



How do I book a stand at one of your events?

Download a booking form under the event button on our home page; send the completed form to Sussex Newspapers Events, Unicorn House, 8 Eastgate Square, Chichester, West Sussex. PO19 1JN

Who do I make the cheque payable to?

All cheques are to be made payable to Sussex Newspapers

What time can I set up my stand?

2 hours prior to the show opening

What time can I break down my stand?

Breakdown will commence once the show has closed to the public.

Do I need my electrical equipment PAT tested?

All equipment that is less than 12 months old will need to be PAT tested by a qualified electrician.

What is included on my stand?

A table and 2 chairs are provided, if a exhibitor wishes to bring a display board the size must not exceed your agreed space purchased.

Do I need to have insurance/ risk assessment?

As a public event, all reasonable precautions are made to ensure the safety of both exhibitors and attendees, however, should an accident occur, the organisers are not responsible for the safety of any person or property, including the loss, damage or theft. We would ask that all exhibitors ensure that they have their own insurance to cover any liabilities and / or risks.

I would like to have leaflets inserted into the goodie bags when would you need them?

We will need a booking form completed and the leaflets delivered to our Chichester address 7 working days prior to the event.

I would like to sponsor one of your events how do arrange this?

Call us on 01243 534126/534124 and we will discuss with you the process of sponsorship.