Dear Exhibitor,

We are delighted that you have secured your space at the New Wine Leadership Conference 2025, 'The Time is Now'. All exhibitor stands are now fully booked, and we're hard at work planning what we believe will be our best exhibition space to date.

The information below is designed to help you and your team plan your time with us. Please read the document carefully, noting any mandatory items in red. Please share this information with your stand representatives prior to the event (please note that Hi-Viz vests MUST be worn during build and breakdown, and your team must bring them to the event).

If you have not already, please join our exhibitor mailing list to stay updated on future exhibiting and partnership opportunities.

EXHIBITOR MAILING LIST SIGN UP

Venue details

The event will take place at Harrogate Convention Centre, King's Road, Harrogate, HG1 SLA. www.harrogateconventioncentre.co.uk

Timings

You can access the exhibition area in Studio One on Tuesday 25th February, to set up your stand from the provisional time of 10:15 (if we are able to secure an earlier access time we will let you know). On arrival, please come to the Partnerships welcome desk located at the goods entrance to Studio One. Here you will collect your exhibitor wristbands and any additional conference wristbands that you have purchased. Studio One will then be opened to arriving delegates at 13:00, when your stand must be fully set up and manned.

The exhibition area in Studio One is open at the following times:
Day 1: 13:00 - 17:00 & 21:00 - 22:30
Day 2: 09:00 - 17:00 & 21:00 - 22:30
Day 3: 09:00 - 13:30 (Breakdown details below)

Staffing your stand

It is mandatory to have stand representatives on your stand during all break times (apart from dinner time), this will help you maximise delegate engagement. Please see the timetable below regarding when breaks are scheduled. During the opening hours of Studio One we recommend that you always have one person available, as delegates may choose to visit the exhibition space rather than attend the main auditorium sessions. Between 17:00-21:00 on day 1 & 2 we suggest that exhibitors take time to eat and rest, please make sure that any valuables are secured as Studio One may still be open during this period. Our Late Night Live fun programme runs between 21:00-22:30 in the Cafe area, you are welcome to staff your stand then, but it is not compulsory to be there.

Tickets

Every organisation exhibiting with us has been emailed instructions how to book stand representatives tickets for this event. On completion of the booking form your team members will each receive an E-ticket which they must present on arrival at the event in exchange for an Exhibitor wristband.
Exhibitor wristbands give access to Studio One only. Delegate tickets can be purchased separately by clicking here until the event has sold out. Every 2.5m by 2.5m stand includes two exhibitor passes (Sponsorship Partnerships may vary). Extra exhibitor passes can be purchased by emailing jenny.leverton@new-wine.org. As an exhibitor, you will have access to a live feed from the main auditorium while those sessions take place.

Exhibiting Location

You will be based in Studio One which will also host a café and have a live stream of the keynote sessions from the Auditorium. Images of the room are available here. Your stand space will be clearly marked and labelled when you arrive.

Wi-Fi

Wi-Fi is free; however, it is also free for every delegate. If you plan to use video, we advise downloading it first to play offline. The connection should be fine for checking emails or websites. The Wi-Fi has no password. For more information about Wi-Fi, please head here.

PDQ Card machines

To ensure your business can operate smoothly when taking card payments, HCC advises you to arrange a dedicated secure Wi-Fi, which is available for purchase, by completing this form.

Event Build and Parking instructions

Arrival and build are always busy times. Everybody wants to set up as quickly and easily as possible. Whilst we would like to be able to get all vehicles on site at once, space prevents this from happening. As a result, please be aware of the following points and procedures:

Event Traffic Procedures
Procedures required for all vehicles either delivering or collecting to/from the venue:

All vehicles must register from 08:00 at Dragon Road (HG1 5DB) car park. You may park in the dedicated area behind the locked Armco barriers.

All Vehicles are required to:
Upon arrival in Harrogate report to Dragon Road holding facility, entrance on Dragon Road. Park in the holding area as directed by the traffic marshal.

Report to the traffic office with the vehicle details and hall (Studio One) and stand details of the stand they are delivering/collecting.
Upon space becoming available at the appropriate zone at the Convention Centre, the Traffic Controller will issue the driver of the vehicle with an access pass which should be displayed in the windscreen of the vehicle.

Only on the authority of the Traffic Controller will the vehicle be allowed to leave the Dragon Road Car Park and approach the Convention Centre.

