TechxFest
Showcasing technical careers

TechxFest

Important Exhibitor Information

Thursday 28 September
10am – 3pm

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find out more
techxfest.co.uk

Welcome to TechxFest

We are delighted to welcome all exhibitors to TechxFest 2023. This document provides important information about the event including detailed logistics arrangements.

If you have any further questions please get in touch MITalent@midlandsinnovation.org.uk or call Lucy Williams on **07810 413 219**.

Exhibitors

We are delighted to welcome the following exhibitors to TechxFest 2023.

Acres Engineering Ltd
Aggregate Industries
Althaus Digital
Aston University
Bentley Motors
British Geological Survey
Cadent Gas
Cloudbass
Code4Drones
Composite Braiding Ltd
Construct3D
De Montfort University
Derby College Group
EDT
EffecTech Ltd
ElevationX
EMA Training
Experian
GoldBox Productions
Great Northern Classics

Health Data Research UK
HyDEX
Institute of Food Science and Technology
Institute of Science & Technology
iMechE
Joined Up Care Derbyshire
Keele University
Loram UK
Loughborough University
Lubrizol Ltd
Malone Group Ltd
MHR International UK Ltd
Mondelez
Nestlé Waters
Nottingham Playhouse
Octopus Energy
Pentaxia Ltd
Presentation Design Services
RAF Air Cadets

Rodgers Leask
Rolls-Royce
Samworth Brothers
Siemens
SmartParc
SMC Pneumatics
TecQuipment
University Hospitals of Derby and Burton
University Hospitals of Derby and Burton NHS FT
University of Derby
University of Leicester
University of Nottingham
Untap Health
Vaillant
VALD

Exhibitor networking reception

All exhibitors are invited to join TechxFest organisers at a networking event the night before TechxFest.

Join us at the Museum of Making in Derby on 27 September from 18:00 – 20:00.

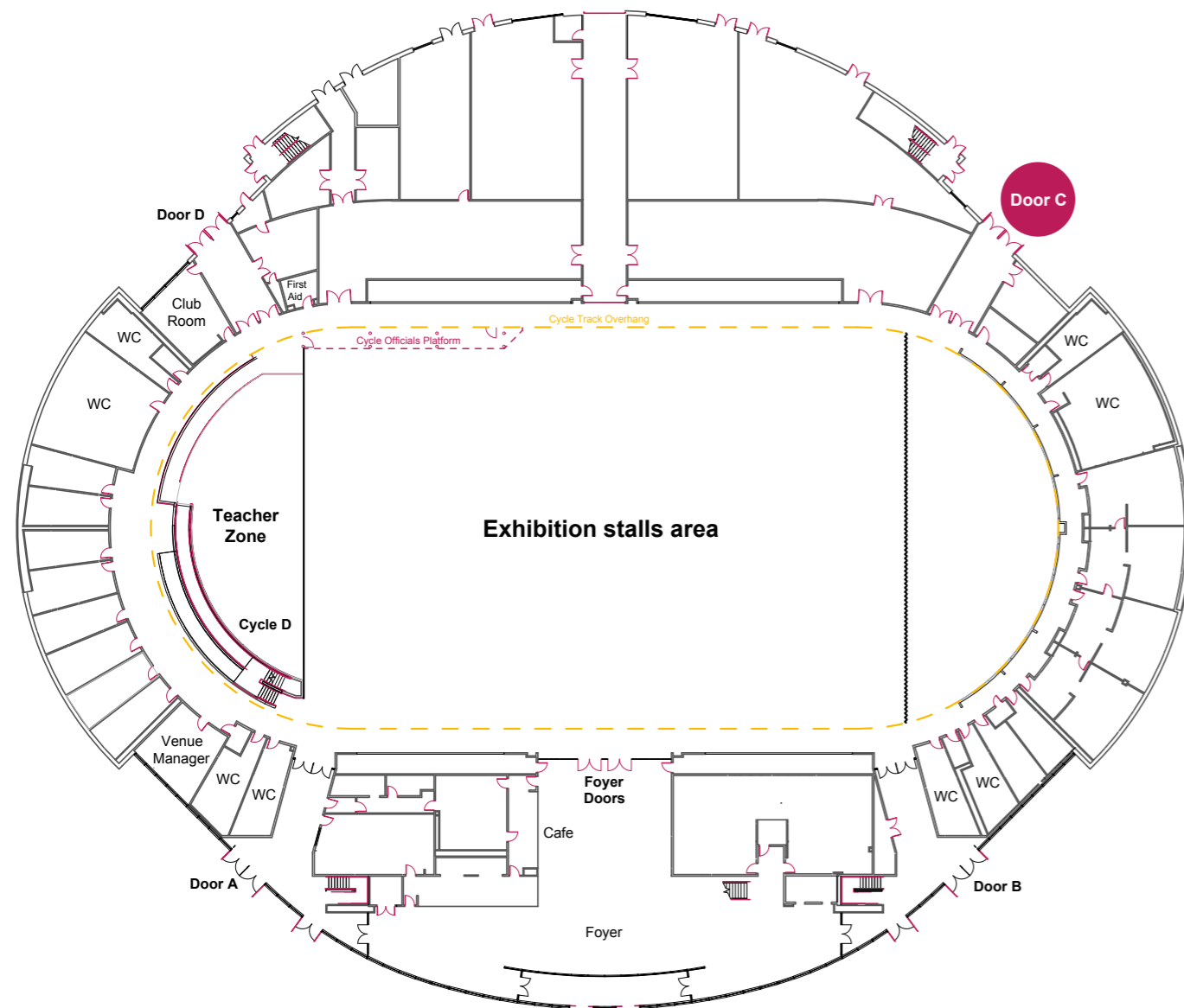Find out more and register to attend here www.eventbrite.co.uk

Venue

Derby Arena
Royal Way, Pride Park, Derby, DE24 8JB
Get directions

Please enter on set up and event day through Door C.

