

The BIG Futures Show

Exhibitor Manual 2020



**Tuesday 28 April 2020
Eastbourne Sports Park
www.bigfuturesshow.org.uk**

Last updated 2 December 2019

Thank you for agreeing to exhibit at The BIG Futures Show 2020. This manual is your essential guide to help you prepare for the Show.

Show Team

Your key named contacts are listed below but in the first instance email hello@bigfuturesshow.org.uk with any enquiries.

Tim Sorensen	tim@eastbournebp.org.uk	07890 388624
Rachael Page	rachael.page@lewes-eastbourne.gov.uk	07925 892414

Venue Address

Eastbourne Sports Park
Cross Levels Way
Eastbourne
BN21 2UF

To Confirm Your Booking

Make sure you have fully completed your booking form and submitted a print quality (300 dpi) logo 200px square as a jpeg (unless previously supplied) to hello@bigfuturesshow.org.uk.

Your booking will be publicly confirmed on the Show's website and social media accounts. The Show team will verify your stand number and size.

To be included in the Show Guide the deadline for booking and submitting your logo is Friday 21 February 2020.

Make your Stand Interactive

A key aim of the event is for visitors to have an interactive hands-on and inspiring experience. In return, you're more likely to be remembered.

The best ideas will be promoted in the run up to the Show via social media to help with promotion. Do let us know what you plan to do.

Visitors will be voting for the best stand. The winner will get a free standard 2m x 2m exhibitor stand at BFS 2021.

Also aim to treat your stand as a window display of your business with a clear message on what services and products you offer. Use 'student friendly language' on signage and to explain what your business does. Visitors to previous Show's tended to walk past stands where this wasn't clear.

Freebies such as pens and mugs are valued as a way to draw visitors in, although wristbands are not liked by schools.

Your Space

Each stand can have access to one power point at an additional cost of £25 plus VAT (free for sponsors). If you require extra power points or anything more than 230 volts then make this clear on your booking form.

If you need power, you will need a 5m extension lead.

- Make sure it is in good condition, the cable is not damaged and it is correctly fused.
- Do not use leads wound on a drum - uncoil them.
- Do not trail leads across walkways or emergency exits.

Chairs are not available on stands but there will be a breakout area for exhibitors.

5ft x 2.5ft trestle tables will be available for all exhibitor and charity stands. White paper tablecloth will be available but for a more professional look please bring your own.

There is no wall space to stick any materials too.

Your stand number will be displayed at your designated space and on site maps.

Any food or drink offered to delegates must be for sampling purposes only and is subject to completing a Food Waiver Form for gaining venue permissions. **All food and drink for sampling must have its ingredients and allergens clearly labelled.** Please advise organisers of any demonstration catering arrangements beforehand.

Sponsors floor space allocation is 4m x 2m. Exhibitor and charity exhibitor space allocation is 2m x 2m. Additional space may be requested when booking. On arrival your space will be marked out but don't expect that to last beyond set up. Please do not spill onto adjacent spaces or into the aisles.

Event Timetable

Setting Up and Breaking Down

You can set up on Monday 27 April between 12.00pm and 5.00pm, and Tuesday 28 April between 8.00am and 9.00am.

You can breakdown your stand on Tuesday 28 April **no earlier than 4.45pm** until 6.00pm, and Wednesday 29 April between 8.00am and 12.00pm.

As with any exhibition, access for setting up and breaking down is restricted and will be in demand. Please note vehicle space is limited so will necessitate quick drop off/collection (following complete breakdown) and immediate removal of vehicle(s).

We ask you not to assemble or dismantle stands while there are visitors in the building due to health and safety restrictions at the venue and to only start removing materials once the hall has been cleared of all visitors.

Opening Times

The Show is targeted at students aged 14+ with their school or college but also students as general visitors; teachers and career advisors; parents, carers and guardians; and anyone looking for work or training. There will be a featured jobs board facility. The Show is open to all visitors between 9.30am and 4.30pm.

