



UCAS



UCAS exhibitions

Exhibitor manual

Date:

9 – 10 March 2020

Venue:

UWE ECC

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A**Accidents and near misses**

If you are involved in, or witness, an accident or near miss while on-site, please report it to the organiser's office immediately.

Accommodation

There are several hotels located near the venue:

Holiday Inn Express – Filton

Tel: 0871 902 1604

Holiday Inn – Filton

Tel: 0871 942 9014

Both hotels are within a 15-minute walking distance of the exhibition centre.

This is a general list, for information only, and is not a recommendation from UCAS.

Alcohol and drug policy

The consumption of alcohol is not permitted during build-up or breakdown. The venue has a strict drugs and alcohol policy, which allows them to offer to test, or eject from site, any contractor suspected of being under the influence of drugs or alcohol.

Due to the nature of the event, the sale of alcohol will not be permitted.

Animals

Assistance dogs are permitted entry to the event. However, if you plan to have any other animal(s) on your stand, you must apply for permission from the organisers, as there are licensing implications, and the city vet's approval will be required.

Arrival

To gain entry to the venue, you must register details of who will be attending before the event through your ENet account – instructions on how to do this will be sent to the lead booker by email.

Contractor wristbands and exhibitor lanyards must be worn at all times. The wristbands and lanyards will be available to collect when you arrive, from the loading bays and main entrance.

B

Balloons

Helium-filled balloons are not permitted in the venue.

Build-up and breakdown

Build-up times:

Sunday 8 March	16:00 – 18:00 (Deliveries can be made from 08:00)
Monday 9 March	08:00 – 09:15
Tuesday 10 March	08:00 – 09:15

Event open times:

Monday 9 March	09:30 – 15:00
Tuesday 10 March	09:30 – 15:00

Breakdown:

Tuesday 10 March	15:10 – 16:15
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Build-up and access to the loading bay

Please note, no vehicles will be given access to unload or deliver goods after 09:00 on Monday 9 March. For any late deliveries during the opening times of the event, the main entrance doors may be used. No trollies will be permitted in the hall once the event opens at 09:30 – after this time, goods will need to be carried by hand.

If you believe that you require extra time to build your stand (outside of the build-up times stated above), please contact the organiser at events@ucas.ac.uk. In some circumstances, early access to the venue on the build-up day may be granted, but this is only with advance permission from the organiser. If advance permission has not been granted, exhibitors will be turned away from the venue until 16:00 on Monday 9 March.

Please ensure that your stand is completed, and the aisle around your stand is clear, at least 15 minutes before the event opens, to allow the event to open on time.

Please follow the directions of the traffic stewards on-site who will direct you to the best available door to unload. The traffic stewards will direct exhibitor cars to the correct parking bays upon arrival.

Breakdown

Exhibitors must remain on their stands and refrain from dismantling them until the exhibition is clear of visitors. We anticipate this to be five to ten minutes after the exhibition closes at 15:00 on Tuesday 10 March. To help facilitate this, and ensure health and safety is maintained, all the loading doors will remain closed until the venue is clear of visitors, which

we expect to be by 15:10. Vehicle access to the loading bay for breakdown will not be permitted at this venue.

After 16:15 on Tuesday 10 March, UCAS contractors will have access to dismantle the event. If exhibitors are still breaking down their stand, they must wear a hi-vis vest.

If exhibitors start to dismantle stands while the event is still open, there will be no alternative but to close the exhibition, irrespective of how many visitors remain in the hall – this is standard industry practice, in line with guidance given in the [eGuide](#). Stands which are broken down while visitors are still in the hall pose a health and safety risk. As stated in the exhibitor code of conduct, all issues raised will be logged and reviewed regularly by UCAS and HELOA. The same principles will apply for dismantling as accessing. The event will not close for lunch on any day.

If you have a courier arriving to collect goods, please ask them to arrive no earlier than 15:30, or they may be turned away.

When leaving the venue, please ensure any waste is removed – this includes literature that is not in a box, and is not being collected by your courier. Removal of any excess waste will be charged for.

