



STEMFest Net Zero – Monday 4th, Tuesday 5th and Wednesday 6th of July 2022

EXHIBITOR INFORMATION

St James' Park, Barrack Road, Newcastle upon Tyne, NE1 4ST

EXHIBITOR PACKAGE

Included in your package:

- Tables and chairs *as specified on booking form*
- Power access *as specified on booking form*
- Free Wi-Fi
- Complimentary lunch
- 3 x hot drinks vouchers per delegate per day (drinking water available all day)
- Tablecloth

Please note that unless you have pre-requested power as part of the booking process, this will not be available. All electrical items to be used on event days **must** have been PAT tested in advance and displaying either a PAT test sticker on the plug or PAT test certificate provided in advance of the event.

Tablecloths will be provided. You are welcome to bring your own should you want to.

DIRECTIONS AND CAR PARKING

As this is a net-zero event, we would actively encourage you to use public transport to and from the event. St James' metro station is a 5-minute walk from the venue. However, parking is available on-site in the pay and display multi-deck car park which is accessed from Barrack Road at a cost of 70p per hour.

RISK ASSESSMENTS AND PUBLIC LIABILITY INSURANCE

It is a requirement that the above documents are provided in advance of the event. Please let us know if you are bringing any additional equipment not advised through the booking process to ensure health and safety requirements are adhered to.





Set up day – Sunday 3rd July

All exhibitors are asked to set up their stands on Sunday 3rd July as follows:

Barracks (Level 4) – Zones 1, 2 & 3

Zones 1 (Power and Natural Resources), Zone 2 (Climate and Adaptation) Zone 3 (Business and Industry) will all be located on Level 4 in the Barracks area. **Set up time for this area will be between the hours of 19:30 and 23:00.** We apologise in advance for this late set-up time, this is due to an event taking place earlier on in the day. Exhibitors may wish to unload their stand to the Platinum suite (Level 2) earlier on in the day between the hours of 12 and 16:00, to ease congestion later.

When using the Barracks Suite exhibitors are not permitted to tape any loose wires or cables to the floor – they must be secured using cable ramps.

Moncur & Heroes rooms (Level 3) – Zones 4 & 5

Zones 4 (Buildings and Construction) and Zone 5 (Transport) will be located on Level 3. **Set up time for this area will be between the hours of 12 and 16:00.** All exhibitors must be set up no later than 16:00 to allow the event infrastructure team to commence additional rigging.

Please drive to the car park which is accessed from Barrack Road and walk towards the Milburn reception area (under the tunnel) where you will be met and registered by a member of the events team wearing a green t-shirt. They will then direct you to the correct area to unload your equipment and materials. There will also be stewards on-site to guide you.

LARGE OR HEAVY ITEMS

If you are unloading heavy or large equipment you can do this closer to the site via the Milburn tunnel. This is accessed from Barrack Road to the right of the main multi-level carpark. On arrival, please park in the multi-level car park and walk to the main reception where you will be met and registered by a member of the events team in a green t-shirt. They will then provide you with further directions should you need to unload closer to the venue. Any large or heavy items must use service lifts 5 (Buildings and Construction and Power and Natural Resources Zone) or service lift 1 (Climate and Adaptation, Transport or Business and Industry Zone). If you have smaller items, you may use the main public lift.

Lift dimensions are 228cms high x 182cms wide x 134cms deep. Maximum 1250kgs

DELIVERIES

Advance deliveries for the exhibition should be sent to the address below and no sooner than 24 hours before the event. The venue will only accept small deliveries. Please put the name of your company on the parcel and event days 4th, 5th & 6th July.

FAO: Caroline Brown, STEMfest Net Zero event, Platinum Suite, St James' Park, Barrack Road, Newcastle upon Tyne, NE1 4ST





Event days – Monday 4th, Tuesday 5th and Wednesday 6th July

REGISTRATION – EVENT DAYS

Please arrive through the main reception area of St James' Park between **07.00 and 09.00** on event days to register. On arrival you will be given a lanyard, event brochure including floorplan and hot drinks vouchers. Please ensure you keep your lanyard on all day as they act as a security measure. Lanyards must be returned at the end of each day.

EVENT

The STEMfest Net Zero event will take place across three floors at St James' Park and will include five zones:

- Power and Natural Resources – Zone 1
- Climate and Adaptation – Zone 2
- Business and Industry – Zone 3
- Buildings and Construction – Zone 4
- Transport – Zone 5

The Events Team can be identified by their green T-shirts. The team will be present all day and are happy to direct you around the event and help you with any questions you may have. Each zone will also have a Zone Manager who will act as your first point of contact should there be any problems or questions.

