



**3 - 4 June 2026**

**Manchester Metropolitan University  
Business School**

**Sponsor & Exhibitor  
Useful Information Pack**

[www.casesconference.co.uk](http://www.casesconference.co.uk)

# Welcome



**CASES, the Chartered Association of Sport and Exercise Sciences, is the professional body for sport and exercise sciences in the UK. It was granted a Royal Charter in 2024.**

Our mission is to deliver excellence in sport and exercise sciences. CASES promotes research, supports evidence-based practice, and upholds high professional standards across a 2,500+ strong membership.

We host a world-class biennial conference featuring leading international speakers and high-quality facilities, attracting around 400 delegates from diverse disciplines including academia, practice, research, and consultancy.

In June 2026, the reimagined CASES Conference will unite the Annual and Student Conferences, celebrating the application of evidence-based science in practice.

**Manchester Metropolitan University** - with over 44,000 students, we are one of the UK's largest universities, located in central Manchester. We offer state-of-the-art facilities, innovative teaching, strong research, and award-winning degree apprenticeships.

CASES 2026 will be held in our flagship Business School building, home to the Faculty of Business and Law and a central student hub.



# Travel and Additional Industry Activities

## **Manchester Metropolitan University**

With over 44,000 students, MMU is one of the UK's largest universities, located in central Manchester. We offer state-of-the-art facilities, innovative teaching, strong research, and award-winning degree apprenticeships.



Manchester International Airport to Manchester Metropolitan University by train is around 30 minutes  
Manchester International Airport to Manchester Metropolitan University by taxi is around 20 minutes



We encourage the use of public transport, walking, or cycling where possible.  
Visitor parking is unavailable for Sponsors and Exhibitors. Please see [page 7](#) for details.



Piccadilly Station connects to local, regional, and national rail services, including the West Coast Mainline. From the station, it's a 15–20 minute walk to campus, or take the 147 bus to Oxford Road (every 10–15 minutes). All Saints is a 5–10 minute walk from St Peter's Square tram stop. Birley is about a 10-minute walk from Deansgate-Castlefield. Plan your journey via Metrolink.



Manchester Metropolitan University  
Business School, Oxford Road  
Manchester, M15 6BH

## **Additional Industry Activities**

We appreciate that many of you plan extra activities with the CASES delegates around the Conference. We encourage this engagement but would appreciate it if this could take place on Thursday evening and/or Friday morning for delegates to extend their stay. Alternatively, the Wednesday evening is also a free night for some delegates, with the exception of those attending the Social Event.

## **Friday 22 May 2026**

1. Register Stand Representatives ([page 10](#))
2. 45-minute Lunchtime Symposia details (only applicable to Platinum Sponsors):
  - Title of the symposia, along with a brief overview of the content
  - Speaker name and title. Please note: the intended speaker/s will need a registration for the Conference
  - PowerPoint Presentations
3. A4 Full Page Digital Portrait Advert (only applicable to Platinum & Gold Sponsors)
  - 31cm x 23cm with no visual bleed, saved as pdf, jpg, or png
4. Conference App scrolling banner advert (only applicable to Platinum & Gold Sponsors)
  - 288 (H) x 1440 (W) pixels saved as jpg or png
5. Conference App alert to all delegates, on the day of your symposia - please let us know what you would like to say! We advise a word limit of around 30 words for the Conference App Alert. Only applicable to the Platinum Sponsor.



## **Tuesday 2 June 2026 - Build day**

11:30 - 13:00 (Exhibitor access for setup)

## **Wednesday 3 June 2026 - Day one**

08:30 (Delegate registration and exhibition opens)

15:30 (Exhibition closes)

## **Thursday 4 June 2026 - Day two/breakdown**

08:30 (Delegate registration and exhibition opens)

15:25 (Exhibition closes / Exhibitor breakdown begins)

**Please keep noise levels to a minimum during breakdown, as sessions will still be in progress**

## **Self-unloading**

Please note that portage services will not be available on site. Exhibitors are therefore advised to bring appropriate equipment, such as trolleys, to facilitate the efficient and safe movement of items from vehicles to their stand.

