

EXHIBITOR MANUAL

Independent SCHOOLS Show

in partnership with



TATLER

THE SUNDAY TIMES
THE SUNDAY TIMES



SCHOOL
HOUSE



Summer Fair

21 May
2025

Think Academy
Theatre

11+ / 13+ answers from a wide range
of leading schools and experts

10:15 -
10:55

**Flourishing in a Rigorous
Academic Environment**

featuring Highgate School, St Paul's School
& South Hampstead High School, GDST

11:00 -
11:45

The Pre-tests Explained

featuring Bonas MacFarlane & Think Academy

12:00 -
12:45

Making the Financials Fe

Three leading school fees experts in conversat
how to dovetail your financial and educational

13:00 -
13:45

Looking Beyond London

featuring Benenden School, Tonbridge School
The Good Schools Guide

14:00 -
14:45

Thriving in Highly Acad

London Schools

featuring Francis Holland School, Sloane S
Latymer Upper School & The Good School

15:00 -
15:45

Decoding the Senior S

Pre-Test Process

featuring Bonas MacFarlane & Think Academy

Independent
SCHOOLS
Show

THE ORGANISERS

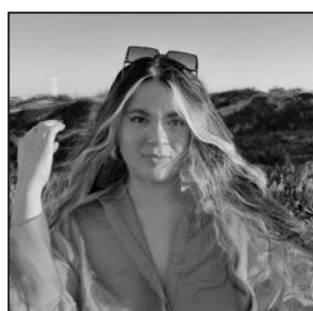
The information below is designed to help you plan for the Independent Schools Show. As you know the venue has changed so please read the following document carefully. If you have any questions please get in contact.



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Disclaimer:

All information contained in this document is correct at the time of publication. However, details are subject to change without notice.

While every effort is made to ensure accuracy, this material should not be solely relied upon for final decisions.

We recommend confirming key details directly with the event organisers or relevant contacts.

schoolsshow.co.uk/exhibitors/london-handbook

THE YEAR AHEAD

**Summer
Fair**
21 May
2025

**Autumn
Fair**
9 October
2025

**Winter
Fair**
6 November
2025

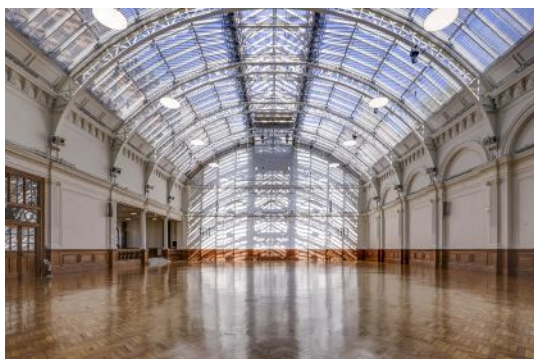
**Spring
Fair**
7 February
2026



Summer Fair

21 May
2025

EXHIBITION TIMETABLE



WEDNESDAY 21ST MAY

Build Up: 8:00 - 9:15

OPENING HOURS

09:30 – 15:30

BREAKDOWN

15:30 – 16:30

**No exhibits or stand fittings may be removed from the exhibition before 15:30. All exhibits and stand fittings must be removed by 17:00.*

