



UCAS higher education exhibitions

Exhibitor manual

Venue address: University of Bedfordshire
Bedford campus
Polhill Avenue
Bedford
MK41 9EA

Event date: 20 — 21 June 2019
09:30 — 14:30

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Bedfordshire UCAS exhibition

Thank you for supporting the Bedfordshire UCAS higher education exhibition, 20—21 June 2019. Your key contacts on the day are:



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Our team of event staff are easily identifiable in their UCAS - branded t-shirts and jackets.

Each stand will have a designated staff member, to offer support throughout the exhibition.

Please note, the University of Bedfordshire has multiple campuses - the UCAS exhibition is hosted at the Bedford campus:

University of Bedfordshire, Bedford campus, Polhill Avenue, Bedford, MK41 9EA



University of Bedfordshire

Bedford campus map

Exhibitions and subject talks

- ★ 1 Registration
- ★ 2 Exhibition marquee
- ★ 3 Teachers & exhibitors lounge
- ★ 4 Sports Hall exhibition
- ★ 5 Yellow subject talks
- ★ 6 Red subject talks
- ★ 7 Orange subject talks
- ★ 8 Demonstration Zone

- D Campus Centre and refectory
- G Gateway - main reception
- J Teacher Education Centre
- K Teacher Education Centre
- L Teacher Education Centre
- P Dance studios and sports facilities
- Q Library
- R2 Student accommodation
- R4 Student accommodation

- ➔ Campus Access Points
- ➔ Entrance to University Buildings
- R2 Building Letter
- P Parking
- 🍴 Food
- 🚬 Smoking Shelter
- 💷 Cash point
- ♿ Toilets



UCAS exhibition A—Z

A

Accidents and near misses

In the event of an accident or near miss while on-site, please report to the event organiser as soon as possible on 07568 130527.

Accommodation

Here, you'll find details of hotels near the Bedford campus:

Premier Inn: Priory Country Park, Barkers Lane, Bedford, MK41 9DJ (three minute drive, 18 minute walk).

Travelodge Bedford: Goldington Road Hotel, 403 Goldington Road, Bedford, MK41 0DS (two minute drive, 16 minute walk).

The Bedford Centre Hotel by AccorHotels: 2 St Mary's Street, Bedford, MK42 0AR (five minute drive).

The Bedford Swan Hotel: The Embankment, Bedford, MK40 1RW (five minute drive).

Arrival

Please go to the **Welcome marquee**. To gain entry, you must register the details of who will be attending before the event — through your ENet account — instructions will be sent to the lead booker by email.

B

Build-up and breakdown

Exhibitors will be able to set-up on Wednesday 19 June, from 16:00 until 18:00. You will also have access from 08:00 on Thursday 20 June.

Build-up exhibitor access:

Wednesday 19 June: 16:00 — 18:00

Thursday 20 June: 08:00 — 09:15

Friday 21 June: 08:00 — 09:15

Breakdown times are as follows:

Friday 21 June: 14:30 — 17:00

C

Car parking

Free car parking is available for exhibitors on campus — please make sure you display your parking permit (this can be found on the last page of this guide).

Catering

Complementary tea/coffee will be available for exhibitors throughout the exhibition in the teachers and exhibitors' lounge, which is located at the rear of the main marquee, next to the Sports Hall. There will also be a shop and lounge area located here, for exhibitors to buy light refreshments and take their breaks.

Global Cafe: Located next to the main campus theatre in D block, will be serving:

- sandwiches
- hot and cold beverages
- assorted 6" deep-pan pizzas
- burgers and chips

Gateway cafe: Located in the main Gateway building, will be serving:

- hot and cold beverages
- sandwiches, paninis and toasties

Catering marquee: Located next to the demonstration zone, there will be three temporary catering outlets serving:

- **Outlet 1:** hound dog (hot dog)
- **Outlet 2:** mac shack
- **Outlet 3:** platini's asian street food

In addition, there are smoothie outlets around campus. Students can also purchase ice creams, crisps, drinks, boxed salads and fresh fruit from all outlets.

