

CRE 24



EXHIBITOR MANUAL

Contains your must-read exhibiting information



Marshall Arena
Milton Keynes
8-10 October 2024

Welcome to the Christian Resources Exhibition

Whether you are a 'newbie' to the world of exhibiting or a long-time practitioner you will need the information within this manual to ensure you are thoroughly prepared and equipped for the event. **Please read it carefully in plenty of time before the exhibition** and keep it to hand for reference. And do ask questions. We want you to have a great exhibiting experience and are here to help you!



We have also created a series of videos to help in the preparation for exhibiting, which although based on exhibiting at CRE could be useful for any exhibition. You can find them on our YouTube channel - **cretv.uk**

- [Introduction to Exhibiting at CRE Part 1, Why Exhibit?](#)
- [Introduction to Exhibiting at CRE Part 2, Setting Objectives](#)
- [Introduction to Exhibiting at CRE Part 3, Planning your Stand](#)
- [Introduction to Exhibiting at CRE Part 4, On the day](#)

Making the most of CRE

One of the best ways to ensure you have a great exhibition is to make sure you invite people to your stand. An exhibition is all about meeting people face to face and it's just as important to meet existing customers and supporters as potential new ones.



We encourage you to use our **complimentary ticket scheme**, saving visitors up to £8 entry fee. A unique URL will have been sent to you by email that you can send by email to your customer/support database. A bespoke graphic is also available to include in your email with your stand number on. If you haven't received these yet, then please get in touch.

Pound a Person

But more than that we have created a scheme that actually pays you for each visitor you bring to the exhibition. Through our new 'Pound a Person' scheme, all exhibitors who delivered more than 20 visitors to CRE, using our popular free ticket scheme, will receive £1 for every person who came through the door. Delivering more than 49: £1.50 per person. More than 99: £2.

It's win-win! You help bring visitors to the show and we reward you. Plus everybody has a great event because more people attend! To find out more [click here](#).

Key contacts for organiser, venue and official contractors

<p>ORGANISERS</p>  <p>Christian Resources Exhibitions Ltd 1 and 2 Ellison's Cottages, Crank Road, St Helens, Merseyside WA11 7RQ</p> <p>T: 0161 240 4500 E: sales@creonline.co.uk</p>	<p>VENUE</p>  <p>Marshall Arena, Stadium Way West, Milton Keynes MK1 1ST.</p> <p>T: 01908 622989</p>
<p>ELECTRICAL CONTRACTOR</p>  <p>LX Exhibition & Event Services T: 0800 689 9179 E: sales@lx-services.co.uk</p>	<p>FURNITURE HIRE</p>  <p>Inspire Furniture Hire Ltd T: 01675 482917 E: sales@inspirehire.co.uk W: www.inspirehire.co.uk</p>
<p>AUDIO VISUAL HIRE</p> <p>TBC</p>	<p>STANDFITTERS</p>  <p>AIMEXE LTD T: 01395 274234 E: info@aimexe.co.uk</p>
<p>SIGNS & GRAPHICS</p>  <p>Creative Solutions T: 01297 630130 E: sales@creative-solutions-direct.co.uk</p>	<p>EXHIBITOR BADGES & VISITOR DATA</p>  <p>Jonas Event Technology T: 01865 893560 E: hello@jonas.events</p>
<p>INSURANCE</p>  <p>Hiscox T: 0800 840 2469 or 01206 773 940 E: eventinsurance@hiscox.com www.hiscox.co.uk/events-insurance/ exhibitor-insurance</p>	<p>PERFORMING RIGHTS SOCIETY</p>  <p>T: 08000 684828 E: musiclicence@prs.co.uk</p>
<p>EXHIBITION HANDBOOK</p> <p>Christian Resources Exhibitions Ltd T: 0161 240 4500 E: sales@creonline.co.uk</p>	<p>IT/Wi-Fi SERVICES</p>  <p>Marshall Arena E: katie.stone@arenamk.com or mia.holder@arenamk.com</p>

NB - This manual is also available to download online from
<https://creonline.co.uk/exhibitor-information/>

Action Check List			
ACTION	CONTRACTOR	DEADLINE	✓
Book accommodation	See info: Accommodation	ASAP	
Send complimentary tickets to database	Obtain your unique URL from CRE	ASAP	
Book insurance cover	Hiscox	ASAP	
Performing Rights Licence	Performing Rights Society	ASAP	
Tell us about new items and all your news	CRE - Steve Goddard steve@creonline.co.uk	Continually - the earlier the better the chance your story will be used.	
CRE News Handbook entry deadline	CRE - see Appendix 1	18 July 2024	
Request Fascia Board wording	CRE - see Appendix 1	5 Sep 2024	
Order lighting/power points	LX Exhibition & Event Services - see Appendix 2	19 Sep 2024	
Order changes to stand build	AIMEXE - see Appendix 3	19 Sep 2024	
Hire furniture	Inspire Furniture	19 Sep 2024	
Hire AV equipment	tbc		
Book visitor data capture scanner	Jonas Event Technology	19 Sep 2024	
Purchase signs/graphics	Creative Solutions	1 Oct 2024	
Order internet	Marshall Arena - see Appendix 6	19 Sep 2024	
Complete Risk Assessment form	CRE - see Appendix 4	27 Sep 2024	
Print exhibitor badges	Jonas Event Technology	3 Oct 2024	

Exhibition Timetable

Exhibition build-up - Tuesday 8 October 2024 from 8.00am-8.00pm

Please note that exhibition stands must be set up by 8.00pm on 8 October

Access for exhibitors during open days

- **Wednesday 9 October 2024 8.00am— 6.00pm**
- **Thursday 10 October 2024 8.00am— 8.00pm**

It is requested that your stand is manned from 10 minutes prior to the exhibition opening right until it closes each day.

