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Accommodation

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

Audio Visual Equipment

If you require audio visual equipment, our appointed contractor is Create AV, 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 be registered and will be unable to enter the show without a Visitor's Badge. To avoid congestion at the entrance, exhibitors must ensure their own staff, whether manning a stand or visiting the show, do not register but use their exhibitor badge which will be in your Welcome Pack.

Build Up and Breakdown Times

Date	Times	
Tuesday 11 th November 2025	07.30 – 09.15	Build-Up Stands must be ready by 09.15
Tuesday 11 th November 2025	09.30 – 15.00	Roadshow Open
Tuesday 11 th November 2025	15.00 – 17.00	Breakdown You will not be permitted to breakdown your stand before 15.00 on 11 th November. It is important that you adhere to our request, as it is unfair to other exhibitors and delegates still at the event.

Car Parking

Car Parking at Cardiff City Stadium is free. Here is a precise what3words for Cardiff City Stadium: **///cases.remark.yappy**

Catering

A Maximum of 3 complimentary food vouchers per stand are included in your stand cost and will be placed in your Welcome Pack. Any extra stand staff will need to pay for their food. There will be cash catering available in the exhibition room. Please note Cardiff City Stadium 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.

Competitions

Organising competitions and interactive games at exhibitions can significantly enhance visitor engagement and support objectives. Here's how:

1. **Grabbing Attention:** Competitions are a great way to attract visitors to your stand. Whether it's a visually appealing set up, an intriguing challenge, or an enticing prize, competitions can draw people in and create buzz around your stand.
2. **Breaking the Ice:** Competitions provide a natural conversation starter. They break down initial barriers between visitors and exhibitors, making it easier to engage in meaningful discussions about your products or services.
3. **Capturing Leads:** Competitions often require participants to provide their contact details to enter or to receive results. This provides you with valuable leads that you can follow up on after the exhibition.
4. **Enhancing Interaction:** Interactive games and competitions make the experience more memorable for visitors. It gives them something to actively participate in rather than just passively observing, increasing their overall engagement with your brand.
5. **Showcasing Products or Services:** Competitions can be themed around your products or services, allowing you to demonstrate key features or benefits in a fun and interactive way.
6. **Generating Buzz on social media:** If designed well, competitions can generate a lot of buzz on social media platforms. Encourage participants to share their experiences or results online, further extending your reach beyond the exhibition.

Delivery Address

Please label any deliveries clearly as follows using your own stand number and company name.

Company Name

Contact Number

Care Roadshow Wales, 11th November 2025

Premier Lounge – Level 4

Cardiff City Stadium, Leckwith Road, Cardiff, CF11 8AZ

Deliveries can take place between 9am – 5pm on Monday 10th November and any objects must be addressed as above.

Dietary Requirements

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

Disabled Facilities

Cardiff City Stadium has a range of disabled facilities available, offering accessible toilets, ramp, and lift facilities.

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 Wales 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.

Furniture

Trestle tables (6ft long including black tablecloth) and up to 2 chairs per stand must be booked in advance. Please fill in your requirements on the [Extras 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.

Loading/Unloading

Loading and unloading can take place between 7.30am and 8.30am on Tuesday 11th November 2025 and after the show closes at 3pm.

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

Please be advised that dismantling your stand before the end of the event, is NOT allowed. Any exhibitor who attempts to break down their stand before 3pm will be liable to a penalty charge of 25% of the stand cost and potentially barred from participating at future events.

This has a detrimental effect on the event as premature dismantling not only poses health and safety risks but is highly discourteous to fellow exhibitors who may still be conducting business and to visitors who are present in the hall. We appreciate your understanding and cooperation.

All goods, exhibits, construction materials etc. must be removed from the Exhibition Area by 5pm on Tuesday 11th November 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.

Scams

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

Events 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: [Expoguide \(aeo.org.uk\)](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 & Transport

Car: There is ample free parking.

Train: Train services run regularly to and from London Paddington, West Wales and directly to most areas of the UK. Cardiff train station is approximately 2.5 miles from the stadium and bus and taxi services can be found outside the train station.

Venue

Cardiff City Stadium is a cashless venue. Here is a precise what3words for Cardiff City Stadium: **///cases.remark.yappy**

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 to all exhibitors. This information will be placed in your on-site Welcome Pack.