

Contents

Access	2
Accommodation	2
Audio Visual Equipment	2
Badges – Exhibitors	2
Badges – Visitors	2
Build Up and Breakdown Times	2
Car Parking	2
Care Roadshows	2
Catering	2
Children	3
Damage	3
Delivery Address.....	3
Dietary Requirements	3
Disabled Facilities	3
Electrics	3
Electrical Equipment	3
Emergency Procedures	3
Event Guide	3
Exhibitor Badges.....	3
Fire Exits and Extinguishers.....	4
First Aid	4
Flyers	4
Furniture	4
Health & Safety	4
Insurance.....	4
Lost Property.....	4
Marketing & Sponsorship.....	4
Your Marketing Welcome Email.....	4
Participate in Social Media	4
Promoting Your Involvement	5
Stand Out with Sponsorship.....	5
Payment for Exhibition Stands	5
Removal of Exhibits & Stand Breakdown	5
Risk Assessment	5
Scams	5
Security.....	5
Stand Requirements.....	5
Travel.....	6
Venue	6
Waste	6
Wi-Fi	6

Access

Loading and unloading can take place on Monday 13th October from 3pm – 5pm and on Tuesday 14th October 2025 from 7:30 – 9am and again after the show from 3 – 5pm. Car parking is free.

Accommodation

Event Express are the official accommodation agent. Please click [here](#) for more details.

Audio Visual Equipment

Audio visual equipment is available through our contractor Create AV, if you require equipment, please contact Saimah Mirza on 01992 789759 or email sam@createav.com

Badges – Exhibitors

All staff must always wear badges. Please fill in the names of stand staff on the [Extras Form](#). This way we will have your Exhibitor Badges ready for you in your Welcome Pack.

Badges – Visitors

All visitors will need to be registered and will be unable to enter the show without a Badge. To avoid congestion at the entrance exhibitors must ensure that their own staff, whether manning a stand or visiting the show, do not register as visitors but use their issued exhibitor badges which will be in your Welcome Pack.

Build Up and Breakdown Times

Date	Times	
Monday 13th October	15.00 – 17.00	Build-Up
Tuesday 14th October	07.30 – 09.15	Stands must be ready by 09.15 on Tuesday 14 th October.
Tuesday 14th October	09.30 – 15.00	Roadshow Open
Tuesday 14th October	15.00 – 17.00	Breakdown You will not be permitted to breakdown your stand before 3pm on Tuesday 14 th October 2025. It is important that you adhere to our request, as it is unfair to other exhibitors and delegates will still be at the show.

Car Parking

Parking at Epsom Downs Racecourse is free.

Care Roadshows

There are two more Care Roadshows planned for 2025:

- Care Roadshow Northeast, Elland Road Stadium, Leeds – 4th November 2025
- Care Roadshow Wales, Cardiff City Stadium – 1th November 2025

If you are interested in exhibiting at future events, please contact us on 01425 838393 or email info@careroadshows.co.uk

Catering

Three complimentary food vouchers are provided with your stand package, these will be placed in your Welcome Pack. Any extra stand staff will need to pay for food. There will be cash catering available in the exhibition room. **Please note Epsom Downs Racecourse is a cashless venue.**

Children

Please note children under the age of 16 are prohibited from site during build up and breakdown at any time. This is a Health & Safety regulation.

Damage

Exhibitors are responsible for any damage caused within their stand area – any damage will be repaired at the exhibitor's expense. All exhibits and stand fitting materials must be cleared from the venue – charges will be levied for the removal of any abandoned articles.

Delivery Address

Deliveries can take place between 9am – 5pm on Monday 13th October 2025. Please label any deliveries clearly as follows using your own stand number and company name:

Care Roadshows South, 14th October 2025

FAO: Abbygale Petit, Administrative Building, Epsom Downs Racecourse, Epsom Downs, Surrey, KT18 5LQ

Dietary Requirements

If you or a member of your team have any specific dietary needs, in particular any known allergies, please provide details on the [Extras Form](#).

Disabled Facilities

Epsom Downs Racecourse has a range of disabled facilities available.

Electrics

One power socket is included in your stand package.

Electrical Equipment

Any person bringing any portable electrical equipment onsite must be able to demonstrate that the electrical equipment is maintained correctly, and the equipment has been subjected to routine inspection and testing in accordance with The Electricity at Work Regulations 1989.

Emergency Procedures

Please ensure that all stand staff are aware of emergency procedures and locations of nearest fire exits to your stand.

Event Guide

The Official Event Guide for Care Roadshow South will be compiled by Broadway Events and distributed free to every visitor upon arrival. It will feature a listing for each exhibitor, including your company name, stand number and website.

The guide will also include a QR code that links visitors to the digital exhibitor list. This digital list allows attendees to view extended profiles, helping them find exhibitors and products tailored to their interests.

To make sure your information is included in the guide, please log in to your Exhibitor Hub using the unique link you will receive. If you would like to enhance your presence further, advertising opportunities are available. Please call 01425 838393 or email info@careroadshows.co.uk.

Exhibitor Badges

All staff must always wear badges. Please fill in the names of stand staff on the [Extras Form](#). This way we will have your Exhibitor Badges ready for you in your Welcome Pack.

Fire Exits and Extinguishers

Fire exits must be always kept clear of obstructions. Please note all materials used for decorating, draping or display objects must be non-flammable or made non-flammable by impregnating with fire-proof solution and bear a branding mark denoting that this has been done and must in all ways comply with the requirements of the local Fire Service.

First Aid

Any medical emergency must be reported immediately to the organisers' desk. It is most important that the exact location of the casualty is given.