If you are unable to leave your stand to visit a catering outlet, please inform a member of the Event Team, who will happily purchase lunch on your behalf.

D

Deliveries

Any deliveries to your stand during the UCAS event must be completed and your vehicle removed from the loading areas, no later than 09:00. The venue will not allow the event to open if vehicles are blocking any fire exits, and trolleys are not permitted on the exhibition floor during open hours in consideration of public safety.

If you're expecting goods to be delivered by courier, please ensure they are aware of the dates of the event and hall opening times. Deliveries made before 08:00 on Monday 17 June 2019 will not be accepted by the venue.

The address for couriers is:

Name and number of stand, UCAS exhibition, University of Bedfordshire, Bedford campus, Polhill Avenue, Bedford, MK41 9EA

E

Electrical services and stand power

Electricity supply cannot be guaranteed but the University of Bedfordshire will try to arrange a power supply to those exhibitors who have requested it.

Emergency procedures

The exhibition is supported by a designated Health and Safety Team who have a remit to ensure the safety and welfare of our visitors.

Fire evacuation

The University of Bedfordshire is not expecting any fire alarm tests throughout the duration of the exhibition. In the unlikely event of an alarm sounding, an evacuation will be led by University of Bedfordshire staff and UCAS event staff. Please follow their instructions carefully, and if you find you require any additional help or assistance during an evacuation please ask the nearest member of staff.

Risk assessment

A copy of the event's risk assessment is available on page 13.

Exhibition stands and furniture

Space is strictly limited to 2m x 2m per exhibitor (4m x 2m for double stands). Please make sure your stand does not exceed this size — as large stands cannot be accommodated. A table and two chairs will be provided, if requested through your UCAS booking. If you are unsure whether your university or college has booked furniture, you can check by logging into your ENet account.

Trolleys are not provided at the venue, so please bring your own if you need one to deliver goods to your stand. Trolleys are only permitted on the exhibition floor outside the event opening hours for the safety of visitors.

Event staff

There will be event staff available throughout set-up and opening times, who will be easily identifiable by their red UCAS t-shirts. They can ensure empty boxes are cleared away, aisles are kept tidy, and will direct students and exhibitors as necessary. Please do not hesitate to ask for their assistance. Please note, they will not undertake any excessive lifting.

F

First aid

First aid facilities are available across the site, with a designated team of first aiders on hand throughout the exhibition. Should medical assistance be required, please request this from a member of event staff.

I

Insurance

It is essential you take out adequate employee and public liability insurance against personal injury, damage to, or loss of exhibits, etc.

While the organisers take every precaution to protect exhibitors' property during an event, they are not responsible for any loss or damage. You should ensure you have adequate public and employers' liability cover, in line with the booking terms and conditions.

Internet

WiFi internet can be accessed on campus through Eduroam (if you work for a university or college that also supports this scheme). Guest WiFi is also available but not accessible from all locations. Please note that WiFi access is not guaranteed.

L

Lost property

All lost property will be handed in to the registration marquee.

Any goods, materials, deliveries, or miscellaneous items left on-site at the end of the exhibition will be treated as abandoned and disposed of accordingly. Please do not leave any items unattended as they will be treated as suspicious and disposed of.

O

Organisers

The organisers can be found in the marquee and are contactable via mobile phone.

P

Passages and gangways

Any means of ingress and egress, passageway, or gangway must remain free from obstruction, and be kept free from obstruction for the duration of the exhibition.

- a) No part of any stand or exhibit is permitted to encroach on a passageway or gangway, and no door, window, or other similar facility may open outwards to project beyond the perimeter of the stand.
- b) The floor around your stand shall be kept level and even, and shall not be allowed to become slippery or a source of danger.
- c) Where an exhibition stand is not provided with a platform, the space shall be clearly defined, and the exhibits shall be arranged to maintain passageways and gangways of uniform width.

