

New Wine Marketplace Newark 2008

A-Z all you need to know...

Accommodation

Marketplace representatives will be pitched on the Marketplace village (Blue 9) unless it is full or you have specified on your Stand Representative Form that you would like to camp with a particular group or church.

If your tent or caravan is being set up for you, you must send details of your village to the owner. Your village details will be available on the website after 1 July 2008. Please ask your hire company to consult with the Village Host on arrival about the location for your accommodation. Units can be delivered from **9am on Friday 25 July**.

All tents and caravans must be removed **by midday on Saturday 2 August**.

Arrival

You may arrive through the GREEN gate from **midday on Friday 25 July**. Please do not arrive before midday.

Banking Arrangements

There are branches of Natwest, Lloyds TSB, HSBC and Barclays in Newark. There are no cash points on site.

Car Parking

Each organisation is entitled to one car pass. To assist the stewards, please display this clearly on your dashboard whilst unloading, parking and packing up. Cars with car passes may be parked in the Marketplace car park, however space is limited. All other cars can be parked in the team car park. For safety reasons, the site will be a **car free zone** between arrival and departure. Please also obey all road signs and the 5mph speed limit.

Catering

Marketplace representative passes do not include meals. There are plenty of food vans on site from which you can purchase a variety of different food and drink. Alternatively, you can bring supplies and self-cater. There are supermarkets in Newark, including Morrisons, Waitrose and Aldi.

Day & Evening Tickets

Day tickets will be available on the gate for friends and family wanting to attend the conference. Prices are £25 per adult and £15 for children (under 18). Day tickets are valid between 8.30am and 11.30pm. Day tickets are half price on the days off. **Evening tickets** allow entrance to the site from 5pm onwards and cost £15 per adult and £7.50 for children (under 18).

Day Off

During the week there is one 'day off' for the delegates on **Tuesday 29 July**. There will be no seminars on this day, and no children's groups until the evening.

The Marketplace will be open all day, as it offers the opportunity for more relaxed shopping or a chance to take time over conversations or browsing. However, organisations will be free to choose whether to stay open in the afternoon between 2-6pm.

Electrics

You should have ordered the right amount of electric points needed for your stand.

Please note that all electrical equipment must be PAT certified and installed to comply with electrical safety regulations.

Health and Safety

Gangways must be kept clear at all times. The space booked includes any storage and standing area. Please co-operate fully with site security, the Marketplace Host and New Wine staff.

Insurance

Exhibitors are required to have their own public liability insurance. A copy will need to be produced on site. New Wine cannot be held responsible for any damage, theft or loss of equipment or stock owned or loaned to exhibitors. It is also the exhibitor's responsibility to ensure all staff have personal effects cover.

Marketplace Host

The Marketplace Host will manage the day-to-day running of the Marketplace and have the right to exercise discretion and ensure New Wine's terms and conditions are adhered to. They will liaise closely with David Ryde and Stephanie Lowe and other members of the New Wine team to ensure the smooth running of the Marketplace.

Noise Levels

Whilst the use of sound and video equipment is encouraged, exhibitors will be required to keep the volume to a reasonable sound level, so others are not inconvenienced. This is out of respect for fellow exhibitors and delegates alike. This level is at the discretion of the Marketplace Host.

Opening Times

The Marketplace will be open every full day of the conference from 10.30am-6pm and 8.30pm-10.30pm (for exceptions see 'Day Off'). The expectation is that stands are manned throughout this period.

Outside these times exhibitors are free to attend seminars or celebrations (except those with site passes).

Publicity

Leafleting on stands other than your own is **strictly prohibited**. Any leafleting or publicity around the site must be pre-approved by New Wine.

Queries and Questions

Please bring all your Marketplace queries and questions to the Marketplace Host, in the first instance. Queries outside this venue can be dealt with at the Information Office or Control, depending on the nature of the query and the time of day.

Security

Security will be in operation throughout the conference on a 24-hour basis. The Marketplace is locked each night and opened in the morning to those given keys. Should an emergency arise outside Marketplace opening hours, please contact Control.

Please ensure you wear your badge at all times to assist site control in recognising you as an exhibitor. Please be extra aware during set up and set down when outside contractors are on site and expensive equipment is being moved around site. We recommend that expensive items (laptops/projectors) are removed when your stand is not manned.

The main gates are manned 24 hours a day but are closed between midnight and 8am.

Set Down

Stands must not be broken down until **after 10.30pm on Friday 1 August**. Stands can be taken down from 10.30pm onwards and stands need to be cleared by **midday on Saturday 2 August**.

Set up

Set up can begin from **midday on Friday 25 July** but must be complete by **5pm on Saturday 26 July**. We would ask exhibitors not to arrive before midday on the Friday, as the Production team will be using fork lift trucks etc in the Marketplace and you will not be able to gain entry. Please **do not** drive into the Marketplace building.

Site Passes

If you have a site pass you will only have access to the main site and the Marketplace. These passes **do not** allow admission to the celebrations and seminars. However, Day and Evening tickets will be available to buy at the gate or in the Information Office.

Smoking/Alcohol

Smoking is not permitted within the Marketplace building or inside marquees or tents. Alcohol is permitted on site, however, the consumption of alcohol while manning the stand is understandably forbidden. New Wine reserves the right to ask anyone engaging in disorderly behaviour to leave the site.

Team Meeting

There will be a team meeting in the Marketplace for all stand representatives at **5pm on Saturday 26 July**. This will include up-to-date information, a time for prayer and an introduction to the week.

Trolleys

New Wine does not provide trolleys for transportation.