

14–16 July 2026

 **Develop: Brighton**
Insight: Inspiration: Networking

Exhibitor Manual

14-16 July 2026

Develop:Brighton

Insight:Inspiration:Networking

Hi

We're delighted that you've chosen to exhibit at this year's Develop:Brighton Conference and can't wait to see you all face to face.

Now that you've booked your stand, the aim of this Exhibitor Manual is to help you in planning your presence at the event ensuring you maximise your exposure.

Please do take the time to read through the information as it's important that nothing is left to the last minute to ensure you have everything you need.

Access is via the loading bay on St Margarets Place, however please note that vehicles are not able to park and that it's operated on a first come, first served basis.

For this reason, we strongly recommend that smaller items (anything that can easily be carried – boxes, banners etc) are brought through the hotel from the hotel car park.

If you have any questions or would like any more info, please contact me directly and we'll be happy to assist in whatever way we can.

Above all, the Develop:Brighton team is on hand to help you in your planning and assist with any questions you may have – our details are listed below for you to contact the most appropriate team member.

Event Director Any queries regarding your stand, sponsorship, logistics or Health & Safety etc.	Andy Lane	Tel: +44 (0) 20 3927 6440 Email: andy@tandemevents.co.uk
Marketing Director For any marketing and registration enquiries.	Sarah Colby	Tel: +44 (0) 20 3927 6440 Email: sarah@tandemevents.co.uk
Content Director	Susan Marshall	Tel: +44 (0) 20 3927 6440 Email: susan@tandemevents.co.uk
Business Development Executive For queries regarding your stand or sponsorship.	Lewie Procter	Tel: +44 (0) 20 3927 6440 Email: lewie@tandemevents.co.uk
PR Any queries regarding publicising your participation	Tom Stone at Bastion PR	Tel: +44 (0) 20 3927 6430 Email: develop@bastion.co.uk

We'd also like to draw your attention to our Code of Conduct. Please ensure that your colleagues are aware of it too.

If you've got any questions, just let us know and we look forward to seeing you in Brighton in July.

All the best



Andy Lane

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CODE OF CONDUCT

We are committed to providing a friendly, safe and welcoming environment for all, regardless of gender, sexual orientation, disability, ethnicity, or religion. This code of conduct outlines our expectations for participant behaviour as well as the consequences for unacceptable behaviour.

So we invite all sponsors, volunteers, speakers, attendees, media, exhibitors, and other participants to help us make Develop:Brighton a safe and positive experience for everyone.

We expect all event participants to abide by this code of conduct at all conference venues and conference-related social events.

All decisions about appropriate or inappropriate behaviour are at the sole discretion of the event organisers Tandem Events.

EXPECTED BEHAVIOUR

- Be considerate and respectful.
- Refrain from demeaning, discriminatory, or harassing behaviour and speech.
- Be mindful of your surroundings and of your fellow attendees. Alert conference organisers if you notice a dangerous situation or someone in distress.

UNACCEPTABLE BEHAVIOUR

- Unacceptable behaviour includes: intimidating, harassing, abusive, discriminatory, derogatory or demeaning conduct by any attendees of Develop:Brighton and related events like the after hours networking parties.
- Harassment includes: offensive verbal comments related to gender, sexual orientation, race, religion, disability; inappropriate use of nudity and/or sexual images in public spaces (including presentation slides); deliberate intimidation, stalking or following; harassing photography or recording; sustained disruption of talks or other events; inappropriate physical contact, and unwelcome sexual attention.
- Wearing clothing that is not suitable for a professional work environment, that is provocative, or otherwise potentially offensive.
- Physical, written, verbal or other abuse, intimidation, threats, annoyance, harassment, stalking, pushing, shoving or use of any physical force whatsoever against any person, which in any way creates a disturbance that is disruptive or dangerous, or creates anxiety in a person.
- Possession of any item that can be used as a weapon, and may cause danger to others.
- Any boisterous, lewd or offensive behaviour or language, including but not limited to using sexually explicit or offensive language, materials or conduct, or any language, behaviour or content that contains profanity, obscene gestures, or racial, religious, gender, or ethnic slurs.
- Drinking alcohol outside designated areas. Please drink responsibly.
- Possession or use of any illegal substance. Develop:Brighton does not tolerate the use or abuse of illegal substances anywhere in the venue.
- Smoking is not permitted other than in designated areas outside the venue.
- Assembling for the purpose of, or resulting in, disturbing the peace, or committing any unlawful act or engaging in any offensive behaviour.
- Failure to obey any rules or regulations of the Venue.

CONSEQUENCES OF UNACCEPTABLE BEHAVIOUR

- Unacceptable behaviour will not be tolerated.
- Anyone asked to stop unacceptable behaviour is expected to comply immediately.

- If a participant engages in unacceptable behaviour, the conference organisers may take any action they deem appropriate, up to and including expulsion from the conference without warning or refund.

