

# EXHIBITOR MANUAL

**Date:** 20 -21 June 2022

**Venue:** NEC Birmingham  
Hall 6  
Birmingham  
B40 1NT



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## Important travel update

The UCAS Discovery event is taking place during a period of national rail strikes which take place on 21, 23 and 25 June.

If you were planning to take the train, it is likely there will be disruption. The strikes will affect Network Rail and 13 English train companies: Chiltern, Cross Country, Greater Anglia, LNER, East Midlands, c2c, Great Western, Northern, South Eastern, South Western, TransPennine, Avanti West Coast and West Midlands.

At the time of this communication, it is advised there will be a contingency timetable with very limited trains running. It is likely your route will be affected. Please visit the National Rail Enquiries Journey Planner close to your date of travel.

### A

#### Accidents and near misses

If you are involved in or witness an accident or near miss while onsite, please report it to the organiser's office immediately which is in the front entrance foyer.

#### Accessibility

Full details on accessibility can be found on the [NEC website](#).

#### Accommodation

Please find below details of hotels in the vicinity of the NEC:

- Genting Hotel, Resorts World: [www.gentinghotel.co.uk](http://www.gentinghotel.co.uk)
- Crowne Plaza Birmingham NEC: [www.cpbirminghamnechotel.co.uk](http://www.cpbirminghamnechotel.co.uk)
- Holiday Inn Express: [www.expressbirminghamnec.co.uk](http://www.expressbirminghamnec.co.uk)

Please note that these hotels are just a guide for exhibitors, and are not recommended by UCAS.

#### Alcohol and drug policy

The consumption of alcohol is not permitted during the event at any time including build-up and breakdown.

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

#### Animals

Only assistance dogs are permitted entry to the show. You must notify the organiser if you will be attending with an assistance dog as the venue require this to be documented. Please email [e.bibby@ucas.ac.uk](mailto:e.bibby@ucas.ac.uk) in order to complete the requirements.

## Arrival

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

All exhibitors must wear a lanyard throughout the duration of build-up, and the lanyard must be worn during event opening hours. Contractors will be provided with a wristband which must be worn throughout build up and breakdown. Exhibitor and contractor registration will take place at the loading bay doors, and at the contractor entrance to the hall.

## AV hire

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 need more information, please call the Events Team on 01242 544 645, or email [events@ucas.ac.uk](mailto:events@ucas.ac.uk).

## B

### Balloons

Helium-filled balloons are not permitted in the venue.

### Build-up and breakdown

#### **Build-up times:**

Sunday 19 March	17:00 – 19:00
Monday 20 March	08:00 – 09:15
Tuesday 21 March	08:00 – 09:15

#### **\*NEW Unloading process at the NEC\***

All vehicles requiring access to the loading bay must register on the NEC's event delivery system in order to obtain an Event Delivery Pass. This includes any deliveries on event open days as well.

[www.voyagecontrol.com/necbirmingham](http://www.voyagecontrol.com/necbirmingham)

Electronic traffic signage for UCAS will direct you to the dedicated lorry park. You

will need to visit the lorry park if you have goods to unload, whether you are in a car or a lorry/van. The traffic officer will check you are displaying a printed copy of your Event Delivery Pass and direct you to the appropriate gate. This pass is not a parking pass. By booking into the event delivery system, it allows the loading bays to not become congested so please ensure your arrival corresponds with your booked time. You will need a credit card to register but this is only charged if you do not remove your vehicle by your allotted time. Please see below for further information.

Once you have unloaded, you will need to remove your vehicle by the time stated on your pass, and park in an outer area car park. Cars and vehicles up to two tons will be given 1 hour to unload. Vehicles over two tons will be given 2 hours and articulated lorries will be given 3 hours. The traffic team will be able to direct you to the free outer car park to make space for other vehicles. If you fail to remove your vehicle by the allotted time, a penalty charge may occur.

Please note, the NEC is a very busy site during build-up, so these instructions must be followed. If you are using an agency or courier, please ensure they are aware of the above instructions. Official couriers such as DHL, Fedex will not need to register as above for access to the loading bay.

Venue staff will not be responsible for signing for deliveries. UCAS staff will sign for deliveries when in tenancy, but delivery of stock to your stand will remain your responsibility.

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact the organiser [e.bibby@ucas.ac.uk](mailto:e.bibby@ucas.ac.uk). In some circumstances, early access to the venue on the build-up day may be given, but this is only with the advance permission of the organiser. If advance permission has not been granted, exhibitors will be turned away from the venue until the exhibitor build-up session starts (16:00 on Sunday 20 March).

