



EXHIBITIONS AT IPSWICH TOWN FOOTBALL CLUB

At Ipswich Town, we offer an array of facilities which are perfect for all styles of event. Our suites are very spacious and ideal to host large exhibitions or trade shows solely or as an accompaniment to a conference or corporate event.

WHY DOES IPSWICH TOWN MAKE AN EXCELLENT VENUE FOR YOUR EVENT?

- Inspirational environment
- Central and easy to find location
- Over 700m² of exhibition space over two floors
- Easy parking for both exhibitors and the public
- Excellent hospitality standards
- Option of adding a kiosk for public catering
- Wi-fi Access
- Opportunities to develop your event and grow within the venue into extra areas and spaces available at Ipswich Town Football Club.



WHAT ARE THE BENEFITS OF HOSTING YOUR EVENT AT IPSWICH TOWN?

- ✓ Our package displays the hire cost for the use of our suites. The set room hire fee is applicable at the times shown and includes all of the items illustrated on the following page.
- ✓ All other services and items are supplementary to the rate shown and this pack concisely details any elements which you understand your event may require allowing you to budget for your event effectively and accurately.
- ✓ You will receive a detailed and comprehensive contract at the time of booking which will form a binding document and illustrate that all your requirements are in place and will give you confidence that we not only understand your needs but can also deliver this effectively and professionally.
- ✓ We want to ensure all events hosted at Ipswich Town Football Club are a success and therefore we work closely with event organizers to ensure all health and safety regulations are met to ensure the venue is a safe environment for staff, customers and contractors. Please see our terms and conditions page at the end of this pack for full details.
- ✓ As a football club, we are proud to offer extensive concourse areas which may be practical for some styles of exhibitions, trade shows or fayres. These areas are both internal and external and can provide effective additional space to complement particular events, if you would like to review these options, please contact the team and we shall be pleased to assist.
- ✓ Should you have any questions at this stage or in the period up to your date, our experienced and efficient co-ordinator are available on 01473 400580 to answer your queries and offer guidance and assistance.

Tel: +44 (0)1473 400580/523 Fax: +44 (0)1473 400041 email: c&b@itfc.co.uk www.numberonevenue.co.uk

SUFFOLK'S NUMBER ONE VENUE



EXHIBITION ROOM RATES – SUNDAY TO SATURDAY

SUITE	FLOOR AREA	SET UP RATE Per day	RATE Per day	SYNDICATE SUITE Per hour	ADDITIONAL HOURS Per hour
Sir Bobby Robson Suite	350m ²	£470.00	£1200.00	N/A	£80.00
Legends' Suite	350m ²	£470.00	£880.00	£470.00	£80.00
Players' Suite	100m ²	£400.00	£580.00	£400.00	£30.00

Our syndicate rate is available when a larger suite is booked as the main suite.

SET UP/BREAK DOWN RATE INCLUDES:	
Chosen suite access from 7.30am - 5.30pm	<input checked="" type="checkbox"/>
Toilet facilities	<input checked="" type="checkbox"/>
Trestle tables*	<input checked="" type="checkbox"/>
Use of the plasma screens	<input checked="" type="checkbox"/>
Dedicated duty manager	<input checked="" type="checkbox"/>
Stewarded main gate	<input checked="" type="checkbox"/>
Clothed registration table	<input checked="" type="checkbox"/>
Chairs*	<input checked="" type="checkbox"/>
Signage	<input checked="" type="checkbox"/>
Event listing on website	<input checked="" type="checkbox"/>

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Signage	<input checked="" type="checkbox"/>
Event listing on website	<input checked="" type="checkbox"/>

ADDITIONAL HOURS RATE INCLUDES:	
Option to extend your hire time by the hour – this is only available as an extension to the given rates above	<input checked="" type="checkbox"/>

*Please note the level of stock is limited and itemized stock can be advised on required. Trestle tables are available in a mixture of 4ft and 6ft

All prices are exclusive of VAT



SUPPLEMENTARY RATES

All of the following must be ordered prior to your event.

ADDITIONAL OPTIONS – ALL MUST BE ORDERED PRIOR TO YOUR EVENT

SUPPORT STAFF – (Minimum of 4 hours apply)

Waiting staff– If you are looking for additional staff to assist you with handing out information, taking coats or supporting your staff, we can arrange this for you at a cost of £8 per hour plus vat.