R

Risk assessment

All exhibitors, by completing their booking to attend the event, have legally agreed to implement the control measures – as detailed in the generic risk assessment provided at the point of booking – for exhibitors attending an event of this nature. This highlights the significant risks that exist during such an event. A copy of the risk assessment can be found on page 13. You are strongly advised to read this document, and encourage all staff attending the event with you to do the same.

You may also have completed an additional risk assessment as part of your booking. Please ensure you bring a copy with you to the event, and also email a copy to the organisers at exhibitions@ucas.ac.uk.

S

Scanner collection

Scanners can be collected from the back of the exhibition marquee.

Security

There is 24-hour security on-site.

Smoking

Please use the designated smoking area which will be clearly signposted.

T

Trolleys

Trolleys are not provided at the venue, so please bring your own if you need one to deliver goods to your stand.

Trolleys are only permitted on the exhibition floor outside event opening hours, for the safety of visitors.





TO WHOM IT MAY CONCERN

2nd July 2018

Dear Sir/Madam

THE UNIVERSITY OF BEDFORDSHIRE AND ALL ITS SUBSIDIARY COMPANIES

We confirm that the above Institution is a Member of U.M. Association Limited, and that the following covers are currently in place:

EMPLOYERS' LIABILITY

Certificate No. YD16458QBED118A/D63
 Period of Indemnity 1st August 2018 to 31st July 2019
 Limit of Indemnity £25,000,000 any one event unlimited in the aggregate
 Includes Indemnity to Principals
 Cover provided by QBE Insurance (Europe) Limited and Excess Insurers

PUBLIC AND PRODUCTS LIABILITY

Certificate of Entry No. UMD63/D2
 Period of Indemnity 1st August 2018 to 31st July 2019
 Includes Indemnity to Principals
 Limit of Indemnity £20,000,000 any one event and in the aggregate in respect of Products Liability and unlimited in the aggregate in respect of Public Liability
 Cover provided by U.M. Association Limited and Excess Cover Providers led by QBE Insurance (Europe) Limited

If you have any queries in respect of the above details, please do not hesitate to contact us.

Yours faithfully

Paul Cusition
 For U.M. Association Limited

5 St Helen's Place, London EC3A 6AB | T: 020 7847 8670 | www.umal.co.uk

U.M. Association Ltd (registered in England & Wales, no. 2731799) is the Appointed Representative (FCA firm reference no. 417806) of Hasilwood Management Services Ltd (registered in England & Wales, no. 9295343) which is authorised and regulated by the Financial Conduct Authority (FCA firm reference no. 665752). Hasilwood Management Services Ltd is a wholly owned subsidiary of U.M. Association Ltd. The registered address of both companies is 5 St Helen's Place, London, EC3A 6AB. Hasilwood Management Services Ltd VAT Registration Number: 212249835.



| Activity/ Process/ Operation | What are the hazards | Who might be harmed and how? | Risk Evaluation | | What control measures are in place already or will be put into place? | Further Evaluation of Risk | | | Action by whom and when | Completed By |
|---|--|---|-----------------|----------|---|----------------------------|-----------|-----------|---|--------------|
| | | | Likelihood | Severity | | Severity | Risk Rank | Risk Rank | | |
| Exhibition set up/unloading of materials/ take down | Injury to back/neck/ shoulders from carrying heavy loads. Trip hazards. | Student Recruitment Team (SRT), Staff and Student Ambassadors | 2 | 3 | Where required, manual handling training to be provided. Use of stewards and appropriate trolley First Aiders identified and available | 2 | 3 | 6 | SRT Stewards Student Ambassadors First Aiders | |
| Use of Power Outlets | Risk of being electrocuted. Trip hazards over the cables. | SRT, Staff, Exhibitors Student Ambassadors and Visitors | 2 | 4 | All staff and exhibitors will be informed of health & safety procedures which will also be in the Exhibitor Guide. Ensure that all electrics are properly insured and PAT certificates are obtained for hired equipment. Suitable cable covers in place to reduce risk of trip. | 1 | 3 | 3 | SRT/Ambassadors University Staff Exhibitors Chelsea Hire (providing all event equipment) | |

