

Supplier Partner Event 2025

Old Billingsgate, London

Thursday 25th September

CBRE

Exhibitor Manual

Partnering for the Future

Headline Sponsors



Introduction



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CBRE Supplier Partner Event 2025

Join us for ‘Partnering for the Future’

This year’s CBRE Supplier Partner Event is a celebration of our commitment to long-term collaboration with our partners. By working together as one team, we’re driving innovation, excellence and sustainability in the UK FM industry. The event is growing every year and remains the UK’s largest and most influential event of its kind.

Our event brings together clients, supplier partners and CBRE employees to foster innovation and drive business growth, lead the way on sustainability and environmental responsibility and deliver exceptional service and solutions for our clients.

By partnering with us, you’ll be part of a community that’s shaping the future of the FM industry. We look forward to seeing you there!

Event Portal



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The Event Registration Portal guides exhibitors through a simple process, allowing you to:

- Register to attend the event.
- Purchase an exhibition stand (2 stands max per company).
- Order shell-scheme branding (optional).
- Book AV and electrical equipment.
- Arrange delivery and logistics.
- Purchase additional places (max 5 places per stand).

A password is required for registration, and a summary is provided upon login to track incomplete tasks.

Please take note of the following key information:

- Once you have selected your stand, you will have 30 days to complete your registration and make payment.
- If you miss the deadline, your selected stand will be made available for others to book.
- We can only accept online payments through a secure payment gateway using debit or credit cards.
- Information inputted into the Event Portal will be used in the Event App.
- Stands come with a max of 3 attendee tickets. You can purchase up to two more tickets via the Event Portal at a cost of £550pp + VAT.

Should you need any additional support or if you experience any technical issues, please use the Contact Us form on the [CBRE Registration Portal](#).

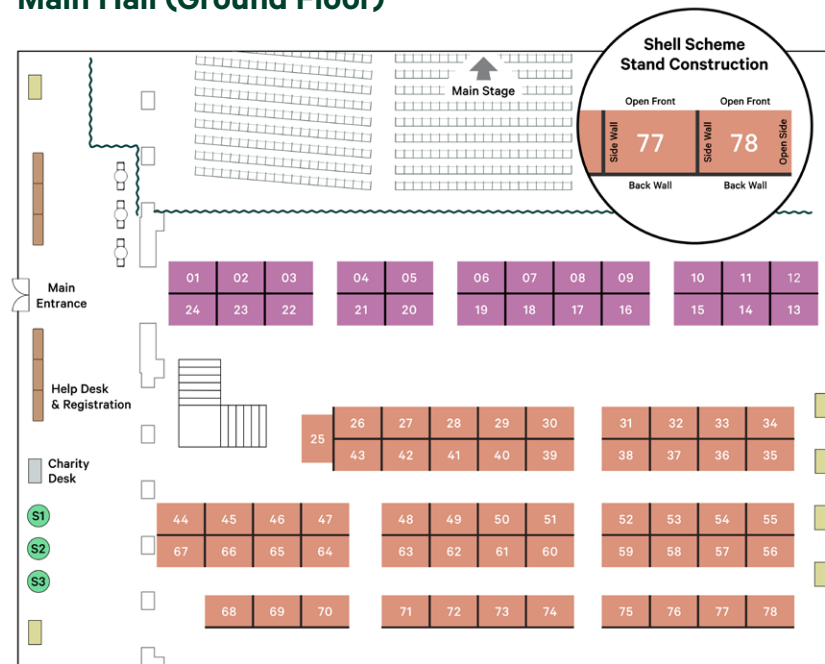
Interactive Floor Plan



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You can select your stand via the [CBRE Registration Portal](#).

Main Hall (Ground Floor)



- Tier 1 Stand
- Tier 2 Stand
- Drinks Station
- Food Station
- Supply Partner Sustainability Stand
- Seating/Table Area
- Innovation Stand

Mezzanine Level (1st Floor)



Please refer to page 6 for maximum stand heights.

