

EXHIBITOR MANUAL

Date: Wednesday 7 September 2022
10:00 – 15:00

Venue: Rothes Halls
Rothes Square
Glenrothes
KY7 5NX



Contents

A.....	3	O.....	8
Accidents and near misses.....	3	Organisers	8
Accommodation	3	P	8
Arrival.....	3	Passages and gangways	9
B.....	3	R	9
Build-up and breakdown	3	Risk assessment	9
Business centre	4	S.....	9
C.....	4	Security.....	9
Car parking.....	4	Smoking.....	9
Catering.....	5	T.....	10
D.....	5	Trolleys.....	10
Deliveries	5		
E	6		
Electrical services and stand power	6		
Emergency procedures.....	6		
Exhibition stands and furniture	6		
Event staff.....	7		
F	7		
First aid	7		
Footwear.....	7		
H.....	7		
Height restrictions	7		
I	8		
Insurance	8		
Internet.....	8		
L	8		
Lost property	8		

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 general information desk where a member of the UCAS team and the local organiser will be situated or go to Rothes Halls reception immediately.

Accommodation

There are several hotels near the venue:

[Best Western Balgeddie House Hotel](#) Tel: 03330 034054

[Holiday Inn Express Glenrothes](#) Tel: 01592 745409

[Premier Inn Glenrothes](#) Tel: 03330 0038101

[Balbirnie House Hotel](#) Tel: 01592 610066

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

Arrival

Upon arrival to the Rothes Halls building, you must enter through the main door and make your way to the reception area of the building where your exhibitor lanyard can be collected. Once this has been done, exhibitors can then proceed to Hall A.

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.

B

Build-up and breakdown

Build up times:

Wednesday 7th September 2022

08:00 – 09:15

Breakdown times:

Wednesday 7th September 2022

15:00 – 17:00

Event open times:

Wednesday 7th September 2022

10:00 – 15:00

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

For any exhibitors that require printing there is a Print Click and Collect service (located within Rymans Stationary)

Kingdom Shopping Centre

40 Unicorn Way

Glenrothes

KY7 5NU

Tel: 01592 612703

C

Car parking

Exhibitors can park on the top floor of the multi-storey car park, which is adjacent to Rothes Halls. This car park charges £1.00 for all day parking, and closes at 20:45.

Please note there is a 2-metre height restriction on this multi-storey.

Exhibitors can unload in the shopping centre car park at Rothes Halls, which is free for three hours, and then park on the top floor of multi- storey. Please [see the map](#) of the Kingdom Shopping Centre and car parks.

Catering

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.

Tea, coffee, and water will be provided on arrival, and throughout the day.

The Rothes Halls Café will open from 09:00. There are several other cafes and sandwich shops available within the Kingdom Shopping Centre.

D

Deliveries

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

The venue address for couriers is:

Roths Halls
Roths Square
Glenrothes
Fife
KY7 5NX

Please ensure also clearly visible on the package is the following information:

Exhibitor name

Stand number

UCAS Discovery – Glenrothes

Deliveries can be made from Wednesday the 31st of August. Any deliveries made before this time will not be accepted by the venue and returned to the sender.

You are advised to inform Roths Halls in advance of the courier, the day of delivery, and the number of parcels, by email at Enquiries.RothsHalls@onfife.com. The contact phone number is 01592 612 121.

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

You are advised to inform Rothes Halls in advance of the courier, the day of delivery, and the number of parcels, by email at Enquiries.RothesHalls@onfife.com. 01592 612 121

E

Electrical services and stand power

There are a limited number of power sockets available. Any power requirements must come through UCAS, please contact events@ucas.ac.uk to request this. We cannot guarantee access to electricity.

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.

Venue evacuation documents are clearly displayed throughout the venue. Please familiarise yourself with these upon arrival.

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 red 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 red 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.

For any general queries during the event, the general information desk will be staffed by both UCAS and the Local Organising Team.

F

First aid

If you sustain any personal injuries or are present when an accident occurs, please report in the first instance to the general information desk, where a member of the UCAS team and the Local Organiser will be situated, or to Rothes Halls reception. Trained first aid staff will be on the premises.

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

Not applicable.

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

Exhibitors can access WiFi by signing into Rothes Halls WiFi. Event staff will be able to help with any queries that you have.

L

Lost property

If you have lost your own property or have found something, please report it in the first instance to the general information desk.

O

Organisers

Should you need to contact the Event Organiser on the day of the event, please visit the general information desk where both the Event Organiser and UCAS Events Team will be on hand to answer any queries.

The lead organiser is Kirsten Pringle

Both before and during the exhibition, Kirsten can be contacted on 01383 845088 or at events@fife.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

Venue staff will always be on-site when open to the public. The venue is closed and locked overnight.

Smoking

Smoking is not permitted in the Rothes Halls or the Kingdom Centre.

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.