



# Exhibitor Guide

30th April 2024 | Old Billingsgate Market, London

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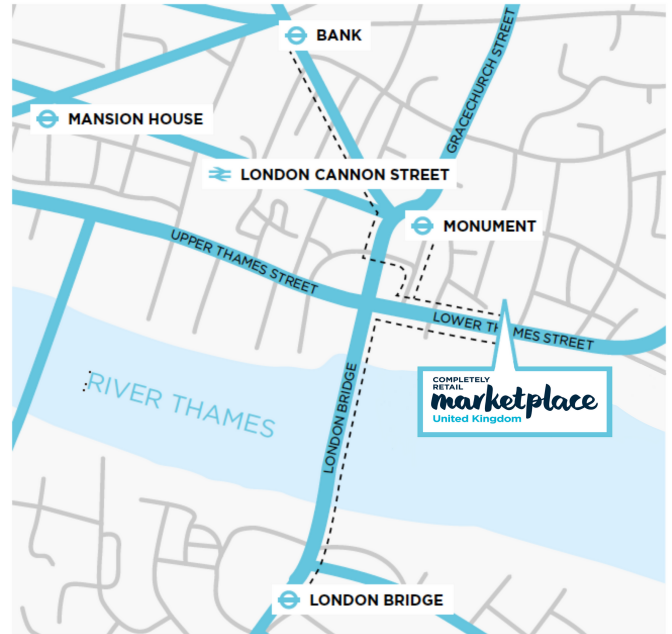


# Location

## 1 Old Billingsgate Walk Riverside, 16 Lower Thames St, London EC3R 6DX

The venue is in the heart of the City of London; the Grade II Victorian building which was originally Billingsgate fish market provides a flexible space in a convenient retail location close to a range of London Tube Stations.

- The venue provides us with up to 40,000 sq ft of purpose-built and flexible space to accommodate everyone in one room. The space is enclosed and air-conditioned so everyone will be comfortable whatever the weather outside.
- It has modern facilities and a huge terrace fronting The Thames with stunning views of London & Tower Bridges, The Shard and HMS Belfast.



## Travelling to the event

Old Billingsgate Market is easily accessible from a number of Central London Mainline, London Underground and Docklands Light Railway stations.

The nearest mainline station is Fenchurch Street. The nearest tube stations are Monument and Bank station, both just 5 minutes away.

There is a recommended list of hotels available via the website.

Please note that the prices quoted may vary at the time of booking and are all subject to availability.



# Event Information

## Opening times

Exhibitors can arrive from 8.00am.  
Delegates can arrive from 9.00am.

## Closing times

All exhibitors and delegates must vacate the premises by 7.30pm once the drinks reception has come to a close.

## Delegate passes

At the time of registering an E-ticket will be emailed to you. We will also arrange for them to be resent a couple of days before the event.

If you do not receive this you can log in to your account and download it or call our team on 01483 238 697 and we can arrange for it to be emailed across.

You must bring this on the day of the event. We recommend presenting it on a smartphone, rather than printing, wherever possible.

## Cloakroom

There is a free-of-charge cloakroom on-site for all your personal belongings. Please ensure all items have been collected by 7.30pm to avoid loss or damage.

## WIFI

There will be free-of-charge WiFi for all attendees. Signs will be erected around the venue with the login details. If you experience any issues logging in, please contact a member of staff.

Please note: the connection is not suitable for streaming or downloading content.

## Breakfast

Hot breakfast rolls will be served from 8am – 10am for all attendees.

## Refreshments

Free barista teas and coffees will be available throughout the day. These will be available from the refreshments area or via table service. This will also include a selection of snacks.

## Lunch

An assortment of hot and cold lunch options will be available free of charge for all guests.

This will be brought to you by a number of well-known F&B providers.



# Courier Bookings

## Delivery information

If you would like to arrange for marketing collateral to be delivered to the venue in advance of the event, please ensure all boxes are clearly marked with the following information:

- Company Name
- Stand Number
- Contact Name & Telephone No.

**Address:**

**1 Old Billingsgate Walk (Riverside)  
16 Lower Thames Street  
London  
EC3R 6DX**

All deliveries must be made on Monday 29th April 2024. The venue will not be able to accept deliveries prior to this date.

## Collection information

All collections MUST be made on Tuesday 30th April between 6.00pm and 7.00pm.

Please ensure, at the end of the event all collections are taken to the registration desk and are clearly labelled with the following information:

- Company Name
- Delivery Address
- Contact Name & Telephone No.

Any items that have not been collected by 11.00pm on Tuesday 30th April will be disposed of. The organisers can not be held responsible for any items left at the venue.



# Exhibition Space

## Ground Floor

### Branding

Your company logo will be pre-printed on a 1200mm x 750mm sign (pelmet) on your stand.

Please note: To preserve the "level playing field" ethos of Completely Retail Marketplace and to prevent damage to the shell scheme and furniture we politely request that exhibitors do not stick additional graphics to anything.

Exhibitors are asked to keep all marketing material on their table(s) or on the literature stand provided.