Exhibition - visitor opening times

- **Wednesday 9 October 2024 10.00am— 5.00pm**
- **Thursday 10 October 2024 10.00am— 4.30pm**

Exhibition break-down - Thursday 10 October

- **4.30pm - Exhibitors can start to pack away their stand items**
- **5.30pm - The stand fitters will start to break down the stands**

Exhibitors are required not to pack their stand items away until after the exhibition closes at 4.30pm. To do so is discourteous to our visitors and in breach of health and safety regulations and your CRE contractual agreement.

Your A-Z of exhibiting at CRE

Accommodation

There is a variety of local accommodation available in the area, all of which are easily found on the internet.

Car parking and build-up day

There is plenty of parking available around the arena in car parks S1 - S3. There is a charge to park of £1 per hour, **but a special rate of £5 for 12 hours or £8 for 24 hours is available for those attending the exhibition.**

We advise downloading the **RingGo** app in advance and use the location code **63464** on arrival to obtain the discounted rate.

No car park passes are required, but on build-up you will need to register your vehicle with a steward to unload at the loading bay. Once unloaded you'll need to move your vehicle to car park S2 to allow other exhibitors access.

Complimentary tickets

We encourage you to invite your customers/ supporters to the exhibition for free (on day price of entry £8). Your unique URL link will be emailed to you so that you can forward it to your invitees.

Pound a Person

You can also get money back on your stand fee by joining our popular **Pound a Person** scheme. More info available on request.

Deliveries to stands

Large deliveries should take place whilst the exhibition is closed to the public, for safety reasons, so please arrange these to come on build-up day or before 9:45am on open days.

Small deliveries can be made at any time throughout the day.

Postal deliveries should be clearly marked and addressed to:

YOUR NAME, ORGANISATION AND STAND NUMBER

**Christian Resources Exhibition,
Organisers' Office,**

**Marshall Arena, Stadium Way West,
Milton Keynes MK1 1ST.**

CRE staff will endeavour to notify you of arrival

Electrics

Your stand does not include any power or light fittings. The electrical contractor is LX Exhibition & Event Services and this contractor must be used for all electrical requirements on your stand.

The Electrics Order form is Appendix 2 at the end of this manual.

Socket use guidelines.

Detailed below are guidelines for single socket loading. It is important you order the correct size load for your power requirements as alterations will be subject to additional charges.

500 watt (2 amps) Suitable for TV/video, computer, office equipment, portable phone, 5x clients own clip-on spotlights*

3000 watts (13 amps) Suitable for kettle, percolator, water boiler

**clip-on lighting is defined as lighting specially designed to clip to a modular display unit.*

All lights are attached behind the fascia panel unless otherwise requested. If you wish to have

lights centrally located on the roof of the stand, light battening must be ordered from the stand fitters.

The electric boxes are sometimes fitted within the stand area, if you think this might cause a problem with your layout please contact LX Exhibition & Event Services in advance.

Please note that after the deadline date (19 September) a surcharge will be implemented for late orders.

Please be aware that:

- Exhibitor appliance flexes must not exceed two metres. Extension leads on cable reels are unacceptable.
- Each appliance must have its own plug top and been recently PAT tested.
- The only adaptor acceptable is a four-way dura block style, it must be fused and only 2 amps (500w) max can be drawn.
- Exhibitors with their own lighting rigs are only allowed 1,200 watts, i.e. ten spotlights per circuit.
- The venue's electrical inspector reserves the right to disconnect a stand should he consider it unsafe.

of your goods but you will need to collect them from the office. CRE will not be responsible for any missing items.

Data capture

Data capture scanners can be hired from Jonas Event Technology

Please find further information and prices at

<https://eventdata.uk/Scanner/CRE2024.aspx>

Exhibitor badges

All stand personnel must be registered and have an official named exhibitor pass/badge, this will provide access to the exhibition hall, as well as identification for visitors.

Please print your free badges

<https://eventdata.uk/Exhibitor/CRE2024.aspx>

Staff/volunteers working on your stand must wear their badges at all times and they will be required for entry into the exhibition.

If you forget to print your badge prior to the exhibition opening, please collect one at the front desk.

Fire safety at the exhibition

The exhibition may be inspected by local Safety and Fire Officers. If these officers are not satisfied they will not allow the exhibition to open. It is therefore important that we draw your attention to certain points:

- All table covering must be non-flammable
- All gangways must be kept clear— please ensure that your display does not protrude in any way outside your stand area.
- Do not store empty boxes on or behind stands. Store them in your vehicle or dispose of them in the bins provided.
- Ensure that you have declared any use of flammable liquids (e.g. fuel, helium gas etc) on your risk assessment with methods to minimise any fire hazard.

First aid

There will be First Aid personnel on duty throughout the exhibition. If you require first aid assistance, or need to report an incident, please go to the Organisers' Office.

