



Exhibitor Information

Location

The exhibition for the *Joint APP and HEPP Annual Conference* will be located on the Lower Ground Foyer of the Diamond building at the University of Sheffield.

The exhibition will be held on **Monday 10th** and **Tuesday 11th April**. To ensure that you maximise time spent with the delegates, the exhibition area is located close to the lecture theatres and the space will also be used for poster displays and catering.

Conference venue:

Diamond Building
32 Leavy Greave Road
Sheffield
S3 7RD
UK

Venue switchboard: +44 (0)114 222 9134

Exhibition space

Your assigned exhibition area will be set up as a table top display. You may also display a pop up stand and/or a free standing banner in the designated area.

Each exhibitor will be provided with:

- One 6ft table, table cloth and chairs
- Complimentary WiFi internet access
- A single 500-watt socket

Exhibitors can set up in the Lower Ground Foyer from 07:00 on Monday 10th April.

Conference programme

The full conference programme will be available at: <http://heppapp2017.iopconfs.org/programme>

Inserts

As part of the exhibition package, exhibitors are able to provide one A4 insert per delegate pack. 200 inserts will suffice for the number of delegates we anticipate attending. Please send your inserts by **Wednesday 5 April** to the following address: *HEPP + APP Inserts, Rachael Street, Conferences, Institute of Physics, 80 Portland Place, London, W1B 1NT, UK*. If the inserts are received by this date, we will be able to ensure that they are included in the conference delegate packs.

Delivery/Collection

The University of Sheffield are able to accept deliveries from **Friday 7th April**, if you would prefer to send the exhibition stand/company materials ahead of the conference.

In order to ensure that your couriered/posted item(s) are delivered to the correct event location, please use the following address: *Diamond Building, Reception, University of Sheffield, 32 Leavygreave Road, Sheffield, S3 7RD*
Please include on the mailing label '*Contents: Materials for IOP Conference 10-12 April 2017*'.

After the exhibition, if you would like to leave items at the venue to be collected by your courier it will be possible – Pick up would need to be scheduled for Wednesday 12 April at the latest as storage on-site is limited. Please leave items to be collected at the Diamond Reception. We would ask that you ensure all items are packaged up and labelled with the correct address ready to be collected.

Joint APP and HEPP Annual Conference

10–12 April 2017, University of Sheffield, Sheffield, UK



Loading/Unloading

Exhibitors can park temporarily in the disabled parking bays at the side of the Jessops Building for loading/ unloading, the best way to get there is to head along Mappin St, from Broad Lane, turn right onto West St / Glossop Rd and turn right up Gell St. Sheffield is made up of a lot of one way systems and Leavygreave Road is now a pedestrianised road so can be crossed from Gell St but not driven down.

Car parking

We recommend that you use public transport to travel to the Diamond. For those guests that do travel by car, parking is available at Rockingham Street Car Park which costs £11 for 24 hours. <http://www.q-park.co.uk/parking/sheffield/q-park-rockingham-street>. Another close car park is Durham Road Car Park which costs £14 for 24 hours. <http://www.qpark.co.uk/parking/sheffield/q-park-durham-road>

Travel

For information regarding travel to the event venue, please visit the conference website at: <http://heppapp2017.iopconfs.org/travel>

Company representative

Each exhibition package includes complimentary lunch and refreshments for one representative for the duration of the exhibition (10 and 11 April) and also attendance of the social programme. Please confirm by 31st March to rachael.street@iop.org the full name of your representative and any dietary requirements they may have. Exhibitor representatives should register at the IOP conference desk when they arrive to collect their badge and conference pack.

Accommodation

Accommodation is not included in the exhibition package and exhibitors are expected to make their own arrangements.

Special discounted rates at a number of local hotels has been organised together with Visit Sheffield. Please visit <https://aws.passkey.com/go/IOP2017> for more information and to make a reservation.

For more information about accommodation options, please visit: <http://heppapp2017.iopconfs.org/accommodation>

Catering

Refreshments and lunches for the duration of the exhibition as well as Monday's welcome drinks reception and Tuesday's conference dinner at Cutlers Hall are included for one company representative in the exhibition package. Catering will be served at set times during the conference programme.

Dietary requirements

Those participants with special dietary requirements are asked to notify the Conferences team in advance by emailing conferences@iop.org.

Internet

Complimentary WiFi access will be available at the event venue. In order to access the WiFi, please enter the following:
Network: **guest** / password: **shefconfkey**.