

WE LOVE GATHERING EACH YEAR AT THE LINCOLNSHIRE SHOWGROUND FOR 5 DAYS OF FRIENDSHIP, WORSHIP, BIBLE TEACHING AND ACTIVITIES FOR THE WHOLE FAMILY

WE BELIEVE THAT CHURCHES SHOULD GROW AND THAT CHRISTIANS SHOULD BE INFLUENTIAL IN EVERY SPHERE OF LIFE

THE EARLY CHURCH DIDN'T JUST GROW BUT MULTIPLIED UNTIL TODAY MILLIONS OF PEOPLE CLAIM TO BE FOLLOWERS OF JESUS. THIS IS THE KIND OF CHRISTIAN FAITH WE BELIEVE IN! WE HOPE THAT YOU ENJOY THIS YEARS EVENT.

Each year we partner with numerous organisations from across the UK. Seeing over 300 Churches represented, up to 50 exhibitors and traders fill our EXPO hall and in the region of 6000 people attend the Event.

Exhibiting or trading with us is a unique opportunity to showcase your organisation to our guests, increase interest, support for your cause and sell your products. ONE Event attracts all kinds of exhibitors from local charities and businesses to international initiatives; there is always one thing that all of our exhibitors have in common, which is a passion to equip one another and resource the church.

WHAT'S INCLUDED...

Our hope is to have you at the event, and that means that we'll go the extra mile to help meet your needs. Every booking not only includes the great things listed below, but we're always willing to facilitate your budget and requirements.

EVERY BOOKING INCLUDES:

- Complimentary Event Tickets: Event Pass or discounted camping/ residential accommodation (Amount of complimentary tickets determined by stand size)
- Stand space complete with Shell System Panels (Size as booked)
- Your name shown with our other exhibitors on screens in our Big Top Venue.

OPTIONAL EXTRAS INCLUDE:

- Electricity Supply
- Exhibitor WIFI
- Advertising
- Accommodation

WHEN & WHERE:

The ONE Event is held on the Lincolnshire Showground; just a few minutes drive from Lincoln City Centre. The event runs from 23rd-27th August. EXPO is open mornings 9-10am (Excluding Friday), afternoons 12:30-6pm (4-6pm – Friday) and evenings 8:30-10:30pm (Excluding Tuesday)

THE EXPO EXPERIENCE...

“ This was the first year that we have exhibited at the One Event and we just wanted to say how well organised it was.”

Exhibiting at ONE you can expect a great variety of other exhibitors from all over the country and a warm friendly family feel. We also have a dedicated on-site EXPO team to assist/help on site.

“ It was a good opportunity for us to make African Enterprise more widely known.”

ADVERTISING WITH ONE:

Advertising at our event is a great opportunity for you as an organisation, we have over 6,000 people attend our event each year. This year we are excited to offer advertising packages to suit all as well as having our existing services, our packages are a great way to increase your organisations prominence at the event, show your promotional material and increase your reach. These packages below can be tailor made to suit your needs.

WE OFFER MULTIPLE ADVERTISING PACKAGES:

	BRONZE £125	SILVER £200	GOLD £380	GOLD PLUS £550	PLATINUM £1000
Digital Advert	• 10sec	• 20sec	• 30sec	• 60 Sec	• 60 Sec
Mentions on ONE Event Social Media	• 1	• 3	• 3	• 5	• 5
Mentions on 1 Sound FM at the event	• 1	• 3	• 3	• 3	• 5
Display Banner	•	•	•	•	•
Radio Interview on 1 Sound FM			•	•	•
Inclusion on footer on website			•	•	•
Flat Item in Delegate Bag				•	•
Inclusion on Supporting Organisations web page				•	•
Inclusion on Front & Back cover of event printed publicity (brochure if booked before print)					•
Advert in Event Programme					•
Inclusion on One Event Marketing Email					•

FOR MORE INFORMATION ON VARIOUS PACKAGES AND INFORMATION PLEASE SEE THE ADVERTISING BOOKING FORM AND TERMS AND CONDITIONS

2019 PRICES:

To book please complete the attached Booking Form.

