



## UCAS exhibitions

# Exhibitor manual

**Date:**

**13 March 2020**

**Venue:**

**The Brighton Centre**

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## 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 within 10 – 15 minutes' walk from the venue:

<a href="#">Jurys Inn Brighton Waterfront</a>	Tel: 0127 320 6700
<a href="#">Hilton Brighton Metropole</a>	Tel: 0127 377 5432
<a href="#">Holiday Inn Brighton – Seafront</a>	Tel: 0871 510 1361

This is a general list provided for information only, and is not to be treated as a recommendation from UCAS. For more details on other hotels in Brighton, including the large number of small hotels and B&Bs, please visit [www.visitbrighton.com/accommodation](http://www.visitbrighton.com/accommodation).

## Alcohol and drug policy

The consumption of alcohol is not permitted during build-up and 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 via the organisers, as there are licensing implications, and the city vet's approval will be required.

## Arrival

**To gain entry to the venue, all attendees' details must be registered 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/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:

Thursday 12 March 2020	16:00 – 18:00
Friday 13 March 2020	08:00 – 09:15

For large vehicles, please proceed to the loading doors at the back of the venue, on Russell Road, to unload. For cars and other small vehicles, where possible, please park your vehicle in a nearby car park and bring your goods by foot. Otherwise, proceed to the loading doors on Russell Road, where there is a 20-minute time limit to unload. More information can be found in the car parking section of this manual.

There will be no vehicle access to the loading bay after 09:15 on the event open day – the loading bay doors will close, without exception, and all vehicles must be removed.

**Exhibitors should remain on their stands, and refrain from dismantling, until the exhibition closes at 15:00 on Friday 13 March 2020.**

To help facilitate this, and ensure health and safety is maintained, the loading bay doors will not open, and vehicles will not be permitted to the entrance of the doors, until the venue is clear of visitors – we expect this to be by 15:10. If exhibitors start to dismantle stands while the event is still open, there will be no alternative but to close the exhibition, no matter how many visitors are still in the venue.

**Breakdown time:** 15:15 – 16:15 on Friday 13 March 2020.

### Schedule

#### Thursday 12 March 2020

08:00 – 16:00	Stand build (PPE area – no exhibitor access).
16:00 – 18:00	Exhibitor access.

#### Friday 13 March 2020

08:00 – 09:30	Exhibitor access.
09:30 – 15:00	Exhibition open – <b>trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.</b>
15:00	Exhibition close.
15:15 – 16:15	Exhibitor breakdown.

16:15 Contractor breakdown (PPE area – no exhibitor access).

### **Access to loading bay**

The loading bay is situated at the back of the hall and this can be accessed via Russell Road. The loading bay access is limited, and if it becomes too busy, you may be asked by traffic marshals to wait before you can unload. The Brighton Centre operates a strict drop-off and unloading system. **As soon as you have unloaded, please move your car and leave it in the car park.**

Loading doors will be closed **at least 15 minutes prior to the start of the exhibition**, and will remain closed outside of the build-up and breakdown times. No access will be given, and no exceptions will be made.

### Business centre

There is an information desk in the foyer area on the ground floor.

## C

### Car parking

There are several multi-level car parks located nearby, at Regency Square and The Lanes, and there are also NCP car parks in the vicinity. There is a charge for these car parks.

The venue is able to offer a rate of £14 per 24hrs, per space, at Regency Square car park for those attending the exhibition. To take advantage of this offer, please enter the car park and take a ticket from the barrier. On the day you want to leave, take your ticket to the information desk in the foyer of the Brighton Centre, where you can pay for your parking and have the ticket validated. Once your ticket has been validated, you will be able to use it at the car park exit barrier.

If you pay and validate your ticket at the car park, you will pay the standard car parking tariff.

Although there are ample spaces in the car park, please be aware this is first-come, first-served. There is a height restriction of 2.13m at Regency Square car park.

### Carpet

The hall floor will be covered with a light grey carpet on the stands, and a dark grey carpet in the aisles. If you have specific flooring requirements, please contact Formula Exhibitions on 01904 608 855, or use the additional items order form on the [UCAS Media website](#).

