

EXHIBITOR MANUAL

CBRE Supply Partner Event 2019

Old Billingsgate

Thursday October 3rd 2019

CBRE

HEADLINE
EVENT SPONSORS



EXCELLERATE
SERVICES 

Introduction

“ CBRE’s annual Supply Partner Event is an invaluable opportunity for us to showcase our market leading products, knowledge, and commitment to delivering an exceptional user experience. Everyone who participates in this event plays a key role in ensuring an ‘Exceptional Journey’ for users of our clients’ property portfolio and supporting the continued growth of our business. Our success is underpinned by our ‘Performance Based Partnering’ approach and our supply partners should feel extremely proud of the part they play in delivering demonstrable value and exceptional user outcomes.

All supply partners invited to attend the event are carefully selected based on business recommendations, a proven track record of performance, the ability to continuously improve and innovate, and the delivery of a user experience that outperforms what others have to offer.

This event is designed to allow your business to demonstrate your capabilities to a wide audience of existing and potential clients, CBRE operational and management teams, and support you in sharing our growth.

The emphasis is very much on collaboration and building relationships; this is the foundation of exceptional user experience.

We have the products, we have the knowledge, we deliver an exceptional user experience. This is the 2019 CBRE Supply Partner Event. ”

Kerry-Anne Dilley
Regional Supply Chain Director, EMEA GWS CBRE



Feedback from Past Exhibitors

“ As our Annual Supplier Event goes from strength to strength, we watch with continued inspiration at all the innovative new partnerships that are formed here every year. This is without a doubt the best, and only, event in the FM Industry which offers truly unique and invaluable opportunities for all through our CBRE Supply Chain that would normally be unreachable. Our CBRE platform, which not only connects all our suppliers, clients and operators, but also encourages and facilitates collaboration (at all levels) provides unlimited new business possibilities that just cannot be obtained anywhere else. This is a must attend event, with many new additions for 2019 and we look forward to welcoming you all this October! ”

**Kerry-Anne Dilley, Regional Supply Chain Director,
EMEA GWS CBRE**

“ Three years ago I said to my colleagues ‘we want to be on that stage’! I have been to the CBRE event every year since then and today we are here and we are winning an award for the first time and we are looking forward to a very bright future with CBRE and developing our relationship further. ”

Steve Myers – Yesss Electrical

“ My time working alongside CBRE is completely different – it definitely feels like a partnership situation as opposed to a sub-contractor. ”

Peter Hall – Rentokil Initial

“ As a relatively new Preferred Supplier, I thought the 2017 CBRE Annual Supplier’s Conference was absolutely fantastic. I attend many Tier 1 contractor events and I would say this event was far more engaging and inclusive as a supplier than any other I’ve been to. I left the event, having met many new contacts and other suppliers, feeling very positive and buoyant about the future. As a result, I’ve certainly given a lot of thought about what we can do differently to influence the success of CBRE. ”

Will McLaughlin – Knightsbridge Property Services Ltd

“ As always this was a must attend event. Very well organised throughout the day. The highlight of the day for Camfil was winning the Supplier of the Year award. ”

Mark Taylor – Camfil

“ Thank you for another amazing event. It seems to get bigger and better every year and we really appreciate the invitation and look forward to it every year. CBRE have set the standard that I have yet to see anywhere else in the FM world – you should feel very proud. ”

Tony Eyre – Ingersoll Rand (Trane)

“ We had a fantastic day! We learned a lot and also made a high number of new contacts which will be great to engage with over the coming weeks. Some very good opportunities in the pipeline. ”