Business centre

If you require any photocopying, please go to the main reception of the exhibition centre.

C

Car parking

There is limited free parking available on-site, please follow the direction of the traffic marshals to the correct car park. We strongly recommend the use of car sharing or public transport. It is important that you display the exhibitor parking permit – this can be found at the end of the manual.

Carpet

The floor is covered with the venue's own carpet tiles. If you have specific flooring requirements, please contact Formula Exhibitions on 01904 608 855, or use the 'Additional Items Order form' available on the [UCAS Media website](#).

Cash machine

There are no cash machines on-site.

Catering

The exhibitor lounge is located on the opposite side of the hall to the organiser's office. The exhibitor lounge will be open before and during the exhibition opening times – hot and cold food and drinks will be available. This area is for teachers and exhibitors only, and is likely to have shorter queues than the catering areas provided for student visitors.

UCAS will provide each stand with four tea and coffee vouchers. These entitle you to a complimentary tea or coffee, and are redeemable in the exhibitor lounge. In a bid to reduce the amount of plastic waste at the exhibitions, UCAS will be providing several water points in the exhibitor lounge. Please don't forget a reusable water bottle.

If you're a lone exhibitor and don't want to leave your stand during the day, we have event staff – identifiable in red t-shirts – who will be happy to fetch you any refreshments, if they can.

Children

Children under the age of 16 are not allowed into the venue during build-up or breakdown, to comply with health and safety legislation.

Cleaning and recycling

A black bin liner will be placed on your stand each morning. Please use this for general waste and leave bags of rubbish in the aisle for collection after the event has closed. Please leave any cardboard boxes, flat-packed on your stand, ready for our event staff to collect throughout the day for recycling.

Common areas and aisles will be vacuumed each day and rubbish will be removed, but exhibits will not be cleaned. If you wish to arrange for stand cleaning, please contact the organiser for details, but note that there is a charge for this service.

Contractors

If you're employing a contractor to build or design the interior of your stand, please ensure they receive a copy of this manual. Please let us know your contractor's company name, so our security team is aware. They must also adhere to the venue's rules and regulations, which are contained in the [eGuide](#).

For security reasons, all contractors must wear a wristband to gain entry to the venue. This will be provided on arrival at the venue, provided we're aware they'll be on-site. Please ensure you, or your contractor, send the stand's risk assessment, method statement, and stand plans to events@ucas.ac.uk at least five weeks before the event.

D**Deliveries**

Please refer to the **Build-up and breakdown** section.

Any deliveries to your stand must be completed, and your vehicle removed from the loading areas, no later than half an hour before the show's opening time. The venue will not allow the show to open if vehicles are blocking fire exit routes, and trolleys are not permitted on the exhibition floor during open hours, in consideration of public safety.

If you are expecting goods to be delivered by courier, please ensure they are aware of the dates of the show and hall opening times. Deliveries made before 08:00 on Sunday 10 March will not be accepted by the venue.

Neither UCAS nor the venue will be held responsible for the transportation of deliveries to individual stands, nor are they permitted to sign for any exhibitor deliveries. All deliveries should be clearly marked with the following information:

The address for deliveries is:

UCAS Bristol higher education exhibition

Exhibitor name and stand number**Contact name**

UWE Exhibition and Conference Centre

Filton Road

Stoke Gifford

Bristol

BS34 8QZ

United Kingdom

Please make sure the staff working on your stand are aware of:

- who your courier is
- your courier's contact details
- what the delivery consists of

If using a delivery company, it is responsible for ensuring your prospectuses and any other items are delivered safely to your stand, and surplus materials are placed in the on-site storage area.

E

Electrical services and stand power

Our stand contractor, Formula Exhibitions, has a comprehensive range of electrical services for hire and installation, and offers an extensive range of light fittings and flexible power supplies, including three phase. An [electrics order form](#) is available on the [UCAS Media exhibitions 2020 web page](#). Please complete and return the form to Formula Exhibitions, whose contact details are on the form.

