



28th April 25

# Exhibitor Information Pack 2025

on Monday 28th April 2025, 10:00 - 15:00  
at Surrey Sports Park, Guildford, Surrey, GU2 7AD

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Dear Exhibitor,

Thank you for being a part of the BiS Spring Expo. We hope you are as excited as we are to welcome this fantastic event.

Within this package, you'll discover the crucial information necessary for setting up your exhibit. This includes setup times, stand details, and the event program. We've also included a checklist to help you track all required documentation, along with a helpful FAQ section. If you have additional queries, please don't hesitate to contact us at [info@businessinsurrey.co.uk](mailto:info@businessinsurrey.co.uk).

To ensure a seamless and secure event, we kindly request that you complete our exhibitor information form. This step is vital in guaranteeing the event's smooth operation. We kindly ask that you finalise the Exhibitor Information Form no later than Friday 11th April 2025. To access the form, please click on the link below:

[Online Exhibitor Information Form](#)

We encourage you to thoroughly review this Exhibitor Information Pack and confirm that you have completed all necessary paperwork.

The BiS Spring Expo eagerly anticipates your presence.

Kind Regards,

Paul, Steve, Paul and Hannah

For more information and to explore the industries participating, visit

[www.businessinsurrey.co.uk](http://www.businessinsurrey.co.uk)

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# EXHIBITOR STAND INFORMATION

## Stand Size

The standard exhibitor stand area is 2m x 2m. Standard Plus & Premium stands are 4m x 2m. Please Note: No Shell Scheme will be present at this expo.

## Stand Furniture

All exhibitors who have confirmed they require a trestle table on their booking will be provided. NB. Table cloths are NOT provided. If you do not require these please email [info@businessinsurrey.co.uk](mailto:info@businessinsurrey.co.uk)

## Stand Power

If you require power this will be at a cost of £67.50 + VAT per socket. Please book your power requirements by Friday 11th April. Please complete the power booking form in this pack.

## Stand WiFi

Wifi is available at Surrey Sports Park and you will be given the login details in your event welcome pack on set up day.

## Refreshments

A FREE Exhibitors Tea & Coffee Station will be available on the day of the event located in Arena C. In addition you will be supplied with 1 coffee voucher per exhibitor for a Bartista Coffee from the main expo area.

For more information and to explore the exhibitors participating, visit

[www.businessinsurrey.co.uk](http://www.businessinsurrey.co.uk)



# EXHIBITOR PROGRAMME

## Exhibitor Setup

Monday 28th April 2024

07:00 to 09:00

Please ensure you are set up by 09:00 to ensure smooth running of the Expo.

## Exhibitor Networking

Monday 28th April 2024

09:00 - 10:00

Location: Located in Arena C launching the NEW Networking Show.

## Networking Show

FREE Event in conjunction with the BiS Spring Expo showcasing Surrey's networking groups. Networking sessions will run throughout the day including, speed networking, round table discussions and fun activities.

## Exhibitor Lunch

Please note this event will not be pausing for a lunch break, therefore we ask that you ensure you stand is manned at all times. Refreshments can be purchased from the Pitchside Cafe on the first floor at the Surrey Sports Park. They offer an array of cold and hot options.

## Pack Down

Event Closes: 15:00

Pack Down From: 15:00

Departure by 18:00

**NB. No early pack down is permitted.**

For more information and to explore the exhibitors participating, visit

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# EXHIBITOR EVENT LOCATION



Surrey Sports Park is just outside Guildford in the South East of England. Close to Guildford mainline train station and within a short walk of the town centre, you'll find us just off the A3, near the Royal Surrey County Hospital.

