

Supplier Partner Event 2024

Old Billingsgate, London

Thursday 3rd October

CBRE

Exhibitor Manual

Better Together

Headline Sponsors



Introduction



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CBRE Supplier Partner Event: Better Together

Our annual Supplier Partner Event will be held on Thursday 3rd October 2024.

This year's event theme is 'Better Together' recognising CBRE's commitment to building long term collaborative partnerships with our supplier partners, driving a 'one team' approach and ensuring we can continue to deliver truly world class solutions for our clients.

Each year this event gets bigger and bigger and with over 1,800 attendees in 2023, the CBRE Supplier Partner event continues to be the only event of its size and scale across the UK FM industry. Its an opportunity to bring together our clients, supplier partners and CBRE employees to drive innovation, lead the way on sustainability and deliver excellent service – demonstrating firsthand that we are **Better Together!**

We have carefully selected over 130 supplier partners to attend this event and showcase their market leading solutions.

[Watch the video from our last event in 2023 \(link\).](#)

Our Headline Sponsors for this Year



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Exhibition Stands



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Will include:

- 3m (width) x 2m (depth) – exhibition floor space
- 1 x 6ft trestle table and 2 x chairs
- 1 x 1 kW power socket. Should you require additional power outlets please order via our [online form \(link\)](#).
- If you would like to order any audio visual equipment, please do this via our [online form \(link\)](#).
- The stand price includes 3 x delegate places and the stand must be staffed by at least one person at all times.
- All delegate names should be provided prior to the event. If you would like to register additional attendees, the cost will be £550 per person and can be managed via the Registration Portal.
- Should you bring anything larger than a pop-up stand and/or plan to build a ‘free-standing’ stand (i.e. shell scheme or other) and bring in any machinery, equipment and/or gadgets (i.e. vending machines, display stands, electrical equipment/gadgets) – you will be asked to upload copies of your Company Public Liability and Employers Liability Insurance and fill in an online Risk Assessment (this can be completed via the [CBRE Registration Portal \(link\)](#)).

Please Note:

When choosing your stand please note that stands can be either 2m, 3m or 4m in height – these height restrictions are clearly marked on our [Interactive Floor Plan \(link\)](#) and must be adhered to as they will not fit otherwise and cannot be moved with other already purchased stands.

All costs exclude VAT.

Interactive Floor Plan

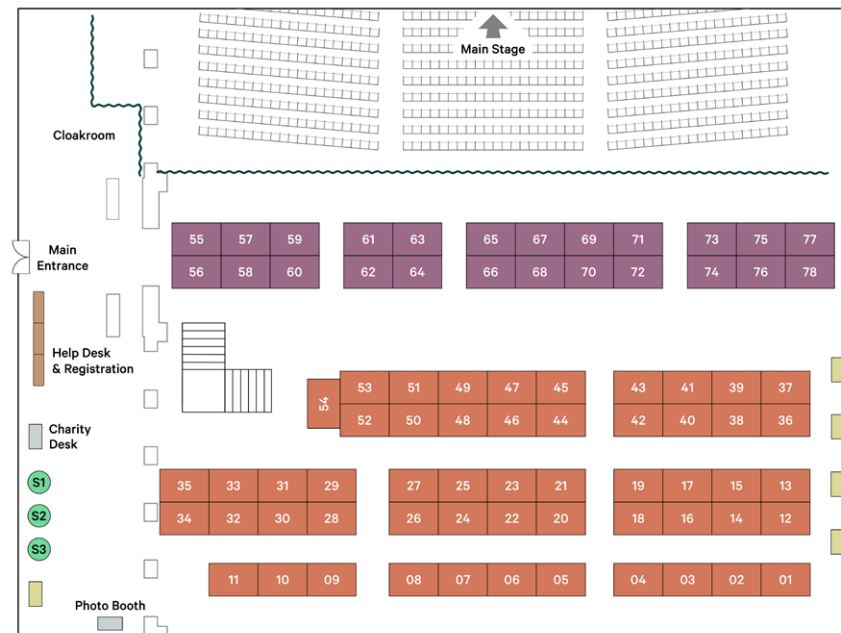


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You can select your stand through the Portal via the link.

