LIBER 2027
COLCHESTER
30 JUNE – 2 JULY

EVENT ESSEX



Here are your

Sponsor and Exhibitor Essentials

A concise guide for planning, delivery and on-site participation.

Welcome

Thank you for Supporting LIBER 2027

Thank you for becoming a sponsor of the LIBER Annual Conference 2027 and helping to make the conference a place where delegates can be inspired, learn and thrive.

Important Dates and Times

Act now	Book travel and accommodation, if required.
Act now	Send adverts for the printed programme (dimensions vary by package)*
31 May	Deadline to register sponsor representatives.
1 June	Final deadline for exhibitor badge names.
16 June	Deadline for goodie bag materials.
23 June	Deadline for exhibition booth materials.
29 June | 12pm – 4pm	Main exhibition build-up period.
30 June | 8:30am – 10am	Final exhibition set-up period.
30 June – 2 July	Conference and exhibition dates.

The Venue

The Ivor Crewe

Ivor Crewe Lecture Hall, University of Essex, Wivenhoe Park, Colchester, Essex.

Venue and travel information will be available through the conference website.

https://liberconference.eu/



*For further details, please contact the LIBER team at liber2027@libereurope.org.

Before you Arrive

Registration, Badges and your Booth

Register your representatives for the Conference and book your accommodation

All sponsors will be informed when registration opens and will receive an email with a link and further instructions. All sponsor delegates and representatives included in your sponsorship package will need to register by **31 May**. Any additional sponsor representatives beyond the number included in your package will also need to register and will be charged an **additional fee.**

During registration, representatives will also be able to book accommodation at negotiated conference rates. Available options and prices will be listed on the LIBER Conference accommodation webpage. Please contact the organising team if you need help choosing a suitable option.

Badges and Booth Allocation

Name Badges

Available from the registration desk on arrival. Wear the badge at all times because the badge confirms permission to engage with conference delegates.

Booth Allocation

The exhibition floor plan appears on the next page. Booths are assigned according to sponsorship level or package and the date the sponsorship order was received. The final layout may change to keep emergency exits and access routes clear, or to improve the exhibition and poster areas.

Set Up and Take Down

Tuesday 29 June, 12pm – 4pm: main set-up window.
Wednesday 30 June, 8:30am – 10am: final set-up window.
Wednesday 30 June, before 10:30am: all booths complete.
Friday 2 July, by 4pm: all stands taken down.

Opening Hours

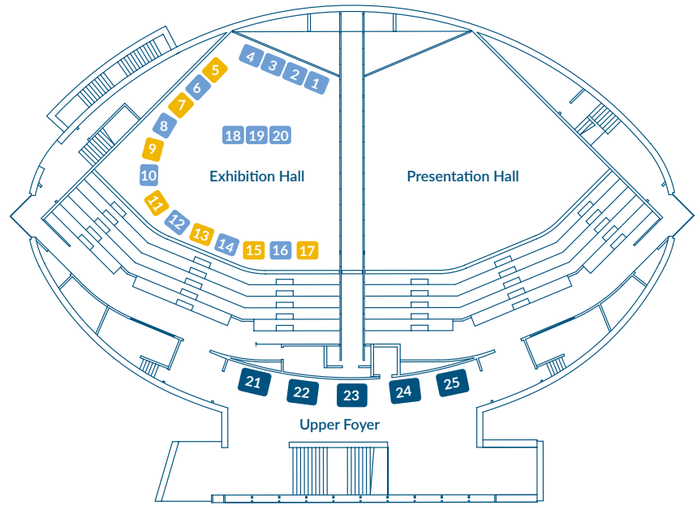
30 June: 10:45am – 6pm. Conference access from 8am.
1 July: 8am – 4pm
2 July: 8am – 2:30pm.

LIBER 2027 sponsor staff will be available to help with issues arising during exhibition hours.

Camulodunum Premium
Up to 3 x 2m
Stalls 21-25

Roman Circus Standard
Up to 2 x 1.5m

Balkerne Gate Standard
Up to 2 x 1.5m







Your Exhibition Space

What is Included?

Plan a practical, staffed and secure presence.

Included in your Sponsorship

Exhibition Area	Camuludonum: up to 3 x 2 m. Roman Circus and Balkerne Gate: up to 2 x 1.5 m.
Furniture	Tables measuring 60 x 80 cm and chairs for the number of representatives included in your package.
Booth Format	Booths are supplied without walls.
Power	Power outlets must be requested and booked in advance.
Internet Access	Use EDUROAM or Essex Guest access. See “Wireless network for visitors”.

UK Power Sockets

UK sockets are Type G. Bring a suitable adapter if equipment uses Type C, E or F plugs.

