

2020

vision : dreams : power

“And afterwards, I will pour out my Spirit on all people.” Joel 2: 28

28 August-01 September

Lincolnshire Showground, Lincoln, UK

[one-event.org.uk](http://one-event.org.uk)

 [oneeventuk](https://www.instagram.com/oneeventuk) |  Like us on Facebook |  [@1eventuk](https://twitter.com/@1eventuk)



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# Be apart of ONE Event 2020!

We are so glad that you are thinking about being a part of the ONE Event.

We have a selection of opportunities both in Exhibiting and Advertising that are great ways of getting your organisation's name out to the thousands of people at the ONE Event.

The ONE Event attracts all kinds of people from local charities and businesses to international initiatives; there is always one thing that all of our Exhibitors and Advertisers have in common, which is a passion to equip one another and resource the church.



“Over 6,000 delegates and team attended ONE Event 2019”

“450+ people gave their life to Jesus”

“52 organisations Exhibited with ONE Event 2019”

“136 Children sponsored through Compassion”



# EXPO

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.

A space with us includes:

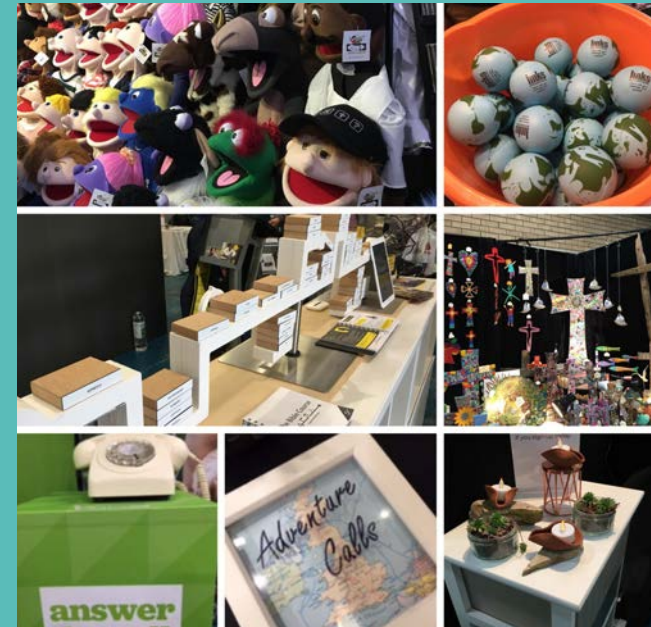
Complimentary Tickets: Event Pass or discounted camping/ residential  
(Amount of complimentary tickets determined by stand size)

Stand space complete with Shell System Panels (Size as booked)

5 servings of Tea & Coffee from the Hub Café per person  
(bring your own mug)

## **Optional Extras Include:**

Electric Socket  
Exhibitor WIFI





“It was great to come to an event that was well organised and prepared for our arrival. Also we that we had a high level of engagement with visitors, and a genuine interest from those who stopped at the stands.”



# EXPO Pricelist

	Exhibitor	Trader	Wristbands
2m x 2m	£250	£300	2
2m x 3m	£350	£400	2
2m x 4m	£450	£500	3
2m x 6m	£650	£700	3
3m x 3m	£500	£550	3
Alternate sizes and outdoor exhibiting available, Contact the office for more information			
Electric Socket	£30	£30	-
Exhibitor Wifi	£15	£15	-
Camping Surcharge (Per Person)	£30	£30	-
Residential Single (Per Room Per Night)	£75	£75	Bed and Breakfast
Residential Double (Per Room Per Night)	£95	£95	

## Exhibition Timeline

**Nov** – Applications open

**July 31<sup>st</sup>** – Application Deadline

**Aug 3<sup>rd</sup>** – Public Liability Insurance Deadline

**Aug 7<sup>th</sup>** – All Tickets, Car Passes and Confirmations Packs received

All prices include VAT

# Advertising

Are you looking to raise your organisation's profile on a large scale? Take up one of our advertising opportunities and reach thousands of people.

## Digital Adverts

The Big Top is the most popular area on site so adverts played here are a guaranteed way of reaching the masses. Adverts will be shown before and after the Big Top meetings and on other screens around the site



## Delegate Bag

Every booking is handed a Delegate bag, this is the best way to get something into the hands of our delegates.



## Programme

The Programme is the place to find out what's on during the event. Nowhere else displays a timed schedule for each day, making the Programme incredibly sought-after.



## 1SoundFM

Played out to all onsite and in the surrounding areas. A great way to get your organization mentioned over the weekend or have the opportunity to have an interview over the Event





# Advertising

	Bronze £200	Silver £600	Gold £1000
Digital Advert	-	Up to 30Sec	Up to 60Sec
Mentions on ONE Event Social Media	1	3	5
Mentions on 1Sound FM at the event	1	3	5
Radio Interview on 1Sound FM	✓	✓	✓
Display Banner outside	✓	✓	✓
A5 Flat item in delegate bag	-	✓	✓

Add on: - Advert in the Event Programme - £500  
- Additional opportunities are available.  
(Please contact us for details)

All prices include VAT

## Advertising Timeline

**Nov** - Applications open

**June 1<sup>st</sup>** - Programme Advert Deadline

**July 31<sup>st</sup>** - Application Deadline

**Aug 1<sup>st</sup>** - Digital Advert Deadline

# FAQs EXPO & Advertising

When will I know if my application has been accepted?