WHAT TO DO IF YOU WITNESS OR ARE A VICTIM OF UNACCEPTABLE BEHAVIOUR

- If you are subjected to unacceptable behaviour, notice that someone else is being subjected to unacceptable behaviour, or have any other concerns during the event, please notify a member of the Develop Team as soon as possible. All reports will remain completely confidential.
- The Develop:Brighton team will be available to help participants contact venue security or local law enforcement, or to otherwise assist those experiencing unacceptable behaviour to feel safe for the duration of the conference. You can report unacceptable behaviour to any member of the Team who can be found in the Organiser's Office outside the Expo or you may email **conduct@tandemevents.co.uk**

If you have any questions please contact Andy Lane: andy@tandemevents.co.uk

TO DO LIST...

This list is not exhaustive but may help point you in the right direction...

<u>Date</u>	<u>To do</u>	<u>Form</u>
Immediate	Check your contract details - Stand number - Stand size - How many open sides	
Immediate	Read the Health & Safety Information	H&S Section & Form 1
Immediate	Book your hotel rooms - https://eventsathilton.com/show/6980d6cf11379f1f877a8e3e or https://www.developconference.com/event-info/accommodation	Use web link
Immediate	Develop a brief for the event i.e. budget, products, marketing collateral, how you want your stand to look.	
ASAP	Space Only – the alternative to Shell Scheme You must tell us what you are building / bringing with you – this includes submitting plans and a method statement.	Space Only Guide Email andy@tandemevents.co.uk for details
2 weeks before event	Stand Plan Submission This is for Space Only stands and you will need to refer to the 'Space Only Guide' for more details	Space Only Guide Email andy@tandemevents.co.uk for details
15 June 2026	Electrics - Do you need sockets, extra lighting? - Check what power is required i.e. a kettle needs 3kw of power	Form attached
15 June 2026	Nameboard - You MUST tell us what you want on the company sign above your stand. - Amendments CANNOT be made onsite	Email develop@ges.com with your stand number
15 June 2026	Shell Scheme If you have booked a Shell Scheme stand you get; black walls, carpet, nameboard and fascia board Do you need any extras? do you want different colour walls, shelving etc?	Form attached

ASAP	Furniture What furniture do you need? Visit https://ordering.ges.com/000033224	
15 June 2026	Health & Safety Form ONCE you have done all the above, you should be able to tell us how you intend to do it all safely!	Form 1
Onsite	Badges You will need exhibitor badges so please register your stand staff via https://exhibitor.ecreg.uk/Develop2026 Further details are on p20. You can collect your passes from the registration desks onsite between 2.00 – 6.00pm on Tues 14 July.	Please see p20
Optional Extras		
1 week before event	Visitor Data Capture To order your visitors badge scanners please visit https://exhibitor.ecreg.uk/Develop2026	
3 weeks before event	Audio Visual & IT Hardware Need a screen? Projection?	Details included
ASAP	Music & Video If you are going to play music or video on your stand you need to apply for some licenses	ppluk.com prsformusic.com
ASAP	Catering If you would like to have some drinks / snacks etc on your stand you need to order these from the venue Contact Imogen.Miles@hilton.com	

EXPO TIMETABLE

Build up

Tuesday 14 July	All stands	1400 – 1800 hrs
Wednesday 15 July	Final dressing ONLY	0800 – 0900 hrs

Open days

Wednesday 15 July	Hall open	0800 – 1700 hrs
	Event open	0900 – 1700 hrs
Thursday 16 July	Hall open	0900 – 2000 hrs
	Event open	0930 – 1630 hrs

Breakdown

Thursday 16 July	All stands	1645* – 2000** hrs
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* Breakdown will only start once the visitors have left the hall. An announcement will be made when the hall is clear for breakdown

** your stand must be clear and all exhibits removed from the building by this time – if you have any concerns please raise them with Andy Lane (andy@tandemevents.co.uk) before coming to the event

OFFICIAL CONTRACTORS

Accommodation DoubleTree by Hilton Brighton Metropole Kings Road Brighton BN1 2FU https://eventsathilton.com/show/6980d6cf11379f1f877a8e3e Or https://www.developconference.com/event-info/accommodation	Electrics GES ServiCentre Silverstone Drive Gallagher Business Park Coventry CV6 6PA T: +44 (0)2476 380 180 E: develop@ges.com https://ordering.ges.com/000033224	Internet & Telecoms <i>Wireless Internet Connections</i> DoubleTree by Hilton Brighton Metropole Kings Road Brighton BN1 2FU Contact: Immie Miles T: +44 (0)1273 715127 Imogen.miles@hilton.com
Audio Visual Encore Global DoubleTree by Hilton Brighton Metropole Kings Road Brighton BN1 2FU Contact: Oliver Friend T: +44 (0)7786 433127 E: oliver.friend@encoreglobal.com	Exhibitor Badges Please visit https://exhibitor.ecreg.uk/Develop2026 Exhibitor passes can be collected from registration onsite from 2.00 – 6.00pm on Tues 14 July Event Connections T: +44 (0)3456 522 500 E: developconference@ecreg.uk	Lifting & Shipping GES ServiCentre Silverstone Drive Gallagher Business Park Coventry CV6 6PA T: +44 (0)2476 380 180 E: develop@ges.com
Catering DoubleTree by Hilton Brighton Metropole Kings Road Brighton BN1 2FU Contact: Immie Miles T: +44 (0)1273 715127 Imogen.miles@hilton.com	Furniture GES ServiCentre Silverstone Drive Gallagher Business Park Coventry CV6 6PA T: +44 (0)2476 380 180 E: develop @ges.com https://ordering.ges.com/000033224	Shell Scheme GES ServiCentre Silverstone Drive Gallagher Business Park Coventry CV6 6PA T: +44 (0)2476 380 180 E: develop@ges.com https://ordering.ges.com/000033224

IMPORTANT - PLEASE READ!

