

UCAS

DISCOVERY

UK TOUR

EXHIBITOR MANUAL

Date:

15/09/2022

Venue:

UWS Ayr Campus
University Avenue
Ayr
KA8 0SX



Contents

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

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 immediately.

Accommodation

There are several hotels near the venue:

<u>Premier Inn Ayr Racecourse Hotel</u>	0333 321 9304
<u>Mercure Ayr Hotel</u>	01292 844 299
<u>Travelodge Ayr</u>	08719 846321

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.

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 report to the main reception (level 3), the exhibition will take place in the Atrium (level 2).

B

Build-up and breakdown

Build up times:

14 th September 2022	4.00pm-6.00pm
15 th September 2022	8.00am-9.15am

Event open times:

15 th September 2022	9.30am-3.00pm
---------------------------------	---------------

Breakdown times:*15th September 2022*

3.00pm-6.00pm

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

Should you require printing and faxing etc., please visit the library located on level 3.

C**Car parking**

Exhibitor parking will be available in Car Park 1. As there is a barrier system in operation; one of our colleagues will be on duty, please inform them you are an exhibitor, and you will be given access to the car park. Once parked, please make your way to main reception (level 3) then to the Atrium (level 2) where the exhibition will take place. To exit the car park, simply drive towards the exit barrier, this will lift automatically as you approach.

Catering

The coffee shop (located in the Atrium) will be available for you purchase refreshments, snacks, and lunch. As lunchtime can be busy, it is advisable to purchase lunch in advance. Purchases can be made via card 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 Ayrshire
University of the West of Scotland
Ayr campus
University Avenue
Ayr
KA8 0SX

Deliveries can be made from 14th of September between 4.00pm-6.00pm and 15th of September 8.00am-9.00am. 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

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.

In an emergency, please notify a member of staff with a red UCAS t-shirt. If there is a fire evacuation, please follow UWS staff out of the building. A risk assessment has been carried out and is attached to this manual.

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 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 UCAS team can be identified by their UCAS branded black polo shirts. Please do not hesitate to ask for assistance from the exhibition team.

Our event ambassadors will be available throughout the event to assist you, easily identified in our UCAS coral t-shirts.

F

First aid

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

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.

If you sustain any personal injuries or are present while an accident occurs, please report in the first instance to the UCAS General Information desk, where a member of the UCAS Team and the event organiser will be situated.

H

Height restrictions

There are no height restrictions at the venue.

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

VISITORS FROM OTHER UNIVERSITIES

Visitors from participating organisations can connect to our network. Select Eduroam from the list of available WiFi networks then log in with the same ID and password you use at your own institution.

OTHER VISITORS/GUEST ACCESS

A WiFi network is also provided for visitors who do not have an Eduroam login. The 'Guest' network will be available to select from the list of WiFi networks. When prompted, enter your own email address to register. Once registered, open a browser and log in with the password generated for you during your registration. This password will also be emailed to you.

L

Lost property

If you have found/lost property, please report to the organisers..

O

Organisers

The organisers can be found at The Street. The lead organiser is Laura Murdoch.

During the exhibition, Laura Murdoch can be contacted on 07787669054.

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

There will be access to the University and venue 8.00am-9.00pm Monday – Thursday and 8.00am-5.00pm Friday. Security is on site during these times. We do advise you not to leave valuables or personal belongings unattended.

Smoking

University of the West of Scotland adopts the protocol that sets out the approach toward a smoke free environment taken by the

This protocol applies to all staff, students, visitors, and contractors and to all University campuses, buildings, grounds, and residences. The protocol extends to the use of electronic cigarettes and vaping devices whether they deliver a nicotine dose or not, and the use of these are therefore also prohibited as above. The provisions within the Smoking, Health, and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 are integrated into this procedure.

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.