Orders for additional electrical services must be completed at least 16 working days before 8 March, to ensure the mains can be laid before stand building begins. Exhibitors bringing portable appliances should ensure the items have been recently Portable Appliance Tested (PAT), and bear the PAT test pass certificate.

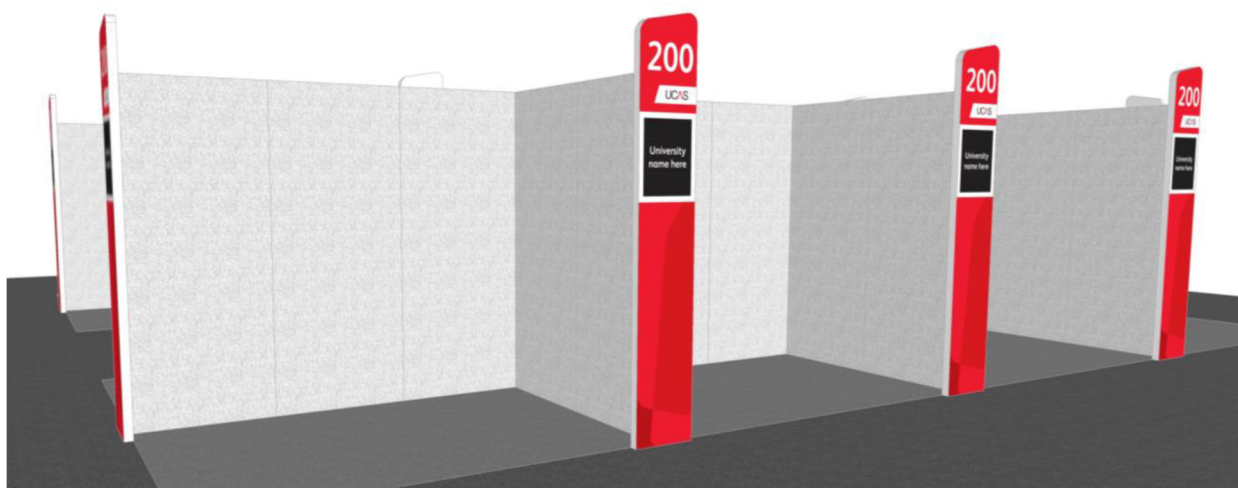
The stand mains supply will be switched on and off half an hour before and after the event.

Emergency procedures

Please ensure you're familiar with the procedures to be followed in the event of an emergency at the venue. The emergency procedures document will be provided on your stand on arrival.

Exhibition stands and furniture

An example of what the exhibition stands look like is below:



The shell scheme panels are finished in high quality, fire retardant, nylon loop material, and are manufactured to comply with class 1 fire regulations. They allow for the easy fixing of display items using Velcro tapes and tabs. The walls are butt jointed panelling, 2.44m high

and 50mm thick, and are pre-finished in nylon loop material. **Please note that 25 – 50mm may be lost from the width of your exhibition stand if you are situated in a block or as part of a row.** If you are having graphics printed to fit the shell scheme walls, we would recommend contacting the organiser at events@ucas.ac.uk to double-check the internal measurements.

The name of your organisation and stand number will be displayed on the name board of your stand, based on the details provided during your online booking. Please inform UCAS Media immediately if there are any amendments to be made, at events@ucas.ac.uk. Any name boards altered within ten working days prior to the exhibition will incur a charge.

What's included with your exhibition stand?

An LED strip light will be included on the stands. An order form is included on the [UCAS Media exhibitions web page](#) for additional electrical requirements. This must be returned to Formula Exhibitions no later than 16 days prior to the event (including weekends). Please note, electrical sockets are not provided as standard as part of the shell scheme exhibition stands.

Space-only stands

Important: Contractors will not be allowed to start their build-up until they have complied with all the requirements of the Health & Safety at Work Regulations 1992.

Exhibitors building a space-only stand are advised to make a site visit when necessary. All structures, materials, special designs, unusual constructions, and all signs, must conform to British safety standards and codes of practice, and comply with local council regulations or those of any other statutory authority (see 'Fire regulations').

