



Lifestyle Expo Details & Application Form

Saturday 28 – Monday 30 August

MANCHESTER
PRIDE
2010



WHAT IS THE LIFESTYLE EXPO?

The Lifestyle Expo is an undercover outdoor exhibition space designed so the public can find out about community groups, their health, sports clubs, legal advice and much more. There are usually over 50 exhibitors covering a wide range of organisations.

EXHIBITION OPENING HOURS:

The Lifestyle Expo will be open and must be staffed during the following times:

Saturday 28 August 11am – 8pm

Sunday 29 August 11am – 8pm

Monday 30 August 11am – 6pm

We understand that this is a very long period of time to have staff working on an information stall.

These times will cover the busiest parts of the day and represent an ideal situation (i.e. each stand with adequate staff on for the duration of each day). These times represent the maximum amount of time that you and your staff/volunteers are present.

Due to the popularity of the Lifestyle Expo regular checks will take place to ensure that stands are staffed at all times. Any organisation that fails to continuously staff their stall will be unable to take part at Pride 2011.

STAFF ACCESS

We would like one representative from each organisation to collect your staff passes from Lifestyle Expo site on Friday 27 August from 10am.

This representative will collect and sign for all of your organisations passes for the entire weekend. The individual who collects and signs for your passes will be responsible for allocating them to your staff and volunteers.

You will be allocated a maximum of 3 staff passes. These passes are valid for the duration of The Big Weekend (Sat, Sun & Mon), and are not individually named but will have the name of the organisation on as well as serial numbers. It is your responsibility to ensure that the passes are allocated to your team during

shift changes throughout each day, and for access to the festival site for the following day. As per accreditation terms and conditions any misuse of the passes may result in its removal.

Passes will not be needed for access during setup on Friday, as the Village area will not become a secure site until 6pm. Stand setup is to be completed by 5pm on Friday.

Unfortunately replacement passes cannot be issued.

If you are unable to collect your staff passes on Friday 27 August, please contact the Pride office to discuss alternative arrangements.

SET UP TIMES

Friday 27 August - From 10am until 5pm

If you arrive early to set up that would be appreciated (but not before 10:00am). During this time you will not need a site pass but you will need a vehicle pass to enter the site area. Please come directly to the Lifestyle Expo site and you will be met by a Pride representative who will show you to your stand, allocate your passes and answer any queries you may have.

Saturday 28 August - From 8:00am until 10:00am

For those of you who cannot come on Friday day please contact the Pride office to make arrangements to meet off-site to receive staff and vehicle passes.

BREAK DOWN TIMES

From 6pm on Monday 30 August

We feel that it is suitable for organisations to start breaking down their Lifestyle Expo stalls from 6.00pm. It will not be possible to bring a vehicle on to site before approximately 10:00pm. If it is not possible to break down your stall without a vehicle, you will either have to wait until 10:00pm or carry your goods to your vehicle outside of the festival site.

STAND DETAILS

All companies or organisations have been allocated a 3m X 3m shell scheme.

One table & two chairs will be available when you arrive on site but will only be distributed on presentation of a £20 deposit cheque. The cheque will be returned to you when the undamaged table & chairs are returned to the store at the end of the Expo. Tables & chairs WILL NOT be issued without a cheque. Please make the cheque payable to Manchester Pride Events Ltd."We will not be able to accept individual requests for specific stand locations.





VEHICLE ACCESS

It will be possible for vehicles to access the Lifestyle Expo site area via Gate Number 5. This is at the Corner of Bloom Street and Chorlton Street.

It will only be possible to do this between the following times for loading and unloading only. Once this has been done vehicles must be removed from the site.

Fri 27	Before 5:00pm	(vehicle pass required)
Sat 28	8:00am – 11:00am	(vehicle pass required)
Sun 29	8:00am – 11:00am	(vehicle pass required)
Mon 30	8:00am – 11:00am	(vehicle pass required)
Mon 30	after 10:00pm	(vehicle pass required)

To gain access to the site by a vehicle on Friday, Saturday, Sunday or Monday morning, you must have a vehicle pass which must be signed for and returned as soon as the vehicle has left site. If you are not given your vehicle pass at the Lifestyle meeting, you will need to arrange to collect it when you arrive to set-up.

