

Exhibitor Information



**Keswick
BASE CAMP**

Welcome to Base Camp! We're delighted to have you with us and hope that you have an amazing time exhibiting in our vibrant, exciting venue which aims to equip people for engaging in mission when they get home. Our role as exhibitors and volunteers is to help conventioners find their next steps. We don't want people to have a wonderful time at the Convention, then go home, leaving what they've learned in the Lakes! We're aiming for a conventioner-centred 'Kingdom Building' approach to exhibiting where in addition to promoting our own organisations, we are also able to signpost people towards others too - helping conventioners find the best fit for them.

In the spirit of serving together, we hope that you feel that you are a part of the venue. Therefore, as part of our venue daily routine, we will meet together to pray - for each other, our organisations and for the conversations we have across each day. Additionally, we will have a weekly social where we can enjoy each other's company. Details of prayers and socials will be given in the weekly briefing.

We look forward to meeting you and pray God's blessings on you as you prepare to come.

Karen Shaw & Vicki Townsend

Base Camp Hosts, All Nations Christian College

Please ensure the following information is made available to all the personnel on your team who will be coming on site during the Convention.



Exhibitor Portal

The [Exhibitor Portal](#) will be updated throughout the year to provide key information on your time at the Keswick Convention.

There is an easy upload facility to allow you to send PPT slides, logos and agency information.

Other information will include:

- An Introduction to Keswick Ministries
- Base Camp Brochure
- Application Criteria
- Information for exhibitors, key tips and poster specifications
- Site maps
- Weekly Programmes.

Before Your Arrival

YOU NEED TO PROVIDE

- Full payment for the cost of your display stand. A deposit invoice and a second balance invoice will be sent to the email address you provided and your inclusion in the Exhibition is dependent upon prompt payment.
- Names and photos of each person on your team for your badges. An online form will be sent to you to complete nearer the time.
- For the Convention website:
 - A copy of your organisation logo
 - A link to your organisation website
 - A short description of your organisation, around 30-40 words
 - 2-3 PowerPoint slides about your organisation in PPT format. These will be used in Base Camp throughout each day on a rolling slide presentation.
- A PVC display poster (Optional – see 'Equipment' section)
- Confirmation of your public liability insurance & amount of cover.
- PAT test certificates for any electrical items you are bringing.
- A risk assessment for your stand.

Please upload copies of all documentation requested to the [file upload](#) facility on the portal, or email Carolyn at carolyn.south@keswickministries.org.



PERSONNEL MANNING STANDS

There is an expectation that those manning stands will be 18 or over.

ACCOMMODATION

We do not provide any accommodation. Each agency is responsible for arranging their own accommodation needs.

More information is available on the Keswick Tourism Association website:

www.keswick.org

On Arrival

LOCATION

The Base Camp venue is situated in the Packing Hall on the Pencil Factory site with a postcode of CA12 5NG.

A site map will be uploaded to the Exhibitor Portal nearer the time.

BRIEFING MEETING

A mandatory briefing meeting takes place each Saturday at 4.00pm.

If you are unable to attend please contact the Base Camp hosts (number below).

Base Camp hosts

- Vicki Townsend - [07903 221153](tel:07903221153)
- Karen Shaw - [07534 878125](tel:07534878125).

SATURDAY ARRIVAL & SET-UP LOCATION

For Week 1: You will have access to the exhibition venue to set up your stand from 10.00am until 5.00pm on Saturday.

For Weeks 2 & 3: You will have access to the exhibition venue to set up your stand from 12.00pm to 5.00pm on Saturday.

While unloading for set-up, you will be able to bring your car onto the Pencil Factory site close to the Packing Hall. **Vehicles need to be off the site by 5.00pm at the latest.**

For health and safety reasons set-up needs to be completed before the venue is open to the public on Saturday evening at **6:30pm**.



WI-FI

Separate Wi-Fi is available for team and exhibitors in the venue.

