

EXHIBITOR MANUAL

Date: 27-28 June 2022 at 09:30 – 14:30

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



You said, we did...

The University of Bedfordshire takes feedback for our events very seriously and it is our commitment to improve the UCAS Exhibition year on year. The following aims to show how your feedback has been implemented.

You Said

Schools/colleges wanted longer sessions at the exhibition

We Did...

We have amended the arrival and departure times to allow students to stay on campus for longer periods. In addition, we have also increased our overall visitor capacity so that schools/colleges can stay longer than their designated departure time if they wish.

You Said

You wanted a wider range of catering options

We Did...

We have introduced a larger catering marquee which will serve a wide range of options. In addition, we have introduced smoothie bars, located throughout the campus.

You Said

You wanted a larger teachers and exhibitors lounge

We Did...

We have introduced a second teachers and exhibitors lounge located next to the Sports Hall. Both lounges will serve free tea and coffee throughout the exhibition and have a wider selection of food which can be purchased.

You Said

You wanted more interactive demonstrations at the exhibition

We Did...

We have a Demonstration Zone where students can experience a range of academic disciplines. Activities include psychological testing, fitness demonstrations and media workshops.



Bedfordshire UCAS Exhibition

Please note that the University of Bedfordshire has multiple campuses – the UCAS Exhibitions hosted at the Bedford campus:

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

Event Organisers

Thank you for supporting the Bedfordshire, Northamptonshire and Milton Keynes UCAS Exhibition on 27-28 June 2022.

The University of Bedfordshire key event contacts



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Our team of student ambassadors are easily recognisable (wearing coral coloured t-shirts). Each stand will have a designated ambassador to offer support throughout the exhibition.

Bedford campus map



- | | | | |
|--|---------------------------------------|-------------------------------------|---------------------------------------|
| D Campus Centre - Red Talks, Restaurant, Cash Point | 1 Welcome Marquee | 5 Catering | 9 Teachers & Exhibitors Lounge |
| G Gateway Building - Yellow Talks, Costa Coffee | 2 Exhibition Marquee | 6 Live Music & Entertainment | |
| P P Block - Orange Talks and Sports Arena | 3 Teachers & Exhibitors Lounge | 7 Photo Booth | |
| T T Block - Teachers and Exhibitors Quiet Zone | 4 Demonstration Zone | 8 Exhibition Sports Arena | |

UCAS Exhibition A-Z

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 event organiser immediately on 07568 130527.

Accommodation

There are several hotels near the venue:

Premier Inn: Priory Country Park, Barkers Lane, Bedford, MK41 9DJ (3 min drive, 18 min walk)

Travelodge Bedford: Goldington Road Hotel 403 Goldington Rd Bedford MK41 0DS (2 min drive, 16 min walk)

Park Inn Bedford: 2 St Mary's Street, Bedford MK42 0AR (5 min drive)

The Bedford Swan Hotel: The Embankment, Bedford, MK40 1RW (5 min drive)

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

Arrival

The UCAS Exhibition is split across two venues – the Sports Hall and Exhibition Marquee.

On arrival, you are asked to register at the main entrances to the exhibition halls. You will be issued with a wristband, which will allow you access to the exhibition site.

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.

To access the Teacher/Exhibitor lounges, please ensure you present your Exhibitor lanyard which will be provided for you at your stand.

B

Build-up and breakdown

Build up times:

Exhibitors will be able to set up from 14.00 on Sunday 26th June 2022 until 18.00.

You will be able to have access from 08.00 on Monday 27 June to set up.

Build up times are as follows:

Sunday 26 June 2022: 14.00-18.00

Monday 27 June 2022: 08.00-09.30

Tuesday 28 June 2022: 08.00-09.30

Break down times are as follows:

Tuesday 28 June 2022: 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.

Business Centre

If you require any printing services, please speak to a member of staff who will happily organise this for you.

C

Car Parking

- The University of Bedfordshire has ample parking for those wishing to travel to the exhibition by car
- Please follow directions to the University of Bedfordshire (postcode MK41 9EA)
- On campus, please follow the signs to the car parks then proceed to the exhibition registration area

Catering

Please note that the exhibition will not close for lunch on either day. All catering outlets on campus will be open during the event, but are expected to be busy.

Free tea/coffee will be available for teachers and exhibitors throughout the exhibition in the teachers and exhibitors lounges; located at the rear of the main marquee and next to the Sports Hall. Within the teachers and exhibitors lounges, there will also be a shop and lounge area for exhibitors to buy light refreshments and take a break.