## **Satellite Sessions - Tuesday 2 June 2026**

CASES are running Satellite Sessions on Tuesday 2 June 2026, commencing at 13:00. To prevent disruption, we kindly request that all Sponsors and Exhibitors are set up prior to the start time.

If this is not possible, we may be able to make an exception; however, any setup activity, while sessions are live, must be conducted with minimal noise and with due care, to avoid creating mess or obstruction. This is necessary to ensure compliance with health and safety regulations and to maintain a professional environment for all attendees.

**Please confirm your arrival date/time by return email.**

# Loading Bay & Access

## Where to go

All Exhibitors must make their way to the Business School loading bay via Lower Chatham Street. Please approach the barrier and advise that you are making a delivery to the Business School.

**Please note that construction work is currently taking place in the area.** All Exhibitors are required to access the venue by proceeding through the construction barrier. We appreciate your cooperation and understanding while these works are ongoing.

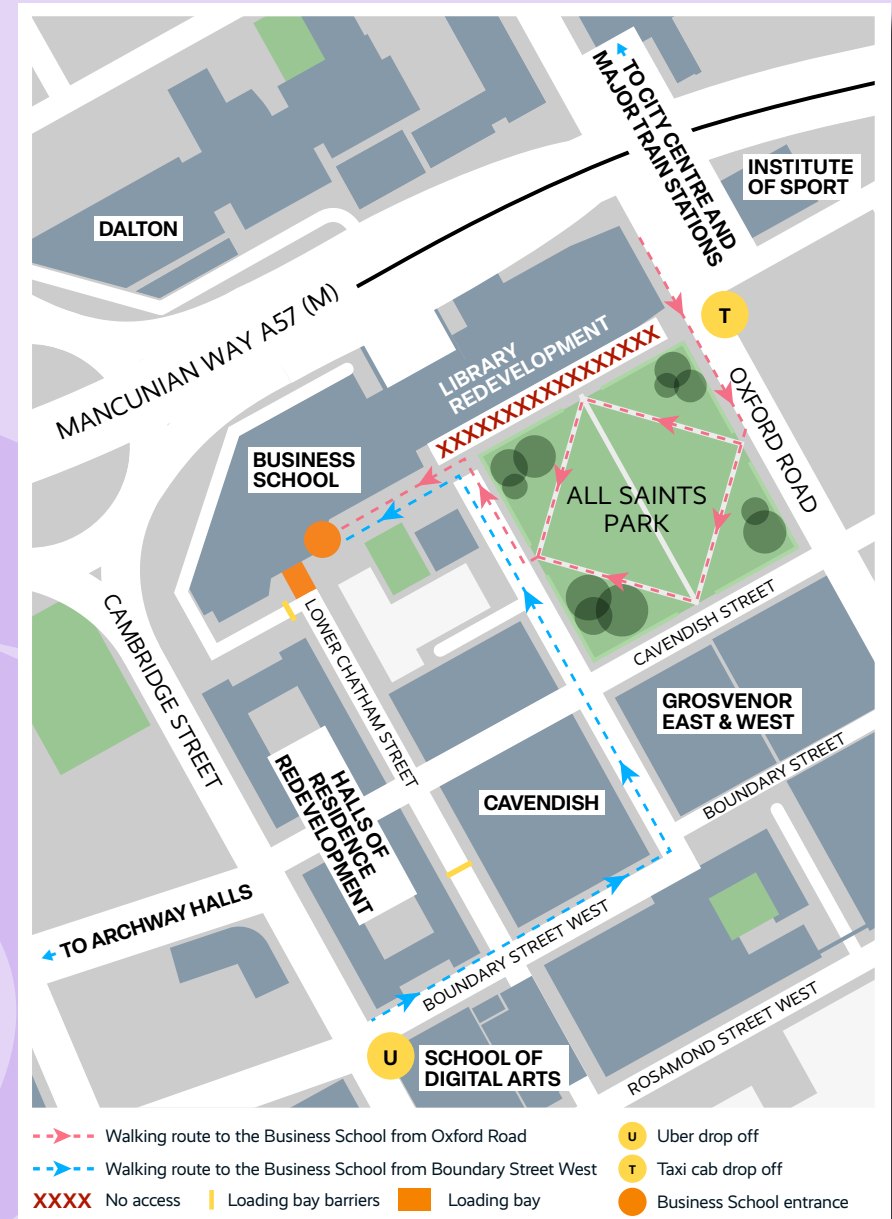