Complex structures

A complex structure is any form of construction of any height, which would normally be designed by an engineer, and has, through a risk assessment, been found to provide a significant risk.

Examples of complex structure includes:

- structures over 4m in height
- multi-storey stands
- viewing and service platforms
- suspended items, e.g. signs and lighting rigs
- raised walkways
- ramps
- sound and lighting towers
- temporary tier seating
- platforms and stages over 0.6m high
- structures with a roof

The following details are required for complex structures:

- Detailed, scaled, structural drawings (including staircases, plan views, and elevations).
- Calculations, specifications, and method statement, each showing the event name and the structure's name or number.
- For each complex structure, the organiser will be required to send two complete sets of the above in English – items should not be sent piecemeal.
- A suitably qualified and experienced person, generally a chartered engineer, with adequate professional indemnity cover, must confirm the design is safe for its purpose, and certify all complex structures.

Space-only

Any space-only stand exhibitor must provide the event organiser with:

- copy of a scale drawing, including plans and elevations
- construction timetable
- method statement
- risk assessment
- full details of fabrics and materials being used
- third party insurance certificate, showing minimum cover of £5 million

The organiser reserves the right to submit any plans to a structural engineer, who will charge a fee which is **not** pre-determinable, and must be paid by the exhibitor or their contractor prior to commencement of the works.

Space-only sites are not permitted to attach any material to the shell scheme walls without prior permission. Space-only sites booked between shell scheme sites must take into consideration the size of the allocated space. Failure to take care over internal measurements could mean the stand will not fit in the allotted space. All partition surfaces built above the standard 2.44 metre shell scheme height must be decorated. If in doubt, please email events@ucas.ac.uk, and we'll advise you.

In addition, all stands must be finished both front and back.

Construction materials

- Artificial flowers and similar decorations are combustible and give off toxic fumes. They must not be used for decorations. Silk type flowers are acceptable, providing they have been fireproofed to BS 5438, and are marked as such. Cellulose plants are flammable and must not be used as stand dressing.
- Carpets, flooring, and other flexible floor covering and underlays, when tested appropriately in accordance with BS 4790, should either not ignite, or have the effects of ignition limited to a radius of 35mm on both upper and under surface. For fixing of floor coverings, all contractors and suppliers will be required to use Stikatak Eurocel, code B7 38 x 50. Many of our contractors already use this, but from now on, it will be mandatory for all contractors to use, to ensure they do not incur any unnecessary dilapidation charges. The tape is readily available from the manufacturer, Stikatak. Other forms of fixing – such as cable clips, nails, or bolts – are strictly prohibited.

- Drapes, curtains, hangings, and temporary decorations shall be flame-retardant, and comply with BS EN 4790. They should hang 75mm clear of the ground, be parted in the centre, and not conceal any exit signs. Curtains, hanging decorations, and upholstery shall be secured a minimum of 75mm above the floor level by a 75mm deep skirting, fixed taut, and/or in tight pleats to a solid backing. The organiser shall produce test certificates for any materials they intend to use. If the venue is not satisfied that any material meets the standards required, they shall be removed from the venue.
- Glazing must comply with the current UK building regulations and relevant British standards, including BS 6206 and BS 6262. Any uninterrupted large areas of clear glazing, especially glazed doors, shall be indicated, so as to be readily apparent (for example, by warning stripes, dots, or logos), to ensure people do not injure themselves by inadvertently walking into the glass. Any overhead glazing shall be of wired glass, or be otherwise adequately protected from shattering.
- Paint spraying – a notice of 28 days in writing of any proposed use of a paint sprayer must be provided, as the sprayer shall not be used without the consent of the venue. Paint spraying will be permitted, provided:
 - only water-based paints are used
 - protective measures are undertaken to ensure no paint is spilt on floors, or sprayed or splashed on the walls, or other parts of the building, structures, or equipment
 - no nuisance is caused to other persons in the venue

Event staff

Event staff will be available throughout the build-up time and open times – they are easily identifiable by their red UCAS-branded t-shirts. They will 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. However, they will not undertake any excessive lifting, and are not allowed on the loading bay.