Chris Cox – Reconomy

Perfect Location and Facilities

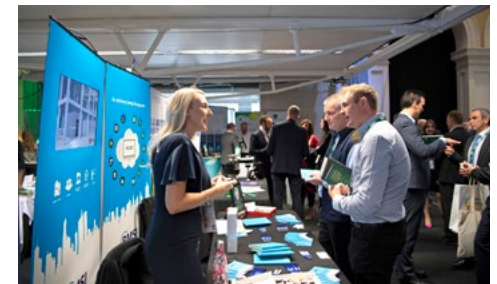
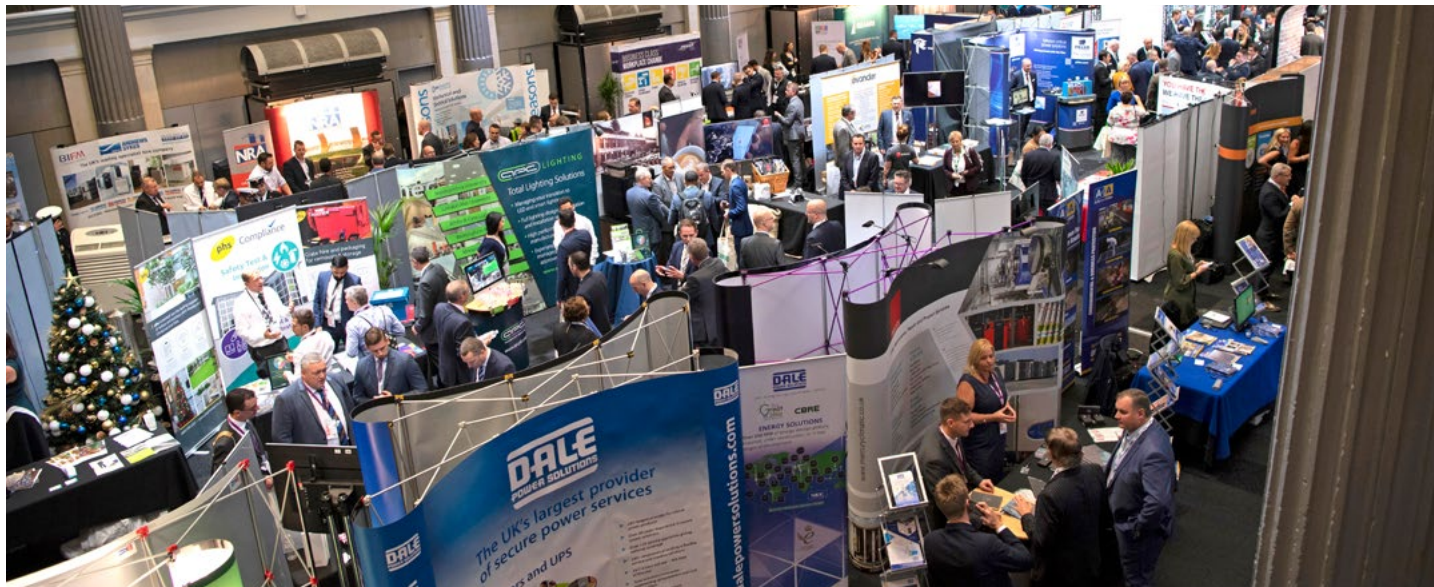
oldbillingsgate

In the heart of the City on the North Bank of the River Thames, stands the striking and historic Old Billingsgate Market, which remains a remarkable part of London's heritage. Given an industrial twist by Lord Richard Rogers, this Victorian Grade II listed building has been transformed from a world famous fish market into London's premier event space, where CBRE are proud to hold their Annual Supply Partner Event.



Timings for Set-up and Breakdown

- **16:00-20:00, Wednesday 2nd October** – Access available for early set-up the day before.
- **EXHIBITION DAY, Thursday 3rd October**
 - 06:00-08:00** – Final set-up, all stands must be ready for exhibition.
 - 08:00** – Doors open for guests.
 - 17:00** – Exhibition will close and you can commence breakdown of your stand at this time.
 - 21:00** – All stands must be broken down by this time and boxes need to be packed up and labelled, ready for collection by the appointed CBRE transportation firm to collect at **21:30**.
- **Please Note:** *You must take all rubbish with you when you leave. Should you leave anything behind there will be a penalty charge.*



Agenda

- 08:30** Exhibition Opens
- 09:00** **Ian Entwisle:** Welcome & Overview
Chief Executive Officer, APAC/EMEA, GWS CBRE
- 09:15** **Kerry-Anne Dilley:** Overview & Update
Regional Supply Chain Director, EMEA GWS CBRE
- 09:30** External Speaker
- 10:30** BREAK – Exhibition Opens
- 11:30** Headline Sponsors (2 x 30min presentation slots each)
- 12:30** **Awards:** Presented by Ian Entwisle & Kerry-Anne Dilley
- 13:00** LUNCH
- 13:00** Exhibition Opens
- 17:00** Networking Reception



