

WOKING

means

BUSINESS

2024

Exhibitor's Manual
Woking Leisure Centre
Woking Park, Kingfield Road, Woking, GU22 9BA
Wednesday 9th October 2024 9.30am – 3.30pm

DIRECTIONS

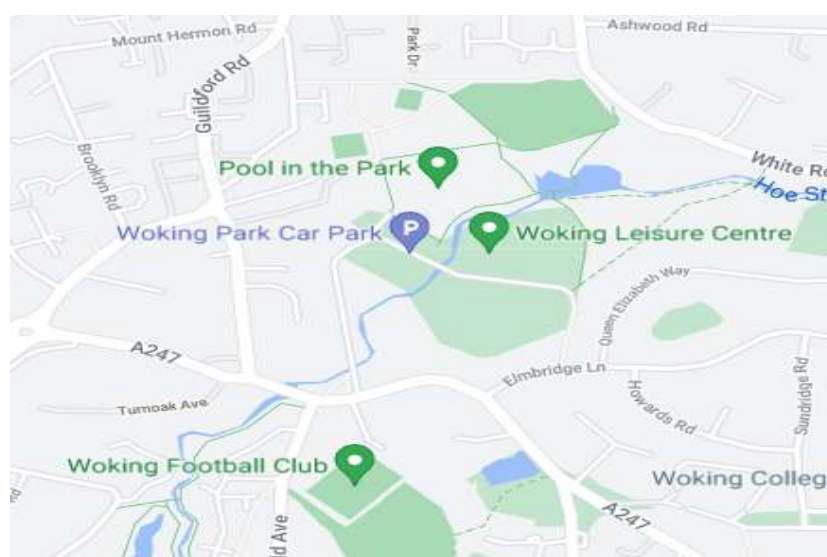
Woking Leisure Centre is situated in Woking Park on Kingfield Road, Woking, GU22 9BA just opposite to the entrance to Woking Football Club.

Exhibitor Parking

Exhibitors can drive through the main car park to the back of the main building where they will find loading doors to the sports hall. If a light load, go direct to the car park, otherwise they can unload direct to the exhibition area and then, as soon as they have unloaded, park in the car park allocated for exhibitors, leaving room for others to unload.

We have purchased car parking vouchers for exhibitors. Normally parking for the day would be £10, but we have been able to allocate a maximum of 2 vouchers per exhibitor, available by request to sue@wokingmeansbusiness.com. For additional parking, the first two hours are free, then pay as required.

LOCATION AND CAR PARK MAP



DEADLINE CHECKLIST

All items below, both compulsory and otherwise, must be dealt with by Friday 20th September latest, unless otherwise stated.

- Additional Items
- Shell Scheme Extras
- Fascia Name Board
- Furniture Requirements
- Electrical Services
- Insurance
- Audio Visual Equipment
- Editorial Entry
- Advertising

IMPORTANT TIMES

1. OPENING HOURS

Woking Means Business 2024 will be open to visitors during the following hours:

Wednesday 9th October 9.30am – 3.30pm

2. BUILD UP

The exhibition area will be available to exhibitors for stand construction and dressing as follows:

Tuesday 8th October – 15.00 pm to 6.30pm

We strongly recommend you install your stand on the Tuesday because if anything is forgotten on Wednesday morning.....

IMPORTANT!

All stands must be completed and fully manned ready for the exhibition opening

3. BREAKDOWN/DISMANTLING

Display material and exhibits must NOT be removed from stands before the close of the exhibition at 3.30pm on Wednesday 9th October.

IMPORTANT!

To remove any equipment during the event, the exhibitor must first gain clearance from the organisers. Security will be instructed not to allow any equipment to be removed from the site without authorisation

All stands and stand material must be completely removed from the hall by 8:00pm on Wednesday 9th October when the tenancy ends.

Any exhibits or materials not removed by this time may be disposed of or stored by the organisers at their discretion. Any charges incurred will be passed on to the exhibitor or contractor concerned.