### Additional branding

Exhibitors are allowed to bring one branded advertisement roller banner (recommended size 2m x 1m). Which must be kept within the exhibitors stand.

Non-perishable giveaways are also allowed. However please consider the environmental impact of any products and minimise waste.

### Stand furniture

One round table with six chairs will be provided in each stand, along with a company branded poseur table and two stools.

### WIFI

WIFI will be provided free of charge to all exhibitors. Access codes will be provided on the day of the event. Please note: it is not suitable for streaming or downloading large documents.

### Power

Each stand will be fitted with a 13 amp power socket (suitable for charging /powering mobile phones and laptops).

### Lighting

There is natural light from the roof and LED spotlights will be provided at your Stand.

### Document holder

One document holder will be provided for the purpose of displaying A4 brochures, flyers etc. Contact us and we can provide all your design needs.

### Additional Extras?

A 33" TV Screen can be hired for an additional fee. This will then be set up and ready for your arrival. Please email [info@completelyevents.com](mailto:info@completelyevents.com) if you would like to enquire.



# Exhibition Space

## Mezzanine Bridge

### Branding

Your company logo will be pre-printed and displayed on your table and the mezzanine glass overlooking the ground floor.

Please note: To preserve the "level playing field" ethos of Completely Retail Marketplace and to prevent damage to any furniture we politely request that exhibitors do not stick additional graphics to anything.

Exhibitors are asked to keep all marketing material on their table(s).

### Additional branding

Exhibitors are allowed to bring one branded advertisement roller banner (recommended size 2m x 1m). This must be kept within the exhibitors' area.

Non-perishable giveaways are also allowed. However please consider the environmental impact of any products and minimise waste.

### WIFI

There will be free-of-charge WIFI for all attendees. Signs will be erected around the venue with the login details. If you experience any issues logging in, please contact a member of staff.

Please note: it is not suitable for streaming or downloading large documents.

### Power

Each stand will be fitted with a 13 amp power socket (suitable for charging/powering mobile phones and laptops).

### Stand furniture

One rectangular table with four chairs will be provided.

### Additional Extras?

A 33" TV Screen can be hired for an additional fee. This will then be set up and ready for your arrival. Please email [info@completelyevents.com](mailto:info@completelyevents.com) if you would like to enquire.



# Seminar sessions



**11.00am & 2.00pm**

Discover the latest brands that are looking to expand in the UK and secure the ideal locations for their businesses.

Each brand will have 4 minutes to pitch their credentials including their brand history and ambitions for the future.

The morning session at 11am, will see a shortlisted number of brands pitch to win the opportunity of a free popup space with sponsors Landsec.



## INNOVATION STUDIO

**Timings coming soon...**

The Innovation Studio endeavours to uncover trends, predict change and provide the intelligence that gives the audience a proper understanding of the retail property sector, supporting businesses to prosper and grow.

We will be hosting a number of different 15 minute fireside chats throughout the day. More details coming soon.

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# Meeting Scheduler

We highly recommend connecting with key contacts prior to arriving on the day.

Our online meeting facility allows you to preview everyone that is attending, search exhibitors and retailers by specific categories and download a diary of meetings straight to your desktop calendar.

You can either use the meeting functions or download a CSV list.

Exhibitors have the benefit of being able to manage time slots on their stand, to ensure meetings don't clash with other colleagues.

This facility is available from 8 weeks prior to the event. All registered delegates will receive an email when the system is live.

[Login](#)

## Evening drinks reception

**From 4.30pm - 7.30pm**

To round up a successful day of business, we will be hosting an evening drinks reception at the venue.

This will take place on the terrace overlooking the Thames and inside the venue. Drinks will be served along with a selection of canapés.

All registered delegates and exhibitors are welcome to join us.

If organising your own after-event drinks please can we kindly ask it begins after 7.30pm.





# Sustainability



Our aim is to create a future fit for everyone. We therefore publicly support a 1.5°C future and are aligning our climate mitigation targets to reach Net Zero Global emissions by 2050 at the latest across our company operations.

Part of the event's carbon footprint as a whole are its' exhibitors and attendees. So here at CRMP, we want to highlight a number of ways that you can make your attendance at the event more sustainable and reduce your carbon footprint.

Exhibitors can make many small changes to aid the overall carbon reduction of the event.

- Why not minimise/remove the use of printed marketing materials like brochures & flyers? We have a limited number of TV screens available for hire during the event which can display media of your choice. If you are interested in booking a TV screen please email [info@completelyevents.com](mailto:info@completelyevents.com).
- Think about what event giveaways you may be bringing and whether they are necessary. How many pens are you wanting to take home at the end of the day?
- Still want to bring a giveaway? Think about the carbon footprint of those elements. Can they be reused or recycled easily?
- Does your business have a sustainability policy? Share it with us so we can rave about your sustainability efforts and journey towards net zero.

[View our policy](#)



## Enquiries

**If you have any questions or would like to discuss any additional details for the day please do not hesitate to contact us.**

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