HEALTH & SAFETY INFORMATION

The contents of this section act as a guide only and are not intended to be a complete statement of law or other regulations. Where necessary, further advice can be obtained from the Organisers.

Tandem Events Ltd are committed to providing, maintaining and promoting the highest standards of Health, Safety & Welfare at all of our events. All exhibitors and contractors at the show are expected to ensure that they provide a safe place and system of work, as is their legal duty under HASAW 1974. Successful safety management requires the commitment, involvement and co-operation of all those on-site at an event.

The Health & Safety at Work Act 1974

This is the legislative foundation for all workplace Health & Safety Regulations. There are a number of areas of the Act which are of particular importance to the management of contract work:

- Provision and maintenance of safe plant and safe systems of work
- Safe handling, storage, maintenance and transport of work articles and substances
- Provision of information, instruction, training and supervision
- Provision of a safe place of work with safe access and egress
- A safe working environment with adequate welfare facilities

These must be maintained for exhibitors, contractors and employees of ANY company working within any premises hired by Tandem Events Ltd.

- Places a general duty on employers to ensure the health and safety of people who may be affected by work activities but who are not employees; this includes contractors, temporary workers and visitors on site.
- General duties of persons concerned with premises to persons other than their employees.

The Management of Health and Safety at Work Regulations 1999

These require additional action to be taken in order to ensure compliance. Namely:

- Requires suitable and sufficient risk assessments to be completed, all significant risks must be identified with suitable and sufficient control measures put in place.
- Appointment of competent persons in health and safety
- Establish and implement emergency procedures
- Co-operation and co-ordination in shared workplaces
- Provision and sharing of information

The contents of this section act as a guide only and are not intended to be a complete statement of law or other regulations. Where necessary, further advice can be obtained from the Organisers.

YOUR HEALTH & SAFETY OBLIGATIONS

As an exhibitor, you have a legal duty of care for the safety of anyone who may be affected by your activities. You are ultimately responsible for all aspects of safety on your stand during the build up, open period of the show and during the breakdown. Where you contract out the building and finishing of your stand you are still vicariously responsible for the activities of your contractors. It is **your responsibility** to ensure you have completed the relevant Health & Safety forms and documents, as described below:

1. All exhibitors must complete **The Health & Safety Declaration (FORM 1)** at the rear of this manual.
2. All exhibitors must complete a **Risk Assessment** for their stand, relating to the entire exhibition.
3. All exhibitors must order passes for the exhibition.

Health & Safety Dos & Don'ts

- **Accidents**
Report accidents or 'near misses' to the Organisers immediately.
- **Alcohol & drugs**
Any person found to be under the influence of alcohol or drugs will be asked to leave the site immediately.
- **Electrics**
Don't mess with your electrics! All electrical installation work must be undertaken by the official electrical contractor unless it has been pre-fabricated off site.
- **Fire & Emergency Procedures**
Read the Fire & Emergency procedures at the end of this section.
- **Fire Extinguishers**
We provide extinguishers based on the number required by the fire officer, don't move them & let us know if you require a specific type of fire extinguisher.
- **Food Safety**
Use the venue for provision of any hospitality and inform Andy Lane if you intend to – you will be sent Food Safety Guidelines separately.
- **Ladders**
Use the right ladder for the job, fix at a 1:4 angle – be aware of the Working at Height Regulations - Contact the organisers for further advice.
- **Manual handling**
Think before lifting / Stand as near to the object as possible / Bend your knees / keep back straight / Grasp the load firmly / Lift with your legs / Hold the load closely to the centre of your body.
- **Personal Protective Equipment (PPE)**
Wear the right clothes & shoes for what you are doing and the environment you are in.
- **Rubbish**
Don't keep it stored on your stand – it's a fire hazard. Contact the organisers for disposal.
- **Staff**
Make sure your staff is briefed properly about the risks to be aware of.
- **Vehicle movement**
Be careful when you arrive & are unloading – there are traffic marshals to assist you.
- **Weird & wonderful features**
Contact the organisers if you are having a water feature, massage, any special effects, anything that causes excessive heat, light or animals.
- **Working at Heights**
If you are working at height then do ask for our guidance notes on Working at Height Regulations 2005.
- **Young persons**
Under 16s are NOT permitted during build up and breakdown.

YOUR RISK ASSESSMENT

Risk Assessments can often seem daunting but may not need to be as complex as you may think.

It may be useful to have a look at our tips to start you off...