[Interactive Floor Plan \(link\)](#)

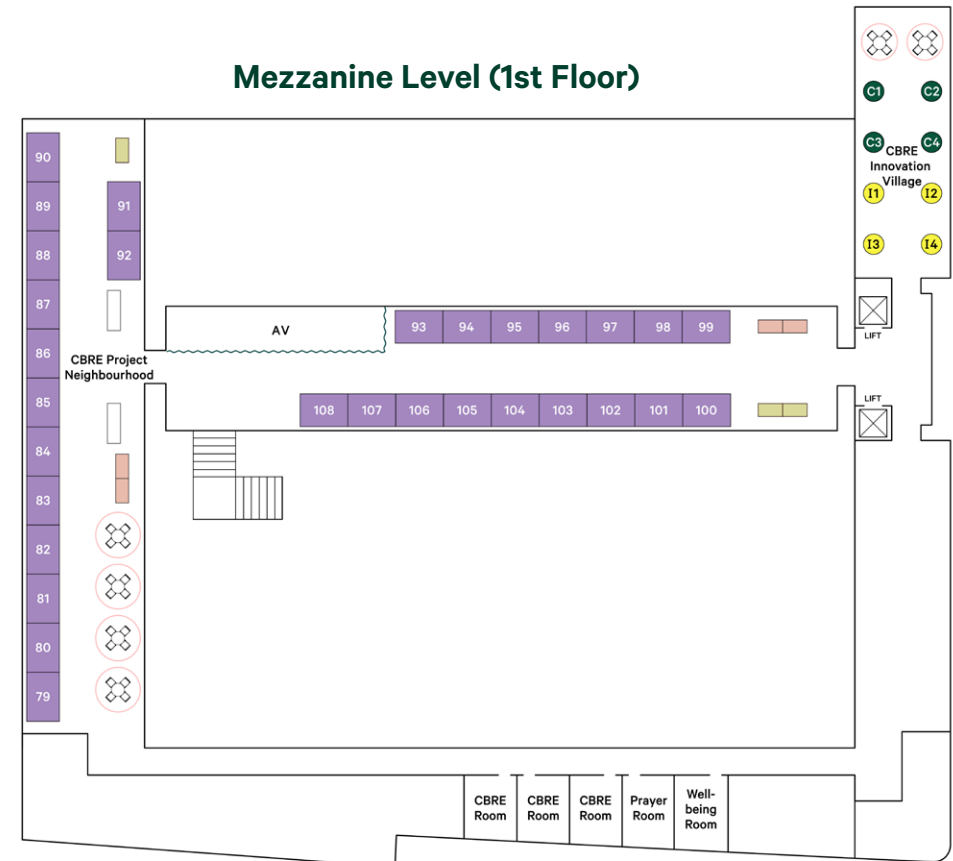
Main Hall (Ground Floor)



- Tier 1 Stand
- Tier 2 Stand
- Drinks Station
- Food Station
- Supply Partner Sustainability Stand
- Innovation Stand
- Seating/Table Area
- CBRE Stand

Please refer to page 6 for maximum stand heights.

Mezzanine Level (1st Floor)

