



epos2025.org
#EPOS2025

43rd Annual Meeting of
the European Paediatric
Orthopaedic Society

EPOS
2025

2 - 4 April 2025
Toulouse · France



SPONSORS & EXHIBITORS

Technical Exhibitor Manual

for EPOS 2025

2-4 April 2025 // Toulouse, France

www.epos2025.org

#EPOS2025

Table of Contents

General information	2
Organisation.....	2
EPOS2025 Conference Organiser	2
Dates.....	2
Official language	2
Ethical MedTech & CME accreditation	2
Conference venue	3
How to get there	4
Parking.....	4
Unloading and loading during build-up & dismantling.....	5
Delivery area access.....	5
Goods elevator specifications.....	5
Shipping & Storage of materials	6
Event schedule	7
Sponsor & Exhibitor registration.....	7
Exhibition	8
Equipment	8
Electricity.....	8
Wi-Fi	8
Booth cleaning	8
Catering.....	8
General instructions	8
Conference app.....	9
Exhibitor directory.....	9
Advertisement in the app	9
Information about industry symposia.....	9
Lead retrieval	10
Promotional materials.....	10
Branding.....	11
Accommodation.....	11
Overview of deadlines.....	12
Contact information.....	12

General information

Organisation

European Paediatric Orthopaedic Society (EPOS), www.epos.org



The Local Organizing Committee

Local hosts: Franck Accadbled & Jérôme Sales de Gauzy, *Department of Orthopaedic, Trauma and Plastic Surgery Hôpital des Enfants, Toulouse University Hospital, France*

EPOS President: Carol Hasler, *Orthopaedic Department and Spine Surgery, Children's Hospital, University of Basel (UKBB), Switzerland*

EPOS2025 Conference Organiser

CAP Partner, www.cap-partner.eu

Nordre Fasanvej 113, 2000 Frederiksberg, Denmark

E-Mail: info@cap-partner.eu // Phone: +45 7020 0305



Sponsorship & Exhibition Manager: Mona Ibsgaard, mi@cap-partner.eu

Registration Manager: Line Wincés Nielsen, lwn@cap-partner.eu

Conference Manager: Lene Winther Hagelskjær, lwh@cap-partner.eu

Dates

The conference begins on midday Wednesday 2 April and ends on Friday 4 April with a gala dinner where everyone is welcome to join. Separate tickets are available through the registration system.

A pre-meeting course is held from 8:30-11:30 on Wednesday 2 April with the topic, Paediatric knee ligament reconstruction. Limited seats and only for EPOS members, registration required.

The exhibition build-up is Tuesday 1 April from 13:00 to 20:00 and Wednesday 2 April from 06:00 to 11:00.

Official language

The official language at the conference is English.

Ethical MedTech & CME accreditation

EPOS2025 will be submitted for the EUCOMED Conference Vetting System - www.ethicalmedtech.eu

The organisers will apply for CME accreditation awarded by the European Accreditation Council for Continuing Medical Education (EACCME).

Conference venue

Congress Centre Pierre Baudis.

Address

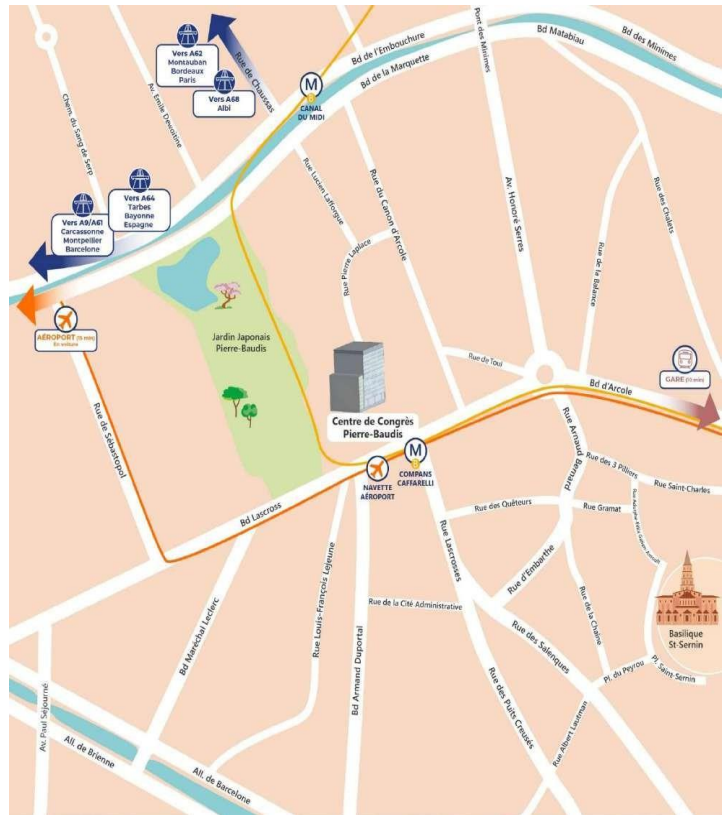
11 Esplanade Compans Caffarelli

31000 Toulouse, France

www.centrepierrebaudis.toulousecongres.com

Link for Google Maps:

<https://maps.app.goo.gl/AL6fdBoqFgo9UEmX8>



ISO Certification

Pierre Baudis Convention Center is ISO 20121 standard certified, which aims to reduce the impact of event activities on the environment and focuses on CSR commitment.

