

OxLEP Business Marketplace and Celebration 2024 Marketplace Exhibitors Pack

As a Marketplace Exhibitor at the OxLEP Business Marketplace and Celebration 2024, you are joining us to celebrate Oxfordshire's SMEs - recognising the huge contribution they make to our county's economy across a wide range of sectors.

This Marketplace Exhibitor pack is designed to explain the marketplace exhibition and to outline the benefits you and your business will receive as a marketplace exhibitor.

The marketplace entries close at midnight on the evening of **Friday 2nd August 2024**. OxLEP will review expressions of interest and confirm places no later than Wednesday 14th August 2024.

About the Marketplace

The OxLEP Business Marketplace and Celebration 2024 will take place on **Thursday 3rd October from 15:00-20:00 at Examinations School, North Writing Room**, 75-81 High Street, Oxford, OX1 4BG.

Everything you need to know about the OxLEP Business Marketplace and Celebration 2024 is available at [OxLEP Business Marketplace and Celebration 2024 - OxLEP Business](#), including a list of the awards. Please refer any interested parties to this page or ask them to contact business@oxfordshirelep.com with any questions.

If you would like to get an idea of what our last Marketplace event was like, you can view the highlights film at: <https://youtu.be/UBOsyklhkP8?si=FXstHIWZi3Zq1cGT>

You can also view the highlights of the 2023 Celebration Event, which took place at Natural History Museum at: <https://youtu.be/pbqITJYjBPw?si=3nlizm-1XTCBa12M>

Marketplace Exhibitors Specifics

Exhibitor's specifications:

Time: The whole event runs from 15:00 – 20:00 (the awards begin at 17:30). Please let us know when you express an interest in exhibiting if you would like to stay for the awards or if you will only be able to stay for the afternoon slot, 15:00 – 17:00.

Attendees: Each exhibitor is allowed 1 person per stand

Access: Exhibitors will be able to access the Examinations School from 11:00 on the 3rd October. The OxLEP Business team will provide a rota of access to enable each exhibitor to unload and access the North Writing room. There will be time from 20:00-21:00 for closedown at the end of the event.

Stand: Exhibitors will have 3x exam tables (0.75 x 0.45m) each, making for a 1.35mx0.75m space per stand (tables are provided by the Examinations School).

Electricity: Exhibitors have access to one plug socket along the wall with additional extension leads for all power needs if required. Please ensure you email business@oxfordshirelep.com with your requirements by 5pm on 2nd September 2024.

Price: £50.00 (+VAT) per stand

Key milestones and deadlines

Milestone	Message	Deadline Date
Marketplace Exhibitors expression of interest. Including: <ul style="list-style-type: none"> • Exhibitor company logo • Short company profile • Stand requirements 	Email: business@oxfordshirelep.com	Midnight on Friday 2 nd August 2024
OxLEP Business will confirm if your expression of interest has been successful		By 5pm on Wednesday 14 th August 2024
Exhibitors' floorplan	OxLEP Business will provide information on your exhibition stand placement	Wednesday 21 st August
Marketplace and Celebration		Thursday 3 rd October 2024

Social media/Logos

OxLEP Business will promote your involvement as a Marketplace Exhibitor in a booklet available at the event and on the OxLEP Business website. Exhibitors are requested to provide their logo and a short profile about their business along with their expression of interest. Exhibitors will also be provided with an 'Asset' that be used on social media to promote their attendance at OxLEP Business Marketplace and Celebration 2024.

Please tag OxLEP Business and the [IoD South](#) @IODSouth (@OxLEPBusiness and @IODSouth on LinkedIn, X (Twitter), Instagram and Facebook) and we will like and share your posts.

Marketplace Exhibitor Profile

Each marketplace stand will be listed in an OxLEP Business Marketplace and Celebration 2024 booklet and on our OxLEP Business website. We will provide access to your profile from the OxLEP Business website.

Thank you for your support for the OxLEP Business Marketplace and Celebration 2024