Exhibitors' property

Exhibitors' stands, and exhibits on stands, are not accepted into the custody or control of the venue, and exhibitors shall make their own insurance arrangements. UWE ECC/UCAS Media Events take every precaution to protect exhibitors' property during any event, they are not responsible for any loss or damage.

UWE ECC/UCAS Media Events also accept no responsibility for anything left on the premises, and exhibitors must make arrangements for all material to be removed from the exhibition by 20:00 on 10 March. Any items left on the premises after the tenancy has expired will be kept by UWE ECC. Staff will endeavour to contact the owner prior to disposal, but cannot guarantee contact.

We would recommend insurance cover to include, as a minimum, legal liability for personal injury, and damage to third party property, based on a limit of indemnity of £2 million. It is also prudent to extend cover to include abandonment and cancellation or curtailment of the

event, due to circumstances beyond your control. All exhibits of jewellery should have a block insurance policy.

F

Filming and photography

If you are planning on filming, or taking any photographs at the event, you must get permission from the organiser, preferably seven working days prior to the exhibition, at events@ucas.ac.uk.

Fire regulations

The following regulations are included in the [eGuide](#), and must be complied with by all contractors and exhibitors.

All materials used in the construction of stands, features, and displays, including signs, shall be:

- of a suitable nature and quality for the purposes and conditions of their intended use
- adequately prepared and fixed to perform the functions for which they were designed
- non-combustible, inherently non-flammable, or durably flameproof in accordance with BS476 – part 7
- water-based, where applicable, e.g. adhesives and paint

British standards are the minimum acceptable for construction materials. Suitable samples of materials may be submitted to the venue for approval. Materials may be tested on-site to ensure they comply. Any decorative materials, drapes, curtains, etc. must be flameproofed. Floor coverings must be secured in place, so as not to cause a hazard.

It is understood exhibitors will use paper-based products as part of their stand materials (which is a combustible material). A direct 'no smoking' control measure will be in place across all venues, to reduce the associated risks of fire. If any display includes a flammable product or substance, this should be considered and controlled by a separate risk assessment, subject to the approval of the event organisers (e.g. a cooking display).

First aid

If you require any first aid during the build-up, event, or breakdown, please go to the organiser's office which is opposite the exhibitor catering.

Footwear

Suitable footwear must be worn on-site during build-up and breakdown. Open-toed sandals or shoes, flip-flops, and flimsy footwear are not permitted.

Furniture hire

Each stand will be supplied with the furniture hired when booking. If you wish to hire any additional furniture, or upgrade your furniture package, please sign in to your ENet account and add it on, at least two weeks prior to the exhibition date.

H

Hazardous exhibits

No hazardous substance, object, or process is to be used, exhibited, or stored within the immediate confines of the exhibition complex. Examples of prohibited items are:

- real flame and/ or smoke
- flammable materials, including petroleum spirits, paraffin, and diesel
- flammable gases, including liquid petroleum gas
- toxic substances
- boilers, stoves, and furnaces
- moving displays
- laser beams or pyrotechnics

Height restrictions

Please note that the height limit of displays is 4m. Anything over 4m is classed as 'complex' and requires independent structural sign off. If you are planning to build a stand which you believe may be a 'complex' stand, please contact the organiser at events@ucas.ac.uk.

If you have purchased a shell scheme only stand, please be aware that the stand panels are 1m wide and 2.44m high. Exhibitors wishing to build above 2.44m should contact the event organiser at events@ucas.ac.uk.

Hi-vis policy

During the hazardous parts of build-up and breakdown (when shell scheme is being built and forklift trucks are moving around the venue), a hi-vis policy will be in operation. Anyone in the hall must wear a hi-vis vest. UCAS aims to have all hazardous work completed by the time exhibitors have access, but sometimes it may be necessary for this policy to be put into action.

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**Internet**

Internet access is available for exhibitors – you will need to select the Cloud Network, and sign in using your personal details. The venue also offers Eduroam. If you require a more reliable connection, please contact UCAS, so arrangements can be made with the venue.

