



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 (maximum width of 85cm).
- Please ensure that your marketing materials are displayed only on your stand - there will be a clear 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 of 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.

2) 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.

3) 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>.

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 red on the room layout).