Food

Build up day Tuesday 8th October: Nothing available in the hall, but plenty of catering outlets a short walk from the arena.

Exhibition Open days — Wednesday and Thursday 9th-10th October:

- The main restaurant will be open during the exhibition open hours
- A coffee and light snack bar will be located in the hall
- There will also be an Exhibitors' lounge on open days, but this will not be serving refreshments
- All food outlets will close each day shortly before the exhibition closes.

Flooring

There is no carpet laid at this exhibition. Carpet for your stand can be booked from AIMEXE using appendix 3

Furniture hire

Inspire Furniture Hire are the nominated contractor for furniture hire. If you wish to hire any furniture please visit their web site www.inspirehire.co.uk

NB: CRE DO NOT provide any furniture items. All items need to be either ordered through Inspire or by your own arrangements.

Handbook

A handbook is given to all visitors to the exhibition outlining what's on and who is exhibiting. Every exhibitor booked in before the deadline is entitled to a free entry in the handbook. For this event the handbook is being designed in-house, so the form for submitting your entry along with your preferred products and services category is Appendix 1 at the end of this manual.

Health and safety—risk assessment

As Exhibition Organisers we have a statutory requirement to undertake a risk assessment to identify any possible hazards.

Exhibitors must carry out their own risk assessment for their stand to ensure it complies with Health and Safety requirements.

Please complete the risk assessment form found at the end of this document and return it to Allison@CREonline.co.uk, by 27 September 2024.

Please be aware of the following areas of importance for build-up and breakdown:

- No person under the age of 16 should be on the premises during build-up or breakdown
- Aisles should be kept as accessible as possible
- Please adhere to the Fire and Electrical safety items in this manual
- Please report any potential hazards to the Organisers' Office
- Please be cautious of pedestrians when manoeuvring your vehicles in the loading areas

- **Please do not break your stand until the exhibition has closed at 4.30pm Thursday**

Insurance

Insurance of everything on an exhibitor's stand is the exhibitor's responsibility. At an exhibition, the two worlds of employees and prospective customers meet, so you'll need the protection to ensure they co-exist safely.

You should check your existing policies to see if you're adequately covered, for your belongings, staff and public liability. If not, an insurer such as Hiscox can quote for a policy that covers cancellation and disruption, loss or damage to property and public liability.

Noise levels

Please be mindful of other exhibitors and keep the volume from your stand down. The use of headphones for videos / music is strongly recommended.

Organisers' office

The Organisers' office is located in the corridor on the righthand side of the arena and can be accessed through the doors by stand P54.

CRE staff will be on hand throughout the set-up to answer any of your questions or deal with any issues that may arise.

During the exhibition the office will be staffed at all times.

Stands

Our stand contractors are AIMEXE Ltd

Shell-scheme stands

The stand walls consist of 1m and 1/2 m panels which are 2.44 m high, covered with grey, Velcro compatible (flame retardant) fabric. 38mm diameter aluminium uprights are used to support the system on open ends and island stands.

Panel thickness = 50mm

Please remember that all corner sites will be open at the side as well as the front.

NB: The length of your back and side walls will be 50mm less than the given distance due to thickness of the panels and fascia board. i.e. a 3x2 metre stand will actually have a walled display area of 2950mm by 1950mm.

Fascia boards

Each stand has a fascia board which is 300mm deep, finished in royal blue fabric. Fascia thickness = 38mm

Fascia boards will contain the CRE logo, stand No. and company/organisation name. Unless informed otherwise the name on your fascia board will be the name on your stand booking form — Please use Appendix 1 to specify the wording for your fascia board.

Space only stands

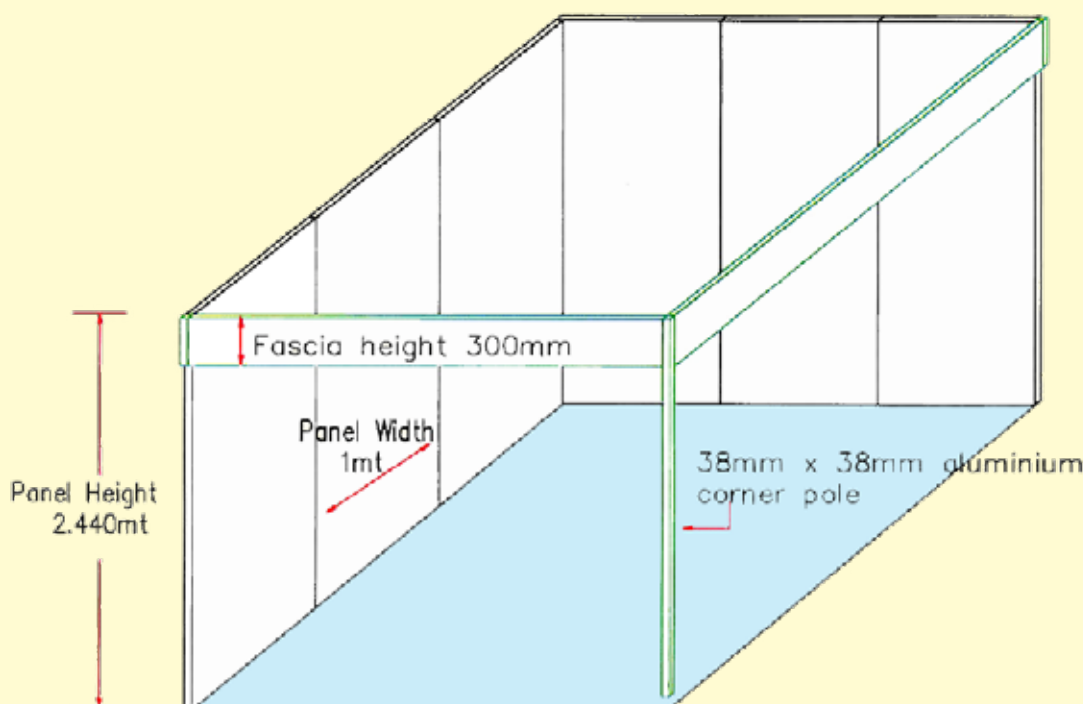
Exhibitors booking a space only stand with a construction of over 4m must submit plans to CRE at least six weeks in advance of the exhibition.

