



UK GAMES EXPO

EVENT ORGANISERS GUIDE

COMMUNITY TOURNAMENTS



RUNNING EVENTS AT UKGE

Each year UKGE hosts hundreds of events over 3 days. These happen in the NEC, Hilton Metropole Hotel and outside in the Living History Village.

WHAT TYPES OF EVENT DOES UKGE HOST?

Role Playing Games

Role Playing Game events are aimed at new and experienced players. Games are typically expected to be four hours long, and accommodate six players, although other game lengths and player counts will be considered.

Live Entertainment

Live Entertainment events are comedy, music and theatre acts and entertainers that bring their shows to UKGE.

We do not take open submissions for these events, they are curated by UKGE staff and are by arrangement only.

Seminars

This category covers all talks, lectures and workshops, as well as panels, podcasts, "actual play" events.

Tournaments & Gaming events.

These events are aimed at gamers who would like to take part in larger scale events. They include miniature, card and dice, and board gaming tournaments. Mega Games and organised multiplayer games, such as Watch The Skies or Blood on the Clocktower are also part of this category.

There are two ways to host a tournament or gaming event. Hire Exhibitor Event Space, called an **Exhibitor Tournament**, or submit an event to the UKGE Event Space, called a **Community Tournament**.

WHO RUNS THESE EVENTS?

A very small number of these are organised and run by UKGE. The overwhelming majority of events come from members of the boardgaming and tabletop community. Individuals, community groups, academics and companies exhibiting at UKGE are all welcome to submit events for consideration.

Due to limited time and space available over the 3 days of UKGE we are not able to host all events that are submitted.

THIS GUIDE COVERS DETAILS FOR SUBMITTING COMMUNITY TOURNAMENTS

Information for hosting events in other categories is available on the UKGE website.

<https://www.ukgamesexpo.co.uk/events/running-event/>



COMMUNITY TOURNAMENTS

These events primarily take place in the Open Gaming Hall at the NEC, although depending on times and event requirements we may choose to place your event in the Hilton. There must be demand for your tournament or gaming event. Events organised under this schedule should not be the start of a marketing campaign. It's an end point when there is a sufficient player base who demand a tournament/event.

TYPES OF TOURNAMENTS AND EVENTS

You are welcome to submit an event to be hosted in the UKGE Event Space. This could be a traditional style card, dice, board game or miniature tournament, or large scale multi player or team event or even large social deduction game, sometimes these are called a Mega Games or LARPs.

You do not have to be from an official organised play organisation or company. Many events are organised by people from passionate community groups or enthusiastic individuals who wish to support their game communities and play their favourite game systems and formats.

We do not approve submissions that are Learn to Play, Casual, Fire on Demand or ad hoc events. Demonstration events are also not suitable for the Tournament and Gaming Schedule.

Events most likely to be accepted are those with a player base wishing to play a specific event over a defined time period.

You do not have to have prizes or trophies for players, you are welcome, and encouraged, to have events that are just for the joy of gaming.

COSTS

There is no cost to you to run an event in UKGE Event Space. UKGE will set a ticket price to cover the costs of the space used. This base ticket price depends on how much space per player you would need and how long your event would last.

However if there is low demand for your event and tickets do not sell we retain the right to cancel the tournament/event and refund any sold tickets and use the space for other events.

We will agree deadlines with Event Hosts to check attendance and discuss reducing player capacities before we cancel events.

EVENT REQUIREMENTS

Our overriding principle for if we will accept a tournament/event is *"is there demand from the visitors?"*

Before you submit your event, please ensure that it broadly fits these criteria:

- Your event is for 12 or more players.
- It is an existing published game that has been on sale long enough for players to have learnt it and own it. Mega Games and LARP are expected to have a website or social media presence providing information about their events.
- There is a player base or community interested in playing the game which you are able to promote the game to.
- Tournaments or events have already been run before in the UK and at least 12 players turned up on 2 or more occasions in the 36 months before UK Games Expo.

UMPIRES

We will agree a number of complimentary UKGE entry tickets for Umpires. This will depend on the number of players and the length of your event.

If you are running a large multi day event, we may be able to offer accommodation for Umpires. The accommodation will be in rooms twinned with another Umpire or UKGE volunteer. Depending on hotel availability it could be at any of the hotels in the NEC area, and not necessarily the Hilton.

TICKETING

All players would need a UK Games Expo Entry ticket for the day(s) of your events in order to enter the hall. You and any other Umpires will be expected to check all your players have a valid UKGE entry ticket for each event they are participating in. If the tournament lasts multiple days, the player will need a valid UKGE Entry ticket for each day.



COMMUNITY TOURNAMENTS

Umpires are required to check each player also has a valid event ticket as well as their UKGE Entry ticket. If a player does not have a ticket they must purchase one before they can participate in your event, or they must not be allowed to play in your event.

