



## Celebrate Chesterfield 2018 – Exhibitor Terms & Conditions

### 1) YOUR EXHIBITION SPACE

- Payment must be made before the event to secure your space.
- One table (approximately 5ft x 2.5ft in size) will be available for you on the morning as well as space for **one** of your banner stands.
- Please ensure that your marketing materials are **only displayed only on your stand** - there will be a clean policy for the rest of the room and delegates will be asked to be respectful of businesses which have paid for exhibition space.
- Every effort will be made to match your location preferences.

### 2) ARRIVAL AND TIMINGS

- Exhibitors will be able to access the Winding Wheel **from 6.40am on the morning via the rear entrance on Cowley Close**. Please press the intercom for entry. You are welcome to drop off your materials here, but will then need to move your car to a nearby car park. Please see the attached 'directions to rear entrance' for a map and more information.
- Please ensure your stand is ready **by 7.15am** when we expect the first delegates to arrive.
- All stands should be manned **between 7.15am and 8.25am**, and again **between 10.05am and 10.50am**.
- Room cleaning will begin at 10.50am. Please make sure you take all of your left over materials with you after the event.

### 3) PARKING

- There are a number of car parks to choose from in Chesterfield town centre. For more information please visit <http://www.chesterfield.gov.uk/Parking-Services-1123.html>.

### 4) WIFI & POWER

- Unfortunately there is **no Wi-Fi** available in the building. Please take this into consideration and plan to make other arrangements if you are hoping to access the internet while at your stand.
- Power will be available only to exhibitors who have requested a stand with power (those in pink on the room layout).