

Itinerary



Set up day is open to suppliers only

Tuesday 7th March

9.00am Exhibition Centre Liverpool, Halls A and B opens for suppliers to merchandise their stands*

6:00pm Venue closes*

*Please note that deliveries cannot be accepted outside of these times

Day 1

Wednesday 8th March

8.30am	Hall open to suppliers	12.30 - 2.00pm	Buffet lunch available
9.00am	Supplier briefing	5.00pm	Trade Show closes
9.45am	Full member briefing	7.00pm	Drinks Reception
10.30am	Trade show opens	8.00pm	Awards Dinner
		12.30am	Venue closes



Day 2

Thursday 9th March

8.30am	Hall open to suppliers
9.00am	Trade Show opens
3.00pm	Trade Show closes
3.15pm	Stand breakdown to commence
6.00pm	Venue closes



Key Information



Supplier Information

Suppliers will be able to access all the necessary Trade Show information by visiting

www.unitaswholesaletradeshow.co.uk

This includes booking your place at the event as well as downloading all the relevant documentation.

Set Up Day – Tuesday 7th March

Suppliers should arrive no earlier than 9am to set up. Please do not deliver any merchandise or stand materials to the venue prior to this date as there are no storage facilities available. The event organisers cannot accept any responsibility for deliveries made to unmanned stands.

Exhibition Stand Equipment

Each stand includes at least one single 500w socket, an LED strip light, poseur table and two stools, carpet flooring and a fascia graphic displaying your supplier name. Free Wi-Fi is also available at the venue. Further equipment can be included at the time of securing your booking for an additional fee.

All deliveries arriving on Tuesday 7th should be addressed as follows:

Recipient Name

Unitas Trade Show - Halls A
Exhibition Centre Liverpool

Stand Name/Number

Loading Bay 3

ACC Liverpool Kings Dock

Liverpool Waterfront

L3 4FP

(Please note Sat Nav Postcode L3 4BX)

Deal Information

Exhibiting suppliers will not be provided with a copy of the member deal brochure or order pads. Please bring details of your own offers along with order forms.

Risk Assessment & Sampling

All exhibiting suppliers are required to complete a risk assessment form prior to the event. Suppliers who wish to perform live cooking demonstrations or offer food/drink samples will be required to complete a more detailed risk assessment. All the necessary forms are available to download at www.unitaswholesaletradeshow.co.uk. Any supplier who fails to provide the required risk assessment information prior to the event will not be permitted to exhibit.

Refreshments

Tea and coffee will be made available throughout the event free of charge and a buffet lunch will be provided on Wednesday 8th and vouchers will be available on Thursday 9th March for a light lunch. Venue catering facilities will be open on the set up day, Tuesday 7th at your own expense.

Trade Show Closing – Thursday 9th March

The Trade Show will close to members at 3.00pm on Thursday 9th March. Stock must not be removed from your stand until after this time. From 3.15pm we invite suppliers to begin dismantling their stands, which must then be cleared by no later than 6.00pm.