Entry with Show Guide costs £3 (individual or family). Schools and colleges need to contact the Eastbourne Education Business Partnership direct for rates and to organise group bookings.

The final schedule of school bookings and numbers will be shared with you before the event to allow you to plan appropriate cover for your stand.

What to Expect on the Day

Each exhibitor will receive a Day Pack which will contain printed stand badges, a Show Guide and the final exhibitor sitemap.

Show Hosts from East Sussex College and other volunteers will be available on the day to help you with setting up and familiarisation of the venue.

Parking

Exhibitors can park adjacent to (not on) the running track behind the Sports Hall. Please observe any restrictions on the day.

Catering

Exhibitors are invited to partake of a bacon/veggie roll before the show starts (available only between 8:15am and 9:00am) kindly sponsored by TBC.

Complimentary tea and coffee is available to exhibitors during the course of the day kindly sponsored by Christian Copyright Licensing International. If another beverage is preferred, exhibitors will be asked to pay the difference between a complimentary tea or coffee at a value of £1 and the other item.

There will be a pay as you go café plus vending machines on site for exhibitors.

Wi-Fi

There is free Wi-Fi at the venue kindly provided by CloudConnX that may be accessed via 'Link Free'.

Cleaning

Rubbish bags will be provided. Please help us and use them for your own and any rubbish that collects near your space. Leave them for collection by the exit doors as you leave.

Safeguarding

Do not ask students to give you their personal contact details. They can have yours, they are in the guide, or you can contact them through their school or if they are with parents through them.

Do not take or use specific photos of children without permission or guidance.

BFS Extra

For 2020, the Show is offering something a little 'extra' again. BFS Extra is taking place on Tuesday 24 March 2020 this will be a breakfast event (time tbc) at The Lansdowne Hotel, Eastbourne and is a pre-show event to bring together exhibitors and educators to ensure both are prepared for the actual Show.

BFS Extra is free to attend. 2 tickets for an exhibitor stand and 1 for a charity stand. The full programme will be available on the official website early 2020.

Marketing Toolkit

We encourage exhibitors to promote their involvement in the Show for the mutual benefit for all. Once your booking is confirmed do share the good news with your colleagues, clients and social media connections. There are plenty of things you can do to promote your presence and help attract visitors to your stand such as:

- Put a website button or text on your website
- Include editorial in your newsletters or internal communications
- Put the event logo and your stand number on your email signature leading up to the event
- Promote your attendance at other events in the lead up, distributing posters and leaflets that can be requested from the Show Team
- Ask your PR person to send out details to their media contacts
- Include interesting details about your stand in your social media campaign via Facebook, LinkedIn, Instagram or Twitter

You can also follow the BIG Futures Show on Facebook and Twitter.

Facebook: BIGFuturesShow Twitter: BIGFuturesShow #BIGFS2020

Generic marketing text is available below for your use.

The BIG Futures Show

The annual 'BIG Futures Show' is set to return to Eastbourne on Tuesday 28 April 2020.

The Show is the largest employability, skills and jobs event in the area and is aimed at students aged 14+ from across East Sussex as well as parents, carers and anyone looking for work or training.

All 1,500 plus visitors will experience an interactive and inspiring Show but pre-booked student groups will also benefit from a preparation pack and follow-up materials. This is to ensure that students get the most out of the Show, and ultimately guide them toward their 'BIG Future'.

"The people were very friendly, helpful and informative. They definitely provided insight and helped me feel more certain and secure in my chosen career path", said one student after visiting the Show.

Student groups, parents and other visitors, and exhibitors can find more information at www.bigfuturesshow.org.uk.

The BIG Futures Show is organised by the Eastbourne Education Business Partnership in association with Eastbourne Borough Council.

Facebook: BIGFuturesShow

Twitter: BIGFuturesShow #BIGFS2020

Instagram: the_big_futures_show

Terms and Conditions of Booking

The terms and conditions of booking are available on the official website.

www: bigfuturesshow.org.uk –  : BigFuturesShow –  : @BIGFuturesShow – #BIGFS2020

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In association with and supported by Eastbourne Borough Council.