New Benefits for this Year

- A new costing system has been introduced to reflect the positioning of all stands within the exhibition layout to make it fairer for all. All stands are available to purchase and will be allocated on a first come, first served basis. *(Please see the following slides to show the allocation and layouts of each stand, on each level).*
- A new 'lead generation' app will be available to all exhibitors (at a cost of £75) to capture all contact details and leads generated on the stand throughout the day.
- A new interactive booking system has been introduced so that exhibitor's are able to choose and buy their stand online and secure the location they want immediately (availability permitting)
- The popular 'Exhibitor Passport' competition will continue to ensure high and consistent visitor footfall around all floors of the exhibition at all times by requiring delegates to collect a stamp from 8 specified stands around the exhibition.



Your Stand

Will include:

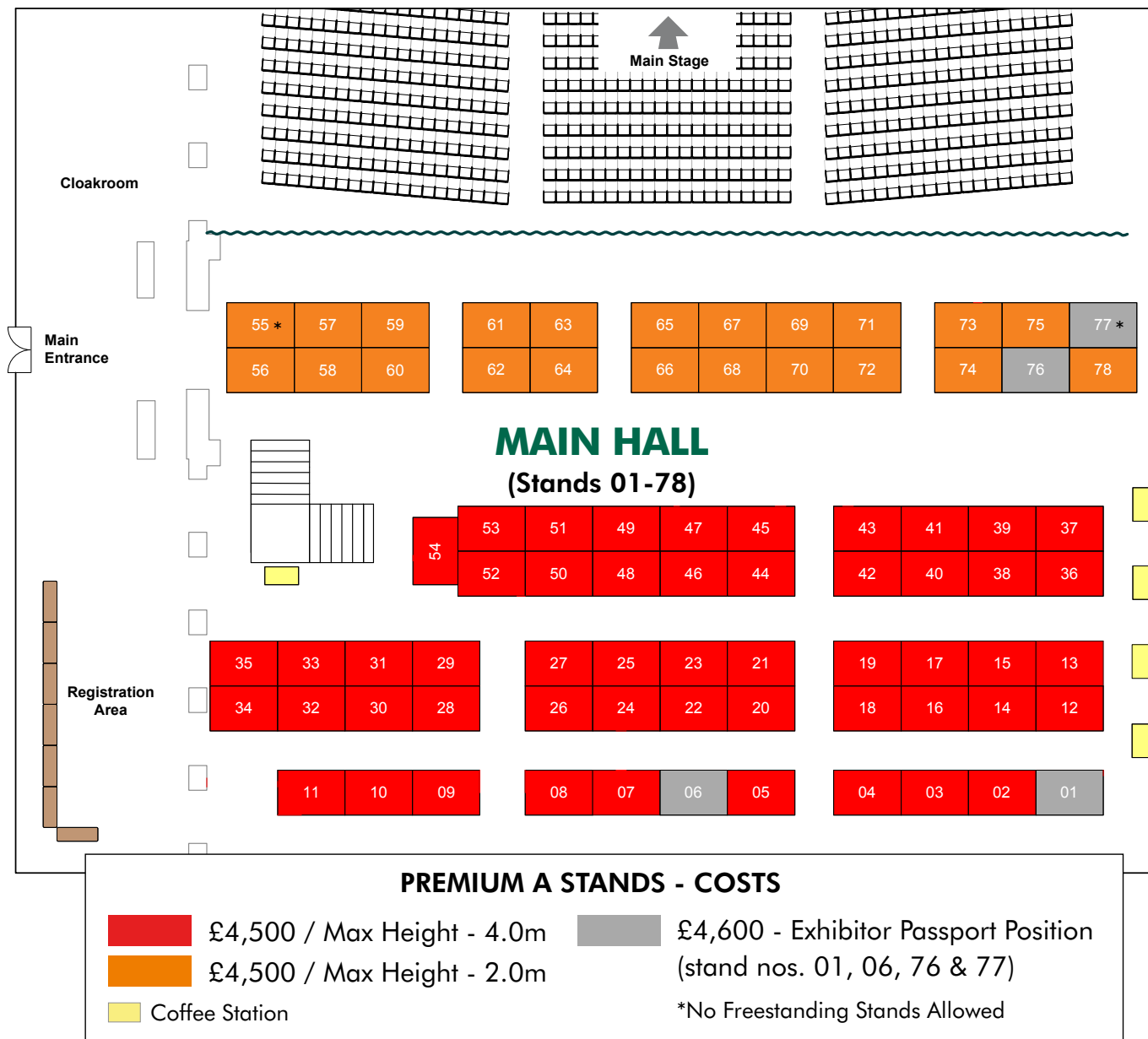
- 2m x 3m – Exhibition Floor Space
- 1 x 1.8m (6ft) Trestle Table and 2 x Chairs
- 1 x Power Socket *

