

CRE

CHRISTIAN
RESOURCES
EXHIBITION

1985-2025

40TH

ANNIVERSARY

EXHIBITOR MANUAL

Contains your must-read exhibiting information



CRE 25
Sandown Park, Surrey
15-16 October 2025
(Build-up 14 Oct)

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

ORGANISERS



Christian Resources Exhibitions Ltd
1 and 2 Ellison's Cottages,
Crank Road, St Helens,
Merseyside WA11 7RQ

T: 0161 240 4500
E: sales@creonline.co.uk

VENUE

Sandown Park
RACECOURSE

Sandown Park,
Portsmouth Road
Esher
Surrey KT10 9AJ

T: 01372 464348
E: sandown.information@thejockeyclub.co.uk

ELECTRICAL CONTRACTOR



LX Exhibition &
Event Services
T: 0800 689 9179
E: sales@lx-services.co.uk

FURNITURE HIRE



Inspire Furniture
Hire Ltd
T: 01675 482917
E: sales@inspirehire.co.uk
W: www.inspirehire.co.uk

AUDIO VISUAL HIRE



MTS Live
T: 0161 773 9933
E: info@mtslive.co.uk

STANDFITTERS



AIMEXE LTD
T: 01395 274234
E: info@aimexe.co.uk

SIGNS & GRAPHICS



Creative Solutions
T: 01297 630130
E: sales@creative-solutions-direct.co.uk

EXHIBITOR BADGES & VISITOR DATA



Jonas Event Technology
T: 01865 893560
E: hello@jonas.events

INSURANCE



Hiscox
T: 0800 840 2469 or 01206 773 940
E: eventinsurance@hiscox.com
www.hiscox.co.uk/events-insurance/
exhibitor-insurance

PRS FOR MUSIC



T: 08000 684828
E: musiclicence@prs.co.uk

EXHIBITION HANDBOOK

Christian Resources Exhibitions Ltd
T: 0161 240 4500
E: sales@creonline.co.uk

TELEPHONES AND WI-FI

Sandown Park
RACECOURSE

E: claire.andrews@thejockeyclub.co.uk

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 Right 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	31 July 2025	
Request Fascia Board wording	CRE - see Appendix 1	26 Sep 2025	
Order lighting/power points	LX Exhibition & Event Services - see Appendix 2	25 Sep 2025	
Order changes to stand build	AIMEXE - see Appendix 3	29 Sep 2025	
Hire furniture	Inspire Furniture	3 Oct 2025	
Hire AV equipment	MTS Live - see Appendix 5	26 Sep 2025	
Book visitor data capture scanner	Jonas Event Technology	3 Oct 2025	
Purchase signs/graphics	Creative Solutions	26 Sep 2025	
Order internet/phone lines	Sandown Park - see Appendix 6	26 Sep 2025	
Complete Risk Assessment form	CRE - see Appendix 4	26 Sep 2025	
Print exhibitor badges	Jonas Event Technology	10 Oct 2025	
Print car park pass	See appendix 7	10 Oct 2025	

Exhibition Timetable

Exhibition build-up - Tuesday 14 October 2025 from 8.00am-8.00pm

Please note that exhibition stands must be set up by 8.00pm on 14 October

Access for exhibitors during open days

- **Wednesday 15 October 2025 8.00am— 6.00pm**
- **Thursday 16 October 2025 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 15 October 2025 10.00am— 5.00pm**
- **Thursday 16 October 2025 10.00am— 4.30pm**

Exhibition break-down - Thursday 16 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

All exhibitors require a parking pass which is attached to the end of this manual.

It needs to be displayed in your vehicle at all times. The pass enables you to park in the exhibitor car park close to the hall.

NB: The exhibitor car park will be closed during the hours that the exhibition is open to the public. If you are likely to need to move your vehicle during those hours please park in the visitor car park at the front of the building, which is also free of charge.

DO NOT drive vehicles on the grass at the venue.

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.