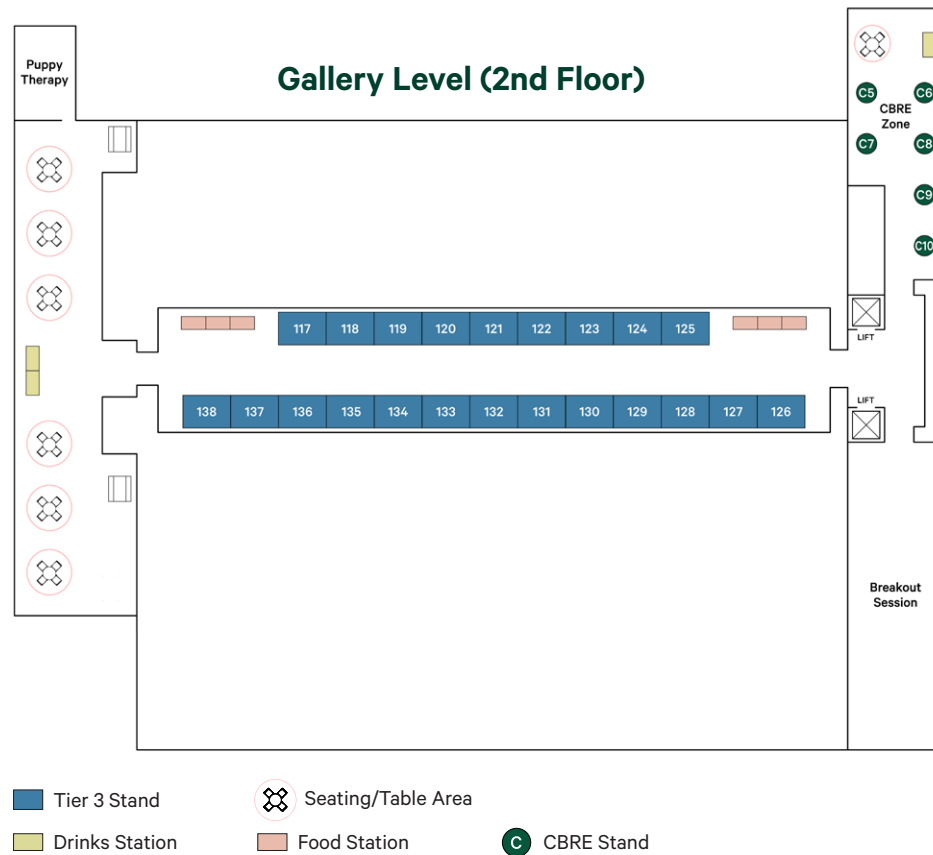


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Interactive Floor Plan (cont)

You can select your stand through the Portal via the link.

[Interactive Floor Plan \(link\)](#)



Please refer to page 6 for maximum stand heights.

2024 Stand Prices



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Stand Description	Location	Stand Nos:	Cost	Max Height
Tier 1 Stands	Main Hall (Ground Floor)	Stands 01-54	£5,950	4.0m
		Stands 55-78	£5,950	2.0m
Tier 2 Stands	Mezzanine Level (1st Floor)	Stands 79-108	£4,950	2.0m
Tier 3 Stands	Gallery Level (2nd Floor)	Stands 117-138	£2,950	3.0m

If you would like to register additional attendees, the cost will be **£550 per person** – this includes a full day ticket to the event and all food & drink.

Event Registration Portal



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Our Event Registration Portal will help to guide you through the simple process of registering to attend the event as an exhibitor, including purchasing your stands, ordering any AV equipment and booking all your delivery and logistic requirements.

You will be asked to provide a password on registration that will allow you to log back into your registration form, to finalise your registration at a later stage.

There is a helpful summary position when you log in to show you any parts of your registration which are not yet complete.

Please take note of the following key information;

- Once you have selected your stand, you will have **30 days to complete the registration process in full and make payment**, if you miss this deadline then your selected stand will be made available again for other suppliers.
- Stand prices for this year's event are as follows;
 - Tier 1 Stand: £5,950
 - Tier 2 Stand: £4,950
 - Tier 3 Stand: £2,950
- We are **only accepting online payment** via debit or credit card (through a secure payment gateway).

- All information gathered via the online Registration Portal will be used in our Event App to support engagement, both during the day and post event.
- Each stand comes with a certain number of attendee tickets, you will be able to purchase more tickets by adding additional attendees to your registration form.
- Attendee names and information can be updated up to 24 hours prior to the event.

Should you need any support or experience any technical issues, please use the Contact Us form on the [Registration Portal \(link\)](#).

Prices for Audio Visual Equipment & Extra Electricals



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If you wish to book additional items please click link and complete one of the forms below:

- **Electrical Order Form** ([link to online form](#))
- **AV Order Form** ([link to online form](#))

Audio Visual Prices

Item	Early Bird Discount Price	Standard Price
24" Monitor	£170.00	£187.00
46" LCD Display & Stand	£370.00	£407.00
55" LCD Display & Stand	£470.00	£517.00
65" LCD Display & Stand	£570.00	£627.00
USB Media Player	£35.00	£38.50
Windows Laptop Computer	£150.00	£165.00

All costs exclude VAT.

Early Bird Discount Price Deadline: 12th August 2024 – orders received after this date will be charged at Standard Price.