STANDS:

Exhibit - £50.00m2

Trade - £62.00m2

EXTRA'S:

Electric Socket - £30.00

Exhibitor WIFI - £15.00

EVENT TICKETS:

The following number of free event passes will be included with each stand, further passes will be charged at full price. Passes can be upgraded to camping or residential with a surcharge.

STAND DIMENSIONS	STAND SIZE (M2)	NUMBER OF PASSES
2x2	4	2
2x3	6	2
2x4	8	3
3x3	9	3
3x4	12	3
Larger than 3x4m	Larger than 12m2	4

DISCOUNT ACCOMODATION:

Take advantage of our various accommodation options with a small surcharge per person.

Camping surcharge - £30 per person

Residential surcharge - £68 Single Occupancy per person per night

- £89 Double Occupancy per person per night

BOOKING:

Booking with us is easy, just complete the attached booking form and return it to us before 31st July 2019. On receipt of your booking we will contact you to let you know it's been received and then keep you updated with further details prior to the event. Any queries please see below for contact details

GET IN TOUCH:

EXHIBITION & ADVERTISING MANAGER - Bookings and Contact up until the event

Chloe Harrison

22 Newland

Lincoln

LN1 1XD

admin@groundlevel.org.uk

01522 542166

EXHIBITION MANAGER - Contact over the Event (details will be sent out before the event)

Joy & Paul Blundell

DEFINING THE STANDS:

TRADE STAND:

Traders may display materials, distribute information in the EXPO area and are free to sell items in connection with their work. All Trade stands are provided at **£62** per sq. metre. All Traders will be issued with the relevant number of passes in relation to the size of the stand booked.

These passes are for day admittance. Such passes will be named and must be for person(s) responsible for the stand.

Those wanting to sell books need to go through our Bookshop. Please contact the office for details.

EXHIBITION STAND:

Exhibitors may display materials, distribute information in the EXPO area but **should not sell any items whatsoever.**

All Exhibitor stands are provided at **£50** per sq. metre. All Exhibitors will be issued with the relevant number of passes in relation to the size of the stand booked.

These passes are for daily admittance. Such passes will be named and must be for the person(s) responsible for the stand.

EXPO CONDITIONS:

Shell systems will be provided; they have 6ft high walls, suitable for attaching items by Velcro, pins or light nails. A professionally produced name board will be provided. Please ensure you have clarified exactly what you would like to appear on this name board on the booking form.

Your area has to be kept tidy and sectioned away from any walkways and fire exits. The Exhibition Manager will make sure all stands are presentable during the event and that there is no "spillage" into other areas of the exhibition. A professionally produced name board will be provided and will be displayed on the front of your stand.

Although every effort will be made to provide what is requested, in order to enable the maximum number of organisations to participate in the event the organisers reserve the right to vary stand sizes and plan the layout of the EXPO in such a manner that optimises the display space available.