Only vehicles displaying the appropriate pass will be granted access to the Convention Centre for the purpose of the delivery or collection.

Upon arrival at the venue, a traffic marshal will check the access pass and complete the arrival time. From this time, the vehicle will then have the relevant time to unload / load.

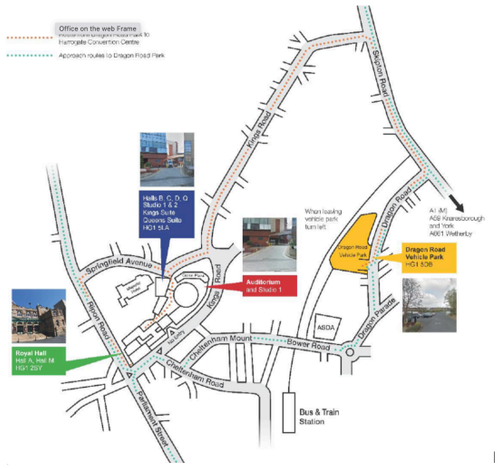
As soon as the delivery or collection has been completed the vehicle must be removed from the vicinity of the Convention Centre.

Vehicles requiring parking facilities over the duration of the event may return to Dragon Road Car Park, if this is available. Please check with the event organiser or HCC in advance.
Please note the following:
Traffic Management, employed by Harrogate Convention Centre, will control all access to the Convention Centre and any road traffic orders as required. North Yorkshire Police will control the public highway in the vicinity of the Convention Centre.

Upon departure from the Dragon Road Vehicle Park all vehicles must turn left onto Dragon Road, turn left at the junction with Skipton Road, turn left at the junction with Kings Road, and then proceed to the appropriate entrance gate.

The above procedures are mandatory and will be enforced by Harrogate Convention Traffic Management. Penalty in place for non-compliance.

Please see the maps below of the Exhibitor Holding area and loading zones:



ACCESS TIMES PER VEHICLE CLASSIFICATION.

- Cars – 15 minutes
- Transit / Luton – 45 minutes.
- 7.5 Tonne – 60 minutes.
- 18 Tonne - Artic – 90 minutes.

There is a penalty in place for time breaches.

REQUIRED INFORMATION FOR VEHICLE ACCESS PASS:

- Vehicle registration & classification.
- Driver name and mobile phone number.
- Stand name.
- Hall name and stand number.

Any vehicles arriving at the centre without a build/breakdown traffic pass will be sent to Dragon Road without exception.

Ideally, your goods should be ready to unload/load off your vehicle when it arrives at the centre.

Throughout the build and breakdown period, it will be mandatory to wear a Hi-Viz (these will not be provided by New Wine; please bring your own).

If you are using couriers and/or contractors, please make sure that they are aware of the above policies.

These procedures do not apply to visitors using car parks 1 and 2 of HCC.

THERE IS STRICTLY NO DIRECT ACCESS TO HARRGATE CONVENTION CENTRE.
Vehicles arriving to HCC without a permit will be refused entry

During the event's open days, vehicles needing access to restock or deliver additional items should contact Jenny Leverton at the Partnerships welcome desk to arrange a suitable time.

Event Breakdown

Event breakdown will commence on the 27th of February. Please note that all delegates must have vacated Studio One before breakdown can commence. Your cooperation in this matter would be appreciated.

On the last day there will be a coffee break at 10:30, this will be your last opportunity to engage with delegates. We expect delegates to have vacated Studio One by 13:30, after which New Wine staff will confirm if breakdown can commence safely, please don't commence pack down before being released to do so. Please observe Health and Safety and Site rules. Hi-Viz vests must be worn during these periods.

Whilst we would like to be able to get all vehicles on site at once, space prevents this from happening. As a result, please be aware of the following points and procedures:

Prior to the conference closing, all vehicles must register at Dragon Road (HG1 5DB) car park. The holding park will be open for registering vehicles from 8am on the 27th.

Once the conference is closed and all visitors have left Studio One, the New Wine Team will announce when the breakdown can commence. Please be respectful of our timings which are in place to keep both delegates and exhibitors safe.

As soon as space is available, vehicles will be given an access pass and sent down from Dragon Road Car Park. We begin with smaller vehicles (those that are ready to load easily) and work up in size.