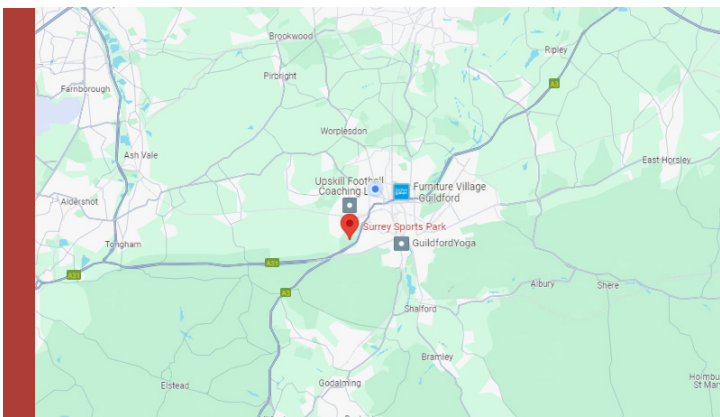
## Address

Surrey Sports Park  
Richard Meyjes Rd, Guildford,  
Surrey, GU2 7AD

## Directions

Guildford is 30 miles south-west of London, on the A3 London-Portsmouth road. If approaching from London or the M25 (Junction 10), remain on the bypass (A3) until you reach the exit signed to the Cathedral and University.

At the roundabout take the third exit signposted Royal Surrey County Hospital and University, Manor Park. Simply follow the signs to the Royal Surrey County Hospital for approximately a mile, and approach Surrey Sports Park on the left. Turn left at the traffic lights onto Richard Meyjes Road, which leads to the entrance of Surrey Sports Park.



For more information and to explore the exhibitors participating, visit

[www.businessinsurrey.co.uk](http://www.businessinsurrey.co.uk)



# EXHIBITOR CAR PARKING

Please read through our parking instructions prior to arriving on-site. On arrival you will be greeted by Event Staff who will guide you to your unloading point.

## Site Traffic Rules

Surrey Sports Park has two car parks available to members and guests using our facilities from 06.00 – 23.30, weekdays and weekends.

The car parks are currently managed through restrictions that limit overnight parking but allow parking throughout the day.

There are two adjacent car parks at Surrey Sports and we ask that ALL exhibitors park in the NURSERY Car Park at the bottom of the drive after you have dropped off your exhibition material.

### PLEASE NOTE:

The carpark located in front of the building (shown below) is NOT to be used. This carpark must be kept for all Surrey Sports Park Members wishing to use the centres facilities.



For more information and to explore the exhibitors participating, visit

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# EXHIBITOR CAR PARKS



ENTER VIA  
the main driveway to Surrey Sports Park.  
PARKING ATTENDANTS WILL DIRECT  
YOU TO THE EXHIBITOR UNLOADING &  
PARKING.



For more information and to explore  
the exhibitors participating, visit  
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# EXHIBITOR LISTING



EXHIBITOR	STAND NO.
4S Systems	44
5D Net Zero.	54
Accountifi	140
AJ Products (UK) Ltd	66
Allica Bank Limited	108
AMT Marketing Limited	18
Arnold Hill & Co LLP	46
Ashfield Accountancy	120
Aspire Cleaning Services Ltd	40
Avery Care Homes	12
BBC Radio Surrey	84
BEM Consultancy	78
Ben Barnett Digital Creative Ltd	70
Blue Crane Social	128
Branston Adams	144
BUSINESS IN SURREY	96
Button Media	48
Chadsan	38
Chris Mann Photography	6
CmdShiftR	30
Costco	112
Couchman Hanson Solicitors	64
Eikon Charity	124
EXHIBITORS COFFEE STAND	80
Face2Face HR	116
Federation of Small Businesses	140
Finch Insurance Brokers	4
Foxhills	10
Place Support Partnership Ltd	140
Get Ahead VA	32
Gidden Place	134
Gordons Partnership	24
Guidford Harbour Hotel	42
Hampshire Business Show	92
Hilton Woking	20
Hindhead Place	104