1. All Trade Stand personnel and exhibitors must adhere to any instructions given by the Exhibition Manager/ONE Event Operations Team.
2. We reserve the right to decline your application at our absolute discretion and without entering into correspondence about the decision.
3. Please include a copy of your public liability insurance with your booking form.
4. Please note that for insurance purposes, any electrical items that are brought to enhance your stand must have a current electrical safety-testing certificate. This will be checked at the event. Items not displaying a valid 'PAT' tested sticker will not be accepted for use unless they have been purchased in the last twelve months and a receipt can be produced to verify the fact. The PAT test must have taken place no longer than 12 months before the commencement of the event.
5. No drinks or refreshments may be sold from any Trade or Exhibition Stand.
6. The exhibition area opens for set up at 10:00 on the Friday of the event and opens to the public 16:00. All stands must aim to be ready by **16:00 on Friday**. Stand holders requiring any alteration from this time / day must agree any change with the EXPO Staff prior to the event.
7. The exhibition area closes at **16:00 on Tuesday** and all stands must be cleared/removed from the showground by **19:00** (unless pre arranged as mentioned above). Stand holders requiring any alteration from this time / day must agree any change with the EXPO Staff prior to the event.
8. All stand personnel must wear a badge indicating their name and organisation. This must be arranged by the organisation they are representing, not by Ground Level administration.
9. All stand personnel must be either employees or volunteers of your organisation and must be fully aware of your organisations aims and values.
10. Exhibitors and Traders shall indemnify the organisers against all claims, damages or expenses whatsoever, resulting from the presence of the Exhibitor/Trader or his exhibits on the showground.
11. The organisers accept no responsibility for death, injury or loss to any particular Exhibitor/Trader or his agent or servant or for damage to any property owned or used by the Exhibitor/Trader or his agent or servant at the Showground.
12. EXPO Opening times can be found in the "When & Where" section above N.B. Stands must not be closed on the Sunday of the event.
13. Please ensure you have stated your expected time/day of arrival & departure upon booking. Failure to do so may result in your stand not being ready for your arrival.
14. Every attempt will be made to meet your requirements but no absolute guarantees can be given.
15. Tickets will be issued to the names given on the booking form, bookings can be made without giving names but this information must be supplied to us by 31st July in order to issue the relevant tickets. Passes can be used interchangeably on a strictly one-on one-off basis.
16. Surcharges only apply to the stands free event passes, any additional tickets must pay full price for camping/ residential.
17. ONE Event makes no guarantees of footfall within the expo, nor can it guarantee sales made on stands. ONE Event reserves the right to close the area at it's discretion.
18. Selling of Literature: Ground Level has a contract with the event Bookshop provider for the provision of selling literature. This entitles the Bookshop provider to be the only bookseller on site, including the selling of materials which may relate to your organisation that you wish to sell on your stand. In this case we would ask for you to arrange with the bookseller to stock any relevant titles or literature for you, you would only be required to pay the lower "Exhibitor" rate should you not trade any other items on your stand. You would then direct customers to the appropriate section to make purchase. The bookseller are not obligated to stock any such items. All book sales for both out of print or current titles must be approved by the ONE Event or stocked through the chosen bookseller. Should you wish to stock items through our bookseller, please get in touch with us and we will provide you with appropriate contact information to do so.
19. Cancellations are subject to a 7 day "cooling period" where 100% refund is available, this applies only to bookings made before 31st July. After 7 Days the following structure will apply to cancellations:
 - Before 1st July 2019 – 25% Cancellation fee applies
 - Between 1st-31st July 2019 – 50% Cancellation fee applies
 - After 31st July 2019 – No refundsAll Cancellations must be in writing either by email or post and include full details of booking. Refunds may take up to 30 days to process.

BY COMPLETING A BOOKING FORM I/WE AGREE TO ABIDE BY THE CONDITIONS LAID DOWN IN THIS SCHEDULE BY THE GROUND LEVEL TEAM.

EXPO HEALTH & SAFETY POLICY:

EMERGENCY ARRANGEMENTS:

- In the event of fire please leave the building via the nearest fire exit. Exhibitor's assembly point is located in the expo car park.
- First aid is provided by St John Ambulance who are situated in The First Aid building on site (See map in Programme).

ACCIDENT & INCIDENT INVESTIGATING AND REPORTING:

All accidents / incidents or near misses must be reported using the forms provided to the EXPO Management and will be investigated by the Site Team and Health & Safety Advisors.

ELECTRICAL REGULATIONS:

Legislation

- All electrical installations on stands, features, displays or exhibits shall comply with:
 - The current edition of BS 7671 'The IEE Wiring Regulations - Requirements for Electrical Installations' (17th Edition) with any amendments thereto.
 - Any special requirements of the Local Authorities and of the Venue and all relevant statutory requirements.
 - The Health & Safety at Work etc, Act 1974.
 - The Electricity at Work Regulations 1989.
 - The Exhibition Venues Association 'Regulations for Stand Electrical Installations' updated June 2001.
- All electrical appliances used by exhibitors must be compatible with the standard UK voltage provided by the Venue, so as to ensure safety in use.
- Standard UK Electrical Supplies comply with the EU Harmonised Voltage Band of + 10% and – 6%
 - Single Phase 230volts 50 Hz (216v to 253v)
 - Three Phase 415volts 50 Hz (376v to 440v)
- Any appliance exhibited which falls outside the venue's standard electrical supply ratings, must be clearly and unambiguously marked and as such not connected except as e) below.
- For non-standard voltage and frequencies, the client may be allowed to bring in suitable voltage transformers and frequency converters if written permission is given by the Venue.