EVENT TIMINGS AND SCHOOL ARRIVAL AND DEPARTURES

The event will open to schools from 09.30 and has a suggested flow system as follows Zone 1 – Zone 2 – Zone 3 – Zone 4 – Zone 5. However, schools will be starting their visit in different zones but will be asked to follow our suggested route e.g., a school starting in Zone 4 will be visiting the exhibition as follows Zone 4 – Zone 5 – Zone 1 – Zone 2 – Zone 3. We are recommending they spend around 30 – 45 minutes in each zone and are expecting around 1200 children on each event day. The last schools will depart at approximately 15.00 each day.

PRIZES

Please be aware that due to potential allergies, it is advisable not to have sweets available on your stand. Whilst we are happy for you to provide complimentary 'give-aways' or competition prizes to the pupils, we advise that this is managed in an orderly fashion to encourage even distribution!

LUNCH AND REFRESHMENTS

All exhibitors will be provided with lunch and 3 x tea/coffee vouchers per person per day. All exhibitor refreshments will be served in the Four Corners room which is on Level 2 to the left of the Platinum Suite.



STEMFEST NET ZERO

Additional refreshments are available to purchase at the kiosks in the Platinum Suite. **Please note that this is a card only facility.**

We will be providing three hot drinks vouchers per delegate which can be redeemed throughout the day at the tea and coffee point in the Four Corners room on Level 2 to the left of the Platinum Suite. Water bubblers will be situated in all event areas and will be replenished during the day.

Lunch for exhibitors will be in Four Corners on Level 2 and a spill over area (if necessary) in front of the Platinum Suite. The lunch break for students is 12.15 – 13.00 and schools will be initially escorted to the terraces area accessible on Level 4 for a short speech and then taken to the Platinum Suite on Level 2 to have their lunch. The exhibition will be closed during this time. Lunchtime for exhibitors will be at the same time, however we do recommend that you stagger your lunches so that someone is always with your equipment. This will be facilitated by adding an extra 30 minutes to the set lunch time from 13:00 – 13:30. However, the exhibition will re-open at 13.00.

EXHIBITOR TOILETS

Due to safeguarding, please only use the toilets beside the Four Corners refreshment area on Level 2.

BUSINESS NETWORKING EVENTS

There will be two business networking events both taking place in the Four Corners area on Level 2. This will give you an opportunity to meet with the other exhibitors as well as to talk directly to our event sponsors. Refreshments will be available at both events.

Monday 4th July from 15:30 – 17:00

Tuesday 5th July from 08.00 – 09.00

TOURS

There will be tours taking place on all event days at 11:00 and 13:30 and will be led by Dawn Ross. If you have any colleagues that would like to join a tour, then please email dawn.ross@rtcnorth.co.uk with their name, company name, email address and preferred date/time of tour. Due to safeguarding we cannot allow unsupervised access to the exhibition. We will do our best to accommodate any guests arriving at the event out of these times, but we cannot guarantee that we will be able to facilitate them accessing the event on the day.

WI-FI

Wi-Fi is available throughout the venue. This can be slower than usual at peak times. The WIFI details are as follows:

Network: NUFC

Key: weareunited



DE-RIG

De-rigging will take place on Wednesday 6th July and will commence once the last schools have left the building at around 15.00. Please note that we have over 50 exhibitors so please be patient when waiting to exit the building. If you do not have any heavy items, you are welcome to use the front entrance and main public lifts of the building. Heavy or large items must use the same service lift they used on the rigging day. All items must be cleared from the building by 20:00. Unfortunately, the venue cannot store items for exhibitors post event.

PR AND SOCIAL MEDIA

Attached is your social media pack. On the run up to the event we are running a daily social media campaign which you are most welcome to encourage and contribute to via your social media channels. Please do send any promotional news through to us about your involvement with the event, including any appropriate #hashtags to link to and we will make sure we cross promote and support your campaigns. Please send information to marketing@rtcnorth.co.uk

On the day, we are hoping that press and local media will be covering the event, we will also have our official photographer on site. Whilst we appreciate the support using social media channels, please be aware that **no children can be photographed or filmed by exhibitors at the event.** Instead, please feel free to share photos of your staff at the event, and please follow and retweet any photos from the @rtcstem and @NUF_Foundation accounts. After the event we will be sharing all relevant official photographs with you; with a password protected link.