ALL ORDERS DEADLINE: 30th August 2024

Power Sockets Prices

Item	Early Bird Discount Price	Standard Price
1 kW Socket - 4 Amps	£65.00	£71.50
3 kW Socket - 12 Amps	£99.00	£108.90
16 Amp Single Phase Cee-Form Socket	£140.00	£154.00
32 Amp Single Phase Cee-Form Socket	£230.00	£253.00
32 Amp Three Phase Cee-Form Socket	£340.00	£374.00

All costs exclude VAT.

Early Bird Discount Price Deadline: 12th August 2024 – orders received after this date will be charged at Standard Price.

ALL ORDERS DEADLINE: 30th August 2024

Furniture Hire for Exhibition Stands



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If you would like to order furniture for your exhibition stand:
i.e. poser table and stalls, sofa etc, please order directly through
Wagstaff - CBRE's appointed furniture supplier for the event.

Please contact:

David Drostle

07944 691656

D.Drostle@wagstaffgroup.co.uk

Deliveries & Logistics



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THE ONLY WAY TO DELIVER YOUR STAND AND EXHIBITION MATERIALS TO THE VENUE IS VIA THE CBRE APPROVED – E1 OPERATIONS DELIVERY AND LOGISTICS SERVICE

Due to vehicle restrictions at Old Billingsgate, E1 Productions are providing ALL off-site delivery and logistics services for the 2024 CBRE Supplier Partner Event. Please use the online [Book Delivery Form \(link\)](#) to request a quotation for this service, no later than **Sunday 8th September 2024**, requests received after this date cannot be accepted.

PLEASE NOTE: You are able to walk-in your exhibition materials if they can be carried by hand, i.e. a small pop-up stand/banner, but please be aware you cannot pull up outside the venue, as it's on a double red route with no parking available. Couriers will also be unable to drop any materials off unless a pre-booking loading.

Once your order has been confirmed and paid for in full, via credit card payment, you will be sent a packing label for each item requiring transportation along with the address of the storage facility. You should then ensure your items are delivered to the storage facility between 10:00-16:00 on any of the following days:

Thursday 26th September 2024

Friday 27th September 2024

Your labelled items will be transported to the venue on the day of the exhibition build (**Wednesday 2nd October 2024**) by E1 Productions, where they will be placed on your specific stand. Items not pre-booked or labelled correctly will not be transported.

At the end of the event, it is YOUR responsibility to repackage/label your items which will then be transported back to the storage facility for your collection between 10:00-16:00 on **Monday 7th October**. Items not collected within this timeframe will incur additional daily storage charges.

Event Logistics – Set-Up & Breakdown



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- You can access Old Billingsgate at 13:00 until 20:00 on **Wednesday 2nd October** to set up your stand.
- ALL STANDS ARE TO BE COMPLETELY SET UP AND 'SHOW READY' BY 20:00 on **Wednesday 2nd October**.
- On **Thursday 3rd October** doors will open for Exhibitors at 06:00.
- The exhibition will close at 16:00 when you can begin packing up your stand.
- All stands (if free-standing) and all exhibition materials must be packed by 21:00 and all boxes packed and labelled, ready for collection by the appointed CBRE transportation at 21:30.
- PLEASE NOTE: For all exhibitors with a shell-scheme stand to dismantle, you will not be allowed to start breaking this down until 21:00 once all event attendees have left the building for Health & Safety reasons stipulated by the venue. All stands must be broken down and removed from the venue by 6am on **Friday 4th October** and a loading bay slot must be pre-booked in advance to ensure this.

Please Note:

You must take all rubbish with you when you leave Old Billingsgate.
There will be a penalty charge for anything left behind.

Risk Assessment & Insurance Documentation



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If you are building a free-standing exhibition stand (shell scheme) and/or are bringing in any kind of free-standing equipment as part of your stand (for example: coffee machines, display units/racks, furniture, display items, heavy equipment, serving food) **please ensure you complete the online Risk Assessment Form and upload a copy of your Public Liability Insurance via the [Registration Portal \(link\)](#) by 28th September 2024.**

**ONLY WHEN ALL OF THESE STAGES HAVE BEEN COMPLETED AND PAID FOR
WILL YOUR BOOKING BE COMPLETE.**

Our ESG Challenge to you as a Supplier Partner



At CBRE, we believe in fostering a culture of innovation that encourages practices contributing to a sustainable future. Through collaboration with our Supplier Partners, we strive to incorporate environmental, social, and governance principles into our operations and are dedicated to encompassing practices that benefit not just our clients, but also people, communities, and our planet. Our ambition is to ensure carbon neutrality, promote solutions that support the delivery of CBRE and our clients' ESG goals, and also recognise the importance of a diverse and socially impactful supply chain.