The Wi-Fi login is KeswickMinistries and Password: Galatians328

Equipment

YOU SHOULD PROVIDE:

- A **free-standing exhibition display** (the venue is the Packing Hall next to the main marquee. It has a rustic look with brick walls and a concrete floor).
- Your own **extension cables** (Please avoid 'daisy-chaining')
- Sufficient **staff** to man your stand – see 'Opening Times' for more details.
- **Additional lighting** – the venue should have plenty of daylight but so there is no guarantee your stand will be sufficiently lit, especially for the evening sessions.
- **Audio / visual** (please note that it should not be intrusive and will be monitored at the discretion of the Base Camp Manager).
- Your **own insurance** for any equipment you are bringing (you may wish to consider removing high value items e.g. laptops when the exhibition is closed or when your stand is not being manned).
- An **A0 PVC Poster** sent to Keswick Ministries by **Friday 28th June** at the latest so they are available for set-up. The posters are placed around the site and details of the specifications can be found the [Exhibitor portal](#).

WE WILL PROVIDE:

- Your **allocated space**, as previously confirmed. Please keep boxes on your stand to a minimum. Please try not to exceed 2m high as your stand may block sight lines for others.
- **One table** (6ft x 2ft) and chairs. You can also bring your own table and chairs, if preferred.
- **1 power socket.**
- **Exhibitor badges.**



Opening Times & Attendance on Your Stand

The venue will be open in the mornings from 8.30am for the prayer meeting, seminars and Bible Reading relays.

Base Camp will be open throughout the day. There is no limit to when you can man your stand but there will be times that are busier than others. We would encourage you to man your stand during these times at the very least.

The busier times during the week are usually between the morning seminars and Bible Reading and after the Evening Celebration. The afternoons tend to be the quieter times, but the bookshop and café are both open throughout the day.

The Morning Bible Readings and Evening Celebrations are relayed to Base Camp, and open to anyone who wishes to attend.

	BASE CAMP OPENING HOURS
SATURDAY	6.30pm - 10.30pm
SUNDAY	2.00pm - 4.00pm 6.30pm - 10.30pm
MONDAY- FRIDAY	8.30am - 10.30pm (Closed 5.00pm - 6.30pm)
FRIDAY WEEK 3	8.30am - 7.30pm (Closed 5.00pm - 6.30pm)

We meet together each day to pray. This will be between 6.15pm - 6.30pm, before the venue opens at 6.30pm for the evening session.

SESSIONS

Live relays of the Evening Celebrations will be shown in Base Camp and is open to all. This is a busy time in the venue and we suggest man your stand from 9.00pm each evening.

The venue will be fully open to the public for the opening hours stated, along with the café and bookshop. People will be encouraged to use the venue in the evenings after the Evening Celebrations and it may be worth noting that those attending the youth programme may use the venue between the end of their evening meeting and before their late-night programme starts. Many come in to use the café and please be prepared to engage with them. If you have items that would be more appealing and relevant to 11-18s you may wish to change your display or what you are offering accordingly for this period of time.



MISSION APPEAL NIGHT

As part of the Keswick programme, we have a particular mission emphasis each week in of one of the Evening Celebrations. This is an opportunity for people to respond to a mission call given at the close of the meeting. As such, we would be grateful if mission agency personnel are willing to talk and pray with people in the Main Tent - as well as at Base Camp - at the end of the Evening Celebration. The Base Camp Manager will speak with you about this when you are on site.

SECURITY

The venue will be locked when not occupied. However, please note that there are times when the venue is open to the public and stands are not manned. Security personnel will be on site 24/7.

Please note that we cannot take responsibility for equipment on stands when they are not manned while the venue is open.

Please remember to wear your badge when you are on site.

Parking

There is no parking on the Pencil Factory site during the week. If you are staying in town, it is advisable that you walk to the venue and if you are driving in each day from outside the town you will need to make your own arrangements.

There are several car parks in Keswick that you can use during the day. You will find information about parking in Keswick on the [Keswick Tourism](#) website.

Disabled Parking will be available on the Rawnsley site, on a first come first served basis for Blue Badge holders.

Set-Down

For weeks 1 & 2: Set-down must be done after 10.30pm on the Friday once the venue has closed to the public or before 12pm on Saturday morning.

For week 3: The venue will be closed before the Evening Celebration on Friday and set down can be done after 7.30pm during Friday evening or Saturday morning.

FOR HEALTH AND SAFETY REASONS THERE CAN BE NO EARLY SET-DOWN AS THE VENUE MUST BE CLEAR OF MEMBERS OF THE PUBLIC.