Any vehicles arriving at the centre without a breakdown access pass will be sent to Dragon Road without exception.

Ideally, your goods should be ready to load onto your vehicle when it arrives at the centre.

If you are using couriers and/or contractors, please make sure that they are aware of above policies.

We appreciate your patience, and we assure you we will do everything to make the breakdown as easy as possible. Should you require any further information prior to or during the breakdown of the event, please speak to Jenny Leverton (details below).

Parking during the event

Outside of build and breakdown times, as an exhibitor you are not obligated to park in the Dragon Road car park, and could choose to use car parks 1 or 2 at HCC.

Safety in Build and Break

HCC has stated that Hi-Viz vests are mandatory during set up and set down in the venue. Persons attempting to access the site without will be denied entry. Please ensure your team comes equipped with the relevant clothing. You can only pack down your Stand once all delegates have left Studio One.

Parcel & Courier delivery

Deliveries to Harrogate Convention Centre can be made from 25th February until the end of the event. Please mark all items as follows:

<<Contact Name>>
<<Stand Number / Company Number>>
New Wine Leadership Conference
c/o Steff Carrington
Security Gate House
Springfield Avenue
Harrogate Convention Centre
King's Road
Harrogate
HG1 5LA

We will endeavour to bring smaller items to your Stand where possible or arrange for you to collect larger items from the security gatehouse. Please be aware that you leave any valuables at your own risk.

Please note we cannot take delivery of items before the 25th of February.

Music and Sound

Music played at the exhibiting area must have the appropriate licenses in place. The exhibitor or sponsor will be responsible for covering any breaches of licensing laws and fines incurred. We respectfully ask you to be aware of any sound produced so that it does not impede the purposes of your fellow Exhibitors.

Food

The cafe in Studio One will sell snacks and drinks which are available for delegates and exhibitors to purchase by card payment only. Water dispensers will be available in Studio One, please consider bringing your own reusable water bottle. Outside of the centre there are lots of shops within 5 minutes' walk of HCC. Please note that you are only allowed to consume food purchased from HCC in the venue.

For discounts in local restaurants and eateries, please pick up the HCC discount card from the venue.

Travel

Trains are now bookable from LNER, and all those attending an event at Harrogate Convention Centre can now get 25% off their train tickets through this webpage 25% off Harrogate International Centre | LNER using code **HCC25**.

Accessibility

If you have any additional needs, please email us at info@new-wine.org before the event so that we can best support you during the event.

Reminder of the Terms and Conditions for Exhibitors

Terms & Conditions can be found here prior to the event. We want to remind you that stand payment does not include access to the event programme, only to the Studio One exhibiting space. You receive two exhibitor wristbands for every 2.5m x 2.5m stand space booked. You will need your exhibitor wristband to enter Studio One. Exhibitors are required to man their stands during break and lunch times. New Wine reserves the right to deny exhibition space without giving any reason for doing so.

Contact details

Rachel Dyer and Jenny Leverton will be your New Wine contacts at the event
Rachel.dyer@new-wine.org Tel: 07821 656593 & jenny.leverton@new-wine.org Tel: 0204 566 9639

We look forward to seeing you soon.

Jenny and Rachel
Partners Subscriber & Outsourcing Manager / Head of Fundraising & Partnerships

PROGRAMME

TUESDAY

14:00	KEYNOTE
15.30	BREAK
16:00	ENCOUNTER, BREAKOUTS & RAISING GENERATIONS
17:00	DINNER BREAK
19:00	KEYNOTE
21:00	LATE NIGHT WORSHIP & LATE NIGHT LIVE

WEDNESDAY

08:30	CHAPEL
09:30	BREAKOUTS & RAISING GENERATIONS
10:30	BREAK
11:00	KEYNOTE
13:00	LUNCH BREAK
14:30	BREAKOUTS & RAISING GENERATIONS
15:15	BREAK
16:00	BREAKOUTS & RAISING GENERATIONS
16:45	DINNER BREAK
19:00	KEYNOTE
21:00	LATE NIGHT WORSHIP & LATE NIGHT LIVE

THURSDAY

08:30	CHAPEL
09:30	BREAKOUTS & RAISING GENERATIONS
10:30	BREAK
11:00	CELEBRATION
13:00	CONFERENCE ENDS

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Test
Our mailing address is:
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