



EXHIBITOR INFORMATION PACK

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VERTU Motors Arena, Scotswood Road, Newcastle upon Tyne, NE4 7AF | 7th - 9th October 2025

Included in your package:

- 1 trestle table and 2 chairs
- Power access (2 sockets per stand)
- Free Wi-Fi
- Complimentary lunch
- 1x hot drink voucher per delegate per day

Tablecloths will not be provided. You are welcome to bring your own should you want to.

Electricity

Please note that unless you have pre-requested power as part of the booking process, this will not be available. As the main venue is usually used for sporting events, there is an extremely limited number of power sockets. All additional power will be installed separately. It would really help us if you could reduce the number of electrical items used on each stand. All electrical items to be used on event days must have been PAT tested in advance and displaying either a PAT test sticker on the plug or a PAT test certificate provided in advance of the event. **If you require any electrical equipment PAT testing by us, you must be present on Monday 6th October at 3pm at the venue.** Extension cables can be used but must also demonstrate a recent PAT test. **Any equipment that has not been PAT tested will not be permitted for use at STEMFEST.**

Any loose electrical cables must be secured using either cable ramps or taped down.

Directions and Car Parking

We would actively encourage you to use public transport to and from the event. Central Station metro is a 20-minute walk from the venue. However, exhibitor car parking is available on-site free of charge.

Risk Assessments and public liability insurance

It is a requirement that the above documents are provided in advance of the event. Please let us know if you are bringing any additional equipment not advised through the booking process to ensure health and safety requirements are adhered to.

Set up day – Monday 6th October

All exhibitors are required to set up their stands on Monday 6th October as follows:

Space and Travel and Technology Zones

These zones are located on the ground floor of the venue and can be accessed for set-up from **13:30 on Monday 6th October**.

Environmental/Energy and Manufacturing Zones

These zones are also located on the ground floor of the venue and can be accessed for set-up from **15:00 on Monday 6th October**.

Pre-bookable activities

These are located on the first floor of the building and can be accessed for set-up from **13:00 on Monday 6th October**.

The building will be open from 08:00 and close at 17:00 on set-up and all event days.

Please drive to the venue car park which is accessed from Clumber Street (just off Scotswood Road) and located in front of the building. There will be a member of the events team wearing a red T-Shirt ready to meet you on arrival. They will then direct you to the closest area to unload your equipment and materials. There will also be other event staff in the building to help.

Large or heavy items

If you are unloading heavy or large equipment you may be able to do this closer to your zone via some of the external doors. On arrival, please park in the venue car park and walk to the main reception where you will be met and registered by a member of the events team in a red T-Shirt. They will then provide you with further directions.

Deliveries

If you would like to deliver some of your equipment in advance, please send deliveries to the address below. The venue will only accept small deliveries. These will likely be stored in one of the changing rooms.

FAO: Rachel Sweeney, STEMFest event, VERTU Motors Arena, Scotswood Road, Newcastle upon Tyne, NE4 7AF

STEMFest, 7th, 8th & 9th October, The name of your company, The name of the person (from your company) who will collect it

Event days – Tuesday 7th, Wednesday 8th and Thursday 9th October

Registration - Event Days

Please arrive through the main reception area of the venue between **08:00 and 08:30** on event days to register. On arrival you will receive a lanyard, event brochure (including floorplan) and a hot drink voucher. Please ensure you keep your lanyard on all day as they act as a security measure. Lanyards must be returned to reception at the end of each day.

Exhibition Staffing

Although there will be a large number of students participating every day, due to venue capacity, we need to ensure a minimum staffing level per stand of 2 people and a maximum of 4. You should have no more than 20 pupils at your stand at any one time. If you are receiving larger numbers of pupils, please notify your Zone Manager who will deal with the issue on your behalf.

Event

STEMFest will take place across two floors at the arena and will include four zones plus additional pre-bookable activities:

- Space and Travel – Zone 1
- Planetarium – Zone 1
- Technology – Zone 2
- Environmental and Energy – Zone 3
- Manufacturing – Zone 4
- Mars Map activity – located on the first floor
- Enigma and Cyber Sprinters – located on the first floor
- CyberHeist – located on the first floor

The Events Team can be identified by their red T-Shirts. The team will be present all day and are happy to direct you around the event and help you with any questions you may have. Each zone will also have a Zone Manager and assistant who will act as your first point of contact should there be any problems or questions.

