



# Guide to Hosting an Exhibition

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# Introduction to the Exhibition

The work of CrossReach has spanned across 150 years. To commemorate its many years in social care, a large scale exhibition was launched at Heart and Soul 2019. The main exhibition will be going on a journey across Scotland in various locations. Interested parties can get involved in the festivities by hosting the main exhibition, the mini exhibition and extract exhibition.

## The Mini Exhibition



### What will you need

Measurements: TBC

Space Required: TBC

Electricity: Not applicable

## The Extract Exhibition



### What will you need

Measurements: A2 Panels (420mm x 594 mm)

Space Required: TBC

Electricity: Not applicable

# Introduction to the Exhibition



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## What will you need

Space:

E1 and E2 can sit in 1 hall or in 2 smaller halls. If you are using 1 hall, the clearance for accessibility is 5m x 7m.

E1 and E2 height without lights: 2.23m

E1 and E2 height with lights: 2.5m

Electricity:

The TVs and iPads will need electricity to power the programmes. The exhibition runs from 4 power sockets.

# Package Options

## The Media Package

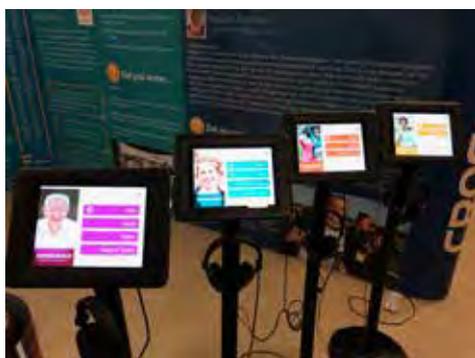
### TVs



The TV exhibition media package includes;  
2 big television screens and mounts  
2 small television screens and mounts

The content displayed on screens subject to discussion.

### iPads



The interactive entertainment package includes:  
5 Apple iPads  
5 headsets

Each iPad is installed with content and relevant software.

## Donations

### Donation Boxes



Donation and communication boxes are available upon request.  
Sizes range from small (as pictured) to large perspex donation boxes.

Size measurements:

Small - TBC

Large - TBC

### Contactless Payments



Cashless donations can be facilitated through contact-less bank card payments and mobile payment systems such as Apple Pay.

# Package Options

## Branded Advertising Material

### Railing Banner



CrossReach branded railing banner with velco and eyelets.

Measurements: : 75cm x 247cm

### Tear Flags



CrossReach branded tear flag with water weights included.

Measurements: 1061mm x 3059mm

### Pull up Banners



CrossReach branded pull up banners. Available in white, purple and orange.

Measurements: 2000mm x 850mm

# Extract Exhibition



The extract exhibition consists of 16 build-able panels that demonstrate the history of the Church of Scotland's Social Care Council and the function of CrossReach within service areas. This is also available in maxi flat poster sets (pictured below).



**Poster Dimensions**  
Size: A2 (420mm x 594mm)

The full exhibition has been adapted into a 5 stack set, with QR code links to online resources.





# Exhibition Stand A



**Dimensions:**  
4m x 6m

1. Introduction to CrossReach and its services
2. Very Rev Professor Archibald Charteris and the social care timeline
3. Care for older people
4. 1950s reminiscence space
5. Heart for Art
6. Our employees
7. Our volunteers

- A** Large screen TV - CrossReach over 150 years
- B** iPad - Services over the years and older people service stories
- C** Small screen TV - video clips from older people services

# Exhibition Stand B



## Dimensions:

4m x 6m

- 8. Support for children, young people and families
- 9. Children sensory area
- 10. Support for adults
- 11. Support us
- 12. Road to recovery and art groups
- 13. Reflecting on homelessness
- 14. Childhood past and present



Donations and contactless point

The exhibition is free.  
Your donation will support the ongoing work of CrossReach.

- D** Large screen TV - Thoughts from the CEO of CrossReach
- E** iPad - Children, young people and families stories
- F** iPad - Children, young people and families stories
- G** Small screen TV - video clips from adult care services
- H** Small screen TV - Video clips from children, young people and families services
- I** iPad - Support us

# Service Level Agreements

## The Full Exhibition

	Host Responsibilities	CrossReach Responsibilities	Comments
Information packs including checklists and user guides		✓	
Transportation		✓	
Storage	✓		
Setting up Exhibition		✓	
Checks and sign off	✓		Final sign-off on the set up day
Sockets and Connectivity	✓		
Media package (TVs and iPads)		✓	Includes software and content displayed
Electricity	✓		
Promotional Material (Posters, tear flags, signs)		✓	Materials can be loaned to host organisation or be purchased.
Digital Advertising (listing on websites and social media)	✓		
Training of volunteers	✓		
Damages	✓		Damage pertaining to the exhibition, entertainment package equipment and promotional material
Insurance		✓	TBC
Security	✓		
Break down of exhibition		✓	

## The Mini Exhibition

	Host Responsibilities	CrossReach Responsibilities	Comments
Information packs including set up guides		✓	
Transportation		✓	
Setting up Exhibition	✓		
Promotional Material		✓	
Security	✓		
Break down of exhibition	✓		

For more information, terms and conditions please email: [bdd@crossreach.org.uk](mailto:bdd@crossreach.org.uk)

## 150 years of social care: Tell your story