VENUE DETAILS

1. CONTACT DETAILS

The Exhibition takes place at:
Woking Leisure Centre
Woking Park
Kingfield Road
Woking, GU22 9BA
Tel: 01483 771122

2. FACILITIES

- **Catering/Bar Services**

The venue will provide tea, coffee, other drinks and light snacks throughout the day in the exhibition hall or, with a little more choice, in the main reception area café.

- **Cloakrooms**

Cloakrooms are free and available in the reception area. The cloakrooms will be open during the open hours of the exhibition.

- **Lost Property**

Lost property should be reported, or if found, handed to venue staff at reception.

- **Photocopying**

Facilities for photocopying are available at the venue reception desk for which payment must be made at the time of use.

- **Rubbish**

All exhibitors must arrange for the removal of any items or material that they wish to dispose of after the exhibition has closed. Such items must be removed from the premises prior to the end of tenancy.

- **Storage**

Storage is not available at the venue and exhibitors must not store boxes, cartons, literature etc. around or behind their stands due to Fire & Safety regulations. Exhibitors must make their own arrangements for the removal or storage of items.

STAND INFORMATION

1. STAND CONTRACTOR

The official stand contractor for the Shell Scheme at the exhibition is:

Meridian Exhibitions
94 Ash Road
Aldershot,
GU12 4EY
T: 01252 336969
E: info@meridianexhibitions.co.uk

2. SHELL SCHEME

The shell scheme comprises 2.40m high light grey Velcro compatible walls. The wall panels are 950mm wide with poles in between each panel. The overall width of a 2m stand is 1948mm but graphic panels can be applied all over. There is a blue fascia with a name board attached.

A graphic of the shell scheme with all relevant sizes can be requested from the organisers. Extras for the shell scheme can be ordered direct from Meridian Exhibitions. Please note that interior stand sizes are always marginally less than the full metric size quoted because of the thickness of the walls. Please check with the organisers if in doubt.

3. DAMAGE TO EXHIBITION & SHELL SCHEME

Care must be taken to avoid damage to any part of the venue and the shell scheme. Should any damage occur, the exhibitor responsible shall be liable for reparation charges.

4. STAND IDENTIFICATION

Exhibitors with shell scheme stands are requested to confirm their fascia name requirements.

SERVICES

1. ELECTRICAL SERVICES

Two spotlights are included with the stand. Sockets are not included.

The official electrical contractor to the exhibition is:

Meridian Exhibitions

T: 01252 336969

E: info@meridianexhibitions.co.uk

For additional electrical services please complete the Electrical Order Form which can be downloaded from the Exhibitor Support Page.

Please Note:

- All stands are supplied with two spotlights. Additional lighting and power may be ordered from Meridian Exhibitions. Electrical connections must be made by the contractor.
- A sketch showing the position of additional fixtures you require should accompany the form, otherwise they will be fitted at the discretion of Meridian Exhibitions.
- All appliances should be delivered to exhibitors' stands complete with a 13amp square pin plug (BS No.13163)
- Exhibitors' equipment must conform to all current electrical safety standards, otherwise it will not be connected. Responsibility for compliance with the above rests with the exhibitor, but the organiser and the venue reserve the right of inspection.
- Orders received after 25 September will be subject to a 20% surcharge.
- Orders must be accompanied with full payment to: Meridian Exhibitions. Please complete the relevant section of the order form.

2. FURNITURE HIRE

Please note: furniture is not included, but additional furniture is available from Meridian Exhibitions. Download the Furniture Order Form and make payments direct to Meridian Exhibition as directed on the form. You can of course bring your own furniture if preferred. Basic conference chairs are available free

Please note: 4' x 2' tables can be hired for £10.00 + VAT each and black table covers can be hired for £10.00 +VAT each - ordered from the organisers by contacting sue@wokingmeansbusiness.com

3. ACCESS AND DELIVERY

Unloading can be carried out from a road at the back of the exhibition hall with direct access via large loading doors. Once you have unloaded you will then be required to park in the car park close by, allocated for exhibitor parking.