Event timings and school arrival and departures

The event will open to schools from 09.30 and has a suggested flow system as follows: Zone 1 – Zone 2 – Zone 3 – Zone 4. Schools will be starting their visit in different zones but will be asked to follow our suggested route e.g., a school starting in Zone 4 will be visiting the exhibition as follows: Zone 4 – Zone 1 – Zone 2 – Zone 3. We are recommending they spend approximately 45 minutes in each zone and we are expecting around 1000 children on each event day. Schools are expected to begin departing from around 14:30. However, the exhibition will remain open until 15:30 each day, except for Wednesday 8th, when it will stay open until 5pm for the post-16 careers event.

Give-aways

Please be aware that due to potential allergies, we ask that you **do not** have sweets on your stand.

Lunch and refreshments

All exhibitors will be provided with lunch and 1 x tea/coffee voucher per person per day. Your hot drinks token can be redeemed throughout the day at the ground floor kiosk and packed lunches will be brought to your stand by our volunteers throughout the morning. Please ensure that any hot drinks have lids attached when moving around the building. Additional refreshments are available to purchase at the kiosk.

There is only one water cooler in the main reception area, so we suggest that you bring a filled water bottle with you and replenish as necessary.

The lunch break for all exhibitors, schools and event staff will be from 12.00 – 12:30 on all event days. Schools will be asked to have their lunches either on the exhibition floor, in one of the upstairs rooms, on the terrace overlooking the exhibition on the first floor or outside if the weather is nice. The exhibition will be closed during this time. We do ask that your stand is manned during the lunch break to prevent students accessing it during this time.

Exhibitor toilets

Due to safeguarding, please only use the toilets located on the first floor which will be marked **EXHIBITOR ONLY TOILETS**.

Networking events

There will be a North East Women in STEM (NEWS) networking event taking place on the first floor on Tuesday 7th from 2pm. If you have any ladies working in STEM who would like to attend, please ask them to register themselves [here](#). Capacity is limited for this event however if spaces are available, you can register on the day.

Careers evening

On Wednesday 8th, we'll be extending our opening hours until 5pm to welcome sixth formers, college students, and undergraduates, giving them the opportunity to explore career paths and speak with you directly.

VIP Tours

VIP Tours offer a guided experience to explore what STEMFEST is all about, providing insight into our event's purpose, energy and atmosphere. Managers, leaders, and anyone with an interest are warmly encouraged to sign up. There will be tours taking place on Tuesday and Wednesday at 10:30 and 13:30 and at 10:30 only on Thursday. These tours will be led by a member of the STEM team.

If you have any colleagues that would like to join a tour, then please email dawn.ross@rtcnorth.co.uk with their name, company name, email address and preferred date/time of tour, no later than Wednesday 1st October. Due to safeguarding we cannot allow unsupervised access to the exhibition. We will do our best to accommodate any guests arriving at the event out of these times, but we cannot guarantee that we will be able to facilitate them accessing the event on the day.

Wifi

Wi-Fi is available throughout the venue. The WIFI details are as follows:

Network: Vertu Arena Events | **Key:** Vertu2025!

De-rig

De-rigging will take place on Thursday 9th October and will commence once the last schools have left the building at around 15.00. **Please refrain from taking your exhibition down before the schools have departed.** We have over 60 exhibitors supporting the event, so please be patient when waiting to exit the building. All items must be cleared from the building by 18:00. Unfortunately, the venue cannot store items for exhibitors after the event.

PR and Social Media

On the weeks leading up to the event, we will be running a social media campaign which you are most welcome to encourage and contribute to via your own social media channels. Please do send any promotional news through to us about your involvement with the event, including any appropriate #hashtags to link to and we will make sure we cross-promote and support your campaigns. Please send information to marketing@rtcnorth.co.uk. The hashtags for the event are **#stemfest** and **#rtcnorth**. There is a social media pack available on the STEMfest website www.stem-hub.co.uk/stemfest/ under 'documentation'.