APPLIANCES:

Any electrical appliance connected to a socket must have been PAT tested and labelled by a competent person before it is plugged in and energised. Exhibitors will be required to remove non compliant equipment from the hall.

PLUG TOPS:

All 13amp plug tops must conform to BS 1363/A. Not more than one flexible cable shall be run from each plug top and all flexible cables must be in one piece. Taped joints are not permitted.

ADAPTERS & EXTENSION LEADS:

13 amp bayonet adaptors, multi-way plug-in type adaptors and extension leads on reels are not permitted. The use of trailing-block type 4 way adaptors is restricted as follows:

- All such adaptors must be fused and limited to a maximum loading of 500 watts total.
- Only one 4-way unit may be run from each fixed socket.
- Length of flex from plug top to trailing block unit must not exceed 2 metres.
- Flex must not cross public areas.

COSHH REGULATIONS 2002: (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH)

Under these Regulations an exhibition stand is designated as a workplace and exhibitors are responsible for ensuring that all staff are fully trained and provided with the correct protective clothing and equipment to enable them to meet the statutory requirements. In addition to this requirement, would require information if the use of or sale of substances hazardous to health are planned as part of the exhibit.

HAZARDOUS EXHIBIT'S/DEMONSTRATION'S:

A General Risk Assessment / Method Statement is required to be submitted where there is a hazardous exhibit or demonstration on the stand. Written permission will be required for these exhibits and further advice can be obtained from the Office.

NAKED FLAMES & HOT SURFACES:

- Hot areas must be effectively guarded to prevent injury to visitors and must be adequately fixed in a stable location to ensure continuous safety and stability.
- Heat emitting fittings, including lights that are installed at low level or are easily accessible for visitors must be protected to prevent burning injuries.
- Where a naked flame is present arrangements must be made to adequately monitor the burning period to ensure continued safety and stability.
- All burning materials must be properly extinguished when the stand is unattended.
- Warning signs must be prominently displayed and a suitable fire extinguisher must be readily available on the stand.

NIGHT COVERS/SHEETS:

All covers used to protect displays or exhibits shall be inherently non-flammable or of material rendered non-flammable to the satisfaction of the Venue and in accordance with BS 476 Class 1; it is recommended that only those made of netting or transparent material be used. When not in use these must be rolled up and secured within the area of the stand and must not be left in a position where they will cause an obstruction or interrupt the line of sight

CURTAINS:

Curtains to openings or recesses must be inherently non-flammable or of material rendered non-flammable to the satisfaction of the Venue in accordance with BS 5438 (Class 1). Curtains should hang at least 75 millimetres clear of the ground, be parted in the centre and must not conceal any exit signs or other regulatory notices

VOIDS BETWEEN STANDS:

Cavities and spaces between or behind stands must be sealed off and must not be used by exhibitors for the storage of packing cases, empty cartons, excess stock, literature, etc., or for any other purpose. Packing materials must not be returned to stands until after the close of the show on the final day.

GENERAL ARRANGEMENTS:

Floor surfaces must be kept clean and dry and must be kept free from obstruction and any substance likely to cause persons to slip. One of the most common types of accidents is slips, trips and falls, persons should be made aware of the dangers of running in a building. Floor surfaces should be even and no un-tacked carpet or loose tiles. No materials or obstacles should not be left in passageways and corridors. Telephone and electric cables should be under a cable protector or kept out of the way to prevent anyone falling over them.

Within the Exhibition area care should be taken to ensure that there is no congestion in and around stands, if there is a congestion issue then the EXPO manager and the Health and Safety manager have the right to move or relocate stands accordingly. Please be aware it is the responsibility of the exhibitor to ensure walkways and aisles around their stand are not blocked or congested.

FIRE & FIRE PRECAUTION:

Observation of fire safety legislation is one of the most important safety requirements. The environment creates a fire risk by its very nature since the great amount of paperwork is naturally a fire risk. In addition, facilities face the dangers of large amounts of waste paper and temporary electrics. All traders and exhibitors must make all staff on their stand aware of where the fire exits are in the building. There will be a map of the building available from the EXPO Management for your information.

