



THREE COUNTIES
DEFENCE &
SECURITY
EXPO

3CDSE EXHIBITOR MANUAL

THE FOLLOWING INFORMATION APPLIES TO THE HIRE OF EXHIBITION SPACE BY EXHIBITORS AT THE THREE COUNTIES DEFENCE & SECURITY EXPO (3CDSE).

WELCOME TO 3CDSE

We are delighted to welcome you as one of our exhibitors to 3CDSE.

Please find in the following pages your guide to exhibiting, with information on access times, notable deadlines, and a Three Counties Showground site map, to ensure that you have all of the information required to make your presence at the show a success.

We wish you a very successful Expo!



Item	Deadline
EXHIBITION STAND BOOKING Stand Booking deadline	11 June 2021
EXHIBITOR REQUIREMENTS Complete & return Exhibitor Forms: ~ Payment ~ Return Booking form ~ Enter eZone on www.3cdse.co.uk/ezone-login ~ Submit Risk Assessment ~ Submit H&S checklist ~ Submit current PLI doc ~ Upload bio and high res logo for website and Expo Programme ~ Read Exhibitor Manual and T&Cs ~ Full payment of shell scheme additional items including additional power / furniture made to Total Event Company direct ~ Request forklift hire and access on Tuesday 6 July 2021 for custom build & space only stands (if required) ~ External electricity boxes request and payment (if required) ~ External space exhibitors - if you will require any items to be staked more than 6" into the ground, please inform anna@3cdse.co.uk to book ground scanning of the area in question	18 June 2021
EXHIBITOR STOREFRONT Exhibitor Storefront Early bird booking reduced pricing closes Exhibitor Storefront Closes	14 May 2021 30 June 2021
TICKETS MOD Industry Day ticket request (if required and available)	14 June 2021
Networking Dinner request (if required and available)	14 June 2021
EXPO PROGRAMME ADVERTISING Expo Programme advert booking deadline	14 June 2021

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EXHIBITOR ACTIONS & DEADLINES

Item	Deadline
REGISTRATION Exhibitor registration for all stand personnel and contractors (via online portal)	2 July 2021
ACCESS TO SITE Access to the venue for Space Only / custom build exhibitors (Please advise Exhibition Manager of your requirements no later than 18 June 2021)	Tuesday 6 July 2021 1200hrs onwards
Access to the Venue for set-up for Shell Scheme exhibitors Access to the Three Counties Showground on Wednesday 7 th July 2021 to set up exhibition stands is via the <u>Yellow Gate</u> , with parking available for <u>one vehicle per exhibitor</u> directly outside the Severn Hall (EXPO). The Exhibitor is responsible for setting up and dismantling their own stand collateral.	Wednesday 7 July 2021 1230hrs - 1830hrs
Final exhibitor set up if required – <u>by request only</u> . Please note parking will be at Brown Gate (a short walk from Severn Hall). Trolleys for transporting equipment will be available. Please notify info@3cdse.co.uk in advance if you required to set up on Thursday 8 July, and if you require assistance.	Thursday 8 July 2021 0730hrs – 0930hrs
EXPO PARKING THURSDAY 8 JULY 2021 Access to the Three Counties Showground on Expo day will be via the Brown Gate (a short walk to the Severn Hall). There will be a limited number of buggies available to move equipment, thus please ensure heavy items are brought to site on Wednesday 7 July 2021. Please refer to site map.	Thursday 8 July 2021
3CDSE EXPO DAY – Thursday 8 July 2021 Late Exhibitor Set up (by agreement only): 0730 – 0930hrs Expo Live: 1000-1630hrs Conference Live: 1030-1630hrs	
Exhibitors to clear stands and exit venue (Time will be advised for space only / custom build stands who require forklift hire)	Thursday 8 July 2021 1630hrs – 1800hrs