Carpets

Stands will NOT be carpeted as standard. The halls have a vinyl floor covering, so carpets are not necessary, but should you require carpet this can be ordered using the Appendix 3 form.

Additional items

If you require any additional fitting such as shelving or counters, please use the form (Appendix 3) and send to AIMEXE.



A welcome pack and copy of the exhibition handbook will be placed on your stand during set up day.

Performing Rights Society

If you play music from your stand, even for demonstration purposes, or show a music video, you legally require a Performing Right Society Licence. Licences can be obtained for the duration of the exhibition from Performing Rights Society Ltd.

T: 0800 0684828 E: musiclicence@prs.co.uk

PR

Our media consultant Dave Hall is covering all aspects of CRE PR, along with CRE MD Steve Goddard. If you have any news items or special launches that you would like to promote at CRE please contact Dave (cre.davehall@gmail.com) or Steve (steve@creonline.co.uk) as soon as possible. T: 0161 250 2701 or 07745 388599 or 07930 198209.

Dave Hall will manage the press office at the exhibition, next to the organisers' office.

Security

Marshall Arena stewards will be operational throughout the exhibition, however, security is everyone's responsibility. Look after your valuables by maintaining a presence, or taking measures to ensure that they can't be stolen. In the event that you require assistance contact a member of the CRE team or a Marshall Arena steward. Report any suspicious behaviour to a member of CRE staff or steward.

Neither the venue nor CRE accept any responsibility whatsoever for any injury, loss, damage or any consequential losses which may affect your personnel and their property.

To assist with our security can you make sure you:

- Wear your exhibitor passes/badges at all times.
- Remove any valuables, such as laptops or money, from your stand at the end of each day.
- Staff your stand at all times.
- Leave the hall promptly, by 6.00pm, each evening so that the building may be fully secured. After hours the hall will be locked up.

Signs & graphics

Creative Solutions are able to provide custom made signs and graphics, logos and banners etc.

For more information:

T: 01297 630130

E: sales@creative-solutions-direct.co.uk

Smoking

There is a non-smoking policy inside all areas of the Arena.

Telephones and wi-fi

Free public Wi-Fi is available throughout the arena. Usage: 5mb upload and 5mb download
This usage is suitable for:

- Regular browsing
- Music streaming/ social media use
- Ideal for 1 person/ device

For additional IT requirements please complete the Marshall Arena Internet Form

Travel to the Marshall Arena

Full details can be found in appendix & and at www.creonline.co.uk/cre-south-2024/

Waste Disposal

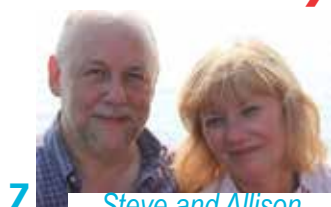
Please take all display, packaging and waste materials away with you as you leave. You may be charged for excess waste left behind.

Essential forms

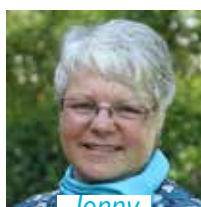
The following forms can be found attached to this manual:

- Appendix 1 - Handbook entries/Categories request form
- Appendix 2 - Electrics order form
- Appendix 3 - Stand fitting order form
- Appendix 4 - Risk Assessment form
- Appendix 5 - AV hire form
- Appendix 6 - Internet hire form
- Appendix 7 - Venue directions
- Appendix 8 - Venue parking