YOUR STAND

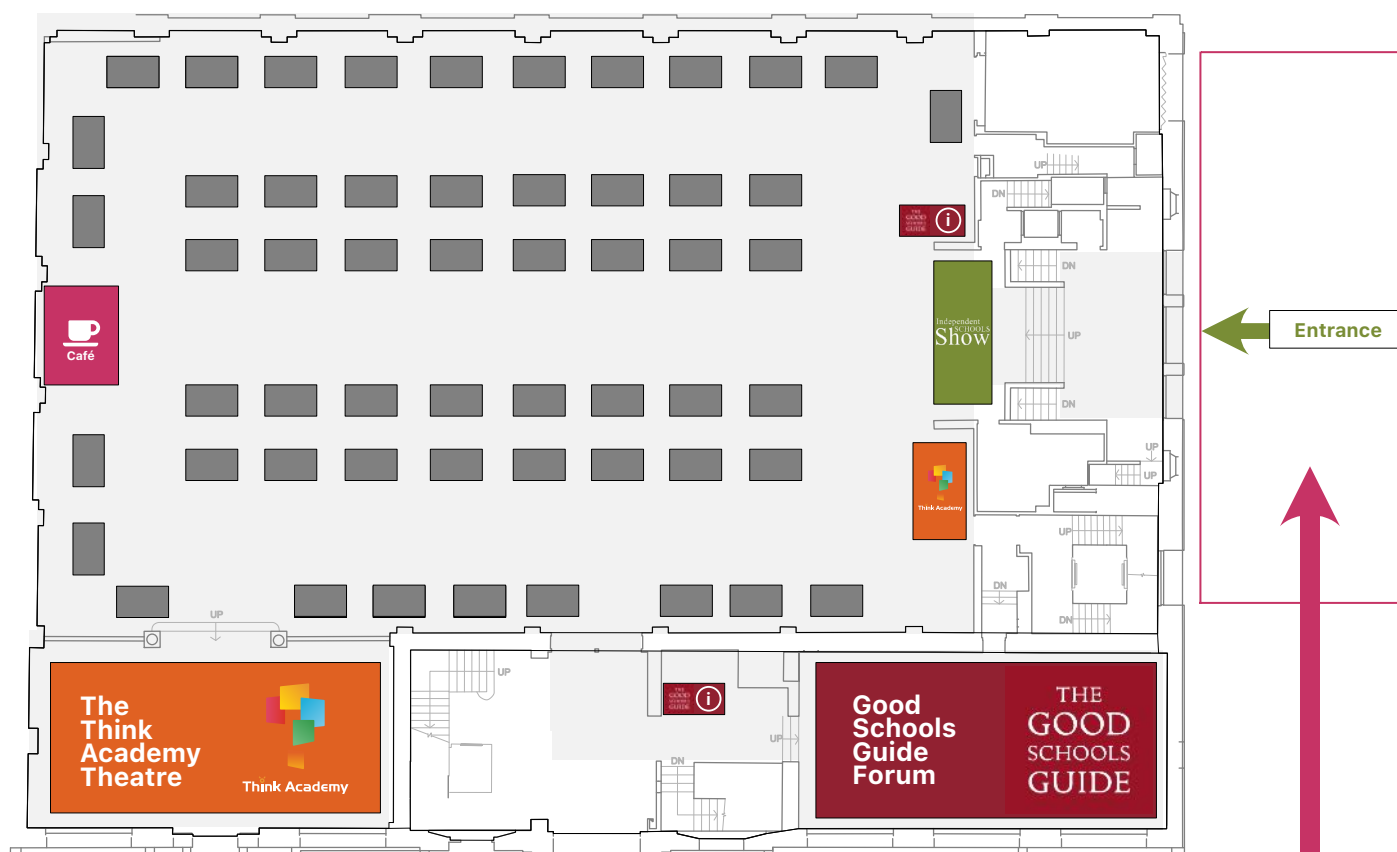
All exhibitors will be provided with a table (180cm x 90cm) and four chairs and will have access to power and wifi.

The plan is to keep it simple: there is room for a couple of pull-up banners behind your stand, brochures and a laptop/tablet and away we go!

STAFFING YOUR STAND

We recommend 2-3 people on your stand at any one time. It is possible to rotate your staff throughout the day if you wish.

We recommend staff bring name badges to be kept on throughout the show.



SUMMER FAIR 2025 FEATURES:

Two theatres:

- **The Think Academy Theatre** in the North Annexe
- **Good Schools Guide Forum** in the RHS Library

Two cafés

- **The main hall café** for visitors
- **The Mezzanine Café** for exhibitors and VIP guests

**Exhibitor
Drop Off Zone**

SYMBIOSIS

YOUR GO - TO FOR ISS SUMMER FAIR BRANDING!

Looking to make a big impact at the ISS Summer Fair?
We've got you covered with everything you need to showcase
your school in style!

Your branding will be delivered directly to RHS Lindley Hall.

ROLLER BANNERS

Roller banners are a fantastic way to stand out! They're lightweight, durable, and super easy to set up—taking less than a minute to assemble. Plus, the retractable design keeps your graphic protected, making them perfect for multiple events.

1. 800mm wide x 2m high – £99
2. 1m wide x 2m high – £110
3. 1.5m wide x 2m high – £129

ROLLER BANNERS REFRESH?