Optional extras:

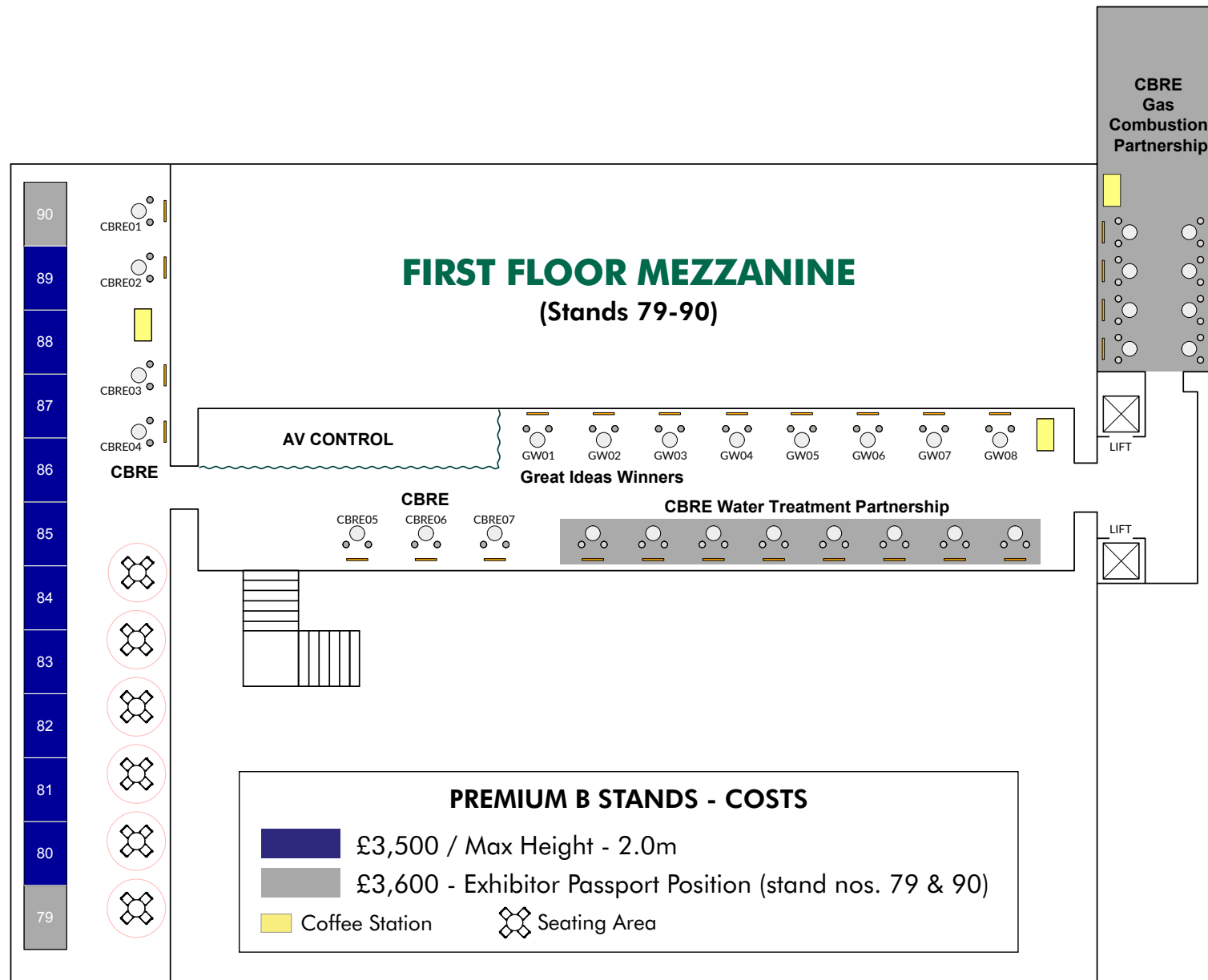
- Additional power outlet(s) (1kW socket) – cost £55 each. *
Please order via the CBRE Registration Portal from Event Operations.
- If you would like to order a plasma screen for your stand, again, please do this via the CBRE Registration Portal from Event Operations – costs vary on size (please refer to the Registration Portal).
- If you would like to order the 'Lead Generation App' please order via the CBRE Registration Portal – cost £75.
- The stand price includes 3 x delegate places and the stand must be staffed by at least one person at all times (all names to be provided in advance). If you would like to register more people, the cost will be £350 per delegate.
- Should you bring anything larger than a pop-up stand and/or plan to build a 'free-standing' stand on-site, including bringing in any machinery, equipment and gadgets (i.e. vending machines, drones, electrical equipment/gadgets) – copies of your company public liability and employers liability insurance will be required along with a completed Risk Assessment (which can be downloaded from the Registration Portal) prior to the event.
- ***Please Note: Stand height restrictions are 2m and 4m. Please take note of these when choosing your stand location – all height restrictions are clearly marked on each exhibition layout.***