RISK ASSESSMENT: Bedfordshire UCAS Exhibition 20/21 June 2019

Date of Assessment: 16 January 2019 Date of Review: February 2020



| Activity/ Process/ Operation | What are the hazards | Who might be harmed and how? | Risk Evaluation | | What control measures are in place already or will be put into place? | Further Evaluation of Risk | | Action by whom and when | Completed By |
|--|---|---|-----------------|----------|---|----------------------------|----------|--------------------------------------|--------------|
| | | | Likelihood | Severity | | Likelihood | Severity | | |
| Coaches arriving and leaving the site. | Risk of collision with pedestrians and other vehicles | Staff, student ambassadors and visitors to campus | 3 | 3 | 9 | 1 | 3 | SRT/ Ambassadors University Staff | |
| Visiting students disembarking coaches | Collision with vehicles arriving onto site | Staff, student ambassadors and visiting students | 2 | 5 | 10 | 1 | 3 | SRT/ Ambassadors | |

| Activity/ Process/ Operation | What are the hazards | Who might be harmed and how? | Risk Evaluation | | What control measures are in place already or will be put into place? | Further Evaluation of Risk | | Action by whom and when | Completed By |
|------------------------------------|----------------------------------|--|-----------------|----------|---|----------------------------|----------|--|--------------|
| | | | Likelihood | Severity | | Likelihood | Severity | | |
| Registration Process | Possible queues and overcrowding | Staff, student ambassadors and visiting students | 2 | 2 | 4 | 1 | 2 | SRT/ Ambassadors University Staff Visiting Schools | |

| Activity/ Process/ Operation | What are the hazards | Who might be harmed and how? | Risk Evaluation | | What control measures are in place already or will be put into place? | Further Evaluation of Risk | | Action by whom and when | Completed By |
|------------------------------------|--|--|-----------------|----------|--|----------------------------|----------|---|--------------|
| | | | Likelihood | Severity | | Likelihood | Severity | | |
| | | | | | Schools are briefed about expected behaviour and how to get the most out of the event via pre arrival presentation | | | | |
| Large capacity Marquee | Risk of Marquee Collapsing Large numbers of students, staff and exhibitors entering and exiting the marquee | Due to the excessive amounts of students in the marquee at one time, possible collision with walls may cause marquee to collapse. Visiting students, staff and exhibitors may suffer crush injuries with large numbers entering and exiting the marquee | 1 | 5 | All staff and exhibitors will be informed of health & safety procedures which will also be in the Exhibitor Guide. Ensure Health and Safety regulations are met by Marquee Suppliers and assembly team. Exhibitors and Students asked not to prop equipment/bodies against the walls of the Marquee. Student Recruitment team and staff working at the event monitor numbers in the marquee to ensure they do not | 1 | 1 | SRT/ Ambassadors University Staff Chelsea Hire | |

| Activity/ Process/ Operation | What are the hazards | Who might be harmed and how? | Risk Evaluation | | What control measures are in place already or will be put into place? | Further Evaluation of Risk | | Action by whom and when | Completed By |
|------------------------------------|--|--|-----------------|----------|--|----------------------------|----------|---|--------------|
| | | | Likelihood | Severity | | Likelihood | Severity | | |
| | | | | | exceed the recommended capacity. Ensure in and out exit system is clearly marked and staff are available to direct students. PA system to provide clear announcements including evacuation procedures. | | | | |
| Students entering the Sports Hall | Large numbers of students, staff and exhibitors entering and exiting the Sports Hall | Visiting students, staff and exhibitors may suffer crush injuries with large numbers entering and exiting the hall | 2 | 4 | Student Recruitment team and staff working at the event monitor numbers in the sports hall to ensure they do not exceed the recommended capacity. Ensure in and out exit system is clearly marked and staff are available to direct students. One way system to be put in place in and out of exhibition areas PA system to provide clear announcements | 1 | 2 | SRT/ Ambassadors University Staff Chelsea Hire | |