Set up and set down times

You will have access to Derby Arena the day before the event on the **27 September** from **15:00 – 17:00** to set up your stall.

The exhibition area (Derby Arena infield) will be secured, however any equipment is left at your own risk.

On the event day, you can access the venue at **07:30**. Set up must be complete by **08:45**.

All exhibitors will need to take down their exhibition stall straight after the event (15:00 on 28 September). Please ensure you take all waste away with you.

Exhibitor space

Included in each exhibitor stall is:

• 1 6ft x 2ft table and 2 chairs
• 1 500W plug socket
• Free public WiFi
• Free parking
• Packed lunch

Please note any electrical items that you bring must be PAT tested with an identifiable sticker / label on the item to show this.

Additional Equipment

You can purchase any additional equipment you may (e.g. plug sockets, screens) directly from the Derby Arena technical team.

If you are purchasing additional equipment, please quote your exhibition stall number which can be found here. www.techxfest. co.uk/wp-content/uploads/2023/08/ TechxFest-Exhibitor-Stall-Numbers.pdf

Please note for item purchases, the standard rate is charged up until 14 days prior to the event. After that a 25% surcharge is added. On the day bookings are subject to a 40% surcharge.

Find out more and make purchases here: form.jotform.com/derbylivetechnical/ techfest23

Risk assessments and public liability

The TechxFest organising team require each exhibitor to submit a risk assessment and company public liability certificate.

Please email these to MITalent@midlandsinnovation.org.uk by Friday 22 September.

Car parking

Parking is free on the event day, 28 September, and you do not need to display a permit.

If you are setting up the day before, the TechxFest team will provide you with a permit to display in your vehicle.

A traffic management plan will be in place on the event day, with stewards on hand to guide you to parking and drop off points.

You will enter the Arena on set up day and event day at Door C, directly accessed from the car park.

FAQs

Arrival on the day of the event

One of the team will be in reception to greet you and show you where to set up (we will also be available from **15:00** on the **27 September** for set up).

Security

The TechxFest team will provide you with an exhibitor lanyard. Please wear this at all times. This will help the security team identify you as someone involved in the event.

Security staff will be stationed at the **Door C** entrance on set up day and event day.

Event Briefing

Please attend a mandatory exhibitor briefing at **09:00** on the event day. Please report to the organising team at this time.

Accessibility

We have been informed that there will be wheelchair users attending the event so please bear this in mind when setting up your stall. Please ensure there is access for all and there are no trailing wires or other obstacles.

There will also be some students who are hearing impaired. They will be accompanied by signers so they can engage in conversation with exhibitors. If you have any video material on display please use subtitles where possible.

Storage

The Club Room is available to all exhibitors and you are welcome to leave belongings in this room. However this is left at your own risk we cannot accept responsibility for the storage and security of any items left on the premises before, during or after TechxFest. If you do lose something please report to the help desk.

There is also a space behind the Cycle D (behind the infield area) which has changing rooms and lockers available exclusively to exhibitors. This area will be barriered off and not accessible to event attendees. Lockers take a £1 coin.

Promotional materials

If you would like to courier any materials to the venue ahead of the event, please use the following address:

FAO Cait Aldridge, TechxFest, Derby Arena, Royal Way, Pride Park, Derby, DE24 8JB

Items should be delivered no earlier than 24 hours before the event. Please ensure all parcels are clearly labelled with your name and company name.

Derby Arena are unable to courier items back to you.

TechxFest support team and helpdesk

There will be a helpdesk situated in the foyer. If you need anything during the day do come and see us. We will also have lots of helpers on the day that you can also talk to. They will be identifiable by **bright pink t-shirts** with the TechxFest logo.

First aid

First aiders are on hand and will be able to help and advise if any of your party has an accident or feels unwell.

If you need a first aider, you can find them in the First Aid room next door to the Club Room, or patrolling the event.

Lunch/refreshments

Exhibitors will be provided with a packed lunch.

Tea and coffee will be available in the Club Room. This room is exclusively for exhibitors and refreshments will be available all day.

There are also water refill stations available at Derby Arena located in the Club Room and on the walkway between Exit C and Exit B.

Fire and emergency procedure

If the fire alarm sounds, please follow the guidance of fire stewards who will direct you to the nearest exit.

The assembly point is located in the lower car park at the front of Derby Arena.

Free Wifi

Name: **Derby Arena Events**
Password: **Derbyarenaevents**

Social Media

If you are active on social media, please feel free to share that you're exhibiting at TechxFest using the hashtag #TechxFest

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