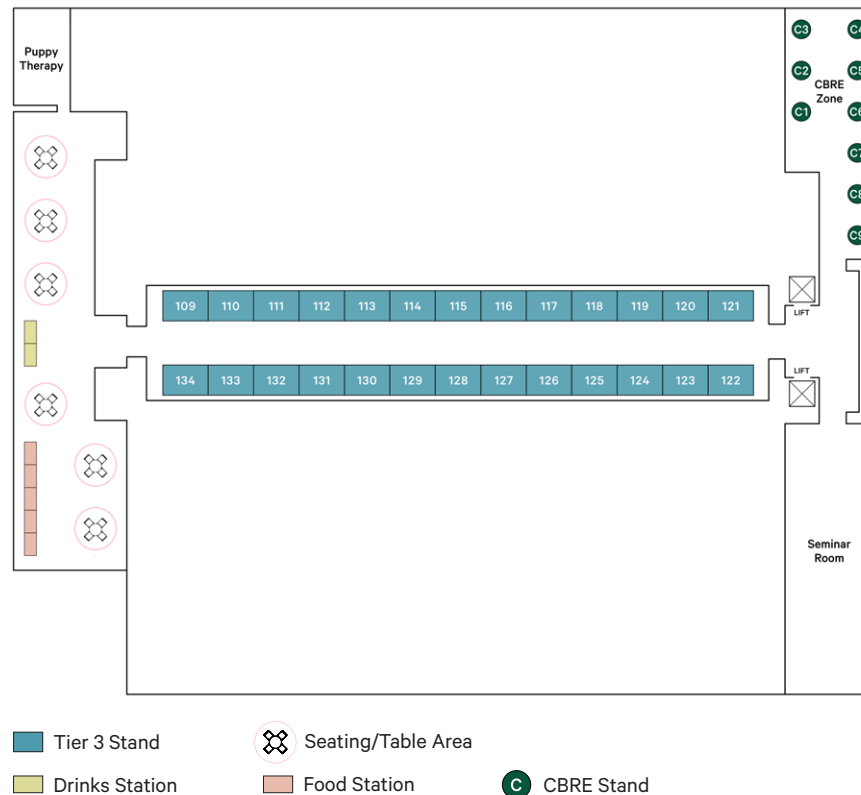
Interactive Floor Plan (cont.)



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You can select your stand via the [CBRE Registration Portal](#).

Gallery Level (2nd Floor)



Please refer to page 6 for maximum stand heights.

Stand Prices 2025



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Stand Description	Location	Stand Nos:	Cost	Max Height
Tier 1 Stands	Main Hall (Ground Floor)	Stands 01-24	£5,950 stand price +£412 shell-scheme unit without nameboard (mandatory) TOTAL = £6,362 + VAT	2.0m
		Stands 25-78	£5,950 +£437 shell-scheme unit including nameboard (mandatory) TOTAL = £6,387 + VAT	2.5m
Tier 2 Stands	Mezzanine Level (1st Floor)	Stands 79-108	£4,950 + VAT	2.0m
Tier 3 Stands	Gallery Level (2nd Floor)	Stands 109-122	£3,950 + VAT	3.0m

Please note:

The introduction of a mandatory shell scheme for all stands in the Main Hall (stands 01-78) has led to a price freeze for stand prices in the Main Hall to accommodate the additional cost of the shell scheme.

Exhibition Stand Package



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Every stand will include the following:

- 3m (width) x 2m (depth) exhibition stand floor space.
- 1 x 6ft trestle table and 2 x chairs (optional – you can request to opt out via the CBRE Registration portal if these are not required).
- 1 x 1 kW power socket.
- 3 x delegate places (Please note, the stand must be staffed by at least one person at all times).
If you would like to register additional attendees, the cost will be £550 per person + VAT and can be booked via the CBRE Registration Portal.

New for 2025:

- Stands 01-78 will include mandatory shell scheme – details are outlined in the following pages.

Stand height:

Please note, stand height varies across different locations within the venue due to ceiling height. Please consider this when choosing your stand and please note that stands can be either 2m, 2.5m or 3m in height. The height restrictions are clearly marked on the [Interactive Floor Plan](#) and must be adhered to as stands will not fit if they exceed the specified height.