**Breakdown time:** 15:15 – 16:15 on Tuesday 21 June.

**Exhibitors should remain on their stands, and refrain from dismantling, until the exhibition closes, and the hall is cleared of visitors on Tuesday, an announcement will confirm when it is safe to start dismantling stands.**

To help facilitate this, and ensure health and safety is maintained, the loading bay doors will not open, and vehicles will not be permitted in the hall, until the venue is clear of visitors, which we expect to be by 15:15, this may however take longer and you must not breakdown your stand before the safe to proceed announcement is made.

Any vehicles requiring access to the loading bay for breakdown must register with the NEC as above on arrival. Any cars needing access to the loading bay should report to the inner access gate with their exhibitor lanyard as proof of ID. Any vans or larger vehicles needing access should please report to the lorry park to be given access to the loading bay. Vehicles will be queued on a first come, first served basis. On the last day of the show and breakdown, the lorry park is open from 07:15.

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](#). **This is because**

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.

Vehicle access to the loading for breakdown will not be permitted until all visitors have vacated the hall and surrounding area, and it is safe to allow moving vehicles into the pedestrian areas.

If you have a courier arriving to collect goods, please do not ask them to arrive any earlier than 15:15, or they may be turned away.

When leaving the venue, please remove any waste – this includes literature not in a box, and not being collected by your courier – e.g. spare prospectuses. **Removal of any excess waste will be charged for.**

**After 16:30 on Tuesday 21 June, UCAS contractors will have access to dismantle the event. If exhibitors are still breaking down their stands, they must wear a high-vis vest.**

## Schedule

### Sunday 19 June

08:00 – 16:00 Stand build (PPE area – no exhibitor access).  
17:00 – 19:00 Exhibitor/contractor access.

### Monday 20 June

08:00 – 09:15 Exhibitor access.  
09:30 – 15:00 Exhibition open – trolleys will **not** be allowed on the exhibition floor once the exhibition has opened to the public.  
15:00 – 16:00 Stand replenishment.

### Tuesday 21 June

08:00 – 09:15 Exhibitor access.  
09:30 – 15:00 Exhibition open – trolleys will **not** be allowed on the exhibition floor once the exhibition has opened to the public.  
15:15 – 16:15 Exhibitor/contractor breakdown.  
16:30 Stand breakdown (PPE area – no exhibitor access).

## C

### Car parking

Exhibitor car parking is in North 2. Parking is free of charge for exhibitors on Sunday 19 June. The NEC has allocated a number of passes for Monday and Tuesday which gives free car parking. These passes need to be displayed in your car when you leave the car park at the end of each day. Please collect your pass at the exhibitor helpdesk in the hall.

### Carpet

The hall floor will be covered with a charcoal carpet in the aisles, and light grey carpet on the stands. If you have specific flooring requirements, please contact GES by emailing them at [UCASBirmingham@GES.com](mailto:UCASBirmingham@GES.com), or by calling them on +44 (0) 2476 380190.

## Catering

There will be a catering outlet where you can exchange your tea and coffee vouchers. The Main NEC foyer has a host of catering outlets for refreshments, and hot and cold food.

**Each single stand (irrespective of the number of staff) will be provided with four free tea and coffee vouchers per day, for the duration of the event.** If you are on a double stand or larger we will provide eight vouchers per day, which can be redeemed in the exhibitor's lounge.

Each stand will also receive a bottle of water however, we recommend bringing your own reusable bottle which can be refilled at catering outlets.

## 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 black bin liner will be placed on your stand each morning. Please use this for general waste.

NEC is a sustainable venue, and would appreciate it if exhibitors try to minimise the amount of literature left there.

Common areas and aisles will be vacuumed each day, and rubbish will be removed, but exhibits will not be cleaned. Please leave bags of rubbish in the gangway for collection, after the show has closed.

Please see extra cleaning details under the COVID-19 safety precautions section

## Competitions

Please note that in the interests of health and safety, entrance areas, aisles, and gangways must be kept clear, and competitions may only be organised and operated from an exhibitor's own stand. The P.A. system is for emergency announcements and organisers' use only and may not be used to announce competition results.

## 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](#). Please also ensure you (or your contractor) send the

stand's risk assessment, method statement, and stand plans to [e.bibby@ucas.ac.uk](mailto:e.bibby@ucas.ac.uk) at least three weeks before the event.

Under the new CDM regulations, all contractors working onsite must be inducted at the NEC during build-up and breakdown. If you have a space-only stand, please email [events@ucas.ac.uk](mailto:events@ucas.ac.uk) so we can arrange the induction.

For security reasons, all contractor staff must wear a wristband to gain entry to the venue. This will be provided on arrival at the venue, provided we are aware they will be onsite.

## Covid 19 precautions

***Correct at date of publishing 16/02/2022, this information may change along side government advice***

### **Face coverings**

We highly recommend that you wear a face covering inside the venue and the hall unless you are exempt. We will have a provision of these at the organiser's office but advise that you bring your own.

