for unloading and loading only and once complete vehicles should be removed from the service yard to allow access for others. Depending on the volume of traffic, event organisers will be expected to allocate contractors/exhibitors with a specific Load-in/Load-out time and this will be strictly enforced by Belfast Waterfront traffic marshals. If a vehicle needs to remain on site for any reason, this should be pre-arrangement with your Logistics planner and will be subject to availability.

Hi-Vis policy

During build-up and breakdown, all personnel must wear hi-vis (High visibility) clothing within high risk areas such as our service yard. Personnel not wearing hi-vis will not be permitted in these areas. Hi-vis vest can be purchased from Belfast Waterfront by individuals who do not have them.

Vehicle passes

All Exhibitors' and Contractors' vehicles which require access to the Belfast Waterfront during build up and breakdown must display a vehicle pass. This is not a parking permit so once unloading or loading is complete, the vehicle must be removed from the service yard.

Alcohol & drugs

Belfast Waterfront operates a zero tolerance policy on any persons working onsite whilst under the influence of alcohol or drugs. Any contractors believed to be under the influence of alcohol or drugs will be referred to the event organisers and asked to leave site immediately. Further action may be taken if deemed necessary.

For the provision of alcohol during your event, please refer to the **CATERING** section.

Car parking

There are two multi-story car parks located near Belfast Waterfront offering more than 800 parking spaces. For more information please visit the car parking section of our website.

<http://www.waterfront.co.uk/visit/car-parking/>

Carpet

All exhibition areas within the Belfast Waterfront are carpeted. If an exhibitor wishes to install their own carpet on their stand, they must first lay down floor panels to protect the venue carpet. All installed carpets should be secured in place using double sided tape (Stikatak B7 Exhibition Tape or equivalent). The event organiser is responsible for any dilapidation to the venue carpet above normal wear and tear.

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Cash point (ATM)

There is a cash point (ATM) located on the concourse of Belfast Waterfront.

Samplin

Belfast Waterfront understands that the sampling of food and beverages may be a requirement as part of an exhibition or demonstration. Event organisers must notify the venue in writing of their intent to offer sampling of this kind. Please contact your Amadeus Catering Manager for further details.

Alcohol

The service of Alcohol within Belfast Waterfront is governed by The Licensing (Northern Ireland) Order 1996. Event organisers/exhibitors must seek permission from Amadeus catering if they wish to sample or provide their own alcohol as hospitality. Please note that due to current NI Licensing laws, the provision of Alcohol for off sales by exhibitors is not permitted. Please speak to your Amadeus Catering Manager for further details.

Cooking on stands

Event organisers should notify the Belfast Waterfront in writing if an exhibitor intends to cook at their stand. If permission is granted your Logistics Planner will provide you with the rules and regulations which should be adhered to.

Rules and regulations – Advertising activities

Advertising activities may be carried out only on the exhibitor's stand. The space delimited by the stand walls can be used by the exhibitor for advertising purposes. Unauthorized display of company material outside own booth is prohibited and will be charged. It is not permitted to advertise and distribute advertising material outside of the exhibition area or by the symposia rooms of other companies. Unauthorized advertising may be removed by the organizers.

Catering Contact:

Amadeus Belfast Waterfront & Ulster Hall

Contact person: Matthew Laird
Email: matthew.laird@amadeusfood.co.uk
Mobile: +44 (0) 7870 515706
Tel: +44 (0) 2890 334400 Ext. 1716

A general catering offer will be available on the conference website.



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Cleaning

General cleaning of the venue will take place during the event build and prior to the event opening each day. Any unwanted paper or packaging by exhibitors should be placed in the aisles (not causing an obstruction) at the end of each day for collection and recycling. It is the responsibility of each exhibitor to make sure their stand is kept clean and tidy. If an exhibitor requires Belfast Waterfront to clean their stand, this can be arranged for a fee.

Cloakroom

There are unattended cloakrooms located on the Riverside Foyer of the Belfast Waterfront. It usually open 30 minutes prior to the event open time and close 30 minutes after the end of the event. Items left in the cloakroom after this time will be taken to our control room and logged as lost property. Overnight storage is not possible.

Coach drop-off & pick-up

The main drop-off and pick-up point for coaches is on Oxford Street which runs adjacent to Belfast Waterfront.