| Activity/ Process/ Operation | What are the hazards | Who might be harmed and how? | Risk Evaluation | | What control measures are in place already or will be put into place? | Further Evaluation of Risk | | Action by whom and when | Completed By |
|------------------------------------|---|--|-----------------|----------|---|----------------------------|----------|-------------------------|--|
| | | | Likelihood | Severity | | Likelihood | Severity | | |
| Subject seminars in teaching rooms | Risk of overcrowding associated with large numbers of students moving in and out of teaching rooms Risk of falls and trips on the stairs Crowding at entrance to rooms as students wait for one talk to end and another to begin Risks for wheelchair users on upper levels in an emergency situation when lifts are not accessible. | Staff, visiting students and speakers may suffer crush related injuries Staff, visiting students and speakers risk of falls and trips on the stairs | 2 | 2 | 4 | 1 | 3 | 3 | SRT Ambassadors University staff |

| Activity/ Process/ Operation | What are the hazards | Who might be harmed and how? | Risk Evaluation | | What control measures are in place already or will be put into place? | Further Evaluation of Risk | | Action by whom and when | Completed By |
|------------------------------------|--|--|-----------------|----------|---|----------------------------|----------|-------------------------|-----------------------------|
| | | | Likelihood | Severity | | Likelihood | Severity | | |
| Exhibitor and teacher refreshments | Exhibitors carrying hot tea and coffee around the Marquee and Sports Hall | Risk of scalding injuries to staff, visiting students and exhibitors | 3 | 2 | 6 | 2 | 2 | 3 | SRT Catering staff |
| Construction on site | Students and staff gaining access to construction site Use of heavy vehicles and machinery Tools and equipment left out as a trip hazard | Staff, visiting students and exhibitors could be injured | 2 | 5 | 10 | 1 | 4 | 4 | SRT Construction Workers |

| Activity/ Process/ Operation | What are the hazards | Who might be harmed and how? | Risk Evaluation | | What control measures are in place already or will be put into place? | Further Evaluation of Risk | | Action by whom and when | Completed By |
|------------------------------|--|---|-----------------|----------|---|----------------------------|----------|--|--------------|
| | | | Likelihood | Severity | | Likelihood | Severity | | |
| Weather Conditions | Hot weather – sunstroke, dehydration, sunburn Wet weather – slippery conditions | Staff, visiting students and exhibitors could suffer sunstroke, dehydration, sunburn in hot weather. Staff, visiting students and exhibitors could slip in wet conditions. | 5 | 5 | 3 | 4 | 4 | SRT Ambassadors University staff | |
| First Aid Needs | Illness or injury | Staff, visiting students and exhibitors | 5 | 5 | 8 | 5 | 5 | Security Staff SRT Sports Beds staff | |
| Fire Alarm/ Evacuation | Overcrowding Panic Visitors not aware of where they are/unfamiliar | Staff, visiting students and exhibitors | 2 | 5 | 10 | 2 | 4 | Health & Safety Team University staff | |

| Activity/ Process/ Operation | What are the hazards | Who might be harmed and how? | Risk Evaluation | | What control measures are in place already or will be put into place? | Further Evaluation of Risk | | Action by whom and when | Completed By |
|---|--|---|-----------------|----------|---|----------------------------|----------|--|--------------|
| | | | Likelihood | Severity | | Likelihood | Severity | | |
| Contact with the visitors and the general public | with fire procedures Upsert, aggressive or violent incidents. | Staff, Exhibitors, Student Ambassadors and visiting students could suffer verbal abuse, intimidation or violence. | 2 | 5 | 5 | 2 | 4 | SRT BECs/Fire Wardens (Building Evacuation Controller) | |
| Names of Persons Involved in the Activity/Process/Operation | | | | | | | | | |

Names of Persons Involved in the Activity/Process/Operation
David Seaton- Assistant Director – Recruitment & Admissions

Signatures



.....

