



The Sustainable Design Forum & Awards
Tuesday 25th April 2023, Crypt on the Green, 10am-8pm

GUIDANCE NOTES FOR EXHIBITORS

We're delighted that you will be joining us for the SDC Forum!
We have compiled some guidance notes to help you maximise the opportunities as well as practical information about the arrangements.

Practical Arrangements:

Access and exit times:

Setup time: 9.00am – 10.00am
Winding up time: 7.00pm – 8.00pm

Tables:

You will be provided with a table (75cm x 60cm) and chairs for your one to one meeting with attendees. We recommend having a laptop or tablet to showcase your work along with small material swatches and literature. **No large product displays allowed in the space.**

Banners:

If you plan to have a banner with your logo / information, to go behind your display table, we highly recommend using these banners and the recommended size is 780 (w) x 2100 (h) mm (Standard banner)

This is to maintain consistency and keep it as sustainable as possible. These banners are made out of cardboard and can be reused and the company is offering a discount for this event. Use code: WIOD2023 when checking out you will receive 10% off the value in the cart

<https://www.totallyeco.co.uk/>

Electrics:

There are only a limited amount of power points for charging IT/Comms in the Crypt so would suggest that you arrive 'fully charged'!

Literature:

We are obviously talking about sustainability so we recommend bringing minimum company literature to give away. In addition, attendees will not want to carry



brochures away with them so we suggest you take their details for onward despatch / email.

Timetable for Events:

We will be circulating a finalised programme for the day. There will, of course, be time for networking and table discussions.

A 'material workshop' will be hosted in the Church Vestry which will be available for visits throughout the day.

Teas, coffee and water will be available during the day. A buffet lunch will be served at 12.30pm.

During the evening reception, including the Awards ceremony, we will be serving wine, beer and soft drinks.

Presentations: (For Category A & B Sponsors)

Please use the presentations as an opportunity to talk about your company's commitments to sustainability, achievements and ambitions. This event is designed to be informative enabling designers and specifiers to find out more about your approach.

Please offer genuine information rather than a 'sales pitch'. Most attendees will have a good working knowledge of environmental issues and able to identify marketing spin.

Everyone is aware that all companies are at various stages of their 'journey to greater sustainability' and will have different priorities. It would be helpful to highlight your particular areas of focus and anticipated future initiatives. In addition, the audience will welcome information about the hurdles and difficulties. Please do highlight opportunities for designers to assist in helping to overcome some of the issues.

Note: we are working to a very tight time schedule so we will interrupt any 'over-runs'.

Presentations: Please submit any Powerpoint presentations in advance (by Monday 17 April latest).



Category A Sponsors:

You will be invited to participate in one of the panel discussions (briefing notes will be provided in advance) as well as an individual 15 minute session where you will be interviewed by one of the SDC members. A table space will also be allocated.

Category B Sponsors:

Your 10 minute presentation slot will be allocated within the programme. A table space will also be allocated.

Category C Sponsors:

There will be allocated networking times when attendees can visit your table. In addition, the evening reception provides a further opportunity for discussion.

Attendees:

Entry will be invitation only and available free of charge to architects and designers. Each sponsor will receive maximum of 3 entry tickets - based on the sponsor category

Marketing and Promotions:

Media Partners:

We have partnered with media publications and other organisations and trades such as the BILD and the Interiors Declare and have Works magazine as our main media partner.

Mailshots and Social Media:

We have shared copies of social media posts & graphics together with the Eventbrite registration portal with your marketing team. Please do help publicise the event using your own social media channels and the 'url' for Eventbrite.

We would suggest that you also send email / personal invites to your A&D contacts – they are obviously welcome to attend.



Website & Registrations:

All information for the forum is available on the SDC website here and the visitors will be lead to the Eventbrite page for registrations through the register button on the forum's page. So please share this with your networks and teams.

We look forward to working with you in making this event a big success and appreciate your support by complying with the above set of guidelines.

Please email hello@woduk.com for any questions.