- Split the event into parts
 - Build up
 - Open days
 - Breakdown
- Think about who is affected by your stand / activities
 - Your staff
 - Your contractors
 - Your visitors to the stand
 - Neighbouring stands
- Think about what hazards could be involved to people at the times above
 - Build up – vehicles moving around the halls, lifting boxes, trip hazards, working at height, electrics, stand build etc.
 - Open days – tiredness, influence of alcohol, trip hazards, flashing lights, layout of stand etc.
 - Breakdown – similar hazards to build up but may be worth considering the risks of wanting to get home speedily i.e. rushing, everyone else rushing etc.
- Evaluate the risks
 - Can the hazard be removed completely or done in a different way?
 - If the risk cannot be eliminated, can it be controlled?
 - Can protective measures be taken that will protect the entire workforce on site?
- Risk Assessment
 - Write all the above down!
 - Pass on information about significant risks to those people identified
 - Record what measures you have taken to control these risks.
- Review during and after
 - Try to assess as you go along
 - Anything that you change onsite can be added in for your next event

It is your responsibility to complete a suitable & sufficient Risk Assessment and bring a signed copy onsite. The organisers may request to see a copy during the show and should an incident occur on your stand you should be able to produce it immediately for the Local Authority to investigate.

GENERAL INFORMATION – A - Z LISTING

Accommodation

To assist you with your hotel arrangements, a limited number of rooms have been reserved at a discounted price at the DoubleTree by Hilton Brighton Metropole. Early booking is recommended.

<https://eventsathilton.com/show/6980d6cf11379f1f877a8e3e>

<https://www.developconference.com/event-info/accommodation>

Audio Visual Equipment

A full range of audio visual equipment can be hired for the duration of the show from Encore Global Ltd. Please remember that sound levels must be kept at a reasonable level, the organisers have the right to turn it off. Please complete the form in the back of the manual to order your AV equipment. Please also see the Music section in this manual.

Tel: +44 (0)7786 433127

E: oliver.friend@encoreglobal.com

Banks

There is a cashpoint in the foyer of the hotel.

The main high street banks can be found at the following locations:

Western Road
Churchill Square Shopping Centre

Banners

Exhibitors are not permitted to rig banners above their stands due to the lack of headroom at the venue

Car Parking

There is a car park behind the hotel which carries a daily charge from £18.00 on first come, first served basis. There are another 3 NCP car parks on either side of the hotel. Car parking spaces cannot be reserved. Please note that there are no facilities for Lorry Parking nearby.

Carpet

The venue is carpeted in blue grey carpet.

Carpet may not be laid directly on top of the existing carpet, therefore a platform floor or mdf floor flats must be laid first. The carpet tiles may not be uplifted and must be protected from damage. Carpet may be obtained on hire from:

GES

T: +44 (0)2476 380 180

develop@ges.com

<https://ordering.ges.com/000033224>

Catering

Please note that all articles or substances for human consumption, whether eating or drinking, within the expo must be obtained from the sole catering contractor for exhibition premises.

To arrange for stand catering please contact Immie Miles at the Hilton:

T: +44 (0)1273 715127

E: Imogen.miles@hilton.com

Cleaning

The cost of general stand cleaning is included in the basic cost of the stand. The DoubleTree by Hilton is responsible for this service. **All stands will be cleaned unless the organiser is notified.**

Aisle cleaning will take place continuously throughout the build up period. Packing materials, empty boxes and other waste items should be placed in the aisles for clearance. Any excessive materials left in the aisles will be charged to the exhibitor/contractor. All pallets must be removed from the site until breakdown. Recycling is possible.

The organisers are not responsible for stand items left in the aisles which are subsequently thrown away. Where nightsheets are used, the keys should be left with the Organiser's Office to allow early morning cleaning. For safety reasons, gangways must be left clear and free for passage and must not be obstructed in any way.

Collections

If you are arranging for goods to be collected after the exhibition closes, please do not leave them unattended on your stand at any time before they are collected. The organisers cannot accept any responsibility for damage or loss to any stands or goods.

Complaints

It is in the interests of exhibitors and visitors that any faults or failures in the services you receive while at Develop should be brought to the attention of the organisers as soon as possible. If you wish to make a complaint please contact us in the organisers office which is located opposite the main expo hall.

Damage & Loss

Neither the organisers, the venue nor the sponsors accept any responsibility for damage or loss of any properties introduced by the exhibitors and/or their agents/contractors. Exhibitors are especially warned that the exhibits are the sole responsibility of the exhibitor to whom they belong. Exhibitors should arrange their own insurance against all risks. The strongest possible precautions against pilferage should be taken at all times. Please refer to the **Insurance section** in this manual.

Deliveries

Please see Delivery & Access Section (p20).

Dilapidations

Exhibitors are advised that no fixings can be made to any part of the premises. Any damage to walls, columns or other parts of the premises will be required by the DoubleTree by Hilton Brighton Metropole to be made good at the exhibitor's expense.

Disability Discrimination Act

Exhibitors should be aware that they have obligations under the Disability Discrimination Act 1995 because Exhibitors are considered Service Providers. Part III of the Disability Discrimination Act 1995 came into effect on 1 October 2004. This outlined three principal duties which are:

1. To provide a disabled person with the same service that it provides to others
2. The service must be provided on the same terms
3. The service must be provided to the same standard

Changes and adjustments that are made must be 'reasonable' and reasons for making, or not making, changes and adjustments must be 'reasonable'.

Tips for exhibitors and contractors:

- Access to exhibits must be available to all visitors
- Double deck stands must replicate facilities or exhibits on both levels of the stand (this could be in the form of detailed literature and visuals or video footage.)
- Platform floors must have ramps.
- Doors must be wide enough for wheelchair access (750mm) and have vision panels.