All costs exclude VAT.

Stand Locations - Main Hall



Stand Locations - Mezzanine



Costings

CBRE STAND PRICES FOR 2019			
Stand Description	Stand Nos:	Cost	Max Height
Premium A Stands	Stands 02-05 & 07-54	£4,500	4.0m
Premium A Stands	Stands 55-75 & 78	£4,500	2.0m
Premium B Stands	Stands 80-89	£3,500	2.0m
Exhibitor Passport Stands	Premium A Stands 01, 06, 76 & 77	£4,600	2.0 & 4.0m
	Premium B Stands 79 & 90	£3,600	2.0m

Additional items (if required):

- Please see next page for Audio Visual and Power Socket prices
- If you would like to register more people, the cost will be **£350 per person**

Costs exclude VAT.

Costings

AUDIO VISUAL PRICES FOR 2019		
Item	Early Bird Discount Price	Standard Price*
24" Monitor	£170.00	£182.00
42" Plasma Display and Stand	£295.00	£319.50
46" LCD Display and Stand	£350.00	£380.00
55" LCD Display and Stand	£450.00	£490.00
65" Display and Stand	£550.00	£600.00
USB Media Player	£30.00	£33.00
Windows Laptop Computer	£140.00	£154.00
iPad	£80.00	£88.00

POWER SOCKET PRICES FOR 2019		
Item	Early Bird Discount Price	Standard Price*
1 kW Socket – 4 Amps	£55.00	£59.50
3 kW Socket – 12 Amps	£90.00	£98.00
16 Amp Single Phase Cee-Form Socket	£130.00	£143.00
32 Amp Single Phase Cee-Form Socket	£220.00	£241.00
32 Amp Three Phase Cee-Form Socket	£330.00	£362.00

Deadline Date 1st September 2019

* Orders received after this date will be charged at STANDARD PRICE

For any items not listed a quotation may be obtained from Event Operations Limited.

Any items requested on site will be supplied subject to availability and will incur a 20% surcharge on the STANDARD RATE prices.

These can be ordered via the CBRE Registration Portal.

All costs exclude VAT.

Deliveries and Transport Logistics

THE ONLY WAY TO DELIVER YOUR STAND AND EXHIBITION MATERIALS TO THE VENUE WILL BE BY USING THE EVENT OPERATIONS TRANSPORTATION SERVICE.