## Unloading process

Exhibitors will have a 30-minute time slot for unloading at the Business School loading bay. To ensure a smooth and process for all Exhibitors, we ask that vehicles are unloaded promptly within this timeframe. Once unloading is complete, Exhibitors must move their vehicle from the loading bay to allow access for other exhibitors to arrive and unload.

## Pedestrian access

Pedestrian access to the Business School will now be via All Saints Park or Boundary Street West. This small change actually offers a much more enjoyable route: All Saints Park has recently been pedestrianised and beautifully landscaped, creating a safer and greener environment for everyone.

Taxi visitors: The easiest drop-off point is Boundary St West, M15 6LS for Ubers, and All Saints Park for cabs (as they're allowed on Oxford Road during the day).



# Exhibitor Parking

## **NCP Manchester Chester Street**

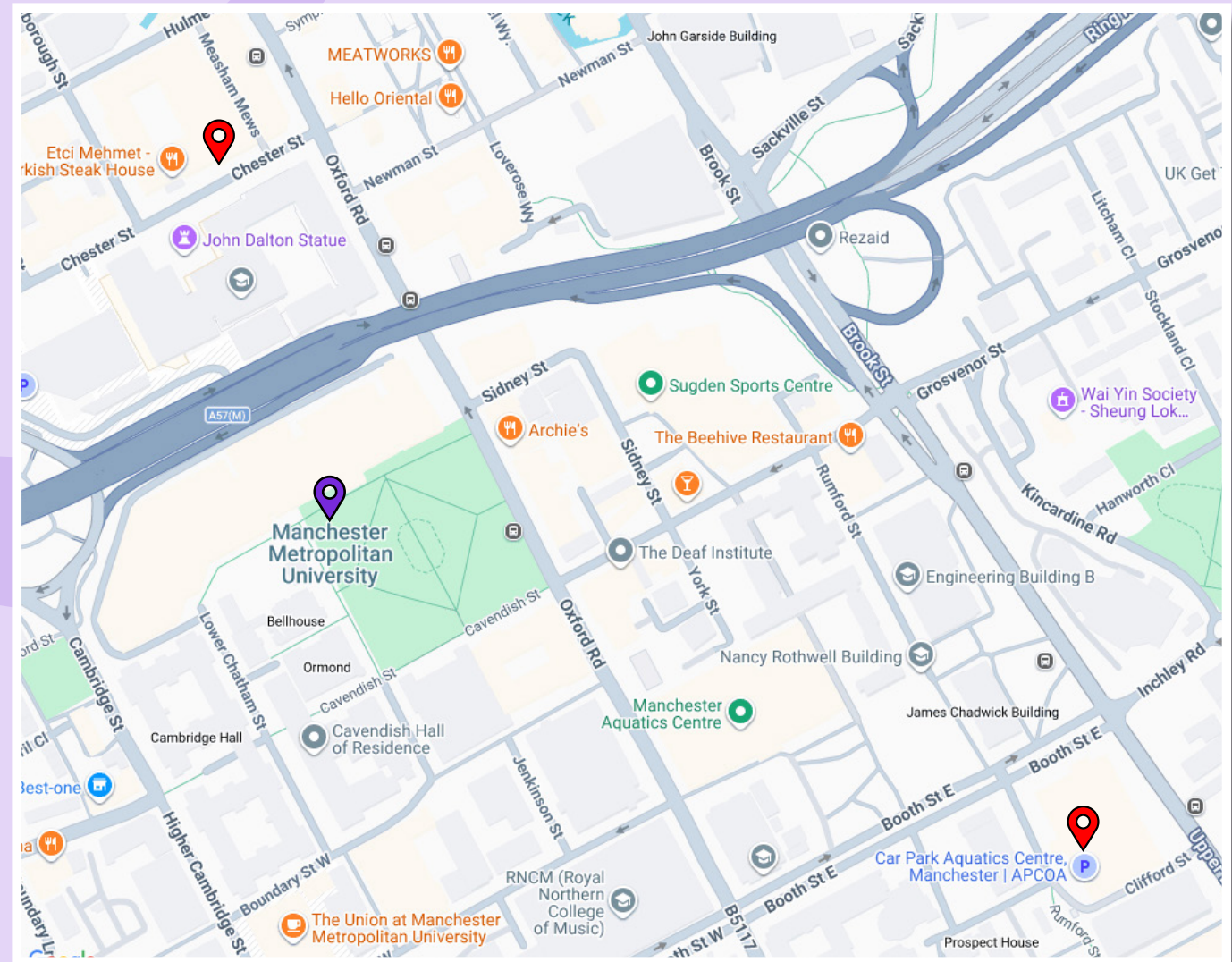
Exhibitor parking is available at the nearby NCP Manchester Chester Street, which is the closest NCP to Manchester Metropolitan University and is approximately a 5-minute drive from the Business School.