## Catering

There will be an exhibitor and teachers' lounge at the event on the third floor, in the restaurant. The restaurant accepts cash and card payments. There are also cash machines in the building. The event will not close for lunch – if you are alone on your stand, please contact a student helper or member of staff for assistance with refreshments throughout the event, or bring a packed lunch.

The opening hours are 08:00 – 15:00 on Friday 13 March 2020.

**Card payment is available, but please bring cash in case of any unforeseen technical failure.**

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. Water stations will be available around the venue and in the exhibitor lounge, please bring a reusable bottle with you to refill throughout the event. Please come to the organiser's office to collect your tea and coffee vouchers.

## Children

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

## Cleaning and recycling

A 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. Leave any cardboard boxes flat-packed on your stand, ready for our event staff to collect throughout the day and place in the 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.

## Cold Weather

Due to the time of year, the exhibition hall will be cold when the loading doors are open. Heating will be on during opening times, but please prepare for cold weather conditions by wearing layers and appropriate clothing, especially during build-up, and when the hall is closed to visitors.

## 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. Any early access requests must be authorised by the event organiser, ahead of arriving on-site.

For security reasons, all contractors must wear a wristband to gain entry to the venue. This will be provided on arrival. Please register all contractors on your ENet account.

## D

## Deliveries

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

Any deliveries to your stand on show open days must be completed, and your vehicle removed from the loading areas, no later than half an hour before the show opening time. The venue will not allow the show to open if vehicles are blocking fire exit routes. 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 Wednesday 24 April 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 information below.

**The address for deliveries is:**

UCAS Sussex higher education exhibition

**Exhibitor company/Institution name**

**Exhibitor contact name**

**Stand number**

The Brighton Centre

Kings Road

Brighton

East Sussex

BN1 2GR

Please make sure the staff working on your stand know:

- 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. Surplus materials must be placed in the on-site storage area.

## E

### Electrical services and stand power

Electrical sockets are not provided as standard as part of the shell scheme exhibition stands. However, all shell scheme stands will be fitted with one fluorescent light, as standard.

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 Thursday 12 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 30 minutes before the event. Power to your stand will be switched off 30 minutes after the show closes, and will not be switched back on under any circumstances, due to the hazards presented during the breakdown of stands.

Use of the venue's electrical sockets is not permitted, and cables must not cross gangways.

### Emergency procedures

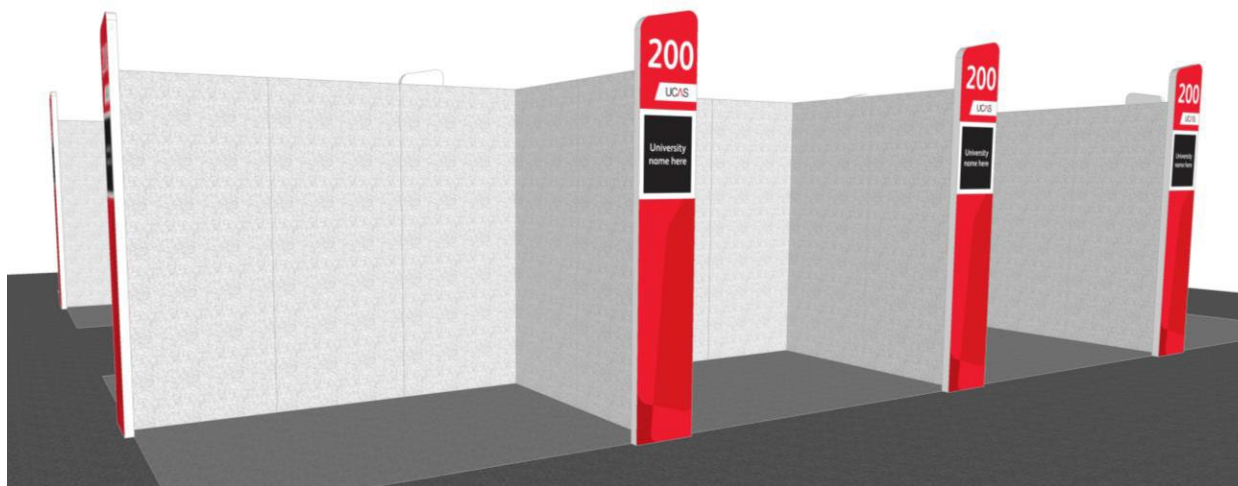
Please ensure you're familiar with the procedures to be followed in the event of an emergency at the venue.