We wish you a successful and fruitful exhibition



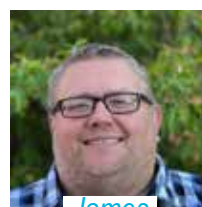
Steve and Allison



Jenny



Gloria



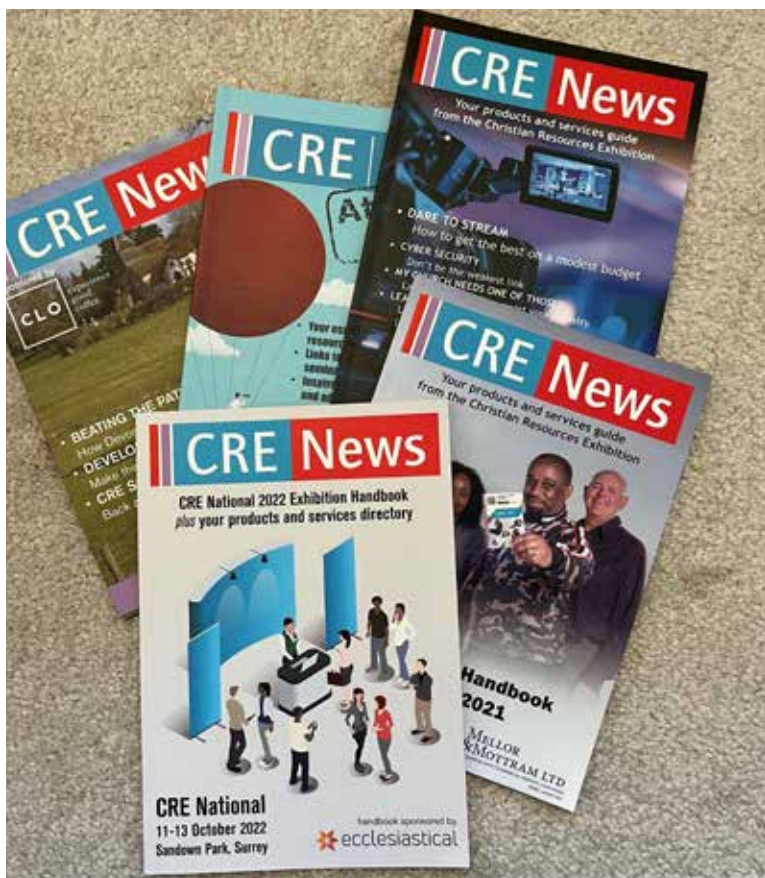
James



Brett



CRE 2024 Exhibition handbook and resources guide



At recent exhibitions our handbook has served two purposes:

1. It's mailed out free to church leaders and officers on the CRE database of past visitors as a *Products and Resources guide*, in advance of the exhibition, serving both as a vital directory of resources and a timely reminder of the forthcoming exhibition to potential visitors
2. On the day, it's given free to visitors attending the exhibition,

Called **CRE News** it has the dual purpose of being the CRE 2024 handbook as well as an informative guide to resources generally.

The print run is usually 12-15,000 copies

As an exhibitor your FREE listing in the handbook will therefore reach visitors to the current exhibition and thousands more who were at previous events. We also encourage you to take an enhanced entry featuring your logo for just £95, and/or a paid advert for even greater impact.

To book your advert contact James on 0161 250 2306, email: james@creonline.co.uk

CRE 2024 Exhibition handbook and resources guide

Please complete the form on the next page showing the contact information you wish to have listed in the handbook. Because the handbook will be mailed out in advance of the exhibition, the deadline for the inclusion of your contact details is 18th July 2024. Exhibitors who book stands after this date will be listed in a supplementary handout given to visitors at the event.

If this form is not completed in time we will use the contact details supplied with the booking contract or found on your website.



There are also advertising opportunities for the handbook starting at £300

Appendix 1 - Handbook entries/Categories request form

Please send your completed form to jenny@creonline.co.uk by 18 July 2024

Basic entry

FREE of Charge

☐

Enhanced entry to include logo

£95.00

☐

Please select one of the above options. Payment for enhanced profiles will be by invoice

Details to be included in FREE handbook entry

Organisation Name _____

Address _____

Postcode _____

Telephone _____

Email _____

Web _____

Products and services categories

Select the ONE preferred category that you wish to be listed under from the list below.

- | | |
|---------------------------------------|-----------------------------------|
| • Bibles/Books/Publishing | • Gifts |
| • Careers | • International Ministry |
| • Children/Youth/Schools/Families | • Marketing/Promotion |
| • Church Building | • Mission/Missional Resources |
| • Church Supplies | • Pastoral/Care/Prayer |
| • Conferences/Holidays/Travel/Events | • Technology/IT |
| • Evangelism/Community/Social Concern | • Theology and Education |
| • Financial/Legal/Administration | • Transport |
| • Furniture | • Worship/Music/Arts/Broadcasting |

Your product and services category (choose one only):

Fascia Board Wording

All stands will have a fascia board above the stand mounted on the shell scheme, (unless you have specifically request NOT to have one - e.g. on space only stands.)

Your stand number and organisation name will be shown on the fascia board to help visitors find you. Please indicate below the actual wording to be used for your organisation name.

(If not completed we will use the name as shown on your booking contract)

signature _____

date _____



Power and Lighting Order Form

LX Exhibition & Event Services Ltd

Unit 3 Barnes Business Park, Barnes Lane, Lymington, Hants SO41 0AP

Tel No: +44(0)800 689 9179 Email: sales@lx-services.co.uk

Item For Hire:		Cost Before 19/09/2024 Inc VAT	Cost After 20/09/2024 Inc VAT	Quantity:	Total:
Socket Outlets:	500watt (2 Amp) Socket outlet	105.00	126.00		
	3000watt (13 Amp) Socket outlet	234.00	280.80		
Lighting:	Standard LED Spotlight	59.40	71.28		
	Lighting Track With 3 X LED Spotlights	174.00	208.80		
	Lighting Track 6 X LED Spotlights	246.00	295.20		
	5ft LED Light Batten	66.00	79.20		
	Extended Arm Spotlight	66.00	79.20		
Compulsory Charge:	Testing and Inspection	15.00	15.00	1	15.00

Please complete and submit by post or email to sales@lx-services.co.uk	Subtotal	
	VAT	
	Total	

Stand No. _____ Tel No. _____ Email: _____

Company Name: _____ Address: _____

Please supply electrical installation as indicated. I can confirm that I have read and accept the conditions overleaf for the supply of fittings and electrical current.

