

ISPE UK Affiliate Annual Event 2025



ISPE®

United Kingdom
Affiliate

Thursday 13th November 2025



**EXHIBITOR &
SPONSORSHIP
MANUAL**

Etihad Stadium, Etihad Stadium, Etihad
Campus, Manchester, M11 3FF

ISPE UK Affiliate

Annual Event 2025



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MEET THE TEAM!



Georgee Hancock
Events Manager

Managing:
Awards Dinner Tickets
Conference Tickets
Exhibition
Sponsorship
Stadium Tours



Terrie Austin
Events Coordinator

Managing:
AV
Charity
Venue



Rebecca Hope
Events Coordinator

Managing:
Accommodation
After Dinner Entertainment
Shuttle Buses
Speakers

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ABOUT

ISPE'S ANNUAL CONFERENCE AND AWARDS DINNER

The Annual Conference is open to anyone specialising in pharmaceutical engineering or working in the pharmaceutical industry.

This year's event is being held at the Etihad Stadium, Manchester on Thursday 13th November 2025. The event will follow the established format of a full day of lectures, running alongside a bustling exhibition during the day; followed by the ISPE Annual Awards Dinner in the evening.

ISPE.ORG

This year's conference will focus on '**Transitioning UK Pharma Operation to Confront Global Industry Challenges**'.

The UK continues to compete and lead in today's global pharmaceutical market despite the challenges and pressures of global competition. The ISPE is proud to continually serve the industry by providing guidance and shared best practice to enable companies to prepare for the future of the pharmaceutical market and ultimately help people live better lives. 2025 sees the market subjected to a number of global challenges. This means that manufacturers and suppliers need to be innovative and bold to navigate the complexities of the pharmaceutical landscape of tomorrow.



Website: www.cfsevents.co.uk

Wel: +44 (0) 1438 751 519

Address: CFS Events Ltd, Mindenhall Court, 17 High Street, Stevenage,
Hertfordshire, SG1 3UN

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Dear Colleague,

Thank you for sponsoring the ISPE event. This year's meeting will be held at the **Etihad Stadium, Manchester**, we're very excited to see you there!

I have added some important information below for you which should hopefully answer all your questions about the event, however, if there is anything else you would like to know please don't hesitate to contact **George Hancock** at **georgee@cfsevents.co.uk** or by calling +44 (0) 1438 751 519. Final delegate lists will be sent to you prior to the meeting alongside all final information.

Registration

Exhibitor registration will take place from 07:45 on Thursday 13th November 2025 and delegate registration will open from 08:00. The events team will be on site from 19:30 Wednesday 12th November and from 07:15 on Thursday 13th November.

Programme

Please [follow this link](#) to view the most up to date information on the programme.

Representative Details

You will be emailed a link to fill out all the exhibition representative details if you have not entered them on registration. This will be to provide the name, email address and any dietary requirements. The deadline for this information is Friday 24th October 2025.

Please note - Platinum Sponsors of the event are permitted to bring matrix stands to the exhibition. All other exhibitors must ensure that their stand remains within the 2m x 1.5m space. Only table top stands and pull up banners permitted.

Exhibition Stand Tickets

Please note your exhibition stand includes 1 x exhibition only ticket and 1 x exhibition and conference ticket unless you have otherwise stated you will be using the tickets for the exhibition area only. The exhibition stand does not include any awards dinner or accommodation. Please contact georgee@cfsevents.co.uk if you would like to add any tickets on.

Getting There

Please [follow this link](#) for any information on getting to the Etihad Stadium, Manchester.

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DEADLINE INFORMATION

Advertising board artwork - Thursday 30th October 2025

Drinks, Photography, Platinum Sponsorship Packages - 20s MOV video file of choice

Gold Sponsorship Package - 10s MOV video file of choice

Silver Sponsorship Package - Logo if you have not done so already

The above artwork will be displayed on a rotation loop on the stadium's jumbo screens and LED ribbons throughout the day conference and annual awards dinner

All names, dietaries and email for attendees - Friday 24th October 2025

Delegate pack insert - Tuesday 4th November 2025

If you have purchased a delegate pack insert, please send your items to the CFS Events office using the address below.