- Wheelchair users can only reach 1.4m. Therefore low level counters (760mm) or laptrays should be used. Alternatively, staff can assist but this should be clearly signposted.
- Information and literature should be printed clearly and available in alternative formats such as enlarged, tactile or audio.
- Presentations should have transcripts or subtitles, be well lit and have access for wheelchairs.
- Signage must be positioned where it is visible to all visitors and a minimum of 16 point text.
- Staff should be briefed on their responsibilities and trained to assist disabled visitors.
- If it is 'unreasonable' to provide access for disabled visitors, alternative access could be in the form of detailed literature and visuals or video footage.

This is not exhaustive and must be used as a guide only. Further information about the DDA Act can be found at:
www.disability.gov.uk

Tandem Events Ltd welcomes questions on these matters from exhibitors and is ready to advise on how to ensure that your exhibition activity complies with the DDA.

Distribution of Promotional material

Exhibitors are reminded that all business including the dispensing of literature and promotional material must be conducted from stands. Exhibitors are not permitted to hand out leaflets etc. at the entrance to the event, in the gangways or any other part of the exhibition hall unless written consent from the organisers is obtained.

Solicitation on the premises of the event is strictly prohibited. Solicitation or canvassing of any visitors or exhibitors by representatives of any organization not exhibiting will be deemed to be in breach of show terms and conditions. Any persons engaging in such activities will be asked to leave the premises immediately. Videotaping and photography are not allowed on the exhibition hall floor or in the conference rooms without prior written approval of the Organisers. The Organisers reserve the right to refuse entry.

Electrical Services

GES have been appointed as the official electrical contractor for the conference. Electrical requirements can be ordered by completing the form at the rear of this manual.

T: +44 (0)2476 380180

E: develop@ges.com

<https://ordering.ges.com/000033224>

Emergency Gangways

Please note that ALL gangways must be kept clear at all times throughout build up and breakdown. All exhibitors and contractors on site are responsible for keeping these gangways clear. Please ensure your contractors are aware of the emergency gangways.

Fire Precautions

In accordance with the regulations and standard procedures, fire extinguishers will be distributed at the Fire Officer's discretion. Under no circumstances may these be moved.

It is the Exhibitor's responsibility to ensure that at least two people on the stand are familiar with the use of fire extinguishers.

Should an exhibitor wish to hire their own fire extinguisher please contact the organiser in the first instance.

Please refer to fire precautions in the **Health & Safety** section.

First Aid

In a first aid emergency, assistance should be obtained via any member of the Develop:Brighton Conference team or the Organisers office.

Floor Loadings

The floor surface of the Hall has a maximum loading of 3.2 tonnes per square metre. Exhibitors with heavy machinery or exhibits which may exceed these loadings must contact the organiser in the first instance.

Furniture

A wide variety of furniture is available for your stand from GES. A link to their online brochure is detailed below or call:

T: +44 (0)2476 380180

E: develop@ges.com

<https://ordering.ges.com/000033224>

Insurance

Exhibitors should take out and maintain at all times public liability and employee liability insurance against personal injury, death and damage to or loss or property for a limit of indemnity not less than £2,000,000 sterling or its equivalent.

In addition to the above insurance requirement, exhibitors at the expo are recommended to carry:

1. Loss of expenses resulting from cancellation, abandonment, control of the organiser and/or exhibitor - £20,000 minimum
2. Loss of damage to property of the exhibitor whilst at the exhibition centre including transit to and from the exhibition - £20,000 minimum
3. Contingent public liability (in excess of that already held by the exhibitor) whilst at the exhibition centre - £20,000 minimum

If you require additional assistance or guidance on meeting these requirements, please contact GG Insurance Services on info@gginsurance.net

Internet

There is wireless internet access throughout the DoubleTree by Hilton Brighton Metropole. For further details please contact Immie Miles:

T: +44 (0)1273 715127

E: imogen.miles@hilton.com

Licensing

The sale and distribution of alcohol anywhere in the building is subject to licensing laws. In accordance with the law there must be no consumption of alcohol before 1100 hours. All exhibitors distributing alcohol to visitors MUST purchase this from the venue catering supplier or alternatively hold their own personal license and inform the Organisers of their intentions. Failure to do so will result in the alcohol being removed from the exhibitors stand. Please note that licenses are also required for the following activities: entertainment, body piercing and tattooing, striptease, gambling, child performers, animals, catering, lasers, pyrotechnics, smoke machines, dry ice machines and special treatments, including massage.

Maintenance & Repair of Exhibits

No major maintenance or repair work to stands may be carried out while the exhibition is open to visitors. Please refer to the Delivery & Access Section (p21) in this manual.

Microphones

The use of microphones, videos and music is permitted but the volume must not be such as to cause any annoyance to other exhibitors. The Organiser reserves the right to prohibit their use if, in the organiser's opinion, any annoyance is being caused. On stand auctions or sales with the use of PA systems are not permitted.

Music

If an exhibitor intends to play music on their stand during the course of the exhibition, they are required by law to obtain a music licence from PPL and/or PRS for Music.

It is the responsibility of the exhibitor to apply for the relevant licence(s).