Contact Name: _____ Signature: _____

Payment Terms:

Please note that payment is required in full prior to completion of the order by any of the following methods:

- Bank Transfer to HSBC Bank: Sort code 40 34 25 account number 41478028
- Credit or Debit card. Details for paying by card will be included within our invoice

Appendix 2 - Electrics order form -part 2

	STAND PLAN	
<p>On basic shell scheme stands, the sockets will be installed on the back wall, and the lighting will be on the fascias. If your stand is a different configuration or space only, please specify details in the additional information box below, or attach a diagram.</p>		
Space Only	<input type="checkbox"/>	
Shell Scheme	<input type="checkbox"/>	
Do you have a platform?	<input type="checkbox"/>	

Additional Information/Diagram:

Conditions for the supply of electricity and maintenance during exhibition/ fair

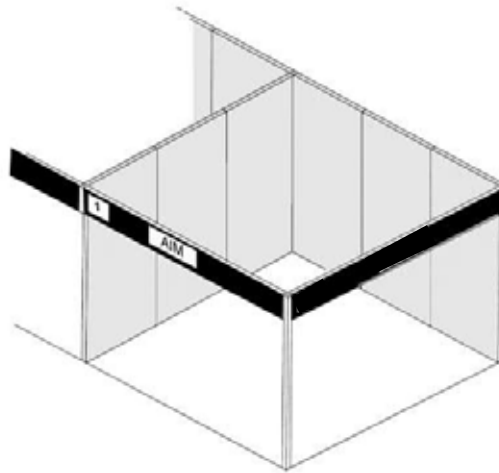
1. The prices contained in this schedule include the hire of all wiring, lamps and fittings
2. All queries regarding electrical orders must be brought to the attention of a representative of LX Exhibition & Event Services Ltd before the end of the exhibition. No refunds will be given for queries raised after the exhibition
3. LX Exhibitions & Event Services Ltd have been appointed official electrical contractors and all electrical work will be executed by them. The installation of electrical work by any persons other than the official contractors is expressly prohibited. No person other than a member of contractors staff may alter or otherwise interfere with the installations
4. If the electrical equipment ordered overleaf is to be fitted in a special position on the stand the above sketch plan must be completed, otherwise we will position at our discretion. If after installation fittings have to be altered or moved it may be at an extra charge to the exhibitor.
5. It must be clearly understood that the electrical contractors, their agents, servants, or sub-contractors cannot be held responsible for failure to supply current, fittings or other items ordered if the stand or other contractors have not completed their work so that the electrical services ordered may be installed and that payment in full for such fittings installed, even if late, must be paid by the exhibitor
6. LX Exhibition & Event Services Ltd accept no liability for the loss or failure to supply electricity in the event of a power failure, or as the result of any electrical dispute. In the event of such a power failure, no monies paid for the hire of any electrical fittings can be refunded
7. LX Exhibition & Event Services Ltd cannot accept any responsibility for any damage howsoever caused to exhibitors equipment connected to the circuits installed by them. LX Exhibition & Event Services Ltd reserve the right to disconnect any equipment that they feel is either dangerous or in faulty condition or liable to cause danger or installed without their authority or consent connected to or ancillary to any equipment installed or maintained by them

Stand Fitting Order Form

Extra Requirements



Please indicate below on the plan showing the position of any extra stand fittings, or forward to us a separate plan with details of your required specifications. **N.B.** If no diagram is provided, extra items will be positions at our discretion and charges will be made for any changes



- ➔ Shell units are made up of 2.44m high x 1.0m wide flush fitting panels, made of light grey polyweave, Velcro compatible materials
- ➔ The fascia is 300mm deep covered with blue polyweave, Velcro compatible fabric
- ➔ Aluminium corner poles are 38mm x 38mm
- ➔ Each open side to the stand is supplied with a company title board and stand number
- ➔ If a stand has an open front in excess of 6m, then an aluminium pole will be required in the

Terms and Conditions

- ➔ All items are on hire for this exhibition only
- ➔ Under no circumstances must anything be nailed, crewed or glued to the shell scheme.
- ➔ Hire items damaged or lost will be charged at the cost to repair or replace.
- ➔ All orders must be received and paid for in full 14 days before the show
- ➔ Orders received late will be subject to a £30.00 + VAT late booking administration charge

I / We agree to the hire terms and conditions above

Signed	
Print Name	
Date	

Appendix 4 - Exhibitor risk assessment form

Christian Resources Exhibition - CRE 2024 Compulsory Risk Assessment Form

Every exhibitor, contractor, supplier and agent must comply with the Health & Safety at Work Act 1974 and its subordinate legislation. Every exhibitor accepts that it is their legal and moral relationship to ensure that their own and others' health & safety is not put at risk by their actions (or in-actions) throughout the exhibition.