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# EXHIBITOR LISTING



EXHIBITOR	STAND NO.
Hogs Back Brewery	126
Holiday Inn Guildford	114
Howden Insurance. ref : S10973	34
Kelly's Storage	100
Ken Prince Coaching	116
KJSmith Solicitors	106
Lamplight Media Ltd	16
Lime Licencing Group	140
Mandolay Hotel	130
McLaren Capital	36
MCR Pathways	47
Mejuicer Ltd	140
Oakleaf	14
Orbit Tech IT	8
P B S Group	74
PG Media	26
Phyllis Tuckwell Hospice	68
Reed Specialist Recruitment	110
SoulSpace Experiences Ltd	122
Step8Up Academy & Consulting	140
Stewart & Co	58
Surrey CC - Business Surrey	142
Surrey Chambers of Commerce	76
Surrey Hills Enterprises	22
Sussex Business Show	94
The Alexander Hotel	118
The HR Dept Surrey Hills	50
Toyota & Lexus Guildford	98
Traveller Councillors	88
Unigold Computer Services	136
Village Hotel Farnborough	90
Woking & Sam Beare Hospice	102
Woodlands Park Hotel	86
WPA Healthcare Practice PLC	116
Zacco	28

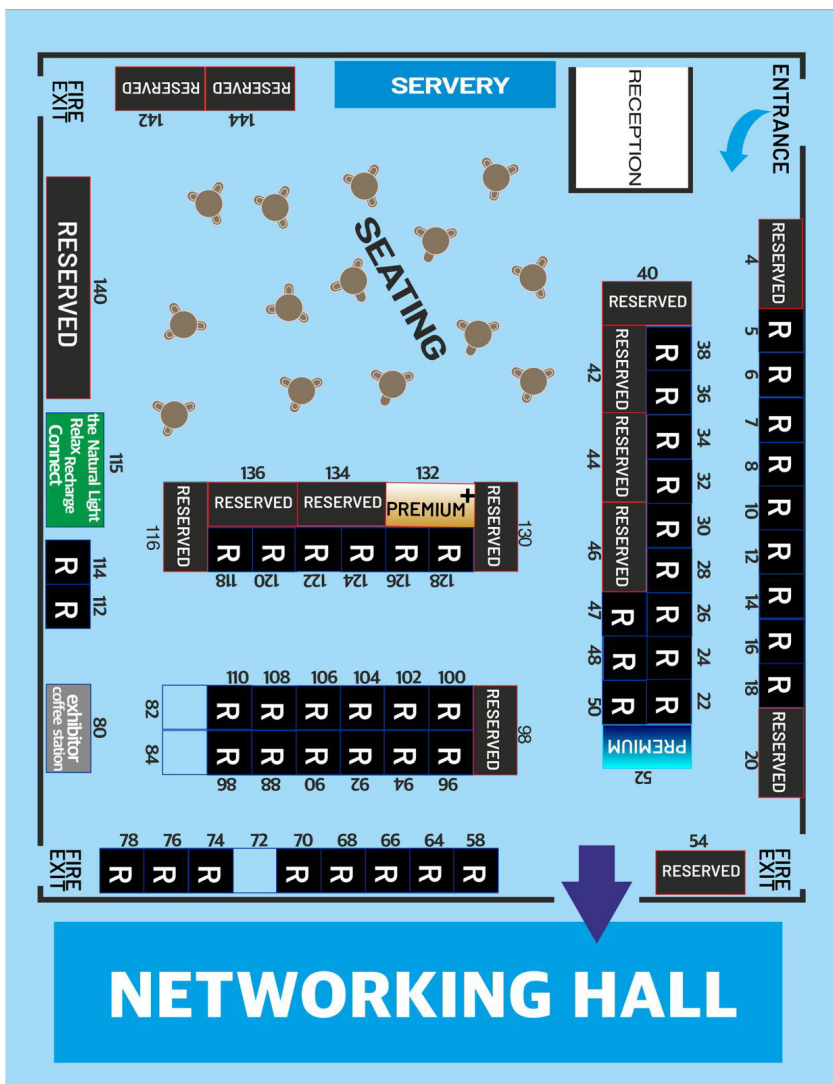
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# EXHIBITOR FLOOR PLAN



The main Expo will be taking place in Arena A & B on the ground floor of the Surrey SPorts Park. The Networking Show will be in the adjacent space, Arena C.



For more information and to explore the exhibitors participating, visit [www.businessinsurrey.co.uk](http://www.businessinsurrey.co.uk)



# BIS EXPO NETWORKING SHOW



The BiS Networking Show is our NEW premier event designed to elevate your business connections and immerse you in Surrey's vibrant business community.