SHELL SCHEME

Main Hall: Stands 01-78



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We have made shell scheme mandatory for all stands in the Main Hall in order to comply with Health and Safety Best Practise. Further details are below:

- The cost of a basic shell scheme stand varies depending on the location of the stand:
 - Stands 01-24: £412 (no name board due to height restrictions).
 - Stands 25-78: £437 (including name board).
 - The cost includes shell scheme build and dismantling, inbuilt lighting and a company name banner (for stands 25-78).
- Payment for this will be required at the time of booking your stand on the CBRE Registration Portal.
- Additional branding options are available at an additional cost – options and prices are available on the following pages.
- Stand height restrictions are as follow:
 - 2m under the bridge in the Main Hall (stands 01-24).
 - 2.5m in the Main Hall (stands 25-78).
- It will still be possible to fully customise your stand by either bringing in your own shell-scheme (and installing it within the shell-scheme already provided) or using E1 Productions to custom build one, as long as it adheres to the stand height restrictions of 2.5m or 2m. **Please note, the overall dimensions for customising and building your own shell scheme, should not be bigger than 193cm in depth (side wall/s) and 287cm in width (back wall) to ensure it fits within the shell-scheme structure already provided which cannot be removed/replaced.**

Action points:

- Make sure to book your stand and pay for the shell-scheme at the time of registration.
- Consider branding your shell-scheme at an additional cost.
- Be aware of the stand height restrictions to ensure alignment and fairness with other stands.

SHELL SCHEME DETAILS

Stands 01-24



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Stands 01-24 Dimensions:

Width: 3m

Depth: 2m

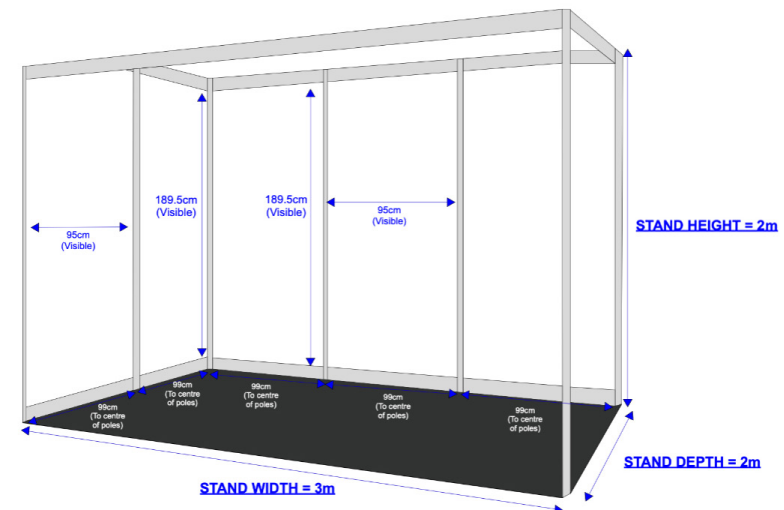
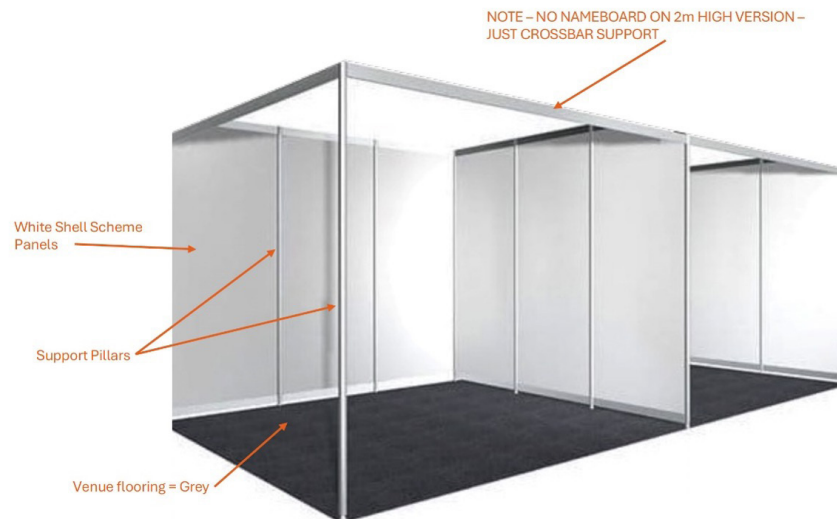
Height: 2m

Please note:

Due to the 2m height restriction under the mezzanine bridge, there is not enough room to place a company name board within the shell scheme unit. If you would like one produced to go on the back wall of your shell scheme (if not having any pre-ordered branding produced) please indicate this via the portal when booking.