**Please undertake your own risk assessment below. Sign, counter-sign
and return to Allison by 27 Sep 2024 at the latest. email allison@creonline.co.uk**

Exhibiting Organisation Name	
Name of Assessor	
Stand No.	
Position in Organisation	
Organisation Address	
Phone no.	
Email	

Severity (S)	Likelihood (L)	Risk Factor (R) (R = S x L)
1 Negligible - all in a day's work	1 Improbable	<4 Risk may need to be controlled LOW
2 Minor - minor injury with short term effect	2 Remote - unlikely	4-6 Risk must be controlled MEDIUM
3 Severe - major injury/disability (reportable)	3 Possible - may or could well occur	7-9 Hazard must be controlled HIGH
4 Extreme - fatal	4 Probable - expected to occur, several times	>9 Hazard must be avoided VERY HIGH

Hazard Description	People at Risk	Assessment of Risk			Control Measures	Action/Comments
		S	L	R		
e.g. Display stands falling down, not being set up or taken down safely.	<ul style="list-style-type: none"> Our team Other exhibitors General public 	3	2	6	Team to ensure all construction of stands are double checked. Tie backs and weights used to minimise possibility of collapse.	We have an exhibition tool kit with additional materials such as velcro and tie backs to call upon during build up

(Continue on separate sheet if required.)

Signed by Date.....

Position in organisation.....

Counter-signed by Date.....

Position in organisation.....

Reviewed by (CRE)..... Date.....

NB This form is also available online as a WORD document from
<https://creonline.co.uk/exhibitor-information/>

Appendix 5 - AV Hire form

To Be confirmed



Internet Form

Contact & Company Name:	
Date of Event:	
Stand Number:	
Contact Number & Email Address:	

Marshall Arena Connectivity Terms and Conditions

Marshall Arena utilises the latest 802.11ac Wireless technology coupled with Fibre connected Cisco network infrastructure to provide you with a seamless internet service for your usage. Our Wi-Fi network can take up to 500 active devices. If you require high internet usage to stream a video or demonstrations that your company depends on, then it is strongly recommended to use a dedicated Hard-wired Line. No customer /external equipment (routers, switches, Wi-Fi access points or hotspots) is permitted to be installed without prior consent from the IT Manager. You must keep private any security details e.g. passwords/details provided to you by Marshall Arena; any misuse or unauthorised access will result in loss/withdrawal of service. We offer an uncontended service on Hard Wired Internet lines and on-site technical support during working hours of 8am and 6pm Monday- Friday. If you require any dedicated support or support out of these working hours this will result in an additional charge.

It is the responsibility of the organisers to communicate with and ensure their exhibitors and sub-contractors adhere to these terms and conditions.

Dedicated Hardwired Internet Line		Qty	Total
100mb up and 100mb down + Drop Point	£4,675.00 + VAT per day		
50mb up and 50mb down + Drop Point	£2,375.00 + VAT per day		
25mb up and 25mb down + Drop Point	£1,255.00 + VAT per day		
10mb up and 10mb down + Drop Point	£550.00 + VAT per day		
5mb up and 5mb down + Drop Point	£375.00 + VAT per day		

Dedicated Hardwired Internet Line Terms and Conditions

All Hardwired Internet Lines and bandwidth are provided by Marshall Arena and are dropped from the ceiling. The quote stated above includes the point being dropped to the stated location prior to the clients arrival. Hardwired Lines are specifically for Hardwired connections. We offer an uncontended service for your requirements on speed, this can be adjusted at clients request at additional cost.

Internet Form

Wireless Internet with Personal SSID		Qty	Total
100mb Wireless Internet with Personal SSID	£950.00 + VAT per day		
50mb Wireless Internet with Personal SSID	£750.00 + VAT per day		
25mb Wireless Internet with Personal SSID	£550.00 + VAT per day		
10mb Wireless Internet with Personal SSID	£450.00 + VAT per day		
5mb Wireless Internet with Personal SSID	£350.00 + VAT per day		
3mb Wireless Internet with Personal SSID	£250.00 + VAT per day		

Please refer to the below internet speeds guide for usage guidelines. The speed of WiFi required is all dependant on the activity/ usage of the device and a higher speed may be required than stated.

It is down to the customer to determine what speed internet they require, Marshall Arena will accept no responsibility if the speed ordered and supplied is not sufficient for the usage required on the day. If the ordered internet is not sufficient this can be upgraded on the day but additional chargers will apply.

Wireless Internet with Personal SSID Terms and Conditions

Marshall Arena provides complimentary Wi-Fi to guests/exhibitors which is 5mb up and 5mb down. We have a full in-house Wi-Fi system that we can broadcast multiple personal SSID's at various speeds. We do not allow exhibitors to broadcast their own Wi-Fi; we do it this way to avoid exhibitors Wi-Fi from conflicting with our in-house system and vice versa. Any breach of this and/or unauthorised equipment will result in loss of service. Any usernames and password provided to customers must be kept securely as our system monitors/detects and removes rogue devices for your safety and security.

IT Support

If you require dedicated IT support during your event we can provide this through our in house IT Team. The cost for this is per the below:

£56.00 + VAT per hour Monday- Friday

£68.00 + VAT per hour Saturday & Sunday

If dedicated IT support is required this needs to be booked a minimum of **two weeks** prior to the first contracted event date.