On the day, we are hoping that press and local media will be covering the event. We will also have our official photographer and videographer on site. Whilst we appreciate the support using social media channels, please be aware that no children can be photographed or filmed by exhibitors at the event. Instead, please feel free to share photos of your staff at the event, and please follow and retweet any photos from the **@rtcstem** and **@rtcnorth** accounts. After the event we will be sharing all relevant official photographs with you; with a password protected link.

What to do in an emergency

In the event of an emergency, please contact a member of the Events Team. The event and venue staff will then manage the incident. Please follow instructions given in a calm and orderly manner.

Fire Alarms

There are no scheduled fire alarms on event days. If the alarm does sound, please make your way to the nearest sign posted fire exit. Event and venue staff will be available to guide you to the fire assembly point. The designated assembly point is clearly sign posted in the lower car park, to the west of the building and is identified on the event brochure. Please make yourself familiar with it and the location of the nearest fire exit to your stand.

Safe Refuge Points

Safe refuge points and evacuation chairs have been identified outside each lift for any persons requiring assistance to leave the building. A member of the events and venue staff will be on hand should a situation arise.

Lost Children

Please speak to the nearest member of the Events Team. The Event Team will then take the necessary action to reunite the lost child with their school. The meeting point for any lost children is the Event Control desk, located on the ground floor. If you notice a child looking lost or distressed, please inform a member of the Events Team.

If a teacher reports that a child cannot be located, please inform reception at the front entrance immediately. Reception will initiate a lockdown procedure, during which no one will be permitted to enter or exit the building until the child is safely found.

First Aid & Medical Assistance

If you require medical assistance, please contact the nearest member of the Events Team or speak to a member of staff at Event Control, located on the ground floor, who will alert a member of the team from St John Ambulance. The First Aid Room is located on the ground floor changing room corridor on the left hand side of the foyer. There are 2 defibrillators on site which are located at reception and on the side of the building. Each unit contains all the necessary operational instructions.

If you see anything suspicious

Please report anything suspicious to the nearest member of the Events Team. If you realise something after the event, please contact the venue and ask to speak to Rachel Sweeney on (0191 2453880) as soon as possible.

Damage and Loss

The organisers, the venue or the sponsors DO NOT accept any responsibility for damage or loss of any property brought in by the exhibitors and/or their contractors. Exhibitors are responsible for their own items. You are advised to keep personal belongings with you at all times. Please take any personal valuables away with you at the end of each day, there is no overnight storage facility. Equipment can remain at the venue overnight.

Bag Check

Bag checks may happen at any point during the day as part of our safety measures.

STEM Ambassador Programme

For those who are already part of the STEM Ambassador Programme, we look forward to welcoming you at the event and would appreciate if you could wear your STEM ID badges. Your hours will be automatically recorded. If you don't see this on your account by 25th October, please email dawn.ross@rtcnorth.co.uk.

If you are interested in becoming a STEM Ambassador please go to: <https://www.stem.org.uk/stem-ambassadors>. Alternatively, you can contact Dawn Ross our STEM Liaison Coordinator if you have any questions on stem@rtcnorth.co.uk or via telephone 0191 5164400 (ext 2).

Event Management Contact Details

Should you require any further information in the run up to the event, please contact:

Dawn Ross, STEMFest Event Manager

dawn.ross@rtcnorth.co.uk

Tel: 0191 5164400

Mobile: 07720 644256

Sam Harris, STEMFest Event Coordinator

sam.harris@rtcnorth.co.uk

Tel: 0191 5164400

Mobile: 07943 656000

Rachel Sweeney, Events and F&B Manager

R.Sweeney@eaglescommunityfoundation.com

Tel: 0191 2453880

Mobile: 07545 611396

For any press or social media enquiries please contact:

Mia Harding, Marketing Officer

Mia.Harding@rtcnorth.co.uk

Tel: 0191 5164400

Mobile: 07496 901441