IMPORTANT!

It is advisable that contractors, drivers and exhibitors bring their own trolleys to transport goods to and from their stands. This will reduce the amount of time it takes to load and unload.

No provision has been made for unloading heavy loads or pallets. Exhibitors must make their own arrangements to unload heavy items.

4. INSURANCE

The official insurance company for the exhibition is:

CCS Insurance Services Ltd
Wych House
Wych Hill
Woking, GU22 0EU

Exhibitors are reminded of the insurance requirements for Public Liability and Insurance of Exhibits. Exhibitors are liable for accidents that occur on their stand area and for loss of any goods and equipment. Please contact Chamber member CCS if you are uncertain about your insurance cover or if you would like to take out cover for the exhibition.

5. VIDEO EQUIPMENT

The official contractor for video equipment at the exhibition is:

ICL Media, contact : ian@iclmedia.co.uk
Alternatively equipment can be ordered from Meridian Exhibitions. Details can be found on the Electrical Order Form.

GENERAL INFORMATION

1. CREDIT INFORMATION

In order to avoid any misunderstanding on site, exhibitors are requested to ensure that all charges in connection with space, shell scheme, extra electrics and furniture are settled in full prior to arrival on site. Please refer to the deadline checklist in order to enable well-planned settlement of charges.

IMPORTANT!

All charges relating to services supplied by official contractors (ie. electrics, furniture etc) must be paid in accordance with their terms and conditions.

2. ADDITIONAL ITEMS

Exhibitor Badges

Please send the names of people 'manning' your stand to:
Sue Walker, email: sue@wokingmeansbusiness.com

Visitor Leaflets/Posters

Visitor leaflets will be available to exhibitors on request for mailing/displaying to their own customers. Please let us know as soon as possible how many leaflets you would like.

Reply to: sue@wokingmeansbusiness.com

Emergency Procedures

In the unlikely event of a fire or any other emergency, instructions will be given direct from the venue's staff. The Fire Evacuation Procedure is displayed throughout the building. Each exhibitor will be expected to take responsibility for ensuring that all personnel and visitors on his/her stand are marshalled to the appropriate area, which will be advised by venue staff. In addition, exhibitors must take care not to block any emergency exits or gangways with obstructions from their stand.

1. FIRST AID FACILITIES

A first aider will be available at all times during the event. Please contact the Woking Leisure Centre reception.

2. FIRE PROTECTION

All exhibitors are reminded that they must comply with any reasonable instruction by the organisers to avoid the risk of fire.

Gangways: must be a minimum of 2 metres wide by law. Under no circumstances must exhibits, dressings, tables, chairs, etc. be allowed to encroach into gangways, regardless of their width.

Storage: No excess stock or literature may be stored on, around or behind stands.

3. NOISE LEVEL

The use of microphones and videos is permitted but the volume must not cause any annoyance to other exhibitors. The organisers reserve the right to prohibit their use if, in the organisers' opinion, any continuous annoyance is being caused.

4. EXHIBITORS PROMOTIONAL MATERIAL

Exhibitors can only dispense literature and promotional material to visitors from their own stands. Exhibitors' staff will not be permitted to hand out leaflets etc. at the entrance to the exhibition. In addition, material must not be attached to the fabric of the venue.

SHOW GUIDE

1. Editorial

As part of your show booking we will be producing an official show guide that will be distributed to all show attendees and the other exhibitors.

It will be beneficial for you to ensure that all your company details are entered into the exhibition web site – *your company name, stand number, postal address, telephone number, web address, contact name* **and 25 words of copy about your company, its activities and its products or services**. This data will then be entered into the Show Guide. It is a **FREE** entitlement simply because you are exhibiting at the Show: all you have to do is supply your information!

Advertise in the Official Show Guide

Should you wish to place an advert, please contact Paul Webster on 01276 423781 or email at paul@wokingchamber.org.uk

Advertisement Size	Price
Quarter Page	£40
Half Page	£60
Full Page	£90
Inside Front or Back Covers	£125
Back Cover	£150