Join us as we continue to navigate this journey of positive change and growth, enhancing our collective impact on the world we live in. Here's some of the initiatives we are incorporating into this year's event to support our ESG ambitions.

Carbon Neutrality

We will be working to deliver another carbon neutral event. We are encouraging all suppliers to closely consider the environmental and social impact of their exhibition stand, and any additional materials and equipment they choose to bring.

Last year we worked with one of our Social Enterprise partners to offset 27tCO₂e, as well as planting 200 trees. This accounted for carbon generated on the day, both related to the building and attendees' travel. We will continue to do the same for this year's event.

Diverse Supply Chain

We're transforming our procurement practices to ensure more of our billion-pound budget is used to drive economic growth and impact in under-represented communities in the UK. We're also using our position in the market to build awareness of the importance and benefits of an inclusive supply chain in the wider B2B environment. A number of our diverse suppliers will be showcasing their businesses at our event this year.

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Our ESG Challenge to you as a Supplier Partner (cont)



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Social Enterprise

As a founding member of the Social Enterprise UK's Buy Social Corporate Challenge, we are committed to working with Social Enterprises that invest their profits in environmental and social missions. A number of our Social Enterprise partners are supporting us in delivering this event.

Single-Use Plastic and Paper Reduction

We are encouraging all suppliers to closely consider the environmental and social impact of their exhibition stand, and any additional materials and equipment they choose to bring.

Our ESG challenge to you....

We are asking you all, as Exhibitors, to closely consider the environmental and social impact of your exhibition stand, and any additional materials and equipment you choose to bring with you.

- Please consider sustainable and recyclable materials for your stand and any gifts/hand-outs you bring.
- We would encourage you to go 'paper free' as our event app will act as your 'company profile' and all contact information can be shared electronically via the QR code scanning.
- Consider your travel arrangements for this event.
- Ensure any waste you generate at the event is correctly disposed of, to ensure it can be effectively recycled.

Agenda



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Time	Details	
08:30	Event & Exhibition opens	Breakfast Available
10:00	Event Host: Sian Jones	Welcome & Introduction
10:10	CBRE Speaker	Welcome & Overview
10:50	Guest Speaker	Clare Balding – Award-winning Broadcaster and Author
11:30	Exhibition & Networking	Network with CBRE Supplier Partners in the Exhibition Hall
12:00	Lunch	
16:00	Exhibition Closes	
16:00	Evening Reception	Network with CBRE Supplier Partners
20:30	Event Closes	

Supplier Partner Event App



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We will continue to improve our Event App for this year, which will be a 'one stop' shop for all key event information, and allow you and our CBRE & client attendees to manage their end-to-end event experience.

The Event App functionality will include;

- All key event information – including: the agenda, speaker profiles, stand floor plans, supplier profiles, sponsor information and all food and drinks served throughout the event.
- Regular push notifications throughout the event to update and remind attendees of all event activity happening throughout the day.
- Enable us to gather valuable feedback throughout the day.
- Capability for all CBRE staff and clients to search for exhibitors and view stand location, company information and all contacts.
- Functionality to save favourite suppliers and arrange meetings.
- Storing and sharing of contact information via individual QR code reading on attendee badges.
- Voting options for all attendees to vote for their favourite stand and sustainable give-away.
- All suppliers will receive a downloaded report of all contact information collected (via scanning) throughout the day.

The Venue



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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

Arrive at Old Billingsgate by boat. Get your River Taxi to Tower Millennium Pier.

Old Billingsgate is a five minute walk away.

There are a number of hotels in the area and the link below will give you best available rates on www.booking.com (click to view)

Contact



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Should you have any questions about your participation at the CBRE Supplier Partner Event please use our Contact Us form on the [**Registration Portal \(link\)**](#).

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