Further information can be found at;

ppluk.com

and

prsformusic.com

Organisers Office

The Organisers office is located by the main entrance to the expo hall. The team can be contacted on the numbers in the front of the manual.

PA system

The PA system is for official use only. We regret that it is not available to exhibitors for any purpose during the event.

Photocopying, Printing & Faxing

There is a business centre located just off the main foyer area of the Hotel for any business services you require.

Press, PR & Marketing

We want to know what you're doing on your stand so we can help to promote it to the press and delegates. We'll be emailing you separately to find out your PR & Marketing plans.

For more details about PR opportunities, please contact Tom Stone at Bastion.

T: +44(0)20 3927 6430

E: develop@bastion.co.uk

Security

Please note security controls will be enforced throughout the show. The procedures are designed to benefit you, the exhibitor.

You will not be allowed access in & out of the hall unless an exhibitor/contractor badge is shown. Please ensure you are wearing your badge at all times. Please do not hand out exhibitor badges to anyone who is not working on your stand.

The organisers provide general security cover for the hall however if you have any specific concerns please contact Andy Lane on andy@tandemevents.co.uk

Security hints for exhibitors:

- Do not leave cash, handbags, valuables etc. in unlocked drawers or cupboards.
- Do not ask staff from your neighboring stand to 'keep an eye' on your stand. Always ensure you have enough staff to man your stand.
- Think about the design of your stand – do not put boxes of accessories at the front of your stand out of your view.
- Do not leave your exhibit at night before visitors are clear of the show. In general try to man your stand until at least half an hour after the close of show.
- Please check all lockable units before leaving the stand.
- Please report anything of a suspicious nature immediately to security or the organisers.
- The lunch period 1200 – 1400hrs requires special attention.

Shell Scheme Stands

Please refer to the **Stand Technical Information** in this manual.

Shell Scheme stands will be constructed by GES and all enquiries should be addressed to:

GES T: +44 (0)2476 380 180

E: develop@ges.com

<https://ordering.ges.com/000033224>

Special items of risk

Please ensure that the organiser is aware if you will be having any of the following items on your stand:

- Helium & toy balloons or flagpoles exceeding 4m in height
- Dangerous & Obnoxious substances including flammable oils, liquids & gases, compressed gases / acetylene / LPG, also hot surfaces & naked flames
- Working machinery & apparatus
- Motor vehicles in the halls during open period
- Livestock of any description
- Audio visual displays & films
- Fairground and other amusements
- Activities on water, also water & water equipment of any kind – including water features
- Laser products
- Radioactive substances
- Closely seated audience
- Skin piercing activities

Staffing of Stands

The stand must be staffed and all exhibits must remain displayed during the hours the exhibition is open to visitors. Publicity notices and materials may only be displayed on and distributed from the exhibitor's own stand.

Storage & Portage

Storing of empty boxes etc. behind your stand is expressly forbidden. Exhibitors are strongly advised to bring their own trolleys as the organisers do not have trolleys to loan to exhibitors. Exhibitors are required to make their own arrangements for the removal and storage of boxes, packaging etc. prior to the opening of the event.

Terms & Conditions

The exhibitor manual forms part of the Terms and Conditions that you agreed to on signing your exhibition space contract.

Waste Disposal

Planning for waste disposal or rather waste avoidance should be a primary consideration for organisers, exhibitors and contractors.

The organisers have an Unreasonable Waste Policy. The policy states: "waste that cannot be placed into a refuse sack and easily manually lifted is deemed as unreasonable". Waste materials including carpet, carpet tape, timber, excess literature etc. must be removed by the contractor or exhibitor and a charge could be incurred to dispose of said items if not removed.

The organisers will monitor the amount of waste emanating from all stands and will impose penalties if this policy is breached. We strongly urge exhibitors to take ownership of stand and exhibition by-products.

Your attention is also drawn to the Environmental Protection Act 1990 Section 34, which imposes a Duty of Care on persons concerned with controlled waste. The Duty applies to any person who produces, imports, carries, keeps, treats or disposes of controlled waste. The persons responsible must ensure that they take all reasonable measures to safely

contain the waste and transfer it to authorised personnel only. Breach of this Duty of Care is an offence. As an exhibitor/contractor during the exhibition you have a legal obligation to comply with the Duty of Care.

Minimise Waste

Exhibitors/contractors are urged to maximise their efforts to re-use and recycle materials where applicable.

- Try to use modular or reusable construction in preference to a custom build using timber.
- Try using reusable carpet tiles or heavier duty carpet that can be reused or donated to a housing association or reprocessed as an insulating underlay.
- Stand fittings such as furniture, platforms and graphics should be reusable wherever possible.
- Try to keep quantities of show literature and accessories to a minimum.
- Exhibitors should consider trying to track how much literature/accessories are used from show to show.
- Exhibitors can use scanners to collect visitor data to send information out after the event, preferably in electronic format.
- Ensure literature/accessories are offered to interested visitors only or have sample copies, which visitors can request to be sent on after the show.
- Produce literature that can be reused thus preventing the production of waste.
- When choosing accessories such as give-aways, try to use high quality, longer-life or more practicable-use products, that will not have to be thrown away at the end of the exhibition and can be reused at another exhibition or company promotion.

