

The BIG Futures Show

Exhibitor Manual 2026



Tuesday 28 April 2026 (9.30am – 3.00pm)
Eastbourne Sports Park
www.bigfuturesshow.org.uk

Please ensure that yourself and colleagues who will be attending the event read this information

Last updated 19 March 2026

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Introduction

Thank you for taking part in this years The BIG Futures Show 2026. This manual is your essential guide to help you prepare for the Show.

The BIG Futures Show (BFS) is the largest employability, skills and jobs event in East Sussex for students aged 14 plus. It is also open to parents, carers and anyone looking for work or training and features a dedicated job-seekers area.

BFS is organised by Eastbourne Education Business Partnership CIO (EEBP) in association with Eastbourne Borough Council. EEBP is a registered charity consisting of a board and representatives from local schools, colleges and businesses and has successfully been delivering work-related learning activities for students in the local area for the past 30 years.

To find out more, you can visit the Show's website: www.bigfuturesshow.org.uk.

Show Team

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

Mina O'Brien	mina.obrieneastbourneebp.org.uk	07958 559600
Kerry Barrett	kerry.barrett@lewes-eastbourne.gov.uk	07925 892414

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. The Show team will verify your stand number before the event.

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 or email hello@bigfuturesshow.org.uk.

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

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

Chairs are generally not available on stands **unless requested** or as part of the stand itself for visitors but there will be a breakout area for exhibitors in a marquee outside next to the main exhibition hall.

6ft x 2.5ft trestle tables will be available for all exhibitors 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.

The legs of any heavy items should be placed on floor protectors that will be available from the Information Desk.

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 – see Appendix 1. **All food and drink for sampling must have its ingredients and allergens clearly labelled.** Please advise organisers of any demonstration catering arrangements beforehand.

Partner sponsors floor space allocation is 4m x 2m (minimum). Exhibitor and charity exhibitor space allocation is 2m x 2m (minimum). 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.

Venue Address

Eastbourne Sports Park
Cross Levels Way
Eastbourne
BN21 2UF

Event Timetable

Setting Up and Breaking Down

You can set up on Monday 27 April between 1.00pm 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 3.15pm** until 4.30pm.

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).

The sports hall can be accessed by the main front entrance, a side door from the race-track or a side shutter door. If you are bringing any more than light carry-in materials, then we strongly recommend that you consider dropping off on the Monday.

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 after 3.15pm.

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 dedicated job seekers area managed by Recruitment South East. The Show is open to all visitors between 9.30am and 3.00pm.

Entry for individual or family on the day costs £3.00, or free for job-seekers inclusive of Show Guide thanks to sponsorship from Recruitment South East.

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.

Preparing for Visitors

Students

A key aim of the event is for student 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 2027.

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, or where those on stands were sitting down and not initiating discussions.

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

Listed below are suggested activities to help you plan your stand. If you have any questions or would like to talk through your ideas, please contact the Show Team.

Suggested Engagement/Interactive Activities for Exhibitors

1. Ask students to ask you the questions they have prepared in school OR go through the questions in the Show Guide with them.

2. A quiz about your company/business/sector – 10 quick questions (e.g., true/false, select correct answer from 3 options etc). Provide sheet with answers. Use as a basis for discussion.
3. Bring IT resources for the students to try out.
4. Matching exercise – e.g., job titles (at your company) on one set of cards, job descriptions on the other.
5. 'A day in the life' of one of your employees – not too long. Give options at certain points for students to underline correct answer. (E.g., I start work at 8.00am/8.30am/9.00am; I wear a uniform/smart suit/anything I like).
6. Skills/qualities profile – draw up a list of skills/qualities needed to work at your organisation. E.g., Meeting deadlines, working alone, solving problems, good with people etc. Ask them to tick the ones they think they have. Discuss.
7. Bring in photos of some of your employees (hard copies/on computer) doing their jobs. Ask the students to guess/describe what they are doing.
8. 5-minute mock interview? – only for the more confident students!
9. Ask students to solve a problem/issue your organisation is currently facing.
10. Enable students to have 'hands on' of e.g., equipment you use, clothing worn (e.g. hard hats) – observe health and safety requirements.
11. Bring one of your apprentices and get students to quiz them about their career path. What's good/bad about the job etc.
12. During discussion, you may want to address e.g., gender issues, school subjects useful for your profession, skills shortages etc.
13. Give a demonstration of a process used at your organisation.
14. Use open questions when engaging with students and trying to draw them out.

Job Seekers

Promoting Your Vacancies at The BIG Future Show Eastbourne

As an exhibitor at The BIG Future Show, please be prepared to speak with active job seekers about any current or upcoming vacancies within your organisation.