EXHIBITOR ACTIONS & DEADLINES

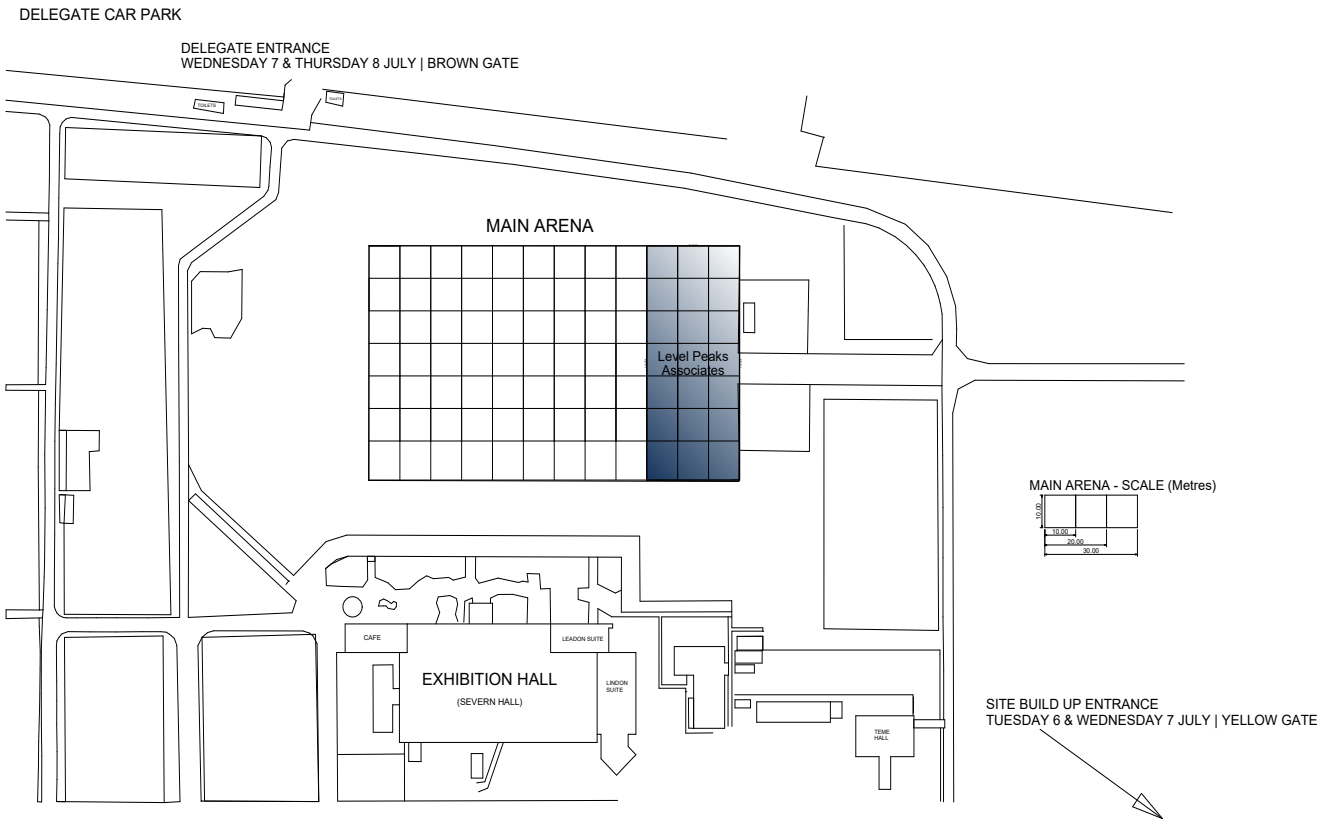
3CDSE
8 July 2021



THREE COUNTIES SHOWGROUND SITE PLAN



THREE COUNTIES SHOWGROUND SITE MAP 3CDSE





FOR MORE INFORMATION:

INFO@3CDSE.CO.UK