UCAS

UCAS can offer a TV AV hire package – for more information and to book, please sign in to your ENet account. The items will be on your stand during build-up day, and on-site technical support will be available. If you require further information, please call the Events Team on 01242 544 645.

L**Lost property**

All property found should be handed in to the organiser's office, where it will be given to the venue at the end of the event – this will then be retained for six months. If, after six months, no claim in respect of that property has been made by any person, the licensor shall consider the property has been abandoned, and shall receive the rights to offer that property for sale.

M**Music**

Exhibitors requiring music to be broadcast, whether live or from devices on stands or other areas, will require a licence for the performance of music from the Performing Rights Society Limited, which has rights under The Copyright Act 1988.

Any person wishing to have music broadcast in the hall must inform the event organiser, who in turn will inform UWE ECC in writing. Exhibitors will be required to pay all fees due to The Performing Rights Society Limited on request. More information can be found at www.prsformusic.com.

Please note, all licences must be served in advance of the event. UCAS and UWE ECC reserve the right to restrict sound levels emanating from any stand or feature, which they consider to be disturbing or disrupting the business of other occupiers in the building.

O

Organisers

The organiser's office is located on the opposite side of the hall to exhibitor catering, next to the seminar rooms. The lead organiser is Emily Bibby. During the exhibition, Emily can be contacted on 07741 312 425.

Prior to the exhibition, please contact Emily on 01242 544 908, or at e.bibby@ucas.ac.uk.

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 provide their own health and safety documentation at this exhibition – a risk assessment, and if necessary, a method statement with stand drawings. This highlights the significant

risks that exist during such an event. It is your responsibility to provide this documentation to your staff working at the exhibition.

Please ensure you bring a copy with you to the event and upload the documentation to your ENet account, or if the latter is not possible, email a copy to the organiser at events@ucas.ac.uk.

S

Scanner collection

If you have booked to hire a scanner device at the exhibition, you will be able to collect this between 08:30 – 09:15 on the morning of the event, from outside the organiser's office.

Scanners must be returned at the end of the day two, on Tuesday 10 March.

Security

Security is provided for the event throughout build-up, during the event, and breakdown. To gain access to the venue, **contractors and exhibitors must sign in**, and will be issued with wristbands/lanyards that must be worn at all times. Further information can be found in the 'Arrival' section of this document.

Please take account of the following security advice from the venue:

- Take home any valuable items each night if there are no secure storage facilities on-site.
- Do not leave your stand unattended at any time during build-up, the open period, or the breakdown of the event. Do not leave the hall until all visitors have gone each afternoon.
- Do not position desirable items at the front of your stand, where you may not be able to keep an eye on them.
- Ensure you have enough staff, so the stand is not vulnerable to thieves, and do not ask a neighbouring exhibitor to watch over your stand while you go for a break. They may become busy, and not be able to keep an eye on your stand.
- Remove all portable or valuable items from the stand on the evening the event closes. Do not leave them until the following day for collection.
- Arrive in time for each event. Ensure your stand is staffed at least 15 minutes before event open time each day, but remember that the hall is open from 08:00 on both the 9 and 10 March.
- If you are a victim of theft, please report it immediately to security.

Smoking

UWE Exhibition Conference Centre operates a strict no smoking policy, and asks for your full cooperation in ensuring this is complied with during the exhibition, and build-up. Signs in accordance with the smoke-free regulations will be displayed at building entrances, and in areas deemed to be 'substantially enclosed'.

Social media

We will be tweeting about the event using our Twitter account, with the hashtag #ucasexhibition or #accelerate. Please feel free to use these hashtags and help us share details of the event.

Storage

Important: Storage is available at the venue during the build-up and open times of the event, but this may be limited. Any items left in storage are left entirely at the owner's risk, and neither UCAS nor UWE ECC will accept any liability for items lost or stolen. The exhibitor storage is by the loading doors.

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.

EVENT EVENT EVENT EVENT EVENT EVENT	
EVENT PASS	
Reg no:	Multiple
Event:	UCAS HE Exhibition
Date:	09-10/03/20
	Issued by: RCEP/200121/001
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