Porter – Need some assistance with setting up, unloading your equipment or breaking down from your event, this is available at £8 per hour plus vat.

Kitchen area – If you require access to a kitchen facility, this is possible for £500 plus vat (subject to the agreement to regulations and guidelines provided by ITFC).

Kitchen porter – If your event requires the services of a member of staff to assist with kitchen duties, we can arrange this for £8 per person per hour plus vat.

Further stewards– If you require extra staff to assist with parking or guiding your guests. We can arrange this at £8 per hour.

SPECIALIST STAFF

Electrician – ITFC is proud to have on-site electricians, if you feel you would benefit from their support during your event, this can be arranged at £25 per hour. (Minimum of 2 hours apply)

IT technician – If you require experienced IT technicians during your event, this is available at £25 per hour plus vat. (Minimum of 2 hours apply)

Security staff – If you wish to arrange security staff over night or during your event. We shall arrange this via a reputable and qualified company. (Minimum of 4 hours apply)

CATERING

Crew refreshments – If you wish to make provisions for your crew, we will be pleased to arrange a sandwich platter and with tea and coffee sachets to allow your team to enjoy refreshments at a time suitable for them. This service is available at £6 per person plus vat. Refreshments served in paper cups.

Refreshment trolley – We shall circulate the room prior to the opening of your event with a selection of individually packed and priced sandwiches, hot and cold drinks and chocolate bars. This service is available at £40 plus vat.

ADDITIONAL SERVICES

Portman road access – for many events to attract the widest audience it is recommended that gate 17 is open, we shall be happy to open this for you complimentary during your event however the steward cost below will be applicable.

3 phase electric – We are able to arrange this for you for a set fee of £25 plus vat.

Additional linen – The room rate includes bare furniture, if you would like to order linen for your tables, this is available at £2.50 per cloth and the cloths will be sufficient for an individual 6 x 2 trestle table.

Goody bags – We can arrange these for you at £1.80 per bag plus vat and this will include a pad and pen all within a branded ITFC carrier bag. Additional merchandise is available on request.

External areas – As a football club, we are also able to offer covered concourse area which are ideal as further exhibition areas. These prices are available on request

Need extra time? If you anticipate that you are going to require your suite earlier or later than the times given within the rate, this is possible with advance notice. The Greene King stand suites are available at an additional fee of £80 per suite per hour plus vat.

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Rates valid until 30th June 2009



Set up days – We appreciate that an entire day made be required for set up this is available at a cost of £470 plus vat per suite per day between the standard hours of 9.00am -5.30pm. Should your requirement exceed this or should you intend to set up over night, rates will be available on request.

Overnight parking - Due to security protocol no overnight parking is permitted on site, we recommend that all vehicles utilise the lorry park located at Tesco, Copdock. This is closely situated to the A14/A12 and therefore offers good access. Vehicles cannot be parked under covered concourse area prior to or during event.

Access to the venue - Our Greene King stands boasts a lift which can be used for set up and during the event. This lift dimensions are 0.78m x 1.98 x 1.98m. Vehicles can be taken within close proximity of this area however height limits of 3m apply when approaching the concourse area. Please note vehicles must be moved from this area in advance of the commencement of the event.

Suite layout and furniture - We ask that throughout the planning of your booking you liaise regularly with our co-ordinators. Our co-ordinators will work with the duty management team who are responsible for delivering your event and they will be able to assist in ensuring layouts are feasible and the best positions for stands which indicate a need for an electricity supply.

To enable you to view our maximum configuration, we have enclosed a room plan illustrating the best fit layout option available for your guidance. Please note, some tables/space may be lost if you wish to open kiosks.

All clients are asked to provide list of exhibitors, stand number (with location) and details of each exhibitor's requirements in terms of the size of area and table, extension leads, pop up stands and equipment//furniture they will be bringing to ensure that adequate provisions have been made.

Clients are able, if they wish, to arrange all of their own furniture.

Office areas - If hiring the Sir Bobby Robson Suite, clients are invited to utilise the cloakroom area within this suite as an office area, therefore please be aware this will prevent use as a cloakroom. Further areas can be booked as office areas in alternative stands and hire fees apply.

