

UCAS

DISCOVERY

UK TOUR

EXHIBITOR MANUAL

Date: Friday 2nd September 2022

Venue: Forth Valley College
Falkirk Campus
Grangemouth Road
Falkirk
FK2 9AD



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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 Event Organiser immediately. The Event Organisers will be located in the Games Hall.

Accommodation

There are several hotels near the venue:

Park Hotel	01324 628331	https://www.hanniganhotels.net/the-park-hotel
Premier Inn	0333 003 8101	https://bit.ly/3uwlyQf
Travel Lodge	08719 848484	https://www.travelodge.co.uk/hotels/349/Falkirk-hotel

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

Arrival

On arrival, exhibitors should report to reception via the main entrance for registration. For larger drop-offs, your vehicle will be directed to the service yard to unload. Event Ambassadors will be on hand to show exhibitors to their stand.

Exhibitor lanyards must be worn at all times. Your lanyard will be ready to collect from the registration desk in the Games Hall when you arrive.

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

B

Build-up and breakdown

Build up times:

Thursday 1 September	15:00 – 17:00
Friday 2 September	08:00 – 09:15

Event Open times:

Friday 2 September	09:30 – 15:00
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Breakdown times:

Friday 2 September	15:15 – 17:00
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Exhibitors must remain on their stands, and not start dismantling them until the exhibition is clear of visitors. We anticipate this to be 10 minutes after the exhibition closes. 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

No printing or faxing will be available at this venue during the exhibition build-up, open or breakdown times.

C

Car parking

There is free parking available at the venue. A limited number of spaces will be reserved for exhibitors. However, this will be on a first come, first serve basis. Exhibitors should avoid parking in residential areas. Please see "Directions" for a Campus Map.

Catering

There is an on-site refectory where exhibitors can purchase a range of meals and snacks.

Tea, coffee and water will be provided throughout the event.

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.

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 Forth Valley

Forth Valley College

Grangemouth Road

Falkirk

FK2 9AD

Deliveries can be made from 15:00 on Thursday 1 September. Any deliveries made before this time will not be accepted by the venue and returned to the sender. There is a drop-off point at the side of the Games Hall for deliveries.

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

Directions

Directions on how to get to the venue (including via bus or train) can be found here – <https://www.forthvalley.ac.uk/about-us/getting-here/falkirk-campus/>

Venue address:

Forth Valley College

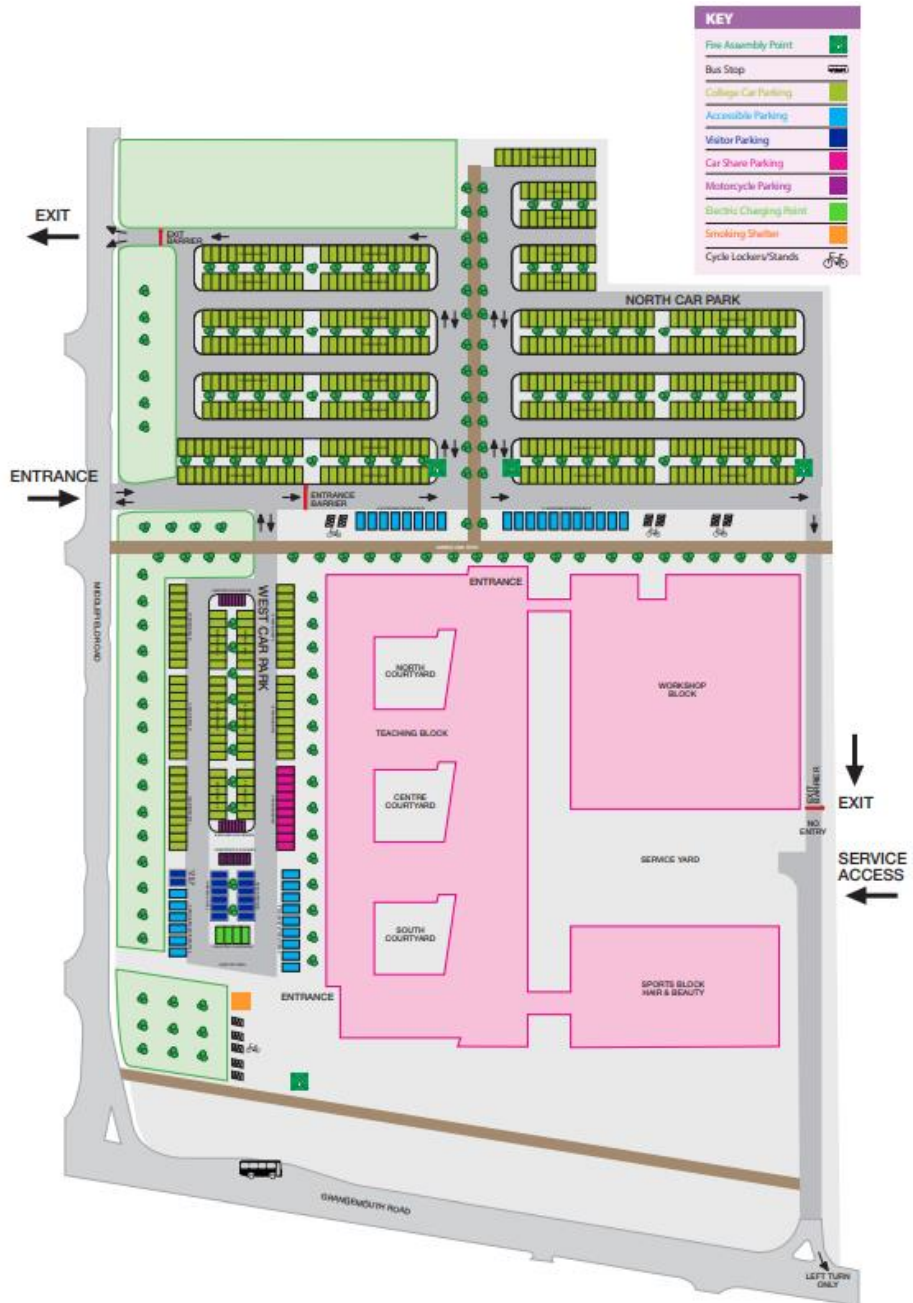
Falkirk Campus

Grangemouth Road

Falkirk

FK2 9AD

Campus Map:



E

Electrical services and stand power

There is no electricity available for exhibitors at this venue.

Emergency procedures

The emergency procedure document will be on your stand, please familiarise yourself with this so that it can be followed in an emergency. If an alarm sounds, please evacuate the building immediately, and make your way to the assembly points. Venue fire wardens will be available and directional signage identifies all fire exits.

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 Ambassadors

Event Ambassadors will be available throughout the day to assist exhibitors – they are easily identified by their coral 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 t-shirt, and the UCAS team can be identified by their UCAS branded black t-shirts. Please do not hesitate to ask for assistance from the exhibition team. The team will be located in the Games Hall throughout the day.

F

First aid

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

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

Stands should be no taller than 4m in height.

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 Event Organiser takes 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

Free Wi-Fi will be available for exhibitors and details on how to access it will be given to exhibitors on their arrival. If you experience any issues whilst exhibition at the event, please contact the Event Organiser.

L

Lost property

If any property is lost or found in the venue, please report it to an Event Ambassador.

O

Organisers

The Event Organiser is Laura Riley and she can be found in the Games Hall during the build-up, open and breakdown of the exhibition.

During the exhibition, Laura can be contacted on 01324 403000.

Before the exhibition, please contact Laura by emailing marketing@forthvalley.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 UCAS on events@ucas.ac.uk.

S

Security

The venue will be locked overnight and the venue's facilities team will be on-site during the event. Exhibitors are responsible for looking after their personal belongings and should not leave them unattended. There are also lockers located in the gym changing rooms that are available for exhibitors to use.

Smoking

The venue has a strictly no smoking policy on-site. However, there is a smoking area located outside the main entrance.

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.



Your Zurich Municipal Insurance

Our Reference KP/IND
Policy Number NHE-06CB89-0013
Customer Name Forth Valley College


To Whom It May Concern

This is to confirm that Forth Valley College have in force with this Company until the policy expiry on 31 July 2023 Insurance incorporating the following essential features:

Limit of Indemnity		
Public Liability	£25,000,000	any one event
Pollution/Products Liability	£25,000,000	for all claims in the aggregate during any one period of insurance any one event inclusive of costs
Employers' Liability	£25,000,000	any one event inclusive of costs
Excess		
Public Liability/Products Liability/ Pollution	Nil	any one event
Employers' Liability	Nil	any one event
Indemnity to Principals	Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.	
Full Policy	The policy documents should be referred to for details of full cover.	

Yours sincerely

Zurich Municipal



Contact Details:

- Call us on 0800 232 1927
We may record or monitor calls to improve our service.
- Email us at john.branford@uk.zurich.com
- Visit us at www.zurich.co.uk/municipal
- Write to us at Zurich Insurance plc, Zurich House, 1 Gladiator Way, Farnborough, GU14 6GB