Discharge of Noxious waste

No paint, oils, spirits, chemicals or other noxious substances shall be discharged into the drainage system. The cost of clearing or repairs to the drainage system or of making good any other damage caused by such unauthorised discharges shall be met by the exhibitor.

Waste materials, however innocuous, shall not be deposited in venue skips or abandoned on site. Should it be necessary for waste material to be removed from site, the cleaning department can provide skip hire quotations.

REMOVAL OF ANY WASTE ITEMS (CARPET, TIMBER ETC) WILL BE CHARGEABLE DIRECTLY TO THE EXHIBITOR – THE CHARGES FOR THIS ARE HIGH

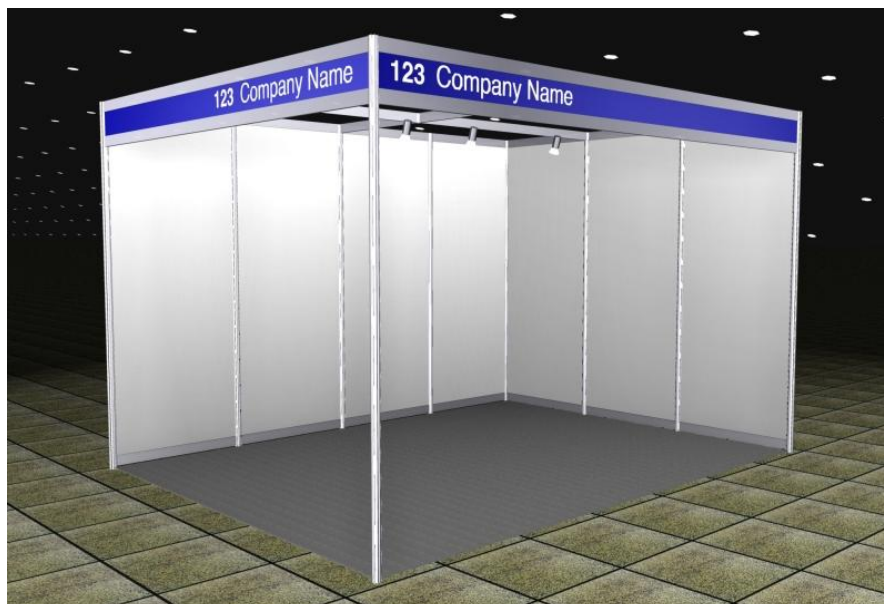
STAND TECHNICAL INFORMATION

Shell Scheme Contractor

Shell Scheme stands will be constructed by GES and all enquiries should be addressed to:

GES T: +44 (0)2476 380 180 E: develop@ges.com <https://ordering.ges.com/000033224>

The Shell Scheme Package



*******PLEASE NOTE THAT THE WALL PANELS WILL BE BLACK*******

- foamex walling panels in black
- nameboard with stand number
- carpet provided in grey
- 1x 500w electrical socket, 1x table, 2x chairs
- **No** additional furniture is provided unless otherwise agreed

The general layout of a typical shell stand is as follows

The walls are 2.5m high. 46mm metallic posts support the fascia at the corners and at the mid-point where the frontage exceeds 6m in length, along the edge of the stand.

Carpet

The hall is carpeted with blue grey carpet, any exhibitor wishing to lay their own carpet must lay a platform floor or mdf floor flats. Carpet must not be laid directly to the carpet tiles nor may the carpet tiles be removed. Carpet may be ordered directly with GES.

Graphics

If you wish to attach materials to your shell scheme such as posters, graphics and/or material we suggest the use of double-sided Velcro or double-sided sticky pads. These options do not damage the panels of the stand. Please do not stick anything to the metal work. **Any damage incurred will be charged for.**

Any exhibitor intending to produce full size graphics to cover the shell scheme walls are first advised to contact GES in order to determine the shell scheme walling configuration. Please note depending upon the size of the adjoining stands, a number of 0.5m walling panels may be used to construct your stand rather than 1m panels.

Nameboard

Exhibitors booking shell scheme sites should complete the **Nameboard Form** at the back of this manual. Should you fail to return this form, your name will appear as it does on your booking form.

Electrics

1x 500w electrical socket is included within the Shell Scheme package.

GES have been appointed as the official electrical contractor for the exhibition. Additional electrical requirements can be ordered by completing the form at the back of this manual.

T:+44 (0)2476 380 180

E:develop@ges.com

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Corner Sites

All corner sites will be open to the gangways with fascia name board overhead. If you require additional fill in walls please contact GES on T: +44 (0)2476 380 180 who will be able to supply walling at an additional cost.

Island Sites

All island sites will have fascia to the perimeters with ceiling supports and vertical uprights within the stand where deemed necessary by GES. If you require fill-in walls please contact GES on T: +44 (0)2476 380 180 who will be able to supply walling at an additional cost.

DELIVERIES & ACCESS

Deliveries

Exhibitors may commence delivering and building of stands from **1400 – 1800 hours** on Tuesday 14 July.

Exhibitor Admission & Badging

In the interests of security all exhibitors and contractors must wear identity passes at all times during build up, open period and breakdown. Security staff will not allow access to the exhibitor hall without the appropriate pass.