You can also get money back on your stand fee by joining our popular **Pound a Person** scheme. (See page 1)

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,
Sandown Park, Portsmouth Road,
Esher, Surrey KT10 9AJ

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

Electrics

Your stand does not include any power or light fittings. The electrical contractor is LX Exhibitions and 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 have any issues please contact LX Exhibitions and Events direct.

Please note that after the deadline date (25 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.

Data capture

Data capture scanners can be hired from Jonas Event Technology

Please find further information and prices at

<https://eventdata.uk/Scanner/CRE2025.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/CRE2025.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 will 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. Sandown Park has an onsite first aid room which is located in the centre of the Surrey Hall.

Food

Build up day Tuesday 14 October: No concessions open.

Exhibition Open days — Wednesday and Thursday 15th — 16th October:

- Surrey Hall — The main Food Court will be

open from 9.00am each day

- The Steve Legg Arts Cafe (back of Surrey Hall) — will serve a variety of food from 10.00am daily
- There will also be an Exhibitors' Lounge on open days
- All food outlets will close each day shortly before the exhibition closes.

Jockey Club Catering offers an extensive on-stand food delivery service. To view their order form enquire with CRE.

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 26 September 2025.

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.

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 adjacent to Costa in the Surrey Hall.

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.

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

Performing Rights

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

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

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

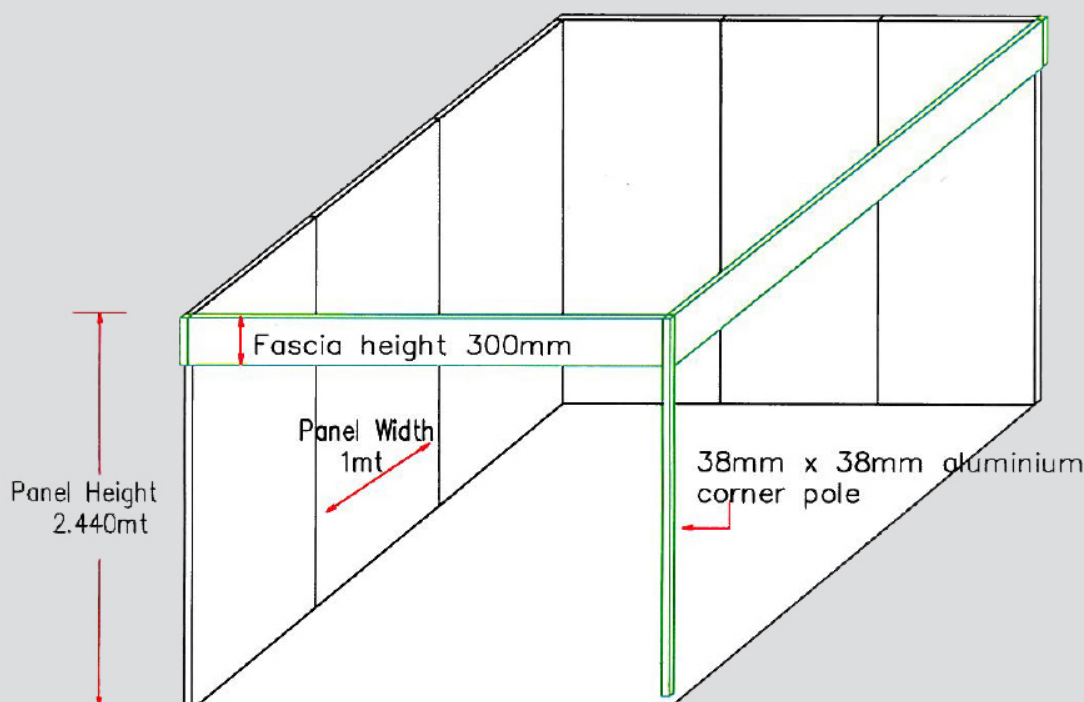
Exhibitors booking a space only stand with a construction of over 4m must submit plans to CRE at least six weeks in advance of the exhibition.

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.