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GUIDELINES FOR COMPLETING AN ASSESSMENT

The Aim of a Risk Assessment is to identify hazards and risks and implement suitable control measures to reduce potential harm in the workplace

DEFINITIONS:

HAZARD – Something with the potential to cause harm.

RISK – The likelihood of harm being realised.

- Identify an activity, process or operation where there is potential for injury or damage. Consider whether it is essential for the activity to continue, ie, without the hazard there is no risk.
- Identify the hazards within the activity, ie, using machinery, confined spaces, working at height, electricity, manual handling, lone working, exposure to hazardous substance etc. Use of the HIPA form should assist with the identification of hazards for the work or activity that is planned and should be used to carry out a preliminary assessment.
- Determine the risks involved and what type of incident is anticipated, eg, contact with moving/sharp equipment, asphyxiation, falls, electrocution, back injury, violence/abuse. Consider who and how many people will be affected, eg, employees, students, visitors, contractors.
- Estimate the risk level without the benefit of any control measures.
Risk Level = likelihood x severity

| | |
|---------------|---|
| HIGH (12-25) | certain or near certain that harm will result in serious injury/damage. |
| MEDIUM (8-10) | harm will probably occur frequently with minor injury/damage. |
| LOW (1-6) | it is unlikely that harm will be caused and the outcome would result in very minor injury/damage. |
- High and medium risk levels will require control measures to reduce the risk level to as low as is reasonably practicable. This could be achieved by for example, Guarding, Safety Procedures/Working Practices, Specialist Training, Mechanical Assistance, Substitution of hazardous substance to substance of lower risk, etc.
Personal Protective Equipment should only be considered, as the last resort, if alternative control measures cannot achieve a lower risk level.
- Re- assess the risk level with existing or new control measures in place.
- Some additional control measures may be required to reduce the risk. Insert who these control measures will be actioned by. For clarity use an asterisk (*) to highlight those that need to be put into place before the activity or event takes place.
- Completed assessments should be shared and discussed with all persons involved in the activity/process/operation and where possible, signed to confirm their understanding and involvement.
- The completed assessments should also be signed by the assessor, Head of Department/Support Department or Dean and a member of the health and safety department.
- All assessments should be reviewed, as and when there is any significant change or annually whichever is sooner.
- Generic risk assessments are acceptable where activities/processes/operations are consistent across the workplace. However, these must be adapted, as appropriate, to consider individuals and local environment.
- There may be other risk assessments that need to be undertaken separately.
For example: Manual handling
COSHH (Control of Substances Hazardous to Health)
New & Expectant mothers
Young persons
Stress
And these may need other specific assessment forms to be completed.

| University of Bedfordshire | | Likelihood | | | | |
|----------------------------|---|---------------|----------|--------|-------------|----------------|
| | | Very Unlikely | Unlikely | Likely | Very Likely | Almost Certain |
| | | 1 | 2 | 3 | 4 | 5 |
| Very Severe | Long term disability/ death | 5 | 10 | 15 | 20 | 25 |
| Severe | Lost time accidents and major injuries | 4 | 8 | 12 | 16 | 20 |
| Moderate | Heavy bruising, deep flesh wounds, 3 day lost time accident | 3 | 6 | 9 | 12 | 15 |
| Minor Injury | Minor cuts, bruises no long term effects | 2 | 4 | 6 | 8 | 10 |
| Negligible | First Aid injury/illness | 1 | 2 | 3 | 4 | 5 |

UCAS Events Exhibitor Code of Conduct

Introduction

UCAS organise a network of Events across the UK for prospective students to receive information, advice and guidance regarding their future education and career opportunities from a wider range of institutions and organisations. In order to ensure that students' needs are at the heart of the Events, and that all exhibitors are able to effectively engage with students, it is necessary to require all exhibitors to adhere to the following code of conduct. The code of conduct has been agreed jointly between UCAS and HELOA.

