

UCAS

DISCOVERY

UK TOUR

EXHIBITOR MANUAL

Date:

Friday 8 July 2022

Venue:

University of Cumbria
Sports Hall
Fusehill Street, Carlisle
CA1 2HH



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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, based at the sports hall reception desk immediately.

Accommodation

There are several hotels near the venue:

Travelodge Carlisle City Centre	08719 846374
Ibis Carlisle City Centre	01228 587690
The Crown and Mitre Hotel	01228 525491

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

Arrival

To gain entry to the venue, exhibitor lanyards must be worn at all times. Your lanyard will be ready to collect when you arrive, from the sports hall reception desk.

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 emailed to the lead booker.

If you are arriving by vehicle, please access the campus through the one-way entry system, following the road round to the sports hall at the rear of the campus. Reserved parking bays are available for exhibitors immediately in the sports hall vicinity and these will be clearly marked.

If you are arriving on foot, please follow the same one way system road round to the rear of the campus where the sports hall is located.

B

Build-up and breakdown

Build up times:

Thursday 7 July	15:30 – 17:00
Friday 8 July	08:00 – 09:15

Event open times:

Friday 8 July 09:30 – 14:30

Breakdown times:

Friday 8 July 14:30 – 17:00

Exhibitors must remain on their stands, and not start dismantling them until the exhibition is clear of visitors. We anticipate this to be 5 to 10 minutes after the exhibition closes, at (insert time) on (insert date). To help facilitate this, and ensure health and safety is maintained, the loading doors will stay closed until the venue is clear of visitors.

If exhibitors start dismantling 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 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 exhibitors' code of conduct, all issues raised will be logged and reviewed regularly by UCAS and HELOA. The same principles apply for dismantling, as accessing.

Event helpers will be available to remove any empty cardboard boxes from your stand area and there are skips directly located outside next to the sports hall for any rubbish. Access is available to the sports hall through both the entrance door and via the double exit doors that will be open directly into the sports hall. Trolley access is available via small ramp.

Business centre

There will be no print or fax facilities available at this event.

C**Car parking**

Limited exhibitor car parking is available in the vicinity of the sports hall, within reserved bays which will be clearly identified by signage. The sports hall is located to the rear of the campus and can be accessed via the one way entry system to the campus from Fusehill Street

Additional pay and display parking is available at Cecil Street Car Park, 12 Aglionby Street, Carlisle CA1 1NX.

Please print off the parking pass at the back of this pack and display in the windscreen of your vehicle if parking onsite.

Catering

The exhibitor lounge (staff room) is located within the sports hall where you can access free hot and cold drinks. Pastries will also be available on the morning of the event. Seating in this space will be limited. You will also find a grab and go snack facility outside the sports hall, where you can purchase food and drinks such as sandwiches, snacks, cold drinks and a small selection of hot items. Cashless purchasing only.

The event will not close for lunch. If you're a lone exhibitor and don't want to leave your stand during the day, we have event staff who will be happy to fetch you any refreshments, if they are able to do so.

D

Deliveries

Please refer to the build-up and breakdown section in addition to the information below.

The venue address for couriers is:

Exhibitor name

Stand number

UCAS Discovery North & West Cumbria
University of Cumbria Sports Hall
Fusehill Street
Carlisle
CA1 2HH

Deliveries can be made from Thursday 7 July from 15:30 – 17:00. Any deliveries made before this time will not be accepted by the venue and returned to the sender.

If you are expecting goods to be delivered by courier, please make sure they are aware of the dates of the event, and venue opening times. All deliveries not clearly addressed, or those which arrive prior to the stated time, are likely to be lost or returned to the sender. Please make sure the staff on your stand are aware of:

- who your courier is
- your courier's contact details
- what is being delivered

Any deliveries must be brought into the sports hall by your courier and left within your allocated stand space. Any deliveries left outside the sports hall will not be accepted. Parking and drop off facilities for couriers is available next to the sports hall via a small ramp into the sports hall.

E

Electrical services and stand power

Electricity is not available to order at this event.

Emergency procedures

Please make sure you're familiar with the procedures to be followed in an emergency. The emergency procedure document will be on your stand. If an alarm sounds, please evacuate the building immediately, and make your way to the assembly points.

Emergency exits are available at both ends of the sports hall. In the event of the fire alarm sounding, please make your way to your nearest exit where event staff will lead you to the nearest assembly point in the sports hall car park.

Exhibition stands and furniture

Exhibitors are allocated a 2m x 1m stand area, unless a double or triple stand has been booked.

Tables and chairs are available, but will only be provided if requested. Requests for furniture must be booked through your ENet account.

Event staff

Event staff will be available throughout the day to assist exhibitors – they are easily identified by their UCAS 'Event staff' t-shirts. They can help with the breakdown of boxes, how to locate toilets, tea and coffee, and any other queries you may have.

The event organiser will also be wearing a UCAS branded polo shirt, and the UCAS team can be identified by their UCAS branded black polo shirts. Please do not hesitate to ask for assistance from the exhibition team. The event organiser and events team can be found at the sports hall reception desk.

F

First aid

If you sustain any personal injuries, or are present when an accident happens, please ask for assistance from the organisers.

Please go to the sports hall reception desk immediately if you require first aid assistance.

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.

H

Height restrictions

No height restrictions in place.

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 access is available free via Eduroam and via the University of Cumbria conference network. You will be required to create a login to our cloud based conference network of which details will be provided to you on your stand and via the sports hall reception desk.

L

Lost property

If any property is lost or found in the venue, please report it to the sports hall reception desk.

O

Organisers

The organisers can be found at the sports hall reception desk. The lead organiser is Gail Neville and Carly Scott

During the exhibition, Gail Neville can be contacted on 07790347868 and Carly Scott can be contacted on 07841339563

Before the exhibition, please contact Gail Neville on 01228 279 311, or at gail.neville@cumbria.ac.uk / studentrecruitment@cumbria.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 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, upload the documentation to your ENet account, and if the latter is not possible, email a copy to the organiser at events@ucas.ac.uk.

S

Security

The sports hall will be locked overnight before the event and security staff are available throughout the night to patrol and check the campus and sports hall.

Smoking

A non-smoking policy is in place within all buildings and directly outside all building including the sports hall. Smoking areas are available on campus. Please visit the sports hall help desk where a member of staff can direct you to these areas.

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.

Exhibitor parking permit

UCAS Discovery North & West Cumbria 2022

Valid for parking at:
University of Cumbria
Fusehill Street
Carlisle

Date valid: Thursday 7 July 2022 15:30 – 17:00 &
Friday 8 July 2022 08:00 – 17:00

Please ensure this pass is displayed in the windscreen of your vehicle to avoid parking charges during your stay.