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

Security will be operational during open hours by Sandown Park's own security staff. After hours the hall is locked up.

To assist with this 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. Electricity to the stands will also be turned off at this time.

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 halls at Sandown Park.

Telephones and wi-fi

Free Wi-Fi access will be available at Sandown Park.

NB: The wireless network is not secure and the Sandown Park do not provide any virus scanning or firewall facilities.

Whilst the Free Wi-Fi service is suitable for sending emails, simple web browsing and accessing social networks, if you are an exhibitor who requires a stable IT connection as an integral part of your

stand, and your equipment supports it, we recommend a hard wired connection or dedicated wi-fi as the most secure and reliable source of internet. These can be ordered from and installed by the venue (see appendix 6.)

Travel to Sandown Park

Travelling by Train

Trains to Esher station for Sandown Park run from London Waterloo and Clapham Junction approximately every 20 minutes and the journey time is 25 minutes.

CRE Shuttle bus will be available from outside the station each day from 9:30am - 5:30pm during the exhibition.

Esher station is approximately 10 minutes flat walk from the main entrance. Visitors should turn left out of the station onto Station Road then right at the T junction to join Portsmouth Road (A307). The entrance to Sandown Park is on the right hand side.

For all National Rail enquiries please call 08457 484950 or visit www.nationalrail.co.uk

Travelling by Road

From London, take the A3 and follow the brown venue signs to Sandown Park.

From the M25, exit at Junction 10 and follow the A3 towards London; exit onto the A307 and follow the brown venue signs.

The CRE exhibition car park is on the Portsmouth Road, off the A307 Esher High Street, directly in front of the main entrance.

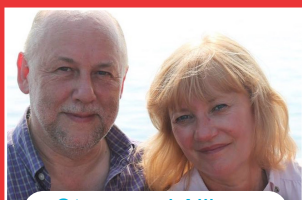
SAT-Nav. If you are using a Sat-Nav to aid your journey the postcode that you need to use is: KT10 9AJ

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 - additional requirements form
- Appendix 4 - Risk Assessment form
- Appendix 5 - AV hire form
- Appendix 6 - Phone line /broadband form
- Appendix 7 - Car parking pass