What's included:

- 3m x 2m shell scheme stand.
- No attached company nameboard (however it is possible to place one on the back wall of shell scheme if desired).
- 1 x 1kW electrical socket and spotlights.
- 1 x trestle table and 2 x chairs (optional).



SHELL SCHEME DETAILS

Stands 25-78



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Stands 25-78 Dimensions:

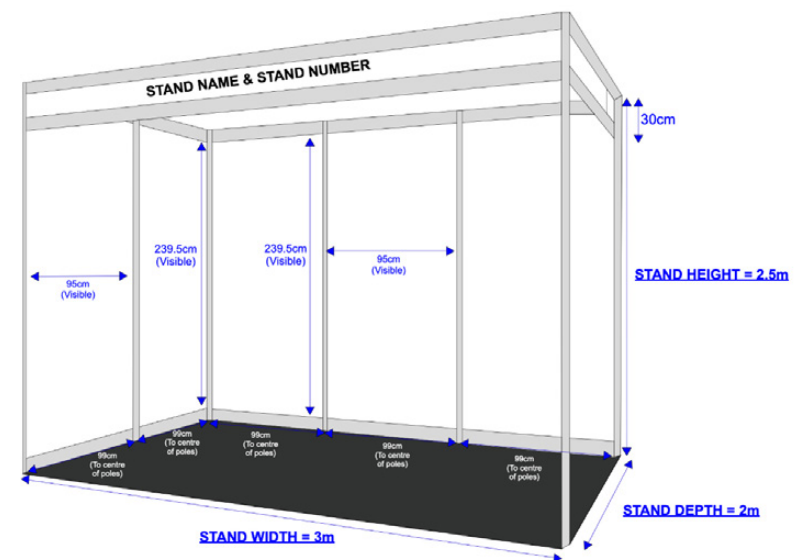
Width: 3m

Depth: 2m

Height: 2.5m

What's included:

- 3m x 2m shell scheme stand.
- Company nameboard (black text/white background).
- 1 x 1kW electrical socket and spotlights.
- 1 x trestle table and 2 x chairs (optional).



SHELL SCHEME Branding Options



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Branding Options: Stands 01-78

INFILL PANEL BRANDED OPTION

(poles will be visible)



SEAMLESS FOAMEX BRANDED OPTION

(poles will not be visible)



Please note:

This is not a necessary requirement. You can bring your own pop-up banners in and display them within the shell scheme, however they cannot exceed the height of the shell scheme.

Please contact E1 Productions if you would like to discuss these options further. Expo@e1-productions.com

SHELL SCHEME Branding Options (cont)



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Order Deadline: 22 August 2025

Prices include delivery, build and removal from your stand:

INFILL PANEL OPTION (Poles will be visible)	Standard Price
1 x Back Wall ONLY (Consisting of 3 x 1m panels)	£555 + VAT
1 x Back Wall + 1 x Side Wall	£925 + VAT
1 x Back Wall + 2 x Side Walls	£1,295 + VAT
SEAMLESS FOAMEX OPTION (Poles will not be visible)	
1 x Back Wall ONLY (Consisting of 1 x 3m panel)	£720 + VAT
1 x Back Wall + 1 x Side Wall	£1,200 + VAT
1 x Back Wall + 2 x Side Walls	£1,620 + VAT

Please note:

It is possible to just have one panel if required. Each panel is £185 + VAT per panel. Please contact E1 Productions to discuss all options via Expo@e1-productions.com.

All branding has a one-off use life, hence it will not be possible to re-use, but is 100% recyclable.

E1 will print and install all the graphics, for both the infill panels and seamless foamex branded shell schemes. Once ordered, via the CBRE event portal, they will contact you with details on how to submit artwork for these graphics.

Furniture Hire for Exhibition Stands



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Stand Furniture Hire: Order Deadline 22 August 2025

Please see list of furniture available to order below - prices include delivery to and removal from your stand:

- **Furniture order form** ([Click here for the online form](#))

Furniture Prices

Item	Price
6' Trestle Table complete with Black Cloth	Included within stand price (optional – please mark on portal if not required)
2 x Conference Chairs	Included within stand price (optional – please mark on portal if not required)
High Poser Table	£49 + VAT
High Stool	£24 + VAT
High Long Table	£180 + VAT
Coffee Table	£47 + VAT
Café Style Chair	£56 + VAT
A4 Literature Rack	£98 + VAT

Please note:

It will still be possible for you to bring in your own furniture using the E1 Production Delivery & Logistics service via the [CBRE Registration Portal](#).