Internet Form

Internet Speed Guide	
3+ mbps	<ul style="list-style-type: none"> • Occasional browsing • Checking Emails • Ideal for 1 person/ device
5+ mbps	<ul style="list-style-type: none"> • Regular browsing • Music streaming/ social media use • Ideal for 1 person/ device
10+ mbps	<ul style="list-style-type: none"> • HD video streaming • Casual gaming • Moderate file uploads/ downloads • Ideal for 1-2 person/ device
25+ mbps	<ul style="list-style-type: none"> • Ultra HD or 4K streaming • Frequent gaming • Large file uploads/ downloads • Ideal for 2-4 people/ devices
50+ mbps	<ul style="list-style-type: none"> • Simultaneous HD streaming • Simultaneous gaming • Ideal for 5+ connections/ devices
100+ mbps	<ul style="list-style-type: none"> • Simultaneous 4K streaming • Simultaneous gaming • Live broadcasts • Very large uploads/ downloads • Ideal for 15+ connections/ devices

For and on behalf of the Hirer	
Signature:	
Name:	
Position:	
Date:	

Please return this completed to either
 katie.stone@arenamk.com or mia.holder@arenamk.com

DIRECTIONS

TO MARSHALL ARENA.



DIRECTIONS BY CAR

From the North:

- Leave the M1 at Junction 14, then at the roundabout take the third exit onto the A509.
- At the Northfield Roundabout take the second exit onto H6 Childs Way (A4146).
- At the first roundabout take the first exit to continue on the A4146 on V11 Tongwell Street.
- Follow V11 Tongwell Street (A4146) then at the Walnut Tree Roundabout take the third exit onto H9 Groveway
- Continue on H9 Groveway then at Redmoor Roundabout take the second exit onto V6 Grafton Street.
- Take the first left on V6 Grafton Street onto Stadium Way West and follow parking instructions.

From the South:

- Leave the M1 at Junction 13, at the first roundabout take the second exit then at the second roundabout take the first exit onto the A421.
- Follow the A421 and at Kingston Roundabout take the third exit to continue on the A421 on H8 Standing Way.
- Continue on H8 Standing way (A421) until Bleak Hall roundabout, then take the first exit onto V6 Grafton Street.
- Follow the V6 Grafton Street then at Redmoor Roundabout take the third exit to continue on V6 Grafton Street.
- Take the first left onto Stadium Way West and follow parking instructions.

From the A1:

- Leave the A1 at Black Cat Roundabout, following signs for Milton Keynes A421.
- Follow the A421 for approximately 17 miles, after the bridge over the M1 (Junction 13) take the second exit at the roundabout to continue on the A421.
- At Kingston Roundabout take the second exit onto H9 Groveway.
- Continue on H9 Groveway until Redmoor Roundabout, at the roundabout take the second exit onto V6 Grafton Street.
- Take the first left onto Stadium Way West and follow parking instructions."

Travel Tip:

- Milton Keynes is built on a grid system, H Roads (horizontal) and V Roads (vertical). They run in numerical order. You can access us via V7 or V6.

DELIVERIES

Deliveries must be clearly marked with the name of your event and for the attention of your event organiser.

DIRECTIONS BY BUS

www.mkweb.co.uk/travel/buses

- Buses run at regular intervals (every 30 minutes or hourly) from Central Milton Keynes Shopping Centre. Bus numbers 1, 19, & 150 stop at Stadium MK. Comprehensive route information and timetables are available at the above website.

DIRECTIONS BY TRAIN

www.nationalrail.co.uk

- Milton Keynes Central Station - 2.7 miles, 40 minute walk, adjacent Bus stop served by Arriva buses 6, 1, 150, & 32 to Stadium MK.
- Bletchley Station - 1.9 miles, 25 minute walk, adjacent bus stop served by Arriva buses 32, 1, 6, & 70 to Stadium MK.
- Fenny Stratford Station - 1.4 miles, 20 minute walk, bus stop at nearby Tesco store served by Arriva buses 6, 32, 1, 70, & x31 to Stadium MK.
- We recommend booking a taxi from the station using Raffles on **01908 222222** or Skyline on **01908 222111**. Black cabs are also generally available directly outside the stations.

PARKING

AT MARSHALL ARENA.



PARKING

Onsite parking will be chargeable unless specified otherwise.

Unless given specific parking instructions park in the nearest available car park. Please note on Stadium MK event days, such as Football matchdays car park management may be in effect, in such events stewards will be on hand to direct you.

Do not park in car parks specifically designated for Fitness First, MK1 Retail and Leisure parks, and ASDA as these are independent to Stadium MK and are reserved exclusively for patrons of their respective businesses. These areas utilise automated number plate recognition; non-patrons and cars parked for longer than the maximum permitted period will be fined. Stadium MK cannot accept responsibility for any parking fines given by third party businesses such as Fitness First.



Parking Tariffs Apply

These must be paid upon arrival

How to use RingGo. Conference Delegate Parking



1. Download RingGo App

Go to the App Store or Google Play store and search for RingGo and download.



2. Create an Account

Register a few details, next time you visit Stadium MK, you can pay to park in seconds.



3. Enter Location Code

Enter the 5-digit code below

63464

If you are a conference delegate and have received a discount code, please enter this into the **'Search by code, town or postcode section'** to obtain reduced rates.



4. Select Vehicle

Enter your vehicle registration (no spaces)



5. Select Time

Select how long you want to stay: 12 hours or 24 hours



6. Confirm Details

Confirm your payment details and to pay for your parking session.



Terms & Conditions

Scan the QR Code to view our terms and conditions.