In addition, the following catering outlets will also be open:

Campus Restaurant: Located next to the main campus theatre in D Block

- Breakfast Rolls (9.30am – 11am)
- Lunch (11am – 2pm) (menu below)

Gateway Café: Located in the main Gateway Building

- Hot and cold beverages
- Sandwiches

Catering Marquee: Next to the demonstration zone, we will be setting up three temporary catering outlets serving:

- Breakfast Rolls (9.30am – 11am)
- Lunch (11am – 2pm)



D

Deliveries

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

The venue address for couriers is:

Stand Number

FAO: Student Recruitment Team (BEDFORD CAMPUS)
The University of Bedfordshire
Polhill Avenue
Bedford
MK41 9EA

Deliveries can be made from Monday 20 June 2022. 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

E

Electrical services and stand power

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

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

Where power can be supplied to exhibitors' stands, it will be switched off each night, including the build-up night. Power to your stand will be switched off 30 minutes after the exhibition closes each day and will not be switched back on until the following morning.

Emergency procedures

Emergency Procedures

- The UCAS Exhibition is supported by a designated Health and Safety team who have a remit to ensure the safety and welfare of our visitors.

Fire Evacuation

- The University of Bedfordshire is not expecting any fire alarm tests throughout the duration of the exhibition

- In the unlikely event of an evacuation becoming necessary, an evacuation will be led by University of Bedfordshire staff and student ambassadors. Please follow their instructions carefully and if you find you require additional help or assistance during an evacuation please ask the nearest ambassador/member of staff.

Risk Assessment

- A copy of the event's risk assessment is available at the back of this guide

Exhibition stands and furniture

Space is strictly limited to 2mx2m of width per exhibitor (4mx2m for double stands). Please ensure that your stand does not exceed this size as large stands cannot be accommodated. A table and two chairs will be provided. Please bring your own table cloth.

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

Event Staff

There will be student helpers available throughout the set up time and open times, who will be easily identifiable by their coral t-shirts. They will ensure that empty boxes are cleared away, that 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.

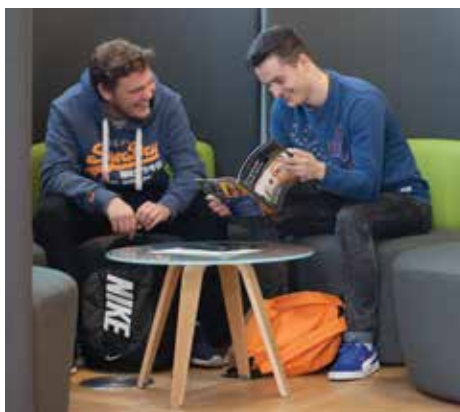
F

First aid

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

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.



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

Wi-Fi internet can be accessed on campus through Eduroam (if you work for a University that also supports this scheme). Please note that Wi-Fi access is not guaranteed.

L

Lost Property

All lost property will be handed in to the registration marquee

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

O

Organisers

Please refer to page three.

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. A copy of the event's risk assessment is available on your e-net account.

S

Smoking

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

Security

The University of Bedfordshire has worked closely with Bedfordshire Police who has independently reviewed our security arrangements for the event. Following the advice from Bedfordshire Police, please follow the security instructions below:

- Please show your red event wristband to access all exhibition venues
- Please show your Exhibitor Lanyard when accessing the Exhibitor/Advisor lounges
- If you see something, say something. Please report any suspicious behaviour immediately to a member of staff and/or Bedfordshire Police who will have a mobile Police Station on campus (next to the Exhibition marquee)
- CCTV is in operation across the University campus

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.

Please note: Some elements of this event take place outside.

Exhibitor parking permit

UCAS Bedfordsire HE exhibition 2022

Valid for parking at:
Bedford campus, Polhill Avenue, MK41 9EA

Date valid: 27-28 June 2022 (09.30 – 15.00)

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

SAFETY FIRST: The campus speed limit is 10 mph. Please observe the traffic signs and follow the one way system.

Contact details

Venue:

Bedford campus
Polhill Avenue
Bedford
Bedfordshire
MK41 9EA

Opening hours: 09.30 – 14.30

Contact details before the exhibition

01242 544 808 or email events@ucas.ac.uk

During the exhibition

07786 163 990 or www.ucas.com/exhibitions

General enquiries

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

The UCAS logo is displayed in white text on a dark blue background. The letters 'U', 'C', and 'S' are in a bold, sans-serif font. The letter 'A' is in a red, sans-serif font and is slightly smaller than the other letters. The logo is positioned on a white, trapezoidal shape that tapers to the right.

Thank you for registering to attend the UCAS Bedfordshire higher education exhibition on 27-28 June 2022