Audio Visual Equipment & Electricals



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Additional AV and Electrics

If you wish to book additional items please click link and complete one of the forms below:

- **Electrical order form** ([Click here for the online form](#))
- **AV order form** ([Click here for the online form](#))

Audio Visual Prices

Item	Early Bird Discount Price	Standard Price
24" Monitor	£180	£198
46" LCD Display & Stand	£389	£427
55" LCD Display & Stand	£495	£545
65" LCD Display & Stand	£595	£655
USB Media Player	£38	£42
Windows Laptop Computer	£160	£175

All costs exclude VAT.

Early Bird Discount Price Deadline: 6th August 2025 – orders received after this date will be charged at Standard Price.

ALL ORDERS DEADLINE: 22nd August 2025

Power Sockets Prices

Item	Early Bird Discount Price	Standard Price
1 kW Socket - 4 Amps	£70	£77
3 kW Socket - 12 Amps	£102	£112
16 Amp Single Phase Cee-Form Socket	£147	£162
32 Amp Single Phase Cee-Form Socket	£241	£266
32 Amp Three Phase Cee-Form Socket	£357	£393

All costs exclude VAT.

Early Bird Discount Price Deadline: 6th August 2025 – orders received after this date will be charged at Standard Price.

ALL ORDERS DEADLINE: 22nd August 2025



Delivery Logistics

All exhibition materials must be delivered to the venue using the CBRE Approved Delivery and Logistics Service, via E1 Productions. This is due to very strict vehicle restrictions at the venue.

Exhibitors can request a quote for this service using the [Delivery Form](#), no later than **6 August 2025**. Requests received after this date will not be accepted. Please note, this will be the **ONLY** way to transport materials to the venue.

Items can be walked in if they can be carried in by hand, but couriers will not be allowed to drop off materials without a pre-booked loading bay slot as the venue is on a double red route with no parking available.

- **Deadline for Requests:** Requests for delivery and logistics services must be made by **6 August 2025**.
- **Delivery to Storage Facility:** Items must be delivered to a storage facility between **10:00 and 16:00** on either **18 or 19 September**.
- **Delivery to Event Venue:** Items will be transported to the event venue on **24 September** and will be placed on your stand. Please note, items not pre-booked or labelled correctly will not be transported.
- **Item Collection:** Exhibitors are responsible for repackaging and labelling their items for transportation back to the storage facility after the event.
- **Collection Deadline:** Items not collected by **29 September** will incur additional daily storage charges.



Event Set-Up and Pack Down

Set-up:

- Exhibitors can access Old Billingsgate from **13:00 to 20:00** on **Wednesday 24 September** to set-up stands.
- Stands must be complete and 'show ready' by **20:00** on **Wednesday 24 September**.

Event times:

- Doors open for exhibitor access at **06:00** on **Thursday 25 September** and the exhibition will close at **16:00**.

Pack down:

- All stands and all exhibition materials must be packed down by **21:00** and all boxes packed and labelled, ready for collection by the appointed CBRE transportation at **21:00**.

Shell scheme:

- Dismantling of mandatory shell scheme on stands on the Main Floor will be carried out by E1 Productions. Exhibitors will need to ensure stands are clear by **21:00**.
- For exhibitors with their own shell scheme, dismantling may not begin until **21:00** once all event attendees have left the building for Health and Safety reasons stipulated by the venue.

Removal:

- All equipment must be broken down and removed from the venue by **06:00** on **Friday 26 September** and a loading bay slot must be pre-booked in advance to collect items.
- Exhibitors must remove all rubbish when leaving the venue. There will be charges for any items left behind.

Risk Assessment & Insurance Documentation



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Risk Assessment and Insurance

If you are building a free-standing exhibition stand, and/or are bringing in any kind of free-standing equipment as part of your stand (for example: coffee machines, display units/racks, furniture, display items, heavy equipment, serving food) you will need to upload a copy of your Public Liability Insurance and a Risk Assessment.

You can upload these onto the [CBRE Registration Portal](#) and this will need to be completed by **15 September 2025**.

Only when all of these stages have been completed and paid for will your booking be complete.