Once we have received your application, we will respond to you within 14 days to let you know if your application has been accepted. If you haven't heard from us after 14 days, then please let us know by emailing [admin@groundlevel.org.uk](mailto:admin@groundlevel.org.uk)

When do I need to pay?

After your application has been accepted, you'll be sent an invoice which will need to be paid within 28 days.

Do you accept applications on a first come, first served basis?

Our aim is to provide the best experience for our guests, exhibitors and advertisers. We may reject applications if we have already received applications from similar trades or ministries. For this reason, we advise you to submit your application as soon as possible.



# Terms & Conditions

These Terms + Conditions apply to all legal persons that take part in the EXPO as exhibitors or traders

## General Terms & Conditions

1. We reserve the right to decline your application at our absolute discretion and without entering into correspondence about the decision.
2. You must supply a copy of your public liability insurance upon booking.
3. Exhibitors and Traders and Advertisers shall indemnify the organisers against all claims, damages or expenses whatsoever, resulting from your presence or your exhibits at the event.
4. The organisers accept no responsibility for death, injury or loss to any particular Exhibitor/Trader, advertiser or his or her agent or servant or for damage to any property owned or used by the Exhibitor/Trader/Advertiser or his or her agent or servant at the event.
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 material that is deemed offensive or inappropriate by the Ground Level Executive Team or their appointed management.
7. Payment must be made within 30 days of booking and all bookings must be fully paid for no later than the 31<sup>st</sup> July. Ground Level reserves the right to cancel bookings of those not fully paid for by this deadline.
8. Cancellations are subject to a 7 day “cooling period” where 100% refund is available, this applies only to bookings made before 31<sup>st</sup> July. After 7 Days the following structure will apply to cancellations:
  - Before 1<sup>st</sup> June 2020 – 25% Cancellation fee applies
  - Between 1<sup>st</sup> June – 31<sup>st</sup> July 2020 – 50% Cancellation fee applies
  - After 31<sup>st</sup> July 2020 – 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.
9. **By completing a Booking form I/we agree to be bound by and abide by the conditions laid down in this schedule by Ground Level Ministry Team.**

## EXPO SPECIFIC TERMS AND CONDITIONS:

### STAND DEFINITION:

#### Trade Stand:

Traders may display materials, distribute information in the EXPO area and are free to sell items in connection with their work excluding the sale of books, or written literature (See point 14 below)

#### Exhibition Stand:

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

### ALL STANDS:

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 as this cannot be altered at the event.

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. 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.

# Terms & Conditions

## EXPO GENERAL TERMS & CONDITIONS

1. All exhibitors/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 wishing to camp or make use of our residential must book this separately.
2. All stand personnel must adhere to any instructions given by the Management
3. All electrical equipment must be either under 12 months in age or carry a current PAT Test certificate. This will be inspected upon setting up your stand.
4. No food or drink may be sold from any Trade or Exhibition Stand.
5. All stands must aim to be ready by **16:00 on Friday** as the Exhibition area will be open to the public. Stand holders requiring any alteration from this time / day must agree any change with the EXPO Staff prior to the event.
6. 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).
7. 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.
8. All stand personnel must be either employees or volunteers of your organisation.
9. 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.
10. 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 the 1<sup>st</sup> July in order to issue the relevant tickets. Passes can be used interchangeably on a strictly one-on one-off basis.
11. All Exhibitors will be issued drink tokens, one per person per day. Please bring either your own mug or thermal cup or alternatively you can purchase a ONE Event Cup for £4.
12. Surcharges only apply to the stands free event passes, any additional tickets must be purchased at full price.
13. 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.
14. 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 booksellers 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.

## ADVERTISING SPECIFIC TERMS AND CONDITIONS:

### DIGITAL ADVERTS

No guarantee of Big Top footfall can be given

All videos must be submitted by 1<sup>st</sup> August 2020 to guarantee inclusion.

Videos and images should be formatted to a 16:9 ratio.

Videos and images should be 1920x1080 full HD resolution

Files should be QuickTime .mov or .mp4 files (although we can reformat them if needed)

Files can be delivered via Google drive or a file transfer site such as [wettransfer.com](http://wettransfer.com)

(Our Design agency can produce video design should this be required. Please contact us for more details)

# Terms & Conditions

## **BANNERS & ITEMS IN DELEGATE BAG**

All banners should be suitable for external use and can be displayed on our booking in lanes, these should be printed on appropriate external banner material and be suitable to be fixed to a 2m high temporary fence panel.

ONE Event except no responsibility for damage, loss or theft of any banner or literature while displayed on the showground.

ONE Event reserves the right to remove any banner or literature at any given point if it infringes health and safety requirements.

Items in the delegate bag must be flat unless otherwise agreed and no larger than A5 in size.

All banners and literature will be prepared/put in position by the ONE Event Site Team and should be delivered to site between the 25<sup>th</sup> – 27<sup>th</sup> August 2020, and clearly addressed Banner/Literature Display, FAO Jason Gibson, ONE Event 2020. Any banners delivered before or after the dates stated may not be displayed.

## **1SOUNDFM**

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.

Mention Scripts can be supplied but must be no longer than 30 words. Mention scripts must be supplied by the 10<sup>th</sup> August 2020. If no mention script is provided the ONE event will use a standard format.

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**

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

Final content is subject to approval by the ONE Event.

All adverts must be submitted by 1<sup>st</sup> June 2020