You will also have the opportunity to actively promote these roles through the Job-Seekers Corner, hosted by Recruitment South East.

The Job-Seekers Corner is designed for visitors to see what roles are at the show and your vacancies can be highlighted there, alongside social media promotion from both Recruitment South East and The BIG Future Show channels on the day of the event and in the week following.

The team will also be directing visitors to your exhibition stand during the event from the roles you provide to go up on the board.

To help promote your opportunities effectively, we will require a list of the vacancies you expect to have available at the time of the event. This can include job roles, volunteering positions, traineeships, and apprenticeships. This information will allow them to create job signage and answer initial questions from visitors before directing them to your stand.

For each vacancy, please provide the following details:

- Company name
- Stand number (if known at time of submission)
- Job title
- Salary
- Location

Where possible, please also send full job descriptions, as these can be used to promote your vacancies on social media in advance of the event and help increase footfall to your stand.

Vacancy information and job descriptions can be emailed to cam@recruitmentsoutheast.co.uk ahead of the event.

On the morning of the show, a member of the Recruitment South East team will visit your stand to record a short 30-second teaser video introducing your organisation and highlighting your available roles. These videos will be shared on social media to help drive visitors to your stand and build excitement around the event. The promotion will also continue after the show to reach people who were unable to attend but may still wish to apply.

Previous shows have resulted in a strong number of successful recruitment outcomes, and we look forward to building on this success with your support at BFS 2026.

What to Expect on the Day

Day Pack

Each exhibitor will receive a Day Pack which will contain two printed stand badges – please feel free to personalise or use own badges/lanyards if you have them, a Show Guide and the final exhibitor sitemap. Volunteers will be available on the day to help you with setting up and familiarisation of the venue.

Parking

There is parking adjacent to (not on) the Sports Hall running track and limited parking in the Sports Hall car park. Show staff will be available to help. If you are dropping off, do simply do that and not leave vehicles unattended around access. Car sharing is encouraged where possible. Please observe any restrictions on the day.

Catering

This year's catering is being provided by a local business called Chilling and Grilling (<https://www.facebook.com/p/Chilling-Grilling-61576159881508/>). They will be situated outside next to the main exhibition hall.

Complimentary tea and coffee are available to exhibitors during the course of the day kindly sponsored by Christian Copyright Licensing International. Your exhibitor or own badge/lanyard will be required. If another beverage is preferred, exhibitors will be asked to pay the difference between a complimentary tea or coffee and the other item.

Complimentary breakfast rolls are available from 8.15am and kindly sponsored by Posturite Ltd. Pay as you go food will be available throughout the day, see Appendix 2 for their menu. Healthier options should also be available.

There are vending machines on site for exhibitors and a water-fountain in the corridor leading to main show entrance.

Wi-Fi

There is free Wi-Fi at the venue kindly provided by CloudConnX. You will need to connect your device Wi-Fi to 'Link Free', open your web browser and follow the on-screen instructions to set-up an account or sign into your account. This should be working by 9am on Tuesday 28 April.

Cleaning

Recycling is encouraged and designated bins will be provided. Rubbish bags will be available in the main hall. 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.

We would ask you to please avoid single-use plastics including balloons for decoration.

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.

Weather

We hope for fine and warm weather on the day. The Sports Hall however does not have heating or air conditioning and we advise that you check the weather in advance in case you need to bring a jacket or something similar to keep warm.

Marketing Information

We encourage exhibitors to promote their involvement in the Show for the mutual benefit for all.

Our social media channels and hashtags are:

Facebook: BIGFuturesShow

X: BIGFuturesShow

Instagram: the_big_futures_show

#BIGFUTURESSHOW

Terms and Conditions of Booking

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

The BIG Futures Show is organised by Eastbourne Education Business Partnership
In association with and supported by Eastbourne Borough Council

Appendix 1



FOOD WAIVER REQUEST – BFS 2026

Date of Event:	Tuesday 28th April 2026
*Name of Organisation:	
Name of Event:	The BIG Futures Show
Location of Event:	Eastbourne Sports Park

Food Item	Purchased From / Prepared at
Food 1:	
Food 2:	
Food 3:	
Food 4:	
Food 5:	
Food 6:	

***Contact Person:**

***Phone No.**

RELEASE AGREEMENT

..... (“Exhibitor”) hereby waives and releases any rights, actions or claims against Eastbourne Education Business Partnership CIO, its subsidiaries and affiliates, for any liabilities and damages, including any food-borne illnesses and death, arising out of or in connection with the exhibitor’s use of its own food or consumption of products not provided by BFS 2026 caterers.