Please note that no discount codes are available for this car park, and standard parking charges will apply; full details can be found [here](#).

## **APCOA Aquatics Centre**

Exhibitors may also choose to park at the nearby APCOA Aquatics Centre Car Park, which is the closest alternative parking facility to Manchester Metropolitan University and is approximately a 4-minute drive from the Business School.

Please note that no discount codes are available for this car park, and standard parking charges will apply; full details can be found [here](#).



## **Exhibitor Deliveries**

For any deliveries, whether this be deliveries by courier or exhibitors during the event, must be delivered to the venue no earlier than Monday 1 June 2026. Deliveries arriving before this date will not be accepted. Please ensure that all items are clearly labelled ([page 9](#)). If there are multiple items on the delivery, please label them 1 of 3, 2 of 3 etc.

Please note that portage services will not be available on site. Exhibitors are therefore advised to bring appropriate equipment, such as trolleys, to facilitate the efficient and safe movement of items from vehicles to their stand.

## **Storage**

Due to limited on-site storage, all goods must be kept within your stand area. Any empty cardboard boxes should be disposed of using the venue's recycling facilities. Exhibitors are responsible for ensuring their stand remains clean, safe, and tidy at all times.

## **Breakdown (Thursday 4 June 2026) - Items to be collected by courier**

All goods must be removed from the venue no later than Friday 5 June 2026. Items cannot be left on-site for collection after this period. Please ensure that items are clearly labelled for your respected courier.

Please ensure that you take any waste with you, as there are limited recycling services available onsite. If you have any queries regarding this, please ask a member of the event team.

Any remaining items will be disposed of by Manchester Metropolitan University.

Please ensure that all items are clearly labelled using the details below. If you are having anything delivered directly to the venue, they must be addressed as follows:

FAO: Gemma Hill / Saffie Buckley  
COMPANY NAME & STAND NUMBER  
CASES26, 3 - 4 June 2026  
Manchester Metropolitan University  
Business School  
Oxford Road  
Manchester  
M15 6BH  
United Kingdom

All exhibitors must observe the delivery times and ensure deliveries arrive no earlier than Monday 1 June 2026. Exhibitors will need to be onsite to receive the deliveries and take them to their stands.

Any deliveries that arrive before this date may be refused as storage space is limited.

Manchester Metropolitan University, CASES or KC Jones conference&events cannot be held responsible for any deliveries which are not addressed correctly. If shipping from outside the UK, we recommend that you ship via a Customs Agent, as the venue cannot get involved in any customs issues.

Please note that during the event, under normal circumstances, no goods may be delivered to or removed from stands during the open hours of the exhibition. If this is necessary, permission must be sought from KC Jones conference&events.



## **Complimentary Registrations**

Please submit your complimentary attendee names via the [Exhibition Portal](#) by Friday 22 May 2026. Simply login and click the 'Existing Bookings' tab at the top of the page and you will see the registrations listed 'Complimentary Registration 1, 2, 3' etc.