We can update your existing graphics- **£89**

A1 BRANDING BOARDS

Ideal for displaying on easels or A-frames, these boards are a great way to add extra branding to your space – **£85 per board**

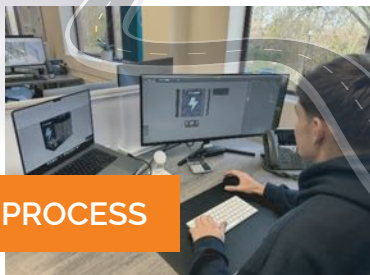
PRINTED TABLECLOTH

Make your display pop with a high-quality, full-colour printed tablecloth
178mm x 274mm - £85

ARTWORK CREATION

Need help designing your materials? We're happy to assist! - **£65 per hour**

DESIGN



THE PROCESS

PRINT



DELIVER



GET IN TOUCH

For more information or to place an order, contact Max
on 0207 039 0103 OR max@symbiosis.co.uk

Getting to the Show



4-5 minutes walk

Cardinal Place exit

- Victoria Street
- Thirleby Road
- Emery Hill Street
- Vincent Square
- Elverton Street

**Victoria, District &
Circle Lines
Southern Rail**

Independent SCHOOLS Show

**RHS Lindley Hall
Elverton Street
London SW1P 2QW**



Car Park
Arneway St
London
SW1P 2TX



Q-park.co.uk

PUBLIC TRANSPORT

The nearest tube station is Victoria Station on the Victoria and District/Circle Lines. The hall is approximately a 4-5 minutes walk from the Cardinal Place exit.

Pimlico and St James Park tube stations are both 7-10 minute walks.

London Victoria Station is a 7-10 minute walk.

Please see www.tfl.gov.uk for more information on bus, train and tube routes.

DROP OFF & PARKING

There are parking bays directly outside the venue's entrance on Elverton Street that can be used by exhibitors for quick drop off of stands/fittings/brochures etc. before and pick up after the show

Our team will be on hand to transport your stand and marketing materials from your car to your table, while you park your car.

Drop-off: Elverton St., 08:00 - 09:00.

Pick-up: Elverton St., from 15:30.



We recommend the Q Park car park, which is a 1 minute drive from the drop-off zone.

Q Park, Arneway Street, SW1P 2TX

- 359 parking spaces, 6 disabled spaces.
- Height restriction at this car park is 2.1m
- Cost £30.80 per day with the code below

Car spaces can be pre-booked and we have a discounted rate using our promo code "**RHSVC30**" on the following website:

<https://www.q-park.co.uk/en-gb/cities/london/victoria/>

The promo code is entered at the order overview stage.

It takes 4 minutes to walk to Lindley Hall from the Arneway Street car park, [here are the directions](#).

OTHER PARKING OPTIONS

The most up-to-date information on other parking options is available on the [Westminster City Council website](#).



CONGESTION CHARGE

RHS Lindley Hall is inside the congestion charge zone. The congestion charge is in effect 07:00 – 22:00 (excluding public holidays) and is clearly defined by signs and / or road marking at entrance and exit points.

For more information on the congestion charge and how to pay please visit the Congestion Charge website www.tfl.gov.uk

GENERAL INFORMATION

Access

We suggest that you arrive with a colleague to assist you. **Access to the venue will be from 08:00 on the 21st May, not earlier.**

Accommodation

See the [HotelMap Booking service](#) where a live booking service and best rates are guaranteed for ISS exhibitors.



Catering

There will be a café at the show, which will offer light meals, snacks, coffee, tea and soft drinks.

Cloakroom

Opens half an hour before the show and closes half an hour after the show.

Distribution of Materials

The distribution of material such as printed cards/handbills/circulars/leaflets from any area except your own stand is prohibited.

Electrical Regulations

Electrical equipment should hold a valid PAT certificate, the venue is very strict on this and will not allow anything through the doors without one.

Emergency Procedures

Emergency procedures will be issued in your welcome pack upon arrival at the show. It is important that everyone on your stand reads and understands these procedures.

Fire Regulations

Stands will be inspected during build-up and the Fire Officers may remove any offending materials, or close down a stand if regulations are not adhered to.

- All materials used on your stand must be made of non-flammable material (Class One spread of flame).
- Textiles used for stand decoration must be fixed taut and/or in tight pleats (not draped) to a solid backing and secured above floor level and not touching light fittings.
- No explosives, inflammable fluids or combustible materials or gases may be used on any stand.
- Materials should comply with British Standard Numbers BS476-Part 7 and/or BS5570 and/or BS3120.

First Aid

There is a first-aid room situated in the lower Foyer, complete with first aid kit and defibrillator. To access the room please contact the RHH Operations Team.

Gangways

Stock or stand furnishings MUST NOT encroach into the gangways.