### **Social distancing**

We will be promoting a recommended social distancing of 1m+ within the hall.

### **Cleaning and hygiene**

The NEC have exceptionally high cleaning processes and will be regularly cleaning high traffic areas throughout the event.

### **Hand sanitiser**

There are hand sanitiser stations located throughout the venue and our event hall. We will also have a provision of this at the organiser's office but advise that where possible you bring your own.

### **Handing out prospectuses etc.**

We encourage exhibitors to use literature racks rather than personally handing out prospectuses and any other literature to visitors. Where possible, please use QR codes for visitors to access your online literature.

### **Stand risk assessment**

Please see a list of recommended points to cover in your stand risk assessment:

- Sufficient stand cleaning
- Good hand hygiene for staff i.e., regular handwashing and or a supply of hand sanitiser on the stand
- Social distancing on stand and around the event hall
- Adequate supply of PPE for staff if required

Please see further guidance on the Working safely during coronavirus (Covid-19) - Events and attractions page:

<https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions#risk-3>



### Reporting of any concerns about Covid during the event

If you have any concerns about Covid-19 during the event, please come to the organiser's office. Alternatively, if you do not wish to come to the office you can call the event organiser on 073420 72716.

***Please note that the information and advice in the COVID 19 precautions section is based on the latest government advice as of 28 January 2022.***

## D

### Deliveries

Any deliveries to your stand on show open days must be completed, and your vehicle removed from the loading areas, by the time stipulated on your vehicle pass. 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.

Any vehicle needing access to the loading bay will need to register via the NEC event delivery system: [www.voyagecontrol.com/necbirmingham](http://www.voyagecontrol.com/necbirmingham)

Upon arrival to the NEC site, they will need to go via the lorry park to be granted access to the loading bay. Please see build up and breakdown section for further information.

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 23 June will not be accepted as UCAS tenancy with the NEC does not begin until this time.

Delivery times are as follows:

Sunday 19 June 08:00 – 18:00

Monday 20 June 08:00 – 09:15

Tuesday 21 June 08:00 – 09:15

The venue address for couriers is:

Name and number of stand

UCAS exhibition

Hall 6

NEC

Birmingham

B40 1NT

Any deliveries not clearly addressed, or that arrive before build-up, are likely to be lost or returned to sender.

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, they're responsible for delivering your prospectuses and any other items safely to your stand, and placing surplus materials in the on-site storage area.

## E

### Electrical services and stand power

All onsite electrical work must be carried out by a qualified, competent person, and inspected by the appointed electrical contractor prior to energising. Our stand contractor, GES, 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.

You can place your order for electrics via GES using the [online shop here](#)

If you have any questions regarding electrics please get in touch with the GES team by emailing them at <mailto:UCASBirmingham@GES.com> or by calling them on +44 (0) 2476 380190.

Exhibitors bringing portable appliances should ensure the items have been recently PAT tested (Portable Appliance Tested) and bear the PAT test pass certificate.

Use of the venue's electrical sockets is not permitted, and cables must not cross gangways. Once power has been energised during build-up, it will be switched off each night, including the pre-open night. 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.

All shell scheme stands will be fitted, as standard, with one fluorescent light. Please note, electrical sockets are **not** provided as standard, as part of the shell scheme exhibition stands.

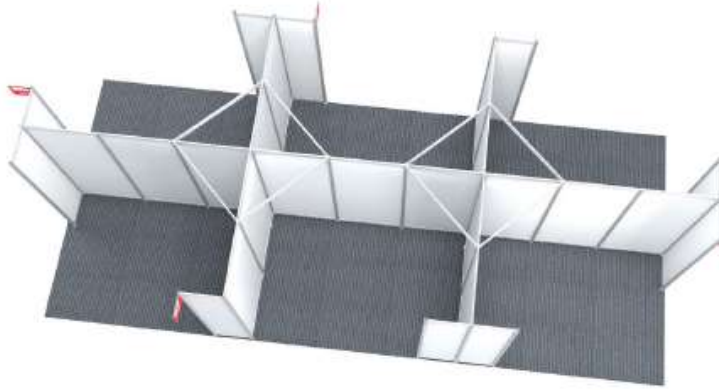
### Emergency procedures

The venue's emergency procedures document will be provided on your stand on arrival and is also available for you to view via your e-net account in useful documents. In the event of an emergency please follow the instructions of our security team.

### Exhibition stands and furniture

The shell scheme stands will be built by our contractors GES. Please see information on the shell scheme in the [document here](#).

Below is how our shell scheme stands will look once built. The name board is located on the return on the front of the stand.



Please see this [Graphics guide document](#) if you will be ordering graphics for your stand.

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.