WHAT TO DO IN AN EMERGENCY

In the event of an emergency, please contact a member of the events team. The event and venue staff will then manage the incident. Please follow instructions given in a calm and orderly manner.

FIRE ALARMS

There are no scheduled fire alarms on event days. If the alarm does sound continuously, please make your way to the nearest sign posted fire exit. Event and venue staff will be with you to guide you to the fire assembly point. The designated assembly point is the Memorial Garden, to the west of the building and is identified on the event brochure. Please make yourself familiar with its location and the location of the nearest fire exit to your stand.

SAFE REFUGE POINTS

Safe refuge points and evacuation chairs have been identified as outside each service lift on every floor for any persons requiring assistance to leave the building. A member of the events and venue staff will aid should a situation arise.





LOST CHILDREN

Please speak to the nearest member of the Event Team. The Event Team will then take the necessary action to reunite the lost child with their school.

The meeting point for any lost children is Event Control, located beside the lifts on the fourth floor.

If you notice a child looking lost or distressed, please inform a member of the Events Team.

FIRST AID & MEDICAL ASSISTANCE

If you require medical assistance, please contact the nearest member of the Events Team or speak to a member of staff at Event Control, located beside the lifts on the fourth floor, who will alert a member of the team from St John Ambulance. The First Aid Room is on Level 3 just before you reach the Transport Zone on the left-hand side. There are 2 defibrillators on site which are located in the security team's office and in the Duty Managers office on Level 3. Each unit contains all the necessary operational instructions.

IF YOU SEE ANYTHING SUSPICIOUS

Please report anything suspicious to the nearest member of the Events Team. If you realise something after the event, please contact the venue and ask to speak to the Duty Manager on 0844 372 1892 as soon as possible

DAMAGE AND LOSS

The organisers, the venue or the sponsors DO NOT accept any responsibility for damage or loss of any property brought in by the exhibitors and/or their contractors. Exhibitors are responsible for their own items. You are advised to keep all personal belongings with you at all times. Please take anything valuable away with you at the end of each day, there is no overnight storage facility.

NET ZERO

We are aiming for this event to be net zero so would encourage you to be mindful of this. We will be asking for information after the event in relation to your use of transport commuting to and from the event. This will include your method of transport and, where applicable, engine size, number of passengers, fuel type and distance travelled. This will enable us to calculate a carbon footprint for the event which will be off set with a donation to an environmental charity.





STEM AMBASSADOR PROGRAMME

For those who are already part of the STEM Ambassador Programme, we look forward to welcoming you at the event and would appreciate if you could wear your STEM ID badges. Please ensure that you sign up for the event on the STEM Hub [HERE](#) so that this counts towards your volunteering hours.

If you are interested in becoming STEM Ambassador please go to: <https://www.stem.org.uk/STEM-ambassadors>. Alternatively contact Dawn Ross our STEM Liaison Coordinator if you have any questions on stem@rtcnorth.org.uk or via telephone 0191 5164400.

NU FUTURES PROGRAMME

NU Futures is a programme that will deliver a new and ambitious approach to tackling the entrenched problems of exclusion, wealth inequalities and low productivity by better connecting young people with opportunities in the North of Tyne economy. NU Futures will provide young people with an inspirational and engaging learning, careers and skills programme aimed at preparing them to thrive in the economy of the future. Working with young people aged 11-25 and reaching 11,000 school children in 56 schools per year throughout the North of Tyne area, this is the largest education and careers programme operated by Newcastle United Foundation.

This is a collaboration between the Newcastle United Foundation, North of Tyne Combined Authority, local businesses, schools and other leading education and training providers, such as The Princes Trust. It aims to

- Promote a vision of a more dynamic and inclusive economy
- Connect young people with opportunities
- Narrows inequalities and promotes social mobility
- Equip North of Tyne young people with the knowledge, skills and ambition to pursue careers in local growth industries
- Support businesses to recruit a skilled and motivated workforce
- Provide extra support to disadvantaged and disengaged young people, boosting their ambition, confidence and motivation





EVENT MANAGEMENT CONTACT DETAILS

Should you require any further information in the run up to the event, please contact:

Claire Willis, Event Manager
claire.willis@rtcnorth.co.uk
Tel: 01915164400
Mobile: 07949 592357

For any press or social media enquires please contact:

Sarah Spence, Marketing Manager
Sarah.spence@rtcnorth.co.uk
Tel: 0191 5164400
Mobile: 07714 037912