Flyers

Leaflets, flyers, and promotional materials may not be left on the information tables or around the venue unless prior consent is given by the organisers. Any items in the exhibition that are not on exhibitors stands will be disposed of.

Furniture

Trestle tables (6ft long including black tablecloth) and up to 3 chairs per stand must be booked in advance. Please fill in your requirements on the [Extra Form](#).

Health & Safety

All emergency exits/fire doors must be kept clear – this also applies to gangways. Stand work areas should be kept tidy to minimise risks, allowing hazards to be easily identified. Please make sure your stand staff are aware of the nearest Fire Exit.

Insurance

Every exhibitor is responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties so you will need Public Liability Cover. Employer's Liability cover is also mandatory in the UK. In addition to this you should protect your expenditure against Abandonment or Cancellation of the event due to reasons beyond our control.

Lost Property

Any property lost or found should be reported to the organisers' desk who will liaise with the venue.

Marketing & Sponsorship

The organiser undertakes extensive marketing, but the co-operation of exhibitors makes a good show great. Make the most of the Roadshows dedicated audience from the moment you book by following these top tips.

Your Marketing Welcome Email

When you sign up as an exhibitor, you will receive a marketing welcome email with everything you need to promote your involvement. This includes:

- **Exhibitor Hub Access:** A unique link to update your profile. Use the hub to add your profile, product details, press releases, links, images and videos. All updates automatically appear on the website, so you're in full control of what visitors see.
- **Personalised Marketing Materials:** A link to your Google Drive with ready-to-use personalised social media graphics, press releases, event listings, email templates and more.
- **Exhibitor Competitions:** Information on competitions offering extra marketing opportunities.

This email will be sent to all exhibitors when the event goes live. Those signing up later will receive it individually.

Participate in Social Media

Join us on [Twitter](#), [Facebook](#), [LinkedIn](#) and [Instagram](#). Use #CareRoadshows to connect with our followers. We'll engage with and share your posts to maximise your reach. Even a quick mention of your participation can boost awareness. Keep using social media after the event to engage with potential clients and stay visible.

Promoting Your Involvement

Make the most of the personalised materials in your Google Drive. Add the Care Roadshows logo and banners to your advertisements, email signatures and website to promote your presence and attract visitors to your stand. These assets can also increase your website traffic and improve search engine rankings.

If you haven't received your materials or have questions, email marketing@broadway-events.co.uk

Stand Out with Sponsorship

Sponsorship at Care Roadshows is a unique chance to showcase your brand to a dedicated audience of care sector professionals. Options include visitor bags, refreshments, feature areas, seminars, lanyards and more, helping to highlight your brand's quality and expertise.

For sponsorship opportunities, call 01425 838393 or email info@careroadshows.co.uk

Payment for Exhibition Stands

The Organisers reserve the right to refuse admission to any exhibitor who has failed to pay their stand space in full.

Removal of Exhibits & Stand Breakdown

The penalty charge for any exhibitor who attempts to breakdown their stand before 3pm will be 25% of the stand cost and the exhibitor will be barred from future events.

All goods, exhibits, construction materials etc. must be removed from the Exhibition Area by 5pm on 14th October 2025. Any items remaining after this time will be cleared from the exhibition and all costs charged to the stand concerned. No responsibility for these items will be accepted by the Organisers.

Risk Assessment

It is a legal requirement that each exhibitor undertake their own risk assessment prior to the event, listing the tasks to be undertaken, identifying any significant hazards they present onsite, then listing ways to minimise and control hazards. Exhibitors are required to complete and submit the [Risk Assessment Form](#) prior to the event.

Scams

Scamming is a huge problem across the globe, with the total cost to the world of cybercrime estimated to rise to a staggering \$10trillion by 2025. It's a fact that the scammers are getting smarter, more sophisticated and more aggressive.

Trade and consumer shows are not immune from this worrying trend and exhibitors at shows can represent an attractive target for scammers, who harvest data from public websites and directories and pretend to represent the organiser of the event, or companies associated with the event. We want you to enjoy your exhibition experience, to be alert and to protect yourself and your company from potential scams. In this short video, we will tell you about the type of scams you should look out for, what makes something look suspicious and what to do if you are a victim of scamming:

<https://www.aeo.org.uk/expoguide>

Security

Whilst every endeavour is made to safeguard exhibitors' and visitors' property, both personal and commercial, occasionally a loss may occur even with constant security patrols, CCTV cameras and alarm systems.

The Organisers and the venue cannot be held responsible for any loss or damage to exhibitors' property.

Do not leave valuable items such as laptops in full view, if unattended, during the show and after the show has closed.

Stand Requirements

Your stand fittings, furniture and promotional material must fit within stand space. Please note this is a tabletop style exhibition suitable for pop up banners and limited marketing material. The Organisers reserve the right to remove any items that are blocking gangways or fire exits.

Travel

Epsom Downs Racecourse is just a few minutes from Epsom Town Centre on the B290 Epsom Downs Road or alternatively just off junction 9 of the M25. If you are using satellite navigation, please key in the postcode: KT18 5LQ.

By Train: Epsom Station is connected by both Southwest Trains and Southern Trains. Connections from Waterloo & London Victoria. Take a 10-minute taxi or bus ride from the station.

Tattenham Corner Station is approx. ½ mile walk to the racecourse.

Epsom Down Station is approx. 1 mile walk to the racecourse.

Venue

Epsom Downs Racecourse is a cashless venue.

What3words: ///tribe.proven.rugs

Waste

Exhibitors are responsible for any damage caused within their stand area – any damage will be repaired at the exhibitor's expense. All exhibits and stand fitting materials must be cleared from the venue – charges will be levied for the removal of any abandoned articles.

Wi-Fi

Wi-Fi internet connection is available free of charge.