### Space-only stands

**Important note: Contractors will not be allowed to commence their build-up until they have complied with all the requirements of the workplace (health, safety, and welfare) Regulations 1992**

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 structures include:

- 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:

- a copy of a scale drawing, including plans and elevations
- a construction timetable
- a method statement
- a 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](mailto:events@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 the 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 do so, 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 will produce test certificates for any materials they intend to use. If the venue is not satisfied that any material meets the standards required, they will 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 event, and easily identifiable by their UCAS-branded t-shirts. They will make sure empty boxes are cleared away, aisles are kept tidy, and students and exhibitors are directed as necessary. However, they will not undertake any excessive lifting. Please do not hesitate to ask for their assistance.

## 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. 24-hour security is provided during the event. However, while NEC/UCAS Media Events take every precaution to protect exhibitors' property during any event, they are not responsible for any loss or damage.

NEC/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 Tuesday 21 June 2022. Any items left on the premises after the tenancy has expired will be deemed as rubbish and will be disposed of during the cleaning operation.

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

If you are planning on undertaking any filming, or taking any photographs at the event, you must inform the organiser, preferably seven working days prior to the exhibition, at [e.bibby@ucas.ac.uk](mailto:e.bibby@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 and fascias, shall be:

- of a suitable nature and quality for the purposes and conditions of their intended use
- adequately prepared and fixed in order to adequately 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 standards for construction materials. Suitable samples of materials may be submitted to the venue for approval. Materials may be tested on-site to ensure that they comply.

Any decorative materials, drapes, curtains etc. must be flame proofed. 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 then 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

There will be first aiders available during the event. Should you require medical assistance, please contact the organisers in the organiser's office or a member of the security team out on the exhibition floor.

## Footwear

Suitable footwear must be worn on-site during build-up and breakdown. Open-toed sandals/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 do so through your ENet account, 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 given below:

- 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.

Exhibitors who have purchased a shell scheme only and are wishing to build above the shell scheme panel should contact the event organiser as support beams may cause an obstruction and it may not be possible to remove them. Please email [e.bibby@ucas.ac.uk](mailto:e.bibby@ucas.ac.uk).

## 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

NEC offers a free blanket WiFi network in the hall ' \_NEC Free WiFi.' If the internet is crucial to your stand activity, we recommend purchasing a dedicated connection.

Exhibitors requiring internet access, PCs, and network services on their stand should contact the products team at the NEC on 0844 338 8338 or [eventorders@thenec.co.uk](mailto:eventorders@thenec.co.uk).

## L

### Lost property

Need help finding your dearly departed belongings? Head straight to the main lost property area in the security office in the Piazza between Subway and Hall 1. There's also a smaller security office in the Atrium near Hall 6. Once the show's over all lost property is moved to the Piazza security office, so give them a call on **0121 767 3883** and they'll do their best to help.

## M

### Marketing opportunities

We offer a number of additional marketing opportunities that can help increase your impact, including:

- floor tiles
- hanging banners
- adverts
- email content
- website content

For more information, please visit the [UCAS Media website](#).

If you would like to discuss these opportunities further, or are interested in sponsorship of the event, please contact the Events Team at [events@ucas.ac.uk](mailto:events@ucas.ac.uk), or on 01242 544 645.

## Music

Exhibitors requiring music to be broadcast, whether live or from tapes or discs on stands or other areas, are advised that they 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. Exhibitors will be required to pay all fees due to The Performing Rights Society Limited upon request. More information can be found at [www.prsformusic.com](http://www.prsformusic.com).



Please note that all licenses must be served in advance of the event. UCAS and the venue reserves 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 within the building.

## O

### Organisers

The organiser's office is by the front entrance.

The main organiser is Emily Bibby, [e.bibby@ucas.ac.uk](mailto: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.

1. 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.
2. The floor around your stand shall be kept level and even and shall not be allowed to become slippery or a source of danger.
3. 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 need to provide a risk assessment for your stand build and any activities that will be happening on your stand. Please send this through to Emily Bibby [e.bibby@ucas.ac.uk](mailto:e.bibby@ucas.ac.uk) least 4 weeks before the exhibition date.

The event organiser has completed a risk assessment for the event, and also a separate COVID risk assessment. Copies of these can be found via your e-net account in useful documents along with some helpful templates and risk assessment advice.

## S

### Security

Security is provided for the event throughout build-up and during the event. 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 manual.

### **Bag searches will be taking place by the venue.**

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 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 watch 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 the 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 Tuesday morning.

If you are a victim of theft, please report it immediately to security.

### Smoking

Please note, throughout both the build-up and the duration of the exhibition, there is a strict policy of **no smoking** inside the venue. This includes e-cigarettes and vaping.

### Storage

There are limited unsecured facilities for the storage of exhibition material, cases and catalogues. No storage is allowed in areas behind stands, in gangways, in the loading bay area, under stairs, obstructing fire exits, etc. If you are able to, please store boxes and cases in your vehicles.

### 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.