Removal of rubbish from event - Please note it is the responsibility of the organiser to ensure that all rubbish is removed from the venue. Should any rubbish be left at the venue, you may be liable for any waste removal costs.

Hire of Legends - If being used in conjunction with the Sir Bobby Suite, this suite offers areas ideal for the purposes of a public kiosk. For this arrangement, refreshments will be sold from either Bar 1 or Bar 5 dependent on the best configuration based the room set up. Unless advised prior all items sold from our kiosks will be on a cash basis, no accounts can be arranged on the day. This service is complimentary for events with an anticipated attendance of 150 or above, if attending numbers are lower than this on the day a charge will apply of £200 plus vat

Outside catering - We ask that clients notify all exhibitors that NO refreshments or catering can be brought onto our premises



Exhibitor storage – There is no storage space site, please ensure that provisions are made to return items to vehicles or store within the individual exhibitors stand areas.

Accommodation – Local hotels and contact details can be found within the tailor-made package.

First aid – Our staff are first aid trained, however we would recommend that the organisers arrange St. Johns Ambulance directly should it be felt that additional support is required.

Cash machines – No cash machines are located on site, the nearest cash point can be found at the Cardinal Park leisure complex.



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TERMS & CONDITIONS -SECTION I

The following terms and conditions are for the information of exhibitions, large event organisers, outside contractors and entertainers. This outlines procedures required so that ITFC can achieve a safe environment for its staff, customers and contractors as well as protecting its facilities from damage. A signed copy is required to enable us to host your event.



DOCUMENTATION

Prior to commencement of any event (generally at the contract signing stage) the following must be provided where appropriate-

1. A copy of the contractors or event organisers safety policy, risk assessments and safe systems of work documentation. Thus to ensure the health, safety and welfare of any persons, including sub-contractors, who may be affected by their acts or omissions.
2. Proof of Public Liability insurance to a minimum cover of £10,000,000
3. PAT testing certification for any appliances used on site.
4. Flame retardant test certification for any textiles brought on site.
5. PEEP form – This forms requests advance knowledge of any persons in attendance that may need assistance with mobility, access i.e. wheelchair users or any other persons who may require additional support during the event.



DANGEROUS ITEMS

Flammable, Combustible, Dangerous or Objectionable items, substance or liquids shall not be brought onto the premises without prior agreement. Including the following -

- LPG/ compressed gases
- Cooking units
- Open flames
- Chemicals
- Smoke machines



PRIOR ARRANGEMENT

Must be made and agreed by ITFC for the following where appropriate

- Removal of large quantities of rubbish
- Additional fire fighting equipment
- Additional equipment/ personnel to assist with the evacuation of clients with special needs.
- Additional first aid equipment/ personnel
- Additional cleaning resources
- Security of property
- Additional security due to the style of the event



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DAMAGE TO ITFC PROPERTY

A deposit prior to the event may be taken to cover for any damage to the property or equipment during the set-up, event and breakdown. It is the client/ contractors responsibility to asses the condition of the facilities prior to the set-up with the relevant duty manager, any damage caused therein by the wilful act or default of the client or guests/ contractors of the client shall be the clients responsibility and pay on demand the amount required to make good or remedy any such damage.



FOOD & DRINK

No foods, wines or spirits may be brought into the property by the client or their guests for consumption on the premises unless prior written consent has been obtained. We reserve the right to dispose of any items brought into the premises.



LIFTS

No items heavier than the recommended weight should be placed into the lifts and no items should be allowed to hinder the closing of the lift doors (the duty manager will be able to assist with a door lock off key). Any repair or callout charge will be the direct reasonability of the user.

You shall at all times comply with and ensure your guests/ sub-contractors comply with all conditions and regulations made in respect of ITFC by the local Authority, the Fire Authority, the local Magistrates court and any other regulatory body whatsoever.



I have read and will comply with the above. I will also seek further advice where appropriate and ensure that all other parties i.e. sub-contractors, exhibitors are aware of the above and comply with the conditions.

AGREEMENT TO ALL TERMS & CONDITIONS IN SECTION I

Full Name _____
Position in Company _____
Company _____
Signature _____
Date _____