Supplier Partner Event App



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We will continue to improve our Event App for this year, which will be a 'one stop' shop for all key event information and allow you and our CBRE & client attendees to manage their end-to-end event experience.

The Event App functionality will include;

- All key event information – including: the agenda, speaker profiles, stand floor plans, supplier profiles, sponsor information and all food and beverages served throughout the event.
- Regular push notifications throughout the event to update and remind attendees of all event activity happening throughout the day.
- Functionality to gather valuable feedback throughout the day.
- Capability for all CBRE staff and clients to search for exhibitors and view stand location, company information and all contacts.
- Functionality to save favourite suppliers and arrange meetings.
- Storing and sharing of contact information via individual QR code reading on attendee badges.
- Voting options for all attendees to vote for their favourite stand and sustainable give-away.
- All suppliers will receive a downloaded report of all contact information collected (via scanning) throughout the day.

Our ESG Challenge to you as a Supplier Partner



At CBRE, we believe in fostering a culture of innovation that encourages practices contributing to a sustainable future.

Through collaboration with our Supplier Partners, we strive to incorporate environmental, social, and governance principles into our operations and are dedicated to encompassing practices that benefit not just our clients, but also people, communities, and our planet. Our ambition is to ensure carbon neutrality, promote solutions that support the delivery of CBRE and our clients' ESG goals, and also recognise the importance of a diverse and socially impactful supply chain.

Join us as we continue to navigate this journey of positive change and growth, enhancing our collective impact on the world we live in. Here's some of the initiatives we are incorporating into this year's event to support our ESG ambitions.

Carbon Neutrality

We will be working to deliver another carbon neutral event. We are encouraging all suppliers to closely consider the environmental and social impact of their exhibition stand, and any additional materials and equipment they choose to bring.

Last year we worked with one of our Social Enterprise partners to offset 27tCO₂e, as well as planting 200 trees. This accounted for carbon generated on the day, both related to the building and attendees' travel. We will continue to do the same for this year's event.

Diverse Supply Chain

We're transforming our procurement practices to ensure more of our billion-pound budget is used to drive economic growth and impact in under-represented communities in the UK.

We're also using our position in the market to build awareness of the importance and benefits of an inclusive supply chain in the wider B2B environment. A number of our diverse suppliers will be showcasing their businesses at our event this year.

Our ESG Challenge to you as a Supplier Partner (cont)



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Social Enterprise

As a founding member of the Social Enterprise UK's Buy Social Corporate Challenge, we are committed to working with Social Enterprises that invest their profits in environmental and social missions. A number of our Social Enterprise partners are supporting us in delivering this event.

Single-Use Plastic and Paper Reduction

We are encouraging all suppliers to closely consider the environmental and social impact of their exhibition stand, and any additional materials and equipment they choose to bring.

Our ESG challenge to you...

We are asking you all, as Exhibitors, to closely consider the environmental and social impact of your exhibition stand, and any additional materials and equipment you choose to bring with you.

- Please consider sustainable and recyclable materials for your stand and any gifts/hand-outs you bring.
- We would encourage you to go 'paper free' as our event app will act as your 'company profile' and all contact information can be shared electronically via the QR code scanning.
- Consider your travel arrangements for this event.
- Ensure any waste you generate at the event is correctly disposed of, to ensure it can be effectively recycled.

The Venue



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1 Old Billingsgate Walk, London, EC3R 6DX



By Tube & Rail

Nearest tube station: Monument (0.2 miles).

Travel directly to Monument by the District or Circle Lines.

Alternatively use the escalator from Bank

(Northern, Waterloo & City Lines and Docklands Light Railway).

Nearest Railway Stations

Liverpool Street, Cannon Street, London Bridge & Fenchurch Street (all 0.3 miles).

By River

Arrive at Old Billingsgate by boat. Get your River Taxi to Tower Millennium Pier.

Old Billingsgate is a five minute walk away.

There are a number of hotels in the area and the link below will give you best available rates on www.booking.com ([click to view](#))

Our Headline Sponsors for this Year



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DCC ENERGY

Contact



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Should you have any questions please use our Contact Us form on the [*CBRE Registration Portal*](#), or email us at [*supplierpartnerevent@cbre.com*](mailto:supplierpartnerevent@cbre.com)

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