IN WITNESS WHEREOF, Client has signed and acknowledged This Agreement.

By:

Title:

Date:

.....



Eastbourne EBP CIO is a joint initiative between local schools and colleges supported by business
Registered Charity Number: 1149634

Appendix 2



BEEF & CHICKEN BURGERS

YOU GOT BEEF 60Z BEEF PATTY, BURGER SAUCE AND HOUSE PICKLES	£9
THE BIG CHEESE 60Z BEEF PATTY, BURGER SAUCE, AMERICAN CHEESE AND HOUSE PICKLES	£10
THE CHEF BURGER 60Z BEEF PATTY, AMERICAN CHEESE, CRISPY BACON, BURGER SAUCE AND HOUSE PICKLES	£11
SWEET THANG 60Z BEEF BURGER. SERVED WITH CARAMELISED ONION CHUTNEY, HOT HONEY GLAZED BACON, MAYO AND AMERICAN CHEESE.	£12
THE CHIC-KING BUTTERMILK AND ROSEMARY BATTERED CHICKEN FILLET, SHREDDED ICEBERG LETTUCE AND MAYONNAISE	£10
BBQ BAD BOY BUTTERMILK AND ROSEMARY BATTERED CHICKEN FILLET, AMERICAN CHEESE, CRISPY BACON, BBQ SAUCE AND HOUSE PICKLES	£13
THE BUFF CHICK BUTTERMILK AND ROSEMARY BATTERED CHICKEN FILLET DIPPED IN A HOT BUFFALO SAUCE, SHREDDED ICEBERG LETTUCE, HOUSE PICKLES, AMERICAN CHEESE AND A COOL BLUE CHEESE SAUCE	£13

PLANT PATTY (V)(VG) £10
SEASONAL PLANT BASED PATTY. SERVED WITH VEGAN MAYO AND SHREDDED LETTUCE.
ASK YOUR SERVER FOR MORE DETAILS

ALL SERVED IN A SESAME AND ONION SEEDED BUN. GF AVAILABLE ON REQUEST

LOADED DAWGS

THE OG DAWG 11" FRANKFURTER SERVED IN A BRIOCHE ROLL TOPPED WITH HEINZ KETCHUP, AMERICAN MUSTARD AND CRISPY ONIONS	£10
SLOPPY DAWG 11" FRANKFURTER SERVED IN A BRIOCHE ROLL TOPPED WITH CHILLI CON CARNE, AMERICAN MUSTARD AND JALAPEÑOS	£11

FOR PRIVATE HIRE OR CORPORATE EVENTS
PLEASE REACH OUT TO US VIA INSTAGRAM
OR EMAIL: CHEFBURGER2025@OUTLOOK.COM

FOLLOW US ON





CHICKEN TENDERS

ORIGINAL CHICKEN TENDERS	£7
HOT HONEY CHICKEN TENDERS FINISHED WITH SESAME SEEDS, SPRING ONIONS AND SLICED RED CHILLI	£8
BBQ TENDERS FINISHED WITH SESAME SEEDS, SPRING ONIONS AND SLICED RED CHILLI	£8
HOT BUFFALO TENDERS COATED IN A BUFFALO SAUCE FINISHED WITH SPRING ONIONS AND BLUE CHEESE DIP	£9
GARLIC AND PARMESAN TENDERS TOSSED IN A CONFIT GARLIC BUTTER AND FINISHED WITH LASHINGS OF PARMESAN AND CHOPPED SPRING ONIONS	£9

SIDES

SEASONED SKIN ON FRIES (V)	£3.50
TATER TOTS (V)	£4
CHICKEN SALT FRIES	£4
GRAVY DIPPING POT SOUTHERN STYLE CHICKEN GRAVY. PERFECT WITH BURGERS, TENDERS AND FRIES	£3
LOADED FRIES SEASONED SKIN ON FRIES TOPPED WITH HOT CHEESE SAUCE, CHICKEN TENDERS, BACON, CRISPY ONION, SPRING ONIONS AND FRESH CHILLIES	SMALL £6 LARGE £10

DRINKS

ALL 500ML BOTTLES: COKE, COKE ZERO, SPRITE ZERO, FANTA ORANGE, FANTA LEMON	£2.50
WATER	£1.50
SIMPLY FRUITY ORANGE OR BLACKCURRANT & APPLE	£2

(V) Suitable for Vegetarians. Items on this menu may contain nuts.
All our food is prepared in a kitchen where nuts, gluten and other allergens are present and our menu descriptions do not include all ingredients.
If you have a food allergy, please let us know before ordering.
Full allergen information is available on request.



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