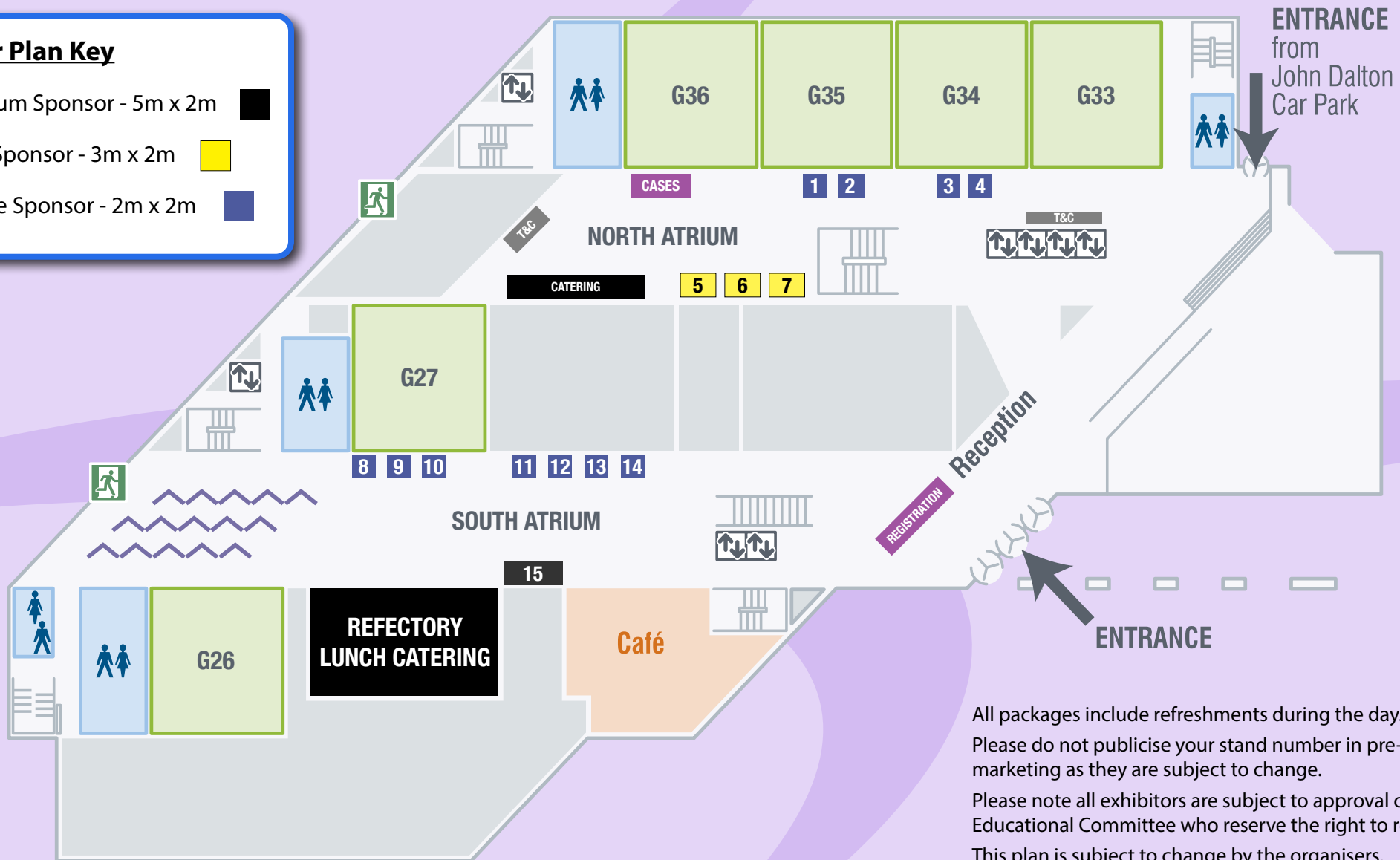
- Platinum Sponsors (x2 passes)
- Gold Sponsors (x2 passes)
- Exhibitor (x2 passes)



# Exhibition Space

**Floor Plan Key**

- Platinum Sponsor - 5m x 2m
- Gold Sponsor - 3m x 2m
- Bronze Sponsor - 2m x 2m



All packages include refreshments during the day.  
 Please do not publicise your stand number in pre-event marketing as they are subject to change.  
 Please note all exhibitors are subject to approval of the CASES Educational Committee who reserve the right to refuse.  
 This plan is subject to change by the organisers.