Staffing

- All members of staff who will be attending or working on the Events should see a copy of the Code of Conduct and be able to comply fully. They should display a high standard of professionalism in their work and offer information, advice and guidance effectively and with integrity.
- Exhibitors should provide appropriate personnel to staff the stand, adequately trained with sufficient knowledge to offer quality representation of their institution or organisation. Pre-event information should be passed on to those attending the Event.
- Please carefully consider the number of staff working at each Event. All staff should be able to comfortably work within the allocated space provision. UCAS recommends no more than two staff for a 2m x 1m stand, three people for a 3m x 2m stand and six people for 6m x 2m stand. Any additional staff may be asked to leave if the health, safety or comfort of visitors or other exhibitors is compromised.
- Seminars are delivered on an impartial basis. To uphold the Events' impartiality, those asked to deliver a seminar at the Event ensure their presentation delivers general advice and guidance, and not be perceived to deliver an unfair bias towards a particular HE provider, organisation or company. Any presenter who does not support impartiality will be prohibited from delivering seminars at future Events.
- Exhibitors should inform UCAS and the Local Event Organiser if they are unable to attend an Event. Many Events are at capacity with a waiting list of exhibitors. Non-attendance at Events, without prior notice, may jeopardise participation at future Events.

Marketing materials

- All promotional material should be relevant and provide a balanced view of the organisation it represents.
- Unless a specific stand size has been booked the standard provision of space is:
 - Shell scheme: 3m x 2m. Furniture will not automatically be provided – you can select during the booking whether you would like the standard furniture.
 - Campus Events: 2m x 1m. One table and two chairs will be provided to fit within this space allocation.

Display stands and all materials must be of the appropriate dimensions to fit within this space allocation without obstructing the aisles or neighbouring stands. Storage space at Campus Events is minimal therefore all banner stands/prospectus storage must be kept within the stand area and

must not obstruct neighbouring stands/ aisle space or cause trip hazards. **If the stand size exceeds the provided space allocation exhibitors will be asked to dismantle/adjust their display materials to fit within the allocated space.**

During Events

- Exhibitors should arrive and set up in sufficient time before the opening of the Event and not to depart until the Event has officially closed. Exhibitors are required to remain at the Event for the duration of the opening times so to ensure that all visitors have fair access to information and advice.
- Stands must not be dismantled whilst visitors remain in the hall for health and safety reasons.
- Exhibitors must remain on their stand throughout the Event and do not carry out any promotional based activity in the gangways or between stands. This is for the purpose of both health and safety and to ensure students are able to access a range of information, advice and guidance.
- Exhibitors should wait for students to approach, rather than 'touting'.
- Information, advice and guidance must not be to the detriment of other Exhibitors.
- Trolleys/cases cannot be brought onto the Event floor during Event opening hours.

Upholding the Code of Conduct

UCAS and HELOA recognise that exhibitors work hard to ensure that they are able to comply with the code of conduct and in the unlikely Event that issues arise, any concerns will be addressed quickly.

Any exhibitor, local Event organiser or visitor with concerns should initially raise these with the UCAS Representative present at the Event. The UCAS Representative will liaise with the relevant exhibitor(s) in order to seek a resolution. All issues raised will be logged and reviewed regularly by UCAS and HELOA. If issues arise repeatedly, the individual with overall responsibility for UCAS Events at the institution/organisation will be notified and appropriate resolution sought. Attendance at future Event will be jeopardised if the code of conduct is not upheld.

If concerns relate to serious health and safety issues, the UCAS Representative (or Local Organiser) will take any immediate steps required to ensure the health and safety of staff, exhibitors and visitors.

Outside of Events, UCAS can be contacted via events@ucas.ac.uk

Venue:

University of Bedfordshire
Bedford campus
Polhill Avenue
Bedford
MK41 9EA

Opening hours:

09:30 — 14:30

Contact details before the exhibition:

T: 01242 544808

E: events@ucas.ac.uk

Contact details during the exhibition:

T: 07900 996736

W: ucas.com/exhibitions

General enquiries:

Event staff wearing red UCAS t-shirts will be available to offer help and advice if you have any queries.

Thank you for registering to attend the UCAS Bedfordshire higher education exhibition on 20 — 21 June 2019.