



# WordCamp Sponsor Information Pack

Hello WordCamp Sponsor!

This is a document packed with information you need to know.

It will hopefully answer all of the questions you have about sponsoring at WordCamp London (and probably some questions you didn't know you had)!

We hope this information is helpful. Don't hesitate to ask us if you have any questions!

WordCamp London Team

[london@wordcamp.org](mailto:london@wordcamp.org)

## Table of Contents

[Where to ship material/swag](#)

[Schedule](#)

[Saturday, March 18th](#)

[Sunday, March 19th](#)

[Sponsors & Volunteers Early/ Late Lunch Openings](#)

[Table Allocation](#)

[Sticky material for posters](#)

[On the day](#)

[Venue](#)

[Tube Station](#)

[Registration](#)

[Saturday Evening Sponsor Break Down](#)

[Break Down](#)

[Rubbish](#)

[Thank You!](#)

# Where to ship material/swag

Anything you need to send via mail, providing you have specified it within the [sponsor survey](#), can be sent to the venue ahead of time. venue ahead of time.

In order to ensure that we can find all the correct parcels, we have created a mail label which can be found at the end of this document. Please print the shipping label, add your sponsor name and attach it to **every** item that is being sent to the venue.

This is very important and will help prevent your shipments getting lost amongst all the deliveries the university receives daily.

## Schedule

The schedule is posted here: <https://2017.london.wordcamp.org/schedule/>

In detail, here's where Sponsors are most needed:

### Saturday, March 18th

Time	Activity	Notes
06:30	Registration & Sponsor Setup	Please ensure that you are ready for event start at 07:30
07:30 - 09:15	Doors Open	
09:15	Opening Remarks & Sessions Start	
10:20 - 10:50	Break	
12:10 - 12:30	Lunch for Sponsors / Volunteers	We recommend sponsors managing stands to go to lunch at 12:10
12:30 - 14:00	Lunch for Everyone	
14:00 - 14:20	Lunch for Sponsors / Volunteers	Delegates will be in sessions
15:40 - 16:10	Afternoon Break	
17:10 - 18:00	Sponsors Break Down / Retro Game setup	This applies only to Sponsor tables in <u>The Rocket</u> . Please see the Table Allocation section below.
18:00 - 23:30	Event Social	

## Sunday, March 19th

Time	Activity	Notes
09:00 - 10:00	Rocket Sponsors Setup	Volunteers will be on hand to help out.
10:00	Doors Open	
10:20	Sessions Start	
11:40 - 12:00	Lunch for Sponsors / Volunteers	Delegates will be in sessions
12:00 - 13:30	Lunch for Everyone	
13:30 - 13:50	Lunch for Sponsors / Volunteers	Delegates will be in sessions
15:10 - 15:30	Afternoon Break	
15:30 - 17:00	Sponsors Break Down	Please note that the closing remarks will be at 16:20 in the Great Hall.
17:00	Building Close	

## Sponsors & Volunteers Early/ Late Lunch Openings

There is an early and late lunch slot allocated to Sponsors and Volunteers; this will ensure you don't have to queue up during the main lunch time and can spend time at your stands interacting with attendees.

We **strongly** recommend you to do this, as there will be games placed around The Rocket to encourage attendees to rotate and move around the entire space.

## Table Allocation

We will be allocating spaces ahead of time and according to the Sponsorship package. The allocation of your booth will be communicated in a follow-up email and clearly marked in the venue on the day.

Exhibition spaces available for sponsors will be in either The Rocket, or the Graduate Centre.

There is a locked storage space that sponsors are welcome to use to store their gear overnight.

If you have any issues about your location please let us know ahead of time.

## Sticky material for posters

Please note that **you cannot stick absolutely anything to floors, walls or ceilings in any part of the University**. If you need to stick something anywhere or have any questions or doubts about, please reach out to a member of the organising team.

## On the day

### Venue

WordCamp London is taking place at the London Metropolitan University.

The full address is :

166-220 Holloway Rd,  
London  
N7 8DB

Please note that due to the venue's central location, parking is extremely limited. There is an NCP car park near our Moorgate and Aldgate campuses and limited on-street parking near the Holloway campus. If you're a blue badge holder and require a disabled parking space, please email us at [london@wordcamp.org](mailto:london@wordcamp.org).

### Tube Station

The closest tube station is **Holloway Road** on the **Piccadilly Line**.

We highly recommend you use an app like CityMapper to check how to get to the venue ahead of time. This shortcut link has the end location pointing to the venue:

<https://citymapper.com/go/nmb81p>

## Registration

Please go to the **Rocket** building for registration. You **will not need any paper tickets**. Just go straight to the Registration table and give in your name.

If you want to have a walk around the street, the link below will send you straight to Google Maps, street view.

<https://www.google.com/maps/@51.5515626,-0.1109142,3a,75y,54.23h,101.11t/data=!3m6!1e1!3m4!1s73x-npzY4-fifJp8O438fA!2e0!7i13312!8i6656>

## Saturday Evening Sponsor Break Down

Sponsors exhibiting in The Rocket will need to break down their stands by 17.30 on Saturday. We will need to set up the space for our social, and will have volunteers on hand to help you.

The same sponsors will need to set up their stands again on Sunday morning by 10.00, and we will also arrange for volunteers to help you during this time.

Thank you for your understanding in advance.

## Break Down

Please be mindful that any of your materials, stands, packaging etc. are your responsibility; if you wish to keep them please take them with you after the event or arrange for a courier to do so.

If you are arranging a courier, please let us know in advance so that we can inform the venue team of the expected pick up. Out of courtesy, please arrange for any materials to be collected as soon as possible once the event is over.

Anything that is left behind two weeks after the event, will be disposed of.

## Rubbish

There will be two large bins to the left of The Rocket building which are for the sole use of WCLDN organisers, sponsors and attendees.

Please keep waste to a minimum. Anything that does not fit in the bins will require organisers to dispose of waste at a recycling facility.

# Thank You!

Once again, and on behalf of WordCamp London 2017 and the community, thank you for being a hugely important part of it all.

Without your contribution, this awesome event would not be possible!

**- Scroll down for the shipping label -**



**Sponsor :**  
**Name :**

**FAO: Alex Massey**

**The Rocket, Campus Services**

**London Metropolitan University**

**166–220 Holloway Road**

**LONDON**

**N7 8DB**

**UNITED KINGDOM**