

## Marketplace and Celebration 2025

### Marketplace Exhibitors Pack

As a Marketplace Exhibitor at the Marketplace and Celebration 2025, 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.

Stands will be available to request from 24<sup>th</sup> March 2025. Requests must be sent to [business@enterpriseoxfordshire.com](mailto:business@enterpriseoxfordshire.com) by midday on Tuesday 24<sup>th</sup> June 2025 at the very latest. *We will confirm if you have been allocated a stand or not by Monday 30<sup>th</sup> June 2025*

**Please note your stand is not booked until you have paid and received confirmation of your place from Enterprise Oxfordshire.**

#### About the Marketplace

The Marketplace and Celebration 2025 will take place on Thursday 18<sup>th</sup> September 2025 from 18:00 – 21:00 at Oxford Town Hall, St Aldates, Oxford, OX1 1BX.

Everything you need to know about the OxLEP Business Marketplace and Celebration 2025 is available at [Marketplace and Celebration 2025 - OxLEP Business](#), including a list of the awards, eligibility criteria and entry forms should you also wish to nominate your business for an award category (please note closing date for award nominations is Tuesday 24<sup>th</sup> June 2025 at midday). Please refer any interested parties to this page or ask them to contact [business@enterpriseoxfordshire.com](mailto:business@enterpriseoxfordshire.com) with any questions.

If you would like to get an idea of what our last Marketplace and Celebration event was like, you can find out more here: [OxLEP Business Marketplace and Celebration 2024 - OxLEP Business](#)

#### Marketplace Exhibitors Specifics

##### Exhibitor's specifications:

**Time:** The whole event runs from 18:00 – 21:00.

**Attendees:** Each exhibitor is allowed up to 2 people per stand

**Access:** Exhibitors will be able to access the Town Hall from 17:00 on the 18<sup>th</sup> September to set up. There will be time from 21:00 – 21:30 for closedown at the end of the event. The Enterprise Oxfordshire team will be available to assist with set up and closedown.

*Please note there is no parking at the venue and drop off space outside is limited. Please consider the amount you bring for your stall accordingly.*

**Stand:** Exhibitors will have 6ft long x 2ft 3” wide trestle table to share, i.e. 2 businesses per table (tables are provided by the Town Hall). Tablecloths will not be provided.

**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@enterpriseoxfordshire.com](mailto:business@enterpriseoxfordshire.com) with your requirements should your place is confirmed.

**Price:** £50.00 (+VAT) per stand

### Key milestones and deadlines

Milestone	Message	Deadline Date
Marketplace Exhibitors expression of interest	Email: <a href="mailto:business@enterpriseoxfordshire.com">business@enterpriseoxfordshire.com</a>	Midday on Tuesday 24 <sup>th</sup> June 2025.
Marketplace Exhibitors confirmed	Enterprise Oxfordshire will confirm if you have been allocated a stand or not by Monday 30 <sup>th</sup> June 2025	5pm on Monday 30 <sup>th</sup> June 2025 at the latest.
Marketplace Exhibitors return <ul style="list-style-type: none"> <li>• Exhibitor company logo</li> <li>• Short company profile</li> <li>• Stand requirements</li> <li>• Pro forma for invoicing</li> </ul>	Email: <a href="mailto:business@enterpriseoxfordshire.com">business@enterpriseoxfordshire.com</a>	5pm on Monday 14 <sup>th</sup> July 2025 at the latest.
Marketplace and Celebration		Thursday 18 <sup>th</sup> September 2025

### Social media/Logos

Enterprise Oxfordshire will promote your involvement as a Marketplace Exhibitor in a booklet available at the event and on a website page designed to highlight all Marketplace exhibitors. Exhibitors are requested to provide their logo and a short profile about their business upon confirmation of their place. Exhibitors will also be provided with an ‘Asset’ that be used on social media to promote their attendance at the Marketplace and Celebration 2025.

### Marketplace Exhibitor Profile

Each marketplace stand will be listed in a Marketplace and Celebration 2025 booklet and on our Enterprise Oxfordshire Marketplace and Celebration 2025 webpage. Once exhibitor places are confirmed you can access your profile from the Enterprise Oxfordshire Marketplace and Celebration 2025 page: [Marketplace and Celebration 2025 - OxLEP Business](#)

**Thank you for your support for the Marketplace and Celebration 2025**