## **Stand Electricity**

Standard electricity supply will be provided for all Sponsors and Exhibitors. However, we recommend that you bring your own extension cables, as the venue cannot guarantee availability on-site. If you plan to use any large electrical equipment, this must be appropriately PAT tested and compliant with current safety regulations.

## **Stand Space & Furniture**

All Exhibition Stands are space-only. We will not be utilising any shell scheme. All Exhibition Stands will be provided with a trestle table and chairs.

## **Stand Build Regulations**

If you have purchased the Platinum Sponsorship Package, your stand must not exceed a height of 4m. If you have booked any other stand type, walls or decorations cannot exceed a height of 2.8m. Walls must not overshadow or interfere with neighbouring stands without written prior approval from the organiser.

The stand (including promotional materials and branding) must not extend beyond its specified floor dimensions in either area or materials.

If you are employing a contractor to build your stand, it is essential that your contractor is fully aware of their responsibilities and that all work must comply with the rules and regulations.

Additionally, no fixtures, fittings, or structures may be screwed, nailed, or otherwise fixed directly into the venue floor or any part of the building. All stand construction must be freestanding and comply with venue regulations.

## **Construction Design and Management Regulations**

As of April 2015, all events in the UK are now subject to legislation: The Construction Design and Management Regulations 2015. This will involve all exhibitors, or their appointed contractors, submitting a Construction Phase Plan, that includes the Risk Assessment and Method Statement that they have previously required for stand construction. Further details can be found here: [www.cdm4events.org.uk](http://www.cdm4events.org.uk) / The Brighton Centre is a member of AEV and works to all the exhibition and stand construction guidelines as outlined in the AEV guide [here](#).

## **Attendance at the Conference**

Exhibitor passes are only available for confirmed registrations as agreed in your package, we will be in touch in due course to obtain these details, if these haven't been supplied at the time of booking. Should you wish to substitute any exhibitors, please contact us.

## **Cleaning and Waste Disposal**

Exhibitors are responsible for keeping stands tidy and for ensuring that waste is deposited in accordance with the rules on waste disposal. For health & safety reasons it is important that all exhibitors and contractors keep aisles and walkways clear of rubbish at all times. Any items left in the aisles are subject to being cleared away, regardless of whether they are waste or not.

Cleaning of public aisles and common areas will take place the evening before show open and regular patrols throughout the event. Where possible, stands will also have light vacuuming.

## **Emergency Exits, Routes and Assistance**

Evacuation routes/emergency exits must not be blocked at any time. Under no circumstances is this acceptable. No displays, posters or similar materials which might interfere with sight lines or fall down in the event of fire may be hung in evacuation routes or their vicinity.

Fire stations must be visible and accessible at all times. They must not be covered or blocked. Fire stations can be fire hoses, fire extinguishers or fire alarm points.

## **Fire Alarm & Evacuation Procedure**

The Fire Alarm is tested at 10am every Friday. The alarm will sound for 30 seconds and then turn off. If you hear the alarm sound continuously for a period longer than a minute at any other time, please follow the evacuation information below.

1. Leave the building by the nearest available exit. **Do not use the lifts**
2. Proceed to your assembly point: North Atrium is John Dalton Car Park and the Fire Assembly Point for the South Atrium is Cambridge Halls Courtyard
3. Do not re-enter the building until officially informed that it is safe to do so
4. Ensure you have a copy of the attendee list with you so you can account for delegates. Alert a Fire Marshall if any delegates are unaccounted for

Keep well away from the building itself, and keep service roads clear for emergency vehicles. If the circumstances are such that the assembly point becomes hazardous, further dispersal may be ordered by the GMC Fire Officer in charge.

## **Fire Prevention**

Temporary furnishings and decorations must be in non-flammable materials, or fireproofed in line with the relevant regulations. Flammable gases/liquids/objects may not be used or stored indoors without relevant documentation and approval from the KC Jones conference&events. Use of fire or naked lights (including candles) is strictly prohibited

## **First Aid**

Any person requiring first aid treatment should contact the onsite Event Team.