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 [a.hill@ucas.ac.uk](mailto:a.hill@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](mailto: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 0.6 metres 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 [a.hill@ucas.ac.uk](mailto:a.hill@ucas.ac.uk) for advice.

**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 this, 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 times 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 licensor, and exhibitors shall make their own insurance arrangements. While Brighton Centre and UCAS Events take every precaution to protect exhibitors' property during any event, they are not responsible for any loss or damage.

Brighton Centre and UCAS Events also accept no responsibility for anything left on the premises, and exhibitors must arrange for all material to be removed from the exhibition by 20:00 on Friday 13 March 2020.

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 [a.hill@ucas.ac.uk](mailto:a.hill@ucas.ac.uk)

### Fire regulations

All materials used in the construction of stands, features, and displays, including signs and fascias, 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 not to cause a hazard.

It is understood that 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 organiser, e.g. cooking display.

### First aid

There will be first aid cover throughout the open days of the exhibition. The venue has a medical room staffed by qualified first aiders. Should you require medical assistance, please contact the organisers, or visit the medical room.

### 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
- 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 [a.hill@ucas.ac.uk](mailto:a.hill@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 [a.hill@ucas.ac.uk](mailto:a.hill@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 and appropriate PPE. 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., in line with the booking terms and conditions.

While the organisers take every precaution to protect exhibitors' property during an event, they are not responsible for any loss or damage.

### Internet

The Brighton Centre provides a wireless service which is designed to facilitate the use of email, internet browsing, and accessing corporate intranets. A sustained high-volume data transfer is not permitted. The public WLAN system at the Brighton Centre is run via a dedicated 10MB leased line. If you require a secure internet connection for your stand, please contact the organisers at [events@ucas.ac.uk](mailto:events@ucas.ac.uk).

### UCAS Media

We can offer a TV AV hire package. Please visit our website for the booking form, or book online with your stand. The items will be on your stand during build-up, 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 into the organiser's office, where it will be handed over to the venue at the end of the event – it will then be retained for six months. If, after three months, no claim in respect of that property has been made by any person, the licensor shall consider the property has been abandoned, and receive the rights to offer it 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 The Brighton Centre 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](http://www.prsformusic.com).

Please note, all licences must be served in advance of the event. UCAS and The Brighton Centre 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 on the first floor, near the main exhibition hall. Prior to the exhibition, please contact Danielle on 01242 544773.

**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 H&S documentation at this exhibition; completing 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 also email a copy to the organisers at [events@ucas.ac.uk](mailto:events@ucas.ac.uk).

**S****Scanner collection**

If you have booked to hire a scanning device at the exhibition, you can collect this between 08:30 – 09:15 on the morning of 13 March, from outside the organiser's office on the first floor. Please return the scanner at the end of the last day, to the same location.

**Security**



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

- Contact the exhibition security company for advice on how to secure the items on your stand. There may be an overnight secure store for valuable items.
- 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 show. Do not leave the hall until all visitors have gone each evening.
- 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.
- Arrive in time for the show. Ensure your stand is staffed at least 15 minutes before open time – the hall is open from 08:00.
- Hire an alarm for your stand if you are exhibiting valuable or portable items. These should be available from the show security company.
- If you are a victim of theft, please report it immediately to the show security company.

## Smoking

The Brighton Centre operates a strict **no smoking** policy in the venue.

There are designated smoking areas outside the venue.

## Social media

We will be tweeting about the event using our Twitter account, with the hashtag #ucasexhibition or #ucas2020. Please feel free to use these hashtags and help us share details of the event.

## Storage

There are no facilities for the advance storage of exhibition material at the venue. There is **very limited storage space** for exhibitors to use during the exhibition. The storage area is unlocked and accessible by all. Therefore, UCAS recommends that exhibitors do not store any items of value in the storage area. This area can be found in 2 Bar on the first floor – please ask a member of staff if you need directions.

For health and safety reasons, neither the organisers nor event staff are permitted to deliver or replenish stock to your stand. Therefore, exhibitors are asked to make the necessary arrangements to have a sufficient supply of handouts available at the start of the day.

## 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.