There is no parking at the venue and there will be no individual delivery slots allocated. Therefore, please ensure you book this service directly with Events Operations, by **10th SEPTEMBER** as all orders recieved after this date cannot be accepted and you will not be able to deliver your stand and stand materials to the venue.

To receive a bespoke quotation for this service, please contact:

expo@event-ops.com

Tel: +44 (0) 20 7283 3012

This Year's Event Sponsors

HEADLINE SPONSORS



EVENT SPONSORS



BAXI	JDS	Weishaupt
CMS	Protech	Wolseley
FläktGroup	UKS	



Evolution	Sayvol	WCS Group
Guardian	SOCOTEC	
IWS	Surevent	

Event Collateral



Advertising flyer/poster



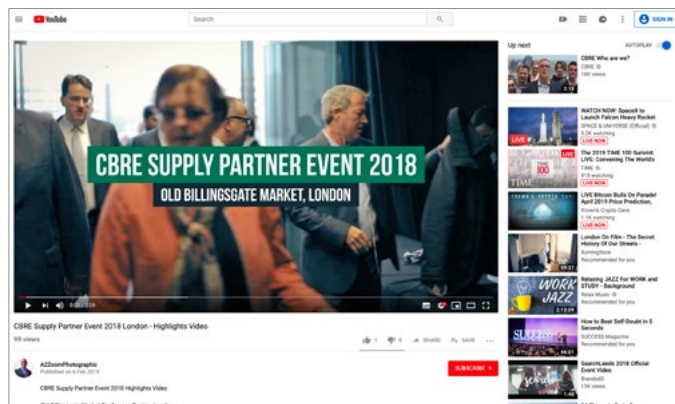
162-page A5 booklet



Name badges & lanyards



Website banner



[YouTube video clip](#) – click to view



Winner certificates

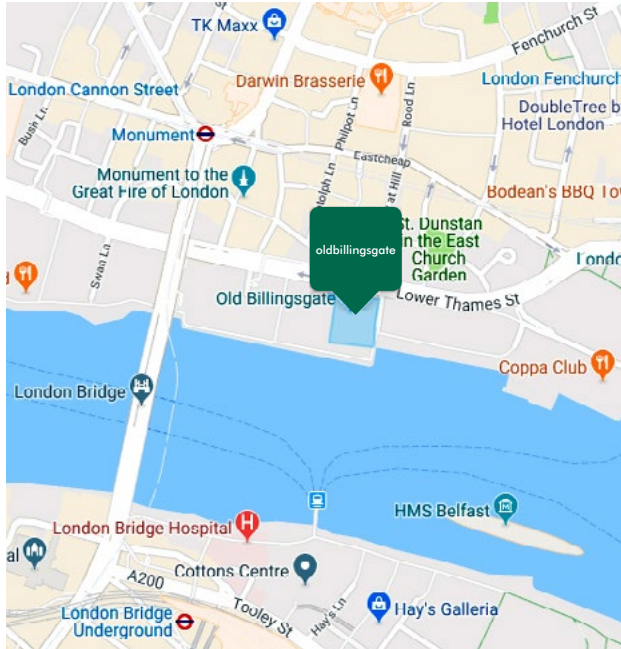


Tote bags

Exhibitor passports

Venue – Old Billingsgate

1 Old Billingsgate Walk, London, EC3R 6DX



BY TUBE & RAIL

Nearest tube station: Monument (0.2 miles).
Travel directly to Monument by the District or Circle Lines.
Alternatively use the escalator from Bank (Northern, Waterloo & City Lines and Docklands Light Railway).

NEAREST RAILWAY STATIONS

Liverpool Street, Cannon Street, London Bridge & Fenchurch Street (all 0.3 miles).

BY RIVER

Get your River Taxi to Tower Millennium Pier. Old Billingsgate is a five minute walk away.

Contacts

Should you have any questions about your participation at the CBRE Supplier Event please contact:

Charlotte

Tel: 07484 511 023

Email: Charlotte.Fitzsimons@cbre.com

Zoe

Tel: 07795 906 393

Email: zoe@rubyeventmanagement.com