EVENT PRICING

All tournaments/events that are approved will also have an event ticket charge. This covers the cost furniture, space the tournament uses, any Umpire hotel rooms, prize support costs, etc and VAT.

We do not host free tournaments or events as part of the Tournament schedule.

If your event needs consumables or you wish to purchase prize support for your event, we can incorporate those costs into the final ticket price. You can recover these costs after your event has run. You will need to invoice UKGE for this.

Before approval we will discuss these costs, and work so that each event is as affordable for players as possibly can be.

We will position your event in the hall to minimise these costs and, for example, we may expect you to share power outlets or Tournament Admin areas with other events.

ACCESS

Community Umpires do not have permission to enter the trade or tournament halls before the public. You should bear this in mind when planning your event. Especially "full day" tournaments, as you will not be given early entry to set up before the hall opens to the public.

The tournament hall will be available from 9am until 11.30 p.m. on Friday and Saturday and 9am until 5.00p.m. on Sunday.

EQUIPMENT

If your tournament has lots of equipment needed to run you must let us know in your application. It may not be possible to move a large terrain or player boards around the tournament hall whilst open to the public, but it may be possible to arrange special access for tournaments that need this.

You may not brand any area of the UKGE Event space. If you want a dedicated area for your tournament then you should consider hiring Exhibitor Event space.

You may use a pull up banner to signpost where your Umpires are and to posts round pairings to.

EVENT TIMING

It is important you follow your event timings so as not to impact events after you or you have to cut your event short. You should be realistic when discussing these timings prior to approval.

If your event over runs, or does not adhere to schedule, it may be ended by UKGE Team Leaders or Duty Managers to avoid further delays, and your event may not be approved in following years.

Remember that the earliest entry you will have is 9am. You should not expect to gain access before this and should plan your event times with this in mind.

Set Up

If you have a large set up requirements please detail this in your submission, and we will be able to schedule additional time between events for you. It is not possible to arrange entry before 9am.

For afternoon or evening events, there may be another event in the area before you. You will be able to access your event space roughly 30 minutes before the start of your event.

Running your tournament

The space will be available for the duration of your tournament. Prior to approval we will discuss your event timings. You are advised to schedule roughly 30 minutes for player registration.

Packing Up

You should aim to pack up within 30 minutes of the scheduled ending of your event. If you moved any furniture you must return it to the original layout.

There may be another event in the area after yours and you are encouraged to cooperate with other



COMMUNITY TOURNAMENTS

Umpires waiting to set up their tournaments.

PROMOTING YOUR EVENT

We will promote the events schedule on social media and emails. We may choose to spotlight your event in the lead up to UKGE dates.

You must promote your event to your player communities. We do not expect a "marketing plan" for your tournament or a that you have large social media following, but you must have a way to communicate to your potential players that you will be running a tournament at UKGE.

EVENT SCHEDULE

We will work with Event Organisers to schedule events at the best possible times for everyone, but Event Organisers will need to be flexible with their availability.

Earlier submissions will get a greater choice of when their event is scheduled. We will try not to schedule similar events at the same time, but this is not always possible.

EXHIBITOR TOURNAMENTS

WHAT IS THE DIFFERENCE?

Exhibitors can hire event space in our Gaming Halls to run ticketed tournaments and on demand events. The advantage of this arrangement is that this is dedicated space which is yours for the duration of UKGE and there is more flexibility on the events you can undertake there.

Exhibitor Event Organisers may set their own prices and will receive these sales (less VAT) after UKGE. However, Exhibitor Tournaments may not be free to play events or game demonstrations. Nominal fees to circumvent this rule are not permitted.

When applying for Exhibitor Event Space the exhibitor will need to provide an outline of proposed events for all three days of UKGE.

More information on Exhibitor Tournaments is available on the UKGE website

<https://www.ukgamesexpo.co.uk/events/running-event/>

SUBMITTING YOUR EVENT

YOU NEED A UKGE ACCOUNT

All events are managed through your UKGE account.

This is required for you to submit and edit your event, and so that we know who to contact about the event.

If you do not have a UKGE account you can create one via this link

<https://www.ukgamesexpo.co.uk/accounts/register/>

If you already have a UKGE account, please make sure your contact details are up to date.

EVENT SUBMISSIONS

Event submissions typically open in October. We will announce this via our email newsletter and on social media.

Once Event submissions are open you can submit your event details directly through the online form.

<https://www.ukgamesexpo.co.uk/account/submit-event/>

We will always email you to let you know if your event is accepted or declined. So it is important that your UKGE account details are correct.

If your event is accepted you will be added to a mailing list so that we can easily communicate event information to all hosts.

This will only be used for the year you have events in the Seminars schedule. If you unsubscribe from this mailing list, you will not receive the information you need to run your event.