

## SUPPORT FOR OTHER SHOWS

UK Games Expo is offering support to other table top 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 [finny@ukgamesexpo.co.uk](mailto:finny@ukgamesexpo.co.uk). Copy in [tony@ukgamesexpo.co.uk](mailto:tony@ukgamesexpo.co.uk) and [richard@ukgamesexpo.co.uk](mailto:richard@ukgamesexpo.co.uk) The information required is a list of items desired and the dates and location of the event. Time and date of collection and return to be arranged.

- b. Inventory

Boards and cloth

Item	Quantity	Replacement Cost £
4'x4' Board 6mm MDF	195	£6.00
4'x4' Board Chip	35	£7.50
4'x3' Board 12mm MDF/Chip	135	£7.50
6'x4' Board Chip/Ply	23	£15.00
4'x4' Board 9mm MDF	134	£7.50
Green Cloth	750'	£1.00/ft
Blue Cloth	8000'	£1.00/ft

### IT/AV Equipment

Lexmark Laser Mono Printer 810 52 ppm heavy duty	3	£680.00
Samsung Express Printer M2026	3	£60.00

20 ppm light use		
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 (1d barcode)	14	£25.00
Table Scanner (2d QR code)	12	£175.00
Projector	3	£180.00
Projector Screen	4	£75.00
Projector Stand	2	£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		
Cafe Barriers, 2m lengths, complete	100	£100.00/2m
Café Barrier, 2m Horizontal		£30.00
Café Barrier, Base Plate		£30.00
Café Barrier, Post		£30.00
Café Barrier, Spring Clip		£5.00
A Frame	2	£70.00
Roll Banners	50	£30.00
Folding table	2	£65.00
Umbrella	3	£20.00

## 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 4 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 + vat per roll banner.
- Cafe barrier panels are £12.00 + vat for a 1.8m panel.

## 5. Payment

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

## **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 + vat administration fee for borrowing the board game library.
- Transporting the library will require a tail lift and a pallet truck, currently it consists of 12 pallets with racking.

## **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 for free. There are various marketing options available including:

- Social media shout outs to 8000 Facebook and 10,000 Twitter followers.
- Email newsletters to 10,000 signups
- Supporting advice on social media campaigns.
- We reserve the right to only run marketing messages which contain information and images suitable for a family audience.
- The emails will be described as a Sponsored email and make it clear that the material was supplied by a third party and not written by UK Games Expo.
- The service is available through the year with the exception of the period 31st March to 15th June as we are busy with our own show promotion at that time.
- The UK Games Expo website contains details of text and images we need from you. See [www.ukgamesexpo.co.uk/newssubmissions.php](http://www.ukgamesexpo.co.uk/newssubmissions.php)

## **9. Insurance**

It is recommended that goods in transit insurance is considered.

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