Held on the same day the Expo at the Surrey Sports Park in Guildford, this inaugural show offers a unique opportunity to forge new connections, expand your network, and engage with leading networking groups and their leaders. The event features diverse networking styles, including speed networking, round table discussions, and informal sessions, ensuring that attendees can find the perfect fit for their networking needs.

In addition to networking opportunities, the BiS Networking Show provides valuable insights from industry experts through workshops on effective networking techniques, elevator pitches, and networking etiquette. Attendees can also relax and recharge in the networking lounge, participate in 1-to-1 meetings, and explore the "link-up wall" to find businesses they can support.

With free admission and onsite parking, this event is a must-attend for anyone looking to grow their business connections in Surrey.

For more information and to explore the exhibitors participating, visit [www.businessinsurrey.co.uk](http://www.businessinsurrey.co.uk)





# BIS EXPO

## MEDIA PARTNER

## BBC RADIO SURREY

Business In Surrey are excited to announce that BBC Surrey will be the official media partner at this year's Surrey Business Expo. The local radio station, that broadcasts from studios in Guildford, will join our show on Monday 28th April.

You can find out more about your local radio station and meet members of the local BBC Radio Surrey team. You can also expect to hear reports and interviews broadcast on BBC Surrey, direct from The Surrey Business Expo.

The Business In Surrey team are excited to welcome BBC Surrey as our official media partner. The new look business show is heading for a sellout, with just a few remaining stands available to book. This year there is also the added attraction of a brand new show - The Business Networking Show, which offers Expo visitors the opportunity to access free networking sessions throughout the day.

For more information and to explore the exhibitors participating, visit  
[www.businessinsurrey.co.uk](http://www.businessinsurrey.co.uk)





# EXHIBITOR FAQs



## **Is furniture included with the stand?**

If you have booked a trestle table and chairs, they will be positioned on your stand at arrival. Please note tablecloths are not included.

## **What are the size specifications of stands?**

Each stand will be an area of 2m in width by 2m in depth or 4m in width x 2m in depth. Please note there will be no sides or back to your stand.

## **Are there height restrictions?**

We ask that stand do not exceed 2.4m in height.

## **Can I stick items to the walls?**

No, all visual material must be stand alone. Stands will have no backdrop therefore we suggest bringing roller banners, pop up displays etc

## **Can I use the venue power sockets?**

No, you must use the sockets provided on your stand by our power contractors. Please ensure you have booked your power. Please note, it is up to the exhibitor to ensure their electrical items are PAT tested and safe.

## **Can we have wired internet on the stand?**

No, free WiFi available throughout the venue.

## **How many people can you have on a stand?**

There is no limit based on the stand size but we recommend a min of two & max 5 per stand.

## **Is parking free on the day?**

There is on-site parking which is free all day.

## **Is there food & refreshments at the event?**

Yes, food & refreshments are available to purchase from the expo coffee stand or from Pitchside Cafe on first floor.

For more information and to explore the exhibitors participating, visit

[www.businessinsurrey.co.uk](http://www.businessinsurrey.co.uk)



# EXHIBITOR CHECKLIST



This checklist is your guide, please ensure that all items are completed. If you require any support or further information please email:

[info@businessinsurrey.co.uk](mailto:info@businessinsurrey.co.uk)

## 1. Exhibitor info form

Complete the Exhibitor Information form by Friday 11th April 2025  
[Click here to complete.](#)

## 2. Public Liability Insurance

All exhibitors MUST supply a copy of your Public Liability Insurance. You can upload this on your [Exhibitor Information Form](#).

## 3. Risk Assessment

All exhibitors MUST send a copy of their Method Statement and Risk Assessment for their exhibition stand. You can upload this on your [Exhibitor Information Form](#).

## 4. Set Up & Pack Down

All exhibitors MUST be set up by 09:00 on the morning of the event and MUST not pack down before 15:00.

## 5. Power Booking

If you require power this must be booked directly with the electrician. Please complete the Power form included on the Exhibitor Information Form.

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