CDM regulations

From April 2015 Construction (Design and Management) Regulations (CDM) are enforceable within the events industry. Belfast Waterfront is committed to ensuring Event Organisers are compliant with these regulations. As such you will find a resource pack available in Appendix which outlines your roles and responsibilities as event organisers under CDM, as well as guidance on how to comply with these regulations. Further information is also available from the Health and Safety Executive Website.

<http://www.hse.gov.uk/entertainment/cdm-2015/>

COMPLEX STRUCTURES AND SPACE ONLY EXHIBITION STANDS

If a stand is not constructed from shell scheme, the exhibitor must submit the following to the Belfast Waterfront for approval.

1) Detailed Scale Drawings Showing:

- Plan and Section views of the stand with measurements
- Elevations of the stand
- The width and position of all gangways within the stand
- The type of floor and floor loading of the stand
- Specification of the materials used.

2) Full risk assessment (including Fire) and method statement

3) Details of the stand contractor and a copy of their liability insurance



If a stand matches any of the following criteria it will be classed as a complex structure. Complex structures need to be signed off by an independent structural engineer and a design certificate must be submitted from them once the structure has been built.

Criteria of a Complex Structure are:

- Any stand over 4 metres in height (this includes the overall height of the stand or an part of measured from the venue floor)
- Any structure regardless of it's overall height which requires structural calculations
- Any multi-storey stands
- Any platform and or stage over 600mm high for exhibitors or public
- Any temporary raised or tiered seating
- Any stand requiring foundations
- Any sound or lighting tower

Evacuation procedures

In the event of an emergency situation occurring the Belfast Waterfront's Fire Evacuation plan will be implemented immediately. Only trained personnel should be involved in the management & co-ordination of a building evacuation. Please follow the instructions of our Front of house hosts who will direct you to your nearest exit and safe assembly point. Please see Appendix for more details.

Floor loading

	Point Load (Kn)	Universal Distributed Load (Kn/m ²)
Hall 1A*	4.50	10.00
Hall 1B*	4.50	10.00
Hall 1C*	4.50	10.00
Hall 1D	4.50	10.00
Hall 2A	4.50	10.00
Hall 2B	4.50	10.00

* Strengthened for rolling stability

Forklift

If you require the use of a forklift on site, please speak to your Logistics or Production Planner. Forklifts may only operate within the service yard and van lift. They are not to be driven within the halls.

Where a forklift is hired from Belfast Waterfront without a driver, the event organiser should provide evidence that their driver has the necessary competency certificate before they will be allowed to operate it.



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Risk Assessments

Each exhibitor and any appointed exhibition contractors should provide a risk assessment. These should be brought on site and made available for viewing if requested by the Belfast Waterfront Health and Safety representative.

A risk assessment template can be found in Appendix.

Health and Safety Declaration

A health and safety declaration should be completed by every exhibitor and returned to the Belfast Waterfront. This can be found in Appendix.

Height restriction

Please speak to your Logistics or Production planner for details of any height restrictions in your exhibition areas. Please note that any stands over 4m high are classed as complex structures and require certification by a qualified structural engineer.

Internet, IT AND WI-FI

Belfast Waterfront offers free Wi-Fi internet for all exhibitors and delegates, suitable for basic web browsing. For additional IT requirements such as wired internet, dedicated exhibitor Wi-Fi or telephony, Please complete our IT connectivity for in **Appendix**

Rigging

Belfast Waterfront offers an in house rigging Service. For more information, please refer to our rigging services guide (Appendix 6) or contact your Production Planner.

Storage areas

Storage of items or materials beside and behind stands is not permitted. Where feasible, storage areas should be built into the exhibition stand. Belfast waterfront does not provide storage areas for exhibitors.

Items may not be left at the Belfast Waterfront past tenancy.

Trolleys

Event organisers should inform exhibitors to bring their own trolleys to transport goods from their vehicles to their stand. Belfast waterfront will not provide these on site.

Appendix es

[Appendix-belfast-waterfront-it-connectivity-2016](#)

[Appendix-belfast-waterfront-rigging-services](#)

[Appendix-cdm-resource-pack](#)

[Appendix-cleaning-order-form](#)

[Appendix-client-evacuation-procedure](#)

[Appendix-health-and-safety-declaration](#)

[Appendix-risk-assessment-template](#)

[Appendix-service-yard-access-map](#)

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