

UCAS

DISCOVERY

UK TOUR

# EXHIBITOR MANUAL

Date:

21 September 2022

Venue:

UHI Inverness  
1 Inverness Campus  
Inverness  
IV2 5NA



# Contents

A.....	3
Accidents and near misses.....	3
Accommodation .....	3
Arrival.....	3
B.....	3
Build-up and breakdown .....	3
Business centre .....	4
C.....	4
Car parking.....	4
Catering.....	5
D.....	5
Deliveries .....	5
E .....	6
Electrical services and stand power .....	6
Emergency procedures.....	6
Exhibition stands and furniture .....	6
Event staff.....	6
F .....	7
First aid .....	7
Footwear.....	7
H.....	7
Height restrictions .....	7
I .....	7
Insurance .....	7
Internet.....	7
L .....	8
Lost property .....	8
O.....	8
Organisers.....	8
P .....	8
Passages and gangways .....	8
R.....	9
Risk assessment .....	9
S .....	9
Security .....	9

Smoking.....	9
T.....	9
Trolleys .....	9
W .....	9
Waste .....	9
W .....	9
Waste.....	9

## 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 reception staff immediately. The accident or near miss will be logged and a first aider called, if required.

### Accommodation

There are several hotels near the venue, find out more through [VisitScotland](#).

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 general information desk, outside the exhibition hall.

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.

On arrival, please enter through the main reception, follow directions to the exhibition area, located on the second floor.

## B

### Build-up and breakdown

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

Tuesday 20 September 2022	18:00 – 19:00
Wednesday 21 September 2022	08.00 – 09:15

#### **Event open times:**

Wednesday 21 September 2022	09:30 – 15:00
-----------------------------	---------------

## Breakdown times:

Wednesday 21 September 2022

15:15 – 17:15

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 15:00 hours on Wednesday 21 September 2022. To help facilitate this, and ensure health and safety is maintained, the 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

Unfortunately, there are no printing or faxing facilities at the exhibition.

## C

## Car parking

Exhibitors must park in the overspill car park, at plot 16, adjacent to the entrance roundabout. Please see the campus map at the back of this manual, which highlights exhibition parking.

There are drop-off points at the main entrance to UHI Inverness, available for exhibitors to unload materials. Exhibitors should ensure their car is moved to the overspill car park by 9am, to allow coaches carrying disabled visitors to drop visitors off safely.

**Please note:** the car park at the front of the building is reserved for UHI Inverness staff and students, and **must not** be used by exhibitors during the exhibition.

## Catering

### Refreshments

We will provide each exhibition stand with four refreshment vouchers. These will entitle exhibitors to a complimentary tea, coffee, or soft drink, on arrival or throughout the day. Refreshment vouchers can be redeemed from a range of facilities on-site.

### Lunch

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.

A selection of sandwiches, snacks, and hot and cold drinks are available from the refectory – **cash only**.

UHI Inverness is committed to reducing single use plastic on campus. Please bring your own bottle, and refill it from water fountains on-site. There are two water fountains in the corridor between the top of the stairs and the café, outside the exhibition hall.

## 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 Highlands exhibition

FAO Martin Whyte

Goods-In

UHI Inverness

1 Inverness Campus

Inverness

IV2 5NA

Deliveries can be made from 08:00 and 17:00 on 20 September 2021. 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

Please notify [jill.mcnicol@uhi.ac.uk](mailto:jill.mcnicol@uhi.ac.uk) if you are sending materials in advance.

## E

### Electrical services and stand power

Electrical services are available. Please contact [jill.mcnicol@uhi.ac.uk](mailto:jill.mcnicol@uhi.ac.uk) to request.

### 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. Event staff will be able to guide you.

### 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 'Discovery' 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 who are located at the general information desk.

## F

### First aid

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

Our reception staff, located on the first floor will call a first aider and log the incident.

### 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

Please note that the height limit of displays is 4m.

## 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

WiFi access will be available. If you are from another education provider, you can use your own sign in details on the Eduroam domain.

Alternatively, you can register for WiFi through [UHI visitor](#).

## L

### Lost property

If any property is lost or found in the venue, please report it to a member of staff at the general information desk, in the entrance to the exhibition hall.

## O

### Organisers

The organisers can be found at the general information desk, in the entrance to the exhibition hall. The lead organiser is Jill McNicol.

During the exhibition, Jill McNicol can be contacted on 07970 027741 or 07384 236353.

Before the exhibition, please contact Jill McNicol on 07970 027741 or 07384 236353, or at [jill.mcnicol@uhi.ac.uk](mailto:jill.mcnicol@uhi.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](mailto:events@ucas.ac.uk).

## S

### Security

There are security cameras on-site. Any theft or loss of items should be reported to reception staff, located at the main entrance, on the first floor.

### Smoking

There is a strict **no smoking** policy on the campus. There are designated smoking areas outside the venue, which are clearly signposted.

## 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.

## W

### Waste

To improve our environmental impact, we would like to encourage all exhibitors to limit the waste in terms of marketing materials that is left behind at venues. If your courier will only uplift unopened boxes, we would encourage you to only open the number of boxes required.



