

SUPPORT FOR OTHER SHOWS

UK Games Expo is offering support to other tabletop games shows by making available items from our Stourport-On-Severn located warehouse as well as marketing support and advice.

What are the costs ?

To borrow items that we have in stock there is no charge. However, if items are lost or broken then it will be the hirers responsibility to pay the replacement cost as detailed in the terms and conditions, paragraphs 2 and 7. In exchange UK Games Expo would like to have show sponsor or similar advertising or marketing at the show. All prices are exclusive of VAT, 20% will be added.

How does it work?

1. Booking

- a. Send an email to production@ukgamesexpo.co.uk. Copy in tony@ukgamesexpo.co.uk and richard@ukgamesexpo.co.uk The information required is a list of items desired and the dates and location of the event.

- b. Inventory

Boards and cloth

Item	Quantity	Replacement Cost £
4'x4' Board 6mm MDF	199	£6.00
4'x4' Board Chip	35	£7.50
4'x3' Board 12mm MDF/Chip	135	£7.50
6'x4' Board Chip/Ply	28	£15.00
4'x4' Board 9mm MDF	77	£7.50
Green Cloth	750'	£1.00/ft
Blue Cloth	6000'	£1.00/ft

IT/AV Equipment

Lexmark Laser Mono Printer 810 52 ppm heavy duty	3	£680.00
Samsung Express Printer M2026 20 ppm light use	3	£60.00
Samsung Laser Printer ML2525W 24 ppm	3	£110.00
Brother HL2270DW Laser Printer 26 ppm	2	£100.00
Dymo 450 Thermal Label Printer 53 labels /minute	18	£50.00
Hand Scanner	14	£25.00
Table Scanner	12	£175.00
Projector	3	£180.00
Projector Screen	3	£75.00
Projector Stand	3	£30.0
PC Windows 7	14	TBC
PC Windows 10	12	TBC
16 Port Desktop Switch	1	£80.00
24 Port Smart Switch	3	£120.00

Miscellaneous

Lanyard and Pouch	Enquire	
Cafe Barriers, 2m lengths	50	£100.00/2m
Roll Banners	36	£30.00
A Frame	2	£70.00
Folding table	2	£65.00

Umbrella	3	£20.00
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2. Transport

a. Collection

- Contact UKGamesExpo to arrange a time and date for collection and drop off.
- The week before your event the items will be ready for collection.
- There will not be any labour available at the warehouse to load your van.

b. Returns

- Items are to be returned in the week following your event.
- There will not be any labour available at the warehouse to unload your van.
- Allow time for counting and checking of the returned items.

3. Printers

- Printers are available, toner will be charged per page printed.
- A page count will be generated on collection and return generating an invoice.
- Paper is not supplied.

Printer	Cost per page
Lexmark Laser Mono Printer 810	£0.015
Samsung Express Printer M2026	£0.05
Samsung Laser Printer ML2525W	£0.02
Brother HL2270DW Laser Printer	£0.03

4. Signage

- Printing and assembly of roll banners is available.
- Cafe barrier panels are also available.
- Artwork will be required at least 3 weeks before collection to enable production.
- High resolution RGB will be required, typically 300 DPI, specifications may vary depending on requirement, enquire for further information.
- Cost will be £10.00 a roll banner.
- Cafe barrier panels are £12.00 for a 2m panel.

5. Payment

- Invoices will be issued with payment methods.
- All invoices must be paid within 28 day

6. Board Game Library

- UKGamesExpo are collecting a board game library to support your event.
- Allow time for the games to be checked on return.
- A list will be available as soon the library is ready for loan.
- There is a £25.00 fee to cover ticket printing and shelving.

7. Damages or Loss

Any items that are lost, broken or stolen will incur a replacement cost administered as follows:-

- UKGE will contact you to give you the opportunity to find any lost items
- If the items cannot be found within 14 days then an invoice will be issued for the items at the replacement cost value listed in the table above.
- UKGE will then buy the replacement items.
- You cannot buy or source a replacement yourself this will be done by UKGE.
- If you do source or replace any items they will be returned to you and an invoice issued.
- The invoice must be paid within 28 days.

8. Marketing

UK Games Expo can help you promote your event. There are various marketing options available including:

Paid for activities include

- Social media shout outs to 19,000 Facebook, 12,000 Instagram and 24,000 Twitter followers.
- Email newsletters to 6,000 signups
- News feature on our website.

Paid for features are available from after the current year show until the end of February the next year. No posts outside paid for pre-show posts will be available between March 1st and the last day of the show.

Community Page

- You can list your event for free on the UK Games Expo community page. Click here <https://www.ukgamesexpo.co.uk/community/> and follow the instructions to add your event. You can also add shops, cafes and clubs should you wish.

Collaborations

- If you have some exciting news about a product launch or something we can share with our community before anyone else, we would love to hear from you.
- Product launches, expansions, event breaking news, industry news etc please get in touch via marketing@ukgamesexpo.co.uk.

9. Insurance

It is recommended that goods in transit insurance is considered.

- 10.** UKGE reserves the right to change terms and conditions.