It is the sole responsibility of the stall holder to adhere to the details of this document throughout the duration of the event. The on-site health and safety teams will be available for advice and support for adherence to these standards and will periodically carry out checks during the event. Please ensure that a printed copy is kept with the stall at all times.

THE SMALL PRINT: (ADVERTISING T&C'S)

GENERAL

1. The deadline for bookings is the 31st July 2019
2. We reserve the right to decline your application at our absolute discretion and without entering into correspondence about the decision.
3. Advertisers shall indemnify the organisers against all claims, damages or expenses whatsoever, resulting from the advertising or their exhibits on the showground.
4. The organisers accept no responsibility for death, injury or loss as a result of their particular property owned or used by the advertiser or his agent or his servant at the showground.
5. Every attempt will be made to meet your requirements but no absolute guarantees can be given.
6. ONE Event reserves the right to remove any advertising material that is deemed offensive or inappropriate by the Ground Level Executive Team or their appointed management.
7. Payment must be made with booking unless stipulated and agreed by Ground Level Network
8. Cancellations are subject to a 7 day "cooling period" where 100% refund is available, this applies only to bookings made before 31st July. After 7 Days the following structure will apply to cancellations:
 - o Before 1st July 2018 – 25% Cancellation fee applies
 - o Between 1st-31st July 2018 – 50% Cancellation fee applies
 - o After 31st July 2018 – No refundsAll Cancellations must be in writing either by email or post and include full details of booking. Refunds may take up to 30 days to process.

DIGITAL ADVERTISING

Our Big Top plays host to 3500+ worshippers, before and after each meeting we run a show reel and this is your chance to be a part of it by your video being viewed by the whole venue over the course of 5 days. Your video will be shown at least once per day and up to three times a day on our screens in the food hall and information areas. All we ask is that you supply video files to us by an agreed deadline, in a set format and resolution.

1. All videos must be submitted by 9th August 2019 to guarantee inclusion.
2. Videos and images should be formatted to a 16:9 ratio.
3. Videos and images should be 1920x1080 full HD resolution
4. Files should be QuickTime .mov or .mp4 files (although we can reformat them if needed)
5. Files can be delivered via Drop box, Google drive or a file transfer site such as wettransfer.com

OUR DESIGN AGENCY CAN PRODUCE BOTH VIDEO AND GRAPHIC DESIGN SHOULD THIS BE REQUIRED. PLEASE CONTACT US FOR MORE DETAILS.

BANNERS

1. Banners can either be indoor pull up banners that will be situated in a suitable position within the exhibition hall. External banners can be displayed on out booking in lanes, these should be printed on appropriate external banner material and be suitable to be fixed to a 1m fence panel.
2. ONE Event except no responsibility for damage, loss or theft of any banner while displayed on the showground.
3. ONE Event reserves the right to remove any banner at any given point if it infringes health and safety requirements.
4. All banners will be put in position by the ONE Event Site Team and should be delivered to site by the 22nd August 2019.

ONE SOUND FM

1. Mentions will be scheduled at an appropriate time by the ONE Event. Where more than one mention is to be made these will be where possible made on separate days or at least 12 hours apart.
2. Mention Scripts can be supplied but must be no longer than 30 words. Mention scripts must be supplied by the 10th August 2019. If no mention script is provided the ONE event will use a standard format.
3. Where interviews are applicable, these must be arranged in advance with the ONE Event organisers. Content of these interviews is subject to approval by the Station Manager who has autonomy to approve or reject all content to be broadcast on the station.

PRINTED ADVERTS

1. Where applicable adverts will be included in the event programme. These adverts will be a minimum of A8 but could be as large as 6.5cm x 7cm depending on programme content
2. Final content is subject to approval by the ONE Event.
3. All adverts must be submitted by 30th June 2019

EMAIL MARKETING

1. Where applicable to the opportunity will be given for you to appear in our email marketing.
2. Your logo will appear on every email advert from the point of booking and the opportunity will be given for one larger feature on a Email before the event.
3. Final content is subject to approval by the ONE Event

BY COMPLETING A BOOKING FORM I/WE AGREE TO ABIDE BY THE CONDITIONS LAID DOWN IN THIS SCHEDULE BY THE GROUND LEVEL TEAM.