Exhibitor Passes

Please visit <https://exhibitor.ecreg.uk/Develop2026> to register you and your team for exhibitor passes for this year's event. One person can register for all your team in a quick and streamlined way. All you need is your stand number, and the name and email addresses for everyone who will be attending as part of your stand. There is no limit on the number of passes you can register. You are able to log back in at any time to make additions or changes as needed. If you exhibited and set up an account on our exhibitor portal previously, you can log back in with the same email address and password for this year's event.

Please note – everyone who is attending the event as an exhibitor will need to be registered in this way, so we strongly encourage you to do this in advance to save time onsite, and make it easy for everyone to get straight into the event when they arrive.

Each person you register will be emailed a Fast Track pass prior to the event, along with signup for Meet@Develop. If they can't find these for whatever reason on the day, then so long as you have added them online, they can give their names to our registration team on the desk.

This portal is for exhibitor badges only. If you wish to purchase any conference passes in addition to your exhibitor passes, please visit <https://developconference.ecreg.uk>

Lead Retrieval

Make the most of your time meeting with attendees at Develop, with Lead Retrieval scanning. This enables to you quickly capturing their contact details by scanning their badge, and spend more time speaking to attendees rather than asking them to write details down.

There are two options for this:

- The **EventScan** mobile app allows you to scan badges on your phone or tablet, view the contact information we have for them in real time, and allow you to add private notes about other contact details they give you, and about your discussion with them. You can preset custom fields for your team to fill in, relating to product interest or follow-up priority. You can purchase multiple licences for several people on your stand, and your office marketing team can view and follow-up on the leads you capture in real time via the web portal.
- The **Simple Scanner** is a small handheld device you rent from us, with a simple point and scan. They have long battery life and will store all your scans on the device until you return it to our team at the end of the day or the end of the event. We will then download your scans and email you a spreadsheet with the contact details available for each person, and the date / time you scanned them. You can augment this with assigning category tags as you go, but you can't record additional notes or view data in real time. This is the preferred option for people looking for a simple way to simply capture leads without using your own devices.

In addition to registering your passes, <https://exhibitor.ecreg.uk/Develop2026> is where you can order your lead retrieval devices or licences, directly with Event Connections. Our registration team will be onsite throughout the event to offer support on both solutions. Visit <https://exhibitor.ecreg.uk/Develop2026/LeadRetrieval> for full details.

If you need any assistance in registering via the portal, or have any question regarding the lead retrieval devices, please contact exhibitor@ecreg.uk

Removal of Exhibits and Stand fitting

Breakdown commences at 1645hrs on Thursday 16 July for all exhibitors.

- Cars and small vans will be allowed access to the loading bays when the show closes.
- All stands should be dismantled and packed by 2000 hours on Thursday 16 July.
- Any exhibits or stand equipment left on after 2000 hours on Thursday 16 July will be deemed as rubbish and charged to the exhibitor for removal.

Full breakdown instructions will be distributed to exhibitors at the show.

Transport & Travel to Develop

For full maps & instructions of how to get to the venue visit www.hilton.com and enter Brighton into the search section.

DEADLINES & FORM CHECKLIST

There are a number of forms and information in this section that must be completed and returned by the strict deadline dates – failure to do so may result in a surcharge

Return Date	Form No	Form Name	Check ✓
ALL EXHIBITORS MUST COMPLETE...			
15 June 2026	1	Health & Safety Declaration	☐
			☐
OPTIONAL FORMS...			
15 June 2026		Additional Stand Fitting	☐
ASAP		Catering	☐
15 June 2026		Electrical Services	☐
15 June 2026		Stand details / Nameboard	☐
ASAP		Internet Connections (please contact Immie Miles at the DoubleTree by Hilton Brighton Metropole)	☐
15 June 2026		Visitor Data Capture	☐
SERVICES AVAILABLE ONLINE...			
Furniture & Floorcoverings		https://ordering.ges.com/000033224	
PPL Licence		ppluk.com	
PRS Licence		prsformusic.com	



PLEASE COMPLETE & RETURN TO:

Tandem Events
Fora
35-41 Folgate St
London E1 6BX

Tel: +44 (0)20 3927 6440
Email: andy@tandemevents.co.uk

TO BE COMPLETED BY ALL EXHIBITORS

It is a condition of entry into the exhibition that every exhibitor, contractor, sub -contractor, supplier and their agents comply with HASAWA74 and all other legislation covering the venue. The Exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others' health and safety is not put at risk by their actions (or inactions) throughout the tenancy.

Our Health & Safety representative throughout the exhibition will be:

.....

Position: Mobile No:

Exhibitor: Stand No:

Address:

..... Postcode:

Tel: Fax:

TO BE SIGNED BY A SENIOR PERSON WITHIN THE EXHIBITING COMPANY:

Authorised by: Date:

Print: Position:

- ☐ We are SHELL SCHEME only. We have trained and made our staff aware of the potential risks present onsite and will copy them in with safety regulations.
- ☐ We have read and understood the Health & Safety Information within the Exhibitor Manual
- ☐ We have completed a Risk Assessment for the event
- ☐ We have checked our contractors risk assessments
- ☐ We have insurance to cover the event which includes £2 million public liability coverage

DEADLINE: 15 June 2026