**Innovation Zero, 24-25 May 2023, Olympia, London**

Innovate UK KTN exists to connect innovators with new partners and new opportunities beyond their existing thinking - accelerating ambitious ideas into real-world solutions.

Innovate UK KTN is looking to appoint a suitably qualified exhibition design company to design, manufacture install and derig an exhibition stand for the Innovation Zero Congress (<https://www.innovationzero.com/welcome-to-innovation-zero>) on 24-25 May in Olympia, London. We expect to work closely with the chosen company to develop and realise the stand in a creative, eco-conscious and impactful way that is relevant and accessible to our audiences.

Innovate UK is organising a cross-government stand with representatives from multiple organisations. Innovate UK KTN will be leading on the design and build and management of the stand.

Innovation Zero

This is a two-day, b2b clean tech congress which aims to accelerate business action towards Net Zero commitments. It has been specifically designed to offer a platform for UK government, finance and business to present their leadership credentials to domestic and international actors.

Exhibition Space Information

There are two spaces of 72sqm (6x12m) each. The attached floor plan shows the current exhibition layout. Please note there is a main gangway between the two spaces.

Objectives
The spaces should meet the objectives outlined below, appeal to the specific target audiences and meet our requirements for brand visibility.

The objectives of the stand are to:

* Showcase Innovate UK – the UK’s innovation agency
* Put the agencies involved at the heart of the race to achieve Net Zero
* Create an audience experience which encourages engagement and interaction
* Create a stand-journey that furthers the audience’s understanding of the different agencies and their contribution to the race for Net Zero
* Deliver a clear vision of all Innovate UK services
* Showcase how Innovate UK supports innovation via live demonstrations/exhibits

Considerations should be given to the following:

Space 1 – Exhibition/Meeting Space (72sqm)

* Welcome point
* Area for demonstrations/exhibits
* Meeting areas with seating
* Touch screen digital displays for content
* Multiple branding opportunities
* Refreshment hub/water point
* Accessibility and easy navigation throughout stand space
* Storage
* Charging points

Space 2 – Presentation Area/Meeting Space (72sqm)

* Flexible area which can be used for both presentations and meetings
* Presentation area to include AV and seating for up to 30 persons
* Branding opportunities
* Noise transfer
* Storage for AV equipment including PA system

Themes

The theme for the stand will be worked on with the chosen supplier but as a guide should include:

* Net Zero - a future of opportunity
* Creating a better future by investing in innovation

Branding

This will be an opportunity for significant brand positioning and awareness for Innovate UK and display of its brand must be a primary consideration. Other organisations will feature on the stand including the Innovate UK system – EDGE, Catapults and KTN – and there is a potential for the Departments for Energy Security and Net Zero (DESNZ), Science, Innovation and Technology (DSIT) and Business and Trade (DBT) to be involved. The branding hierarchy will be a key consideration, as will the presentation of a coherent and joined up system to the audience.

Build
Following sign-off of detailed designs, the successful agency will undertake production design and specification of all exhibition elements. The approach used and materials selected should demonstrate best-practice in Net Zero and sustainability and consider reuse or recycling. The build must be durable and easy to clean. The structures must be compliant with relevant statutory and non-statutory requirements e.g. Health & Safety regulations, Equality Act legislation, be constructed of fire retardant materials and follow best practice procedures.

Outputs
All rights (including ownership and copyright) will pass to Innovate UK KTN on completion of this project.

Please apply to aileen.woodley@iuk.ktn-uk.org with your company details, experience of similar sized design and build contracts, confirmation of availability for the project, suggestions of materials to ensure we adhere to Net Zero best practice and a timeline.