## **Expected numbers**

We are currently expecting around 400 delegates at the conference.

## **Health and Safety**

The exhibition area(s) is classed as a building site during build up and break down. During this time, all exhibitors and their contractors must comply with rules regarding PPE, particularly with respect to the wearing of high visibility vests at all times. At no time will children under the age of 16 be permitted in the halls during build up and breakdown.

For safety and security reasons and to assist access for other exhibitors please ensure gangways are clear of stand materials as far as possible during set-up and break down, and the duration of the exhibition.

## **Insurance**

Exhibitors must ensure all necessary insurance cover for damage to their own goods and for possible liability in respect of injury to third parties or damage to third-party property, including the property of the venue. Public liability insurance is also required to the minimum value of £5 million.

## **Presentations on Stands**

Exhibitors must ensure that neighbouring stands are not obstructed or disturbed by the use of audio and audio visual equipment, working machinery or other presentations.

## **Public Address System**

The public address system is for official announcements only and is not available to exhibitors for publicity purposes or individual messages.

## **Playing Music on Stands**

If you intend to play recorded background music on your stand during the course of the exhibition, you are required by law to obtain music licenses.

Phonographic Performance Ltd (PPL) administers licensing of sound recording for most recorded music played within the UK. It issues a license and levies a tariff on the broadcast and public performance (which includes exhibition stands) on behalf of the record companies.

Performing Rights Society (PRS) administers licensing of sound recording and performances for most music played in the UK. It issues a license and levies a tariff on the broadcast and performance (which includes exhibition stands) on behalf of the writers and publishers of music.

Exhibitors are solely responsible for obtaining any license required to play music on their stand. These can be obtained by contacting PPL and PRS direct.

It is recommended that licenses are applied for a minimum of 28 days prior to the event open date.

PPL: Applications can be made online via the PPL website: [www.ppluk.com](http://www.ppluk.com)

PRS: Applications can be made via the telephone: 0800 068 4828. Further information can be found via the PRS website: [www.prsformusic.com](http://www.prsformusic.com)

## **Programme of Events**

Please visit the [event website](#) to view the full programme

## **Security**

Security will be onsite during the event, however, Manchester Metropolitan University, CASES or KC Jones conference&events accept no responsibility for any loss or damage to personal belongings or equipment and advise that exhibitors and their contractors are adequately covered.

## **Smoking**

Smoking within Manchester Metropolitan University is strictly prohibited and must take place in the designated outdoor areas. Cigarette end bins are available at all designated smoking areas and must be used.

The use of e-cigarettes/vaping devices is strictly prohibited indoors.

## **Storage**

Due to limited on-site storage, all goods must be kept within your stand area. Any empty cardboard boxes should be disposed of using the venue's recycling facilities. Exhibitors are responsible for ensuring their stand remains clean, safe, and tidy at all times. Please always keep any valuables on your person.

Manchester Metropolitan University, CASES or KC Jones assumes no responsibility for loss of objects, nor for any damage.

## **Vehicle Parking**

Please see [page 7](#) for full details.

## **Wi-Fi**

Free Wi-Fi is available throughout the venue. You can log onto the Wi-Fi via the '\_BTWi-fi\_ManMet' network and click 'Get online' on your browser.

## **Liability notice**

Supporters exhibit entirely at their own risk. Neither Manchester Metropolitan University, CASES or KC Jones conference&events will be held responsible for damages, loss or theft incurred by the exhibitor, visitors or by any other person.

The exhibitor is responsible for damages to Manchester Metropolitan University property, to individuals, whether the damage is caused by them, their staff or their installations. Manchester Metropolitan University, CASES or KC Jones conference&events assumes no responsibility for objects exhibited, nor for any damage caused by third persons to said objects.



**Please contact the Conference Organiser for further information:**

**KC Jones conference&events  
1 Duffield Road, Little Eaton,  
Derby, DE21 5DR**

**e: [cases@kc-jones.co.uk](mailto:cases@kc-jones.co.uk)**

**t: 01332 224503**