If you have a problem supplying car details prior to application please contact the Manchester Pride office on 0161 831 7700.

Please ensure to make all (vehicle) deliveries to site before 5:00pm on Friday. After this time you must carry materials by hand from outside the gate. This is simply because of the tight restrictions that are in place regarding vehicle access.

If you feel you have any special requirements regarding vehicle access please e-mail katy.stewart@manchesterpride.com. Please include a contact telephone number with your query so we can process your question as soon as possible.



SECURITY DETAILS

The entire festival site will have 24-hour security for the duration of the festival. There will also be stewards manning all the gates from 10.00pm on Friday 27 till 10:00pm on Monday 30 August.

However, we cannot guarantee that goods can be left safely unattended in your stalls over night. Certainly anything of value should be removed at the end of each day. If it is not possible to remove something, it should at the very least be put out of sight.

We cannot be held responsible for any theft or damage that may occur to any article or equipment within the Lifestyle Expo.

Items will be left at your own risk.

Bags and goods may be subject to searches by security staff.

PUBLIC LIABILITY

We will require copies of your public liability insurance documents. These must be submitted with the application form. If you do not have public liability insurance you will be asked to sign a disclaimer.

COLLECTIONS AND PETITIONS

Stall holders may not collect funds for their organisation whilst on site.

Petitions and materials distributed may be checked for offensive content.

Manchester Pride 2010 Expo Stall Application

www.manchesterpride.com

Please return forms to katy.stewart@manchesterpride.com or send to:
Manchester Pride, The Department Store, 5 Oak Street, Manchester. M4 5JD

The Basics:

Name of Group or Organisation:

Theme or message of your stand:

Description of your stand and use of the Expo Space, (100 words, capital letters)

Contact Details:

Main Contact:

Email Address:

Fax Number:

Phone Number:

Mobile Phone:

Address:

Post Code:

Invoice address if different:

Main Contact:

Email Address:

Fax Number:

Phone Number:

Mobile Phone:

Address:

Post Code:

Stall Details & Requirements:

LGBT Organisation (non funded): £55.00

All other applicants: £425.00

Has your organisation entered before? Y/N

If so which year(s)

Is your entry sponsored? Y/N

If so please state who by:

Do you require a power supply? (£35) Y/N

Please see information pack regarding new table and chairs procedure.

Office Use Only

Date Received:

Payment Received:

Verified:

Date Sent Back:

Authorised:

Vehicle Access:

If you require vehicular access to the site please fill in the following:

Car Registration:

Car Make & Model:

Driver of Car:

Drivers Mobile No:

Vehicle access to the site is strictly limited to the following times. Vehicles without previously allocated passes will not be allowed on site:

Friday 27th Before 5:00pm

Saturday 28th 8:00am - 11:00am

Sunday 29th 8:00am - 11:00am

For Our Records:

Please write a description of your organisation and Lifestyle Stall for listing on our website: (maximum 50 words)

Declaration:

I/We understand that non-compliance with the Manchester Pride guidelines may result in the organisation being excluded from the Lifestyle Expo area. I/We agree to be bound by these conditions and will obey all instructions provided by designated Manchester Pride officials before, during and immediately after Lifestyle Expo. I/We confirm that the information provided in this form is true and accurate. I/We the undersigned understand that Manchester Pride Ltd. accepts no responsibility for any loss or damage to property, or any personal injury during the Lifestyle Expo.

Name:

Position:

Signature:

Date:

**MANCHESTER
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2010**

Manchester Pride Limited,
The Department Store,
5 Oak Street,
Manchester
M4 5JD

Manchester Pride is a registered charity (1117848) raising money for
LGBT & HIV charities & organisations in Greater Manchester