

**EBME Expo Itinerary**  
**28-29<sup>th</sup> June 2023**  
**Coventry Building Society Arena, Coventry, CV6 6AQ**

**Accommodation**

Booking reference: AFWR128443  
Check-in on 27.06.2023 from 15.00 hrs  
Check-out on 29.06.2023 till 12.00 hrs

*Premier Inn*, Gielgud Way, Cross Point Business Park, Coventry, CV2 2SZ  
Telephone: 0333 777 4626

**Build Up**

***Tuesday 27th June 2023***

Shell Scheme 10:00 till 18:00 (The last unloading slot is from 17:00)

**Process**

To get your vehicle to the loading gates, you must display your onsite exhibitor pass in your windscreen. This process will make the Build Up a quicker, safer and more enjoyable experience. To start your Build, please read the following steps.

1. Display your exhibitor pass in your windscreen before arriving onsite.
2. Report to the traffic marshal at the main gate on arrival.
3. Follow the instructions of the traffic marshal—you will either be directed to the holding car park or straight to the loading gates.
4. Once you have been given permission to access the loading gates, please ensure that you unload your vehicle as quick as possible—you will have a maximum of 15 minutes.
5. Once you have finished unloading your vehicle at the loading gates, please move your vehicle to the allocated exhibitor car park.

Please note: The allocated exhibitor and contractor car park for this event is CAR PARK C, this is the only car park where it is free for exhibitors and contractors. The remaining car parks A & B are chargeable to exhibitors and contractors - you will not be given free passage if you park in these car parks.

**Break Down**

***Thursday June 29th 2023***

Shell Scheme —17:15 till 19:00 (Box/Tool Drop off 12:00 till 15:00 at Gate 27)

**YOU MUST BE PARKED IN CAR PARK C TO ACCESS THE LOADING GATES ON  
BREAKDOWN**

**Process**

To get your vehicle to the loading gates, you must obtain a vehicle movement pass. This process will make the breakdown quicker, safer and a more structured experience.

To obtain your pass, please read the following steps.

- 1) Break down your stand first - this includes equipment and all content material. This must be all boxed up ready to load. (Don't forget Box and Tool drop off above)
- 2) Go to your allocated loading gate, and collect your vehicle movement pass from security.

- 3) Your stand will be checked by security, and your vehicle movement pass will only be issued, if your stand has broken down fully.
- 4) Go to your vehicle with your pass. Place the pass in your windscreen, and await the availability of space at your loading gate.
- 5) Once released from Car Park B, load your vehicle quickly, to allow others to bring their vehicles up.
- 6) Once loaded, please depart the Coventry Building Society Arena following the one-way system, and 5 miles per hour speed limit.

Please note – the traffic marshals are here to help you, if any exhibitor or contractor is not compliant, jumps the queue, or is abusive, then you will not be permitted to bring your vehicle to the loading gates, and you will be sent to the back of the queue.

The box drop off/tool drop off is where exhibitors/contractors have the opportunity to drop off the items they need for breakdown before breakdown starts

PLEASE NOTE - THE EXHIBITION HALL MUST BE CLEAR BY 22:00

### **Lunch on-site**

Every exhibitor badge entitles you to a **free** lunch.

### **Storage**

You will be able to store boxes at the venue.

Please ensure that all boxes and items are clearly labelled with

VIAMED LTD.

H03

CONTACT NAME AND MOBILE NUMBER

Under no circumstances are you permitted to store any product or empty boxes behind your stand - this is a fire risk, and anything left behind stands will be removed.

### **Timetable**

Exhibition timings are 08:45am to 5:00pm

Most conference delegates will visit your stands before or after the conference and of course during the conference breaks at the following times:

08:45am – 10:15 am: Arrival of delegates and conference registration

Exhibition open from 08:45am

EBME Conference begins at 10:00am / Operating Theatre Conference begins at 10:15am

11:00am - 11:30am: Conference Break & Exhibition visit

12:00pm – 1:00pm EXHIBITOR LUNCH

01:00pm - 02:15pm: Delegate Lunch Break & Exhibition visit

03:15pm - 03:45pm: Conference Break & Exhibition visit

04:25pm: End of conferences / Exhibition will be open until 5:00pm

### **Mobiles**

Ryan Swaine – 07803 907117 / Steve Nixon – 07850 252267