

The Forum CSP 2025

Exhibitors Details

29th April 2025

Your Stand

You have a 3m x 2m space. This is enough for 2 pull up banners and a plasma screen or one large stand. Please make sure that you can fit all your stand and equipment within this allocated space. The ceiling height is 3.2m.

We will supply one electric socket; please bring extension leads with you. There will be complimentary WIFI. If you rely on this for your stand display, please do make alternative arrangements e.g., hot spot from your phone, as we cannot guarantee the quality of the hotel WIFI.

Set up and Take Down Times

The EXPO area is in the Classics Suite and is available for set up on Monday afternoon from 3.00pm until 8.00pm. Access to this area is from the Conference entrance to the hotel and there is parking adjacent to this entrance.

The EXPO will be open to delegates from **8.30am** on Tuesday. Please ensure your stand is fully set up by then. EXPO will close at **3.30pm** and you can take down stands from this point. Please, where possible book your courier to collect your stand on Tuesday evening as the hotel has limited space to store stands overnight. Please ensure your return courier label includes your company name and that your items are labelled clearly to be easily identifiable by the courier.

If you are palling on bringing any additional electrical equipment such as games or food/drinks stations, please let us know so that we can arrange further electrical connections with the hotel. These items **MUST** be collected on Tuesday as early as possible to help facilitate our evening event.

AV requirements

If you need to hire AV equipment such as plasma screens, please contact Storm AV directly using the following details...

Sara Walton, Director, Storm AV Ltd

t: 07899808454

e: info@stormavltd.com

Requests need to be made to them by Thursday 17th April at the latest and hire will need to be paid in full before the event.

Activities & Prizes

Our delegates love getting involved with your activities and entering prize draws. Please let us have details of any activities you have planned and prizes that you will be giving out on the day so that we can promote them on your behalf.

Courier Details

The hotel can receive stands from Friday 25th April.

Please address as follows...

FAO: Andrea Heppell

Re: The Forum Conference – 29th April 2025

The Grand Hotel

Gosforth High Park

Newcastle

NE3 5HN

Parking

There is free on-site car parking if you register your number plate on the Hotel's parking system. Facilities for registering will be available in the conference area and hotel reception. Please ensure that on the set-up day you register your details to avoid a parking fine. This will include anyone dropping off.

Security

Please make sure you do not leave valuables on your stand during periods that your stand is not staffed. We will not be responsible for the loss or damage to any of your property.

Making the most of your time with us

We strongly recommend that you join the collaboration sessions. If you do you will meet, network and speak to 30+ delegates. We expect that stands will be busy during breaks and lunches which will be served in the EXPO.

We are running some short Forum Focus sessions during the breaks and lunches; some delegates will attend these.

8.30am-9.30am	Arrival refreshments	In EXPO
9.30am-10.50am	Opening Keynotes	
10.50am-11.30am	Morning break/Forum Focus	In EXPO
11.30am-12.30pm	Collaboration discussion	Join in the discussions, network with delegates
12.30pm-13.45pm	Lunch/Forum Focus	In EXPO
13.45pm-14.30pm	Panel discussion	
14.30pm-15.00pm	Afternoon break	In EXPO
15.00pm-15.30pm	Collaboration session	Join an engaging and memorable challenge
15.30pm	Closing keynote	EXPO take down

Any questions?

Please do not hesitate to contact Penny on penny@theforum.social / 07468 511523 or Isabelle on isabelle.smith@theforum.social / 0333 123 5960