

Celebrate Chesterfield

Exhibitor Terms & Conditions

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 (maximum width of 85cm).
- 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.
- **If you plan to exceed the allocated number or banner stands** or will be using marketing materials that don't fit into the above guidelines please do let us know so we can pre-approve these and ensure all exhibitors are receiving an equal opportunity.
- Every effort will be made to match your location preferences.

Appropriate activity

- Celebrate Chesterfield is a showcase event to raise the profile and build the reputation of Chesterfield.
- The exhibition forms an important part of this showcasing our business community.
- By booking a stand you agree to ensure that content displayed, and activities undertaken from your stand is appropriate for a business event.
- We encourage exhibitors to be innovative with their space to showcase their business but please do speak to the team in advance about your plans, if you are unsure if they will fit within the space or the ethos of the event.
- Destination Chesterfield reserves the right to ask an exhibitor not to display or cease activity which doesn't align to Destination Chesterfield's values and equality policies or we deem may have a negative impact on the reputation of the Celebrate Chesterfield event, it's partners and sponsors or the Destination Chesterfield Partnership.

Arrival and timings

- Exhibitors will be able to access the Winding Wheel **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.
- Further information on timings will be released closer to the event.

Parking

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

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 red on the room layout).