

# EXHIBITOR MANUAL

**Date:** 27<sup>th</sup> September 2022

**Venue:** Sir Ian Wood Building  
Garthdee Campus –  
RGU  
Garthdee Road  
AB10 7GJ



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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 organiser's Sir Ian Wood Building reception immediately.

### Accommodation

There are several hotels near the venue:

<a href="#">Norwood Hall Hotel</a>	01224 868951
<a href="#">Aberdeen Altens Hotel</a>	01224 379240
<a href="#">Village Hotel, Aberdeen</a>	01224 470025

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 the exhibitor check-in desk in the Sir Ian Wood Building entrance foyer.

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.

Upon arrival please go directly to our Sir Ian Wood Building main entrance, which can be accessed via Garthdee Road Entrance 1 or 2.

## B

### Build-up and breakdown

#### Build up times:

Monday 26 <sup>th</sup> September 2022	16:00 – 18:00
Tuesday 27 <sup>th</sup> September 2022	08:00 – 09:15

#### Event open times:

Tuesday 27 <sup>th</sup> September 2022	09:30 – 15:00
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#### Breakdown times:

Tuesday 27 <sup>th</sup> September 2022	15:00 – 18:00
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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 5 to 10 minutes after the exhibition closes, at 15:00 on 27<sup>th</sup> September 2022. 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.

Our Sir Ian Wood Building is open for teaching during the event so please take care when dismantling stands as staff and students may need access.

## Business centre

Unfortunately only RGU staff and students can print materials on-campus. If you urgently require printed materials please speak to an event organiser.

## C

## Car parking

We have allocated 1 parking space per exhibitor for 26<sup>th</sup> and 27<sup>th</sup> September 2022. In order to register for your space, please email [studentrecruitment@rgu.ac.uk](mailto:studentrecruitment@rgu.ac.uk) no later than Friday 16<sup>th</sup> September with the make, colour, model and registration number of the car. If you are hiring a car and don't have these details, please let us know and we can reserve you a space in the meantime. Confirmation of these details will need to be provided on arrival if not known prior to the event.

Parking on campus is **free of charge** to registered visitor vehicles parked in any white or red space on-campus (please do not park in disabled or drop-off parking bays). The closest car park to the Sir Ian Wood Building is located opposite the building and is best accessed via Entrance 1 off Garthdee Road. Upon entering the campus follow the road to the right and enter the first car park on your right. If this car park is full you will find an overflow carpark on your right hand side as you continue through campus. Parking will be highlighted with signage on the day of the event.

## Catering

Light refreshments will be provided for exhibitors and staff in our Staff and Teachers Room, N204 within our Sir Ian Wood Building. If you have any dietary requirements please confirm these to [studentrecruitment@rgu.ac.uk](mailto:studentrecruitment@rgu.ac.uk) no later than Friday 16<sup>th</sup> September 2022. There are catering outlets open on-campus but these may be busy with exhibition visitors.

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 Aberdeen  
Sir Ian Wood Building  
Garthdee Road  
Aberdeen  
AB10 7GJ

Deliveries can be made from 09:00 on Monday 19th September. 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

There are a limited number of electricity points for stands so please contact UCAS if this has not already been ordered.

### 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.

## 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.

## F

### Fire Regulations

The following regulations are included in the eGuide and must be complied with by all contractors and exhibitors.

All materials used in the construction of stands, features and displays, including signs and fascias, shall be:

- of a suitable nature and quality for the purposes and conditions of their intended use
- adequately prepared and fixed in order to adequately