Please **do not** send items to the CFS office if you have not purchased a delegate pack insert as they will not be included. Please send parcels to arrive between Monday - Friday 09:00 - 16:00.

[Your company name - ISPE 2025]

CFS Events Ltd, Mindenhall Court, 17 High Street, Stevenage, Herts, SG1 3UN

PowerPoint Slides - Thursday 30th October 2025

Drinks, Photography, Platinum Sponsorship Packages: 3 slides

Gold Sponsorship Package: 2 slides

Silver Sponsorship Package: 1 slide

Bronze Sponsorship Package: Logo inclusion only

Please send the powerpoint slides in the standard size 16:9 to include in the ISPE sponsor's video loop, during the Awards Dinner (PowerPoint slides including information of your choice). Please note they are on a 10s loop per slide, so will need to be played automatically and will not have sound.



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IMPORTANT INFORMATION

Stand space

On arrival you will be shown to your allocated exhibition space. Please do not set up outside your designated space as this may contravene fire safety regulations and you will be asked to move your exhibition. Your exhibition stand space is 2m x 1.5m and you must remain within this space.

Set up time

Early access to the Legends room is between 19:30 - 21:00 on Wednesday 12th November, to set up their stand. Alternatively, access is available between 07:15 - 08:00 on Thursday 13th November before the delegates arrive.

Exhibitors setting up on Wednesday 12th November **must leave the building by 21:00**. Please email georgee@cfsevents.co.uk your estimated arrival time for either **Wednesday 12th or Thursday 13th November**.

Breakdown time

All equipment must be removed from the Legends Room by **16:00 on Thursday 13th November**. Boxed items (properly packaged and labelled) can be stored overnight at the venue's security lodge. Larger items may incur a room hire charge if storage space is needed until the next day.

Storage

Goods should be stored on your stand and any empty cardboard boxes should be taken away with you and stored under your table top stand. It is the exhibitor's responsibility to ensure their stand area is kept clean, safe and tidy at all times.

Stand accessories and services

The below services are included in the exhibition fee:

6ft x 2ft exhibition table with a table cloth, can withhold up to 80KG (evenly spread)

2 Chairs for each live representative

Wi-fi

Power socket



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EQUIPMENT DELIVERY AND COLLECTION

All large deliveries must arrive on **Wednesday 12th November, not before** and be collected by **16:00, Thursday 13th November**.

Please send deliveries to the address below.

Please DO NOT send any exhibition/medical equipment to the CFS Events Ltd office.

12th & 13th November ISPE Annual Conference - Legends Lounge

"Company Name"

Manchester City Football Club

Etihad Stadium

Etihad Campus Manchester

M11 3FF

All deliveries and collections need to be pre booked before sending packages to the venue.

Please [fill out the form here](#) that will need to be completed for all deliveries.

The service lift dimensions are:

1.3m door width

2m internal depth

2.1m internal height

Weight Capacity: 2000 kg

*The doors into the exhibition area measure **206cm height & 172cm width***



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OFFLOADING & PARKING PROCEDURES

Drop off vehicle access is at M1.1 gate, please [view the grounds map here](#). We would ask all vehicles to be clear before delegates start arriving at approx 7:50.

Parking: Yellow car park, Gate 11 and is complimentary. This is where all exhibitors and delegates can park if they do not need to unload heavy equipment.

Please email Georgee at georgee@cfsevents.co.uk when you are planning on setting up.
If you need any assistance please call Georgee Holmes on +44 (0) 7590 819 316



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ELECTRICAL EQUIPMENT

- Any equipment brought onsite must be PAT tested and an up-to-date certificate must be provided
- All equipment will be checked by a safety officer prior to the exhibition opening
- All cables must be secured safely to avoid trip hazard
- Please find the health and safety requirements and procedures for exhibitors [document here](#).

This is a table top exhibition only and you should not exceed your stand space unless you are a platinum sponsor and have a matrix stand.

EXHIBITION HALL

The exhibition will take place in the Legends room. The room will be referred to as the Exhibition Hall on signage and in publications. Each exhibition stand will have access to a power supply. Please bring your own extension lead/s. Daisy chaining of extension leads is not permitted.

Only free-standing, pop-up stands will be permitted.

Exhibitors will not be able to build walls in the exhibition area.