Health & Safety

Next Step Exhibitions Ltd. is committed to providing, maintaining and promoting, so far as is reasonably practicable, the highest standards of Health, Safety and Welfare at all our events.

This includes the provision of information, instruction, training and supervision as appropriate, to enable personnel to carry out their work in a safe manner.

Under current legislation, you are asked to have in your possession on site, a copy of your own Health & Safety Policy and a copy of Health & Safety documents in respect of any contractor you may employ.

Insurance

As an Exhibitor, you **MUST** have at least £5 million Public Liability cover. If you have such cover in place, please forward proof of your cover to Next Step Exhibitions before you arrive on site. Other cover you may want to consider includes: All Risks; Cancellation/Abandonment; and Employers Liability.

DEADLINE FOR INSURANCE DETAILS TO BE SUBMITTED – 14 May, 2025

Disclaimer

The Organisers, whilst taking every reasonable precaution, expressly decline responsibility for any loss or damage which may befall the person or the property of suppliers, their contractors or visitors, from any cause whatsoever in relation to The Independent Schools Show.

Lost Property

Any lost property should be handed into the Organisers Office. The property will be held for up to one month from the end of the exhibition.

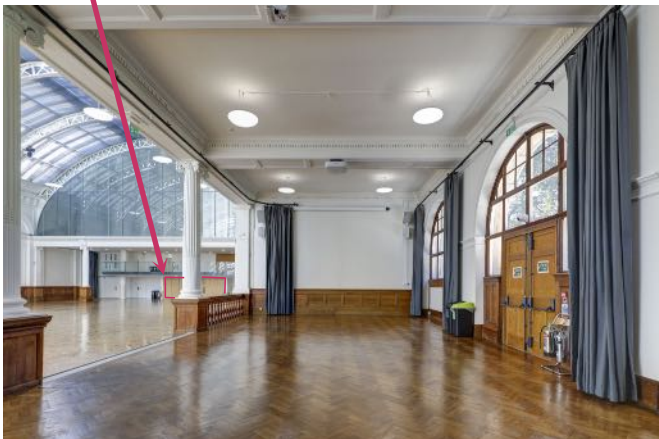
Music

Background music may be played for the show as a whole to create a consumer retail environment. Please refrain from playing music from your stand.



Left: entrance to the Lindley Hall. Upstairs to the hall, downstairs to the cloakroom.

Below: the North Annexe, location of one of the two theatres.



THE MEZZANINE CAFÉ

The mezzanine café is reserved exclusively for exhibitors and ISS guests. It serves as a space exhibitors can use all day for in-depth conversations with parents.

We will be hosting a lunchtime reception for London prep school heads, at which all exhibitors are welcome.

You can also use it simply as a place to take a break!

Security

We take security at this event very seriously. Internal security patrols will be carried out, along with spot checks and bag searches, but the Organisers cannot accept responsibility for any loss, damage or accident. It is the responsibility of the designer not to leave their stand unattended and to take precautions to protect their products during the show. We specifically recommend the following precautions:

- Do not leave handbags, mobile phones or other valuables unattended on your stand
- Do not leave your stand unattended at any time
- Consider security when designing your stand – can you keep an eye on all your stock?
- Always wear your pass and do not give it to others
- If you suspect anything suspicious, report it to either the Organisers Office or Security immediately

Smoking

The Independent Schools Show is a non-smoking event.

SOCIAL MEDIA PROMOTION

#SCHOOLSSHOW

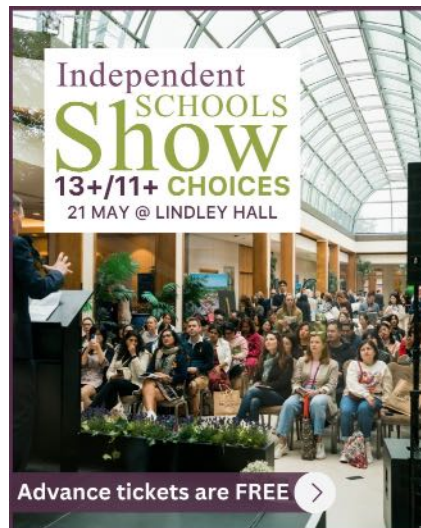
#GIVEUS2HOURS



Facebook banners



Instagram banners



These banners, plus the latest information about the event, are available online at the [London Exhibitors' Handbook](#)

schoolsshow.co.uk/exhibitors/london-handbook