We wish you a successful and fruitful exhibition



Steve and Allison



Jenny



Gloria



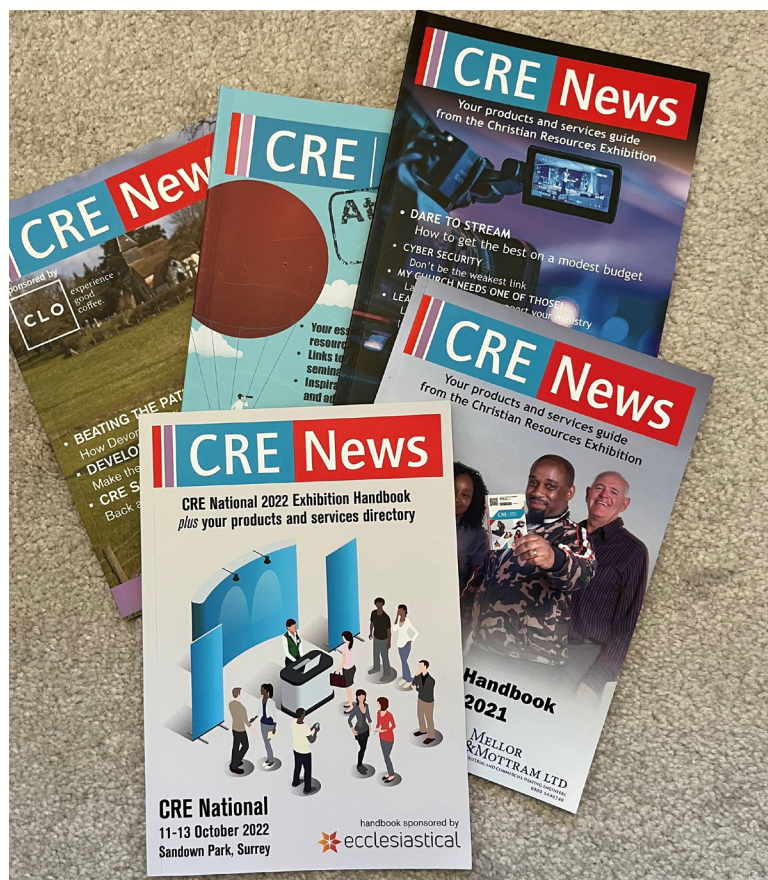
James



Brett



CRE 2025 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 2025 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 2025 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 31st July 2025. 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
Please contact sales@creonline.co.uk for a rate card**

Appendix 1 - Handbook entries/Categories request form

Please send your completed form to jenny@creonline.co.uk by 31 July 2025

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

As trialled in the two editions mailed out during lockdown, we have greatly simplified this section. You now need only to 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 6, Vanguard Works Industrial Estate, Dorset, DT11 7TE
Tel No: +44 (0)800 689 9179 Email: sales@lx-services.co.uk

Item For Hire:		Cost Before 26/09/2025 Inc VAT	Cost After 26/09/2025 Inc VAT	Quantity:	Total:
Socket Outlets:	500watt (2 Amp) Socket outlet	99.60	119.52		
	3000watt (13 Amp) Socket outlet	189.00	226.80		
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	69.00	82.80		
	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 B

STAND PLAN

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.

Space Only

☐

Shell Scheme

☐

Do you have a platform?

☐

Additional Information/Diagram:

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

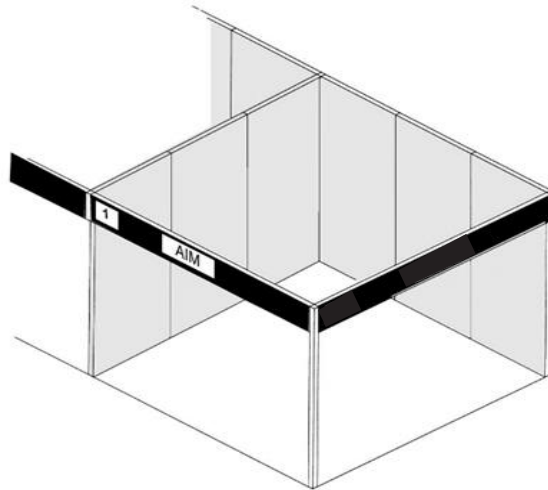
1. The prices contained in this schedule include the hire of all wiring, lamps and fittings
2. All queries regarding electrical orders must be brought to the attention of a representative of LX Exhibition & Event Services Ltd before the end of the exhibition. No refunds will be given for queries raised 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 middle

Terms and Conditions

- ➔ All items are on hire for this exhibition only
- ➔ Under no circumstances must anything be nailed, screwed 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 2025 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 26 Sep 2025 at the latest. Email allison@creonline.co.uk
(or post to CRE Ltd, 1&2 Ellison's Cottages, Crank Road, St Helens, Merseyside WA11 7RQ)**

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/>



MTS Live are the official AV sponsor & show supplier of AV Equipment for CRE. They can also rent equipment to exhibitors such as LCD Screens from 43-75 inch, Laptops, Tablets etc.

They have an online pricelist and order form which you can find at the link below

<https://mtslive.co.uk/cre-equipment>

Please note that all items supplied are delivered to your stand and will be collected at the end of the show. All orders exclude additional services such as power provision which must be booked separately.

Deadline for all orders is 26 September 2025.

return form to claire.andrews@thejockeyclub.co.uk

Appendix 7 - Car parking pass



EXHIBITOR CAR PARK PASS

(Please complete this form and display it in the windscreen of your vehicle)

Organisation

.....

Stand Number

.....

Contact mobile number

.....

NB: For security reasons, the exhibitor car park will be closed during the hours that the exhibition is open to the public.

If you are likely to need to move your vehicle during those hours please park in the visitor car park at the front of the building.