Hospitality and Programme Access

- Coffee, tea and snacks will be provided during conference breaks.
- Sponsor representatives may attend plenary and parallel sessions, subject to available capacity, with priority given to conference delegates.
- Sponsor representatives may also attend the main conference lunch.
- Sponsor representatives will be able to register for the Conference Dinner on 1 July when registration opens, subject to availability.
- Access to the Conference Reception on Wednesday evening, 30 June, is included.
- Workshops and other limited-capacity activities are reserved for conference delegates, in order to prioritise delegate participation.

Security and Valuables

The host accepts no responsibility for loss, theft, damage or destruction of sponsor materials. Sponsors are responsible for security and supervision of property throughout the conference.

Do not leave valuables unattended. Limited overnight storage for additional valuable equipment may be available by arrangement.

Deliveries & Collections

Materials, Shipping and After the Exhibition

Package clearly, meet the deadlines and arrange the return journey in advance.

Preparing Materials and Goodie Bag Items

Send exhibition materials well in advance. Mark each parcel “LIBER 2027 Exhibition” and include the sponsor name visibly on the parcel.

Goodie Bag Items

- Camulodunum: up to three items.
- Roman Circus: up to two items.
- Balkerne Gate: up to one item.
- Other packages; no goodie bag allowance is stated in this guide. Consider sustainability. Send goodie bag items separately from exhibition materials and mark the parcel “LIBER 2027 Goodie Bag” and include the sponsor name visibly on the parcel.

Delivery Dates and Addresses

14 June	Earliest date materials can be received.
16 June	Deadline for goodie bag materials.
23 June	Deadline for exhibition materials and all other conference parcels.

Shipping Address

Event Essex, University of Essex, Wivenhoe Park, Colchester, Essex, CO4 3SQ, United Kingdom (UK)

Central Stores can accept parcels Monday-Friday, 9am - 4pm. The shipping company may contact Event Essex staff on +44 (0)1206 872358. Sponsor staff will move received parcels to the exhibition area ready for set-up. Sponsors and exhibitors remain responsible for arranging delivery and collection.

After the Exhibition

Collection Arrangements

Arrange collection directly with the shipping company. Stands must be taken down by 4pm on Friday, 2 July. Uncollected parcels must be securely packaged and ready for collection. Sponsor staff will move them to Central Stores for collection between 5 and 7 July.

Customs and Documentation

Sponsors are responsible for correct documentation and parcel markings, including customs declarations and VAT or other charges claimed by UK authorities.

Insurance

Exhibitors must have adequate insurance for goods in transit, on site, in storage and in transit to any onward destination.

Storage

There are no storage facilities in the exhibition area. Remove boxes and packing materials after set-up. Arrange off-site storage directly with a freight agent. Limited overnight storage for valuable equipment may be available by prior arrangement.

Trolley and Forklift Hire

Trolleys and forklifts are not available for exhibitor use. Contact the organising team in advance if assistance is required.

Exhibition Conduct

Publicity, Payment and Stand Rules

We want to create a safe, welcoming and enjoyable exhibition for everyone. Please follow the guidance below and contact the organising team if you would like to discuss any additional requirements.

Promoting Your Organisation

Sponsors are welcome to display and distribute promotional materials from within their allocated exhibition space. To keep shared areas clear and accessible, posters, leaflets and other materials should not be placed elsewhere around the venue unless agreed in advance. Promotional activity should relate to the organisation and services included within the confirmed sponsorship agreement.

Food and Drink

Any plans to provide, prepare or distribute food and drink must be agreed with the local host in advance. This helps the venue manage catering arrangements, allergens, licensing and safety requirements.

Resolving Concerns

Any concerns will be handled in accordance with the terms and conditions applicable to sponsorship purchases made through the webshop.

Your Exhibition Space

Please keep displays, furniture and equipment within the boundaries of your allocated space. Items must not be attached to walls, columns, partitions or venue fixtures. Any equipment, furnishings or display materials not included within your sponsorship package must be approved by the local host before the event. Additional items will be provided at the sponsor's expense, and the local host may decline anything that is unsuitable for the venue or has not been agreed in advance. Sound systems, live performances and amplified audio must also receive prior approval.

Payment and Cancellation

Sponsorship fees must be paid by the deadline stated on the invoice. Access to the conference and exhibition space may be dependent on full payment being received. Any cancellation must be submitted in writing. Applicable cancellation charges and refund arrangements will be set out in the sponsorship agreement or booking terms.

We Look Forward to Helping You



Thank you for helping create an engaging and welcoming exhibition for the LIBER community. If you have questions, additional equipment requests or ideas for your presence at the conference, please contact the organising team. We will be happy to help you make the most of the opportunity.

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University of Essex

EVENT ESSEX

Hosted by Event Essex at The University of Essex

For questions about sponsorship, the exhibition or your stay, please email eventessex@essex.ac.uk. For further conference information, visit the LIBER 2027 website.