Dimension of the exhibition: length: approx. 65 metres and width: approx. 11 metres, (897m²)

Venue WIFI: Open connection - MANCITY

Catering will be served within the Exhibition Hall (Legends room) and exhibitors will be served lunch 30 minutes before delegates.



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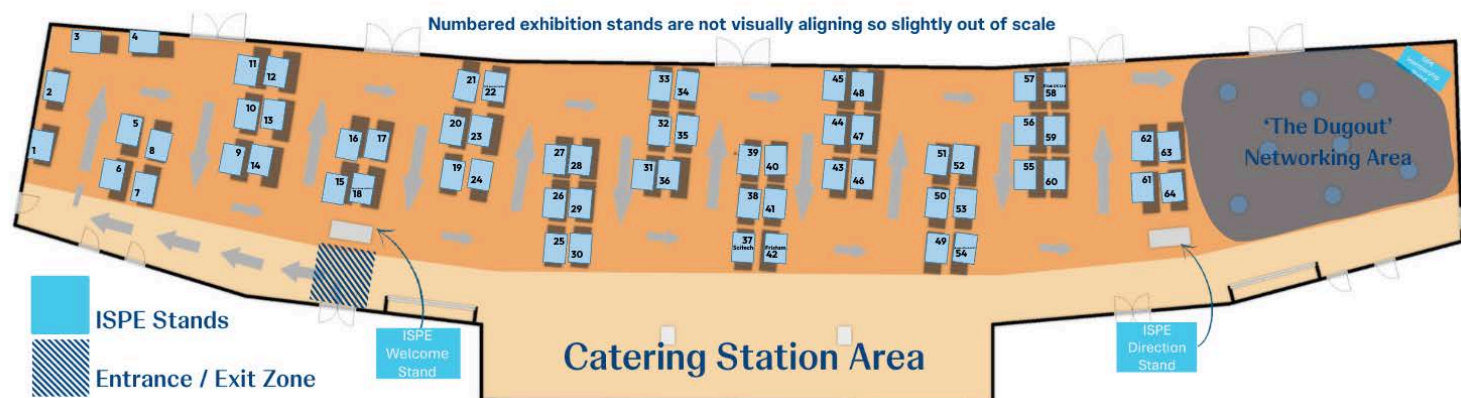


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EXHIBITION HALL FLOOR PLAN

View the live [floorplan](#) here



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ETIHAD STADIUM TRAVEL AND TRANSPORT



The Legends Room
(Exhibition, Catering)



93:20
(Main Conference Room)

ACCOMMODATION

Please note, accommodation is not included in the exhibition or sponsorship package and needs to be booked separately. Please [follow this link](#) to view information on accommodation.

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AWARDS DINNER

LEGENDS ROOM

ETIHAD STADIUM, ETIHAD STADIUM, ETIHAD CAMPUS,
MANCHESTER, M11 3FF

Join us for an evening of great food and great company at the Awards dinner on Thursday 13th November 2025. This event runs alongside the Annual Conference. The dinner is an excellent opportunity to network and socialise with colleagues in an informal setting.

Price: (Early bird ends Friday 30th May 2025)

£135 per head / £1,350 - table of 10 / £1,620 - table of 12

Price: (Late bird starts Saturday 31st May 2025)

£150 per head / £1,500 - table of 10 / £1,800 - table of 12

All costs above include:

- 3 course dinner
- 1/2 bottle of wine per person
- Inclusive of VAT



**THURSDAY 13TH
NOVEMBER 2025**

Pre dinner drinks: 18:15

Dinner: 19:15 - 01:00

REGISTER BY [FOLLOWING THIS LINK HERE.](#)



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CFS EVENTS - TERMS AND CONDITIONS

Please see the terms and conditions by [following this link](#).

Exhibition and Sponsorship Payments

Cancellations are non-refundable. All cancellations must be made to refunds@cfsevents.co.uk. All invoices must be paid within 28 days of the invoice being issued, or prior to the meeting, whichever comes first.

CFS Events Ltd requires all Exhibitors / Sponsors to pay in full, prior to the meeting.

If there is any more information you need, please don't hesitate to contact George Hancock at CFS Events either by email george@cfsevents.co.uk or by calling on +44 (0)1438 751 519.



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Look Forward
to seeing you on
Thursday 13th
November 2025



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