Read more about the sustainable initiatives of EPOS2025, [here](#)



The venue seen from outside.

Registration area and foyer.

How to get there

By plane

The congress venue is situated 15 minutes from the [Toulouse Blagnac International airport](#) and with airport shuttles bus stop right in front of the congress venue.

The airport provides direct flights to 60 destinations whereof 44 are international and with several daily flights between Paris and Toulouse (flight duration 1h15).

By train

The Toulouse-Matabiau station is located in the city centre, 15 minutes by metro to the venue or a 22-minutes' walk.

Travelling time to Toulouse from:

Paris: 5h30
Lyon: 4h20
Barcelona: 3h
Montpellier: 2h
Bordeaux: 2h

By car

Access to A62, A20, A64, A66, A61 and A68 highways.

Approximate travel time to Toulouse from:

Mediterranean Sea: 1h30
Pyrenees: 1h30
Barcelona: 3h30

By metro

The nearest metro stop is Line B, stop - "Compans Caffarelli" which is a 1-minute walk from the venue.

By bus

The venue is served by lines 14, 45, 63, L1 and the airport shuttle.

Parking

Available at the Q-Park Compans Caffarelli lot. Parking packages can be purchased via the venue, see the separate catalogue and order form on page 10.

Unloading and loading during build-up & dismantling

Delivery area access

All deliveries, unloading and loading must take place in the delivery area of the congress centre Pierre Baudis, please see below photo where access to the delivery area is marked with **green arrows**.

Access from Boulevard Lascrosses where the Q-Park Compans Caffarelli parking lot is located and between the garden, Jardin Compans Caffarelli and Hotel Mercure. The delivery area is flat and with no platform.

Vehicles must not exceed:

Height: 3.60 m.

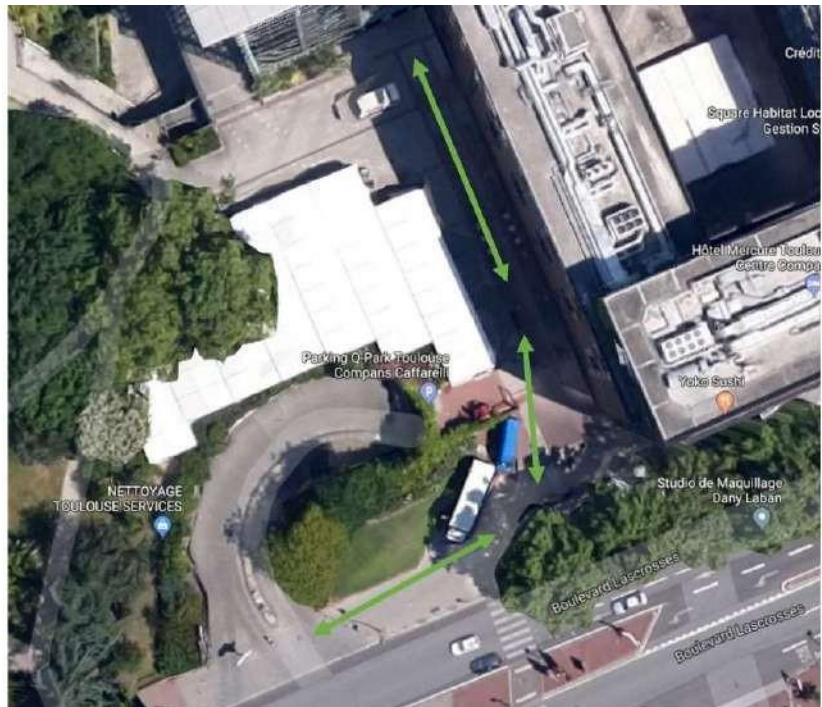
Length: 8 m.

Weight: 13 t.

Contact the security of the congress centre for oversized vehicles.

Phone: +33 (0) 5 62 30 40 34.

Please note that it is compulsory to wear personal protective equipment and **safety shoes are mandatory** throughout the build-up and dismantling periods.



Each person must report to the security desk to receive a badge (in exchange for a document with the person's name and photo). Service providers must provide a list of the names of personnel working on the site, or supply identification badges.

Maximum time for parking during unloading / loading is 30 minutes. Hereafter the driver must leave the delivery area and park in the parking lot at the current rate due to limited capacity at the delivery area.

Goods elevator specifications

From the delivery area, all levels of the congress centre are served by a freight elevator for large loads, or by elevators for smaller volumes.

Maximum elevator load: 5,3 t.

Dimensions: Height: 3 m. Width: 3 m. Length: 6 m.

Shipping & Storage of materials

DSV Solutions has been appointed as the official freight and on-site handling contractor for EPOS2025 in Toulouse.

DSV Solutions offers:

- Delivery of materials directly at the stand on-site
- Collection and storage of empty packaging material
- Return transport of goods after the conference
- Custom clearance

Please note, there is no room for storage at the venue.

Shipping instructions, tariffs, and labels for stand material can be found and downloaded on this link:

<https://epos2025.org/sponsors-exhibitors/>

Instructions:

- Please add the name of the conference, date, exhibitor's name, and booth number on all stand material
- The venue cannot provide boxes, tape, or plastic to wrap. All exhibitors must bring this themselves or book through DSV in advance
- All the paperwork must be done by the owner of the items or by DSV
- The venue nor the conference organiser is responsible for the loss of any item

Deadline for delivery of materials: TBA

Event schedule

	Date	Time
Build-up exhibition	1 April	13:00 – 20:00
	2 April	06:00 – 11:00
Dismantling	4 April	18:30 – 21:00
Registration open	2 April	11:30, and throughout the conference hours

Event	Date	Exhibition hours	Programme hours
Conference Day 1	2 April	11:30 – 18:00	11:30 – 18:00
Conference Day 2	3 April	09:30 – 16:30	08:00 – 19:00
Conference Day 3	4 April	09:30 – 16:30	08:00 – 18:30
Gala dinner Day 3	4 April	-	19:30 – 00:00

Link to online programme: <https://epos2025.org/programme/>

Sponsor & Exhibitor registration

According to the level of your sponsorship or exhibition you have a number of complementary exhibitor badges and sponsor delegate badges included. A separate e-mail will be sent to you with your personal codes. Please let us know if any doubts on how many persons you are allowed to register complimentary.

If you have any questions regarding your registration, please contact registration manager, Line Wincens Nielsen at lwn@cap-partner.com

Registrations must be made through the online system, please use this link:

<https://cappartner.eventsair.com/epos2025/reg-exh>

- Coffee and lunch breaks are included in all registrations.
- Participants with exhibitor badge cannot enter the scientific sessions.
- The badge must be visible during the entire conference.
- All badges are personal and cannot be shared.
- Additional exhibitor badges can be purchased via the registration system.
- Tickets for the socializing gala dinner is 96€ and can be purchased via the registration.

Deadline for registration of all sponsors and exhibitors: Friday, 28 February

Exhibition

Equipment

All sorts of equipment and graphics for your stand can easily be ordered through the venue, please see the separate catalogue with booking form. Ordering and payment must be made directly with the venue.

Links for downloading the [Equipment catalogue & order form](#) and the [Regulations & Rules of the venue](#).

For questions regarding ordering equipment and other items, please contact the venue:

E-mail: Florence Chatellier, fchatellier@toulousecongres.com

If you prefer using your own equipment or supplier, you can also do that.

Deadline for ordering exhibition equipment: Monday, 10 March

Floor

The floor at the exhibition area is carpet and the colour is beige. Other colours of carpet can be ordered through the venue, see separate catalogue.



Electricity

There will be one power plug (220 V) at each booth included free of charge for all booths. In case you want to buy extra electricity, please order this through the venue, see separate catalogue.

Wi-Fi

There is free Wi-Fi at the venue. Private internet connection and cabled internet can be purchased through the venue, see separate catalogue.

Booth cleaning

Stand cleaning can be booked through the venue, see separate catalogue for ordering. Cleaning of the aisles is included for all exhibitors on daily basis.

Catering

EPOS2025 provides coffee and lunch breaks for everyone. Additional catering can be ordered through the venue, see separate catalogue.

General instructions

Operating hights: Maximum building height of the stands is **3 meters** for all stands.

The EPOS2025 organiser or the venue will not be responsible for any theft, loss or damage that may occur and recommend that exhibitors ensure their booths for their full value.

Link to most recently updated floor plan: <https://epos2025.org/sponsors-exhibitors/>

Conference app

Name of conference app is EPOS 2025. An e-mail with information will be sent when the app is ready for download closer to the conference.

Exhibitor directory

In the conference app there will be a section with all relevant information about the Sponsors, exhibitors and the floor plan. All companies will be listed with logo, booth number, website and contact information.

All Sponsors & Exhibitors: Please send logo as PNG or JPG and contact e-mail and phone number (incl. country code) to Mona Ibsgaard at mi@cap-partner.eu with **deadline Friday, 7 February.**

For Sponsors: For the exhibitor directory in the conference app, we will use the same company description as on the conference website, <https://epos2025.org/sponsors-exhibitors/>. Please check if you wish to have the same text in the app / exhibitor directory or let us know if you want to edit the text and we can do this for you. Please let us know no later than **Friday, 7 February.**

Advertisement in the app

Diamond, platinum and gold sponsors are entitled to an advertisement in the app as follows:

Diamond sponsor: Splash screen: 1080x1920px @72DPI, PNG or JPG, max. 1MB.

Platinum & gold sponsors: Rotating banner: 450 x 450 px, PNG or JPG.

Please send the advertisement to Mona Ibsgaard at mi@cap-partner.eu with **deadline Friday, 7 February.**

Information about industry symposia

If you have an industry symposium included in your sponsorship, please inform us about the agenda and the speakers in advance for approval. Please send the agenda including symposium title, name of speakers and presentation titles to Mona Ibsgaard at mi@cap-partner.eu.

The agenda will hereafter be uploaded to the conference website and will be included in the programme app as well.

Deadline for sending the agenda for industry symposium: **Friday, 7 February.**

Lead retrieval

We offer a user-friendly badge scanner app to be used on your own device(s).

The badge scanner can be used both at your exhibition booth, and at the entrance for your industry symposium.

Scan the QR code on the delegates badges (with their approval) and get a daily lead excel report with:

- Name
- E-mail address
- Affiliation
- Country

After the conference you will receive a final report.

You also have the possibility to upload brochures and product materials in your app profile so you can easily and quickly send product information to the delegates.

COST (ex. VAT):

EARLY BIRD rate (till 28 February):

1st app license: € 240

Additional app license: € 120

STANDARD rate (after 28 February):

1st app license: € 290

Additional app license: € 150

For ordering license for the lead retrieval app, please write an e-mail to Mona Ibsgaard at mi@cap-partner.eu. Bookings can be made up to the conference start, but we offer EARLY BIRD rates till **Friday, 28 February**.

Promotional materials

To help promoting EPOS2025 we encourage you to download our web banner, PowerPoint slide, and brochure for your event calendar and share in your network and help us spread the knowledge about EPOS. Kindly use **#EPOS2025** if posting on social media.

You can download the materials from this link: <https://epos2025.org/promotional-materials/>



Branding

To get more visibility of your brand or company during EPOS2025, you can book further branding.

Examples of available opportunities is pillar wrap, floor stickers, or refillable water bottles with EPOS logo and your logo on.



Please contact sponsorship & exhibition manager Mona Ibsgaard at mi@cap-partner.eu to get more information about the possibilities and cost or if you have an idea for other type of branding.

Accommodation

Codan Consulting has been appointed as the official hotel accommodation agent for EPOS2025.

Hotel rooms of different categories at reduced rates are available for all participants via the booking website: <https://www.codan-hotels.com/EPOS2025/>

Contact information: E-mail: info@codan-consulting.com // Telephone: +420 601 026 251

Overview of deadlines

Agenda for industrial symposia	7 February
Delivery of app information / logo as jpg or png	7 February
Exhibitor and sponsor delegate registration	28 February
License for lead retrieval app EARLY BIRD rates	28 February
Ordering exhibition equipment	10 March
Delivery of stand materials	TBA

Contact information



Mona Ibsgaard

Sponsorship & Exhibition Manager

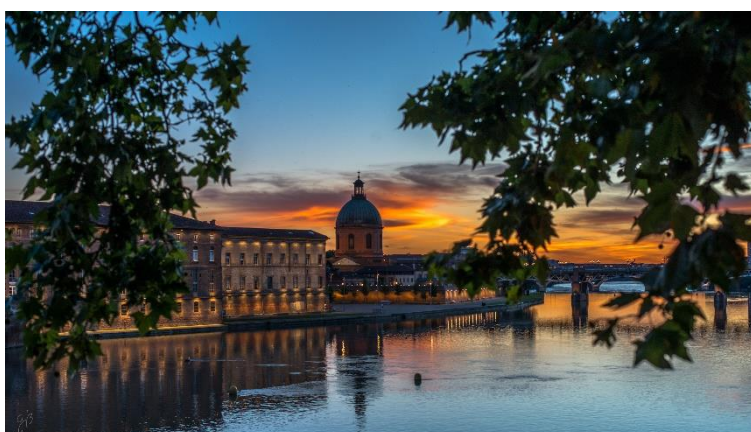
E-mail: mi@cap-partner.eu

Phone: Tel: +45 70200305



www.cap-partner.eu

We look forward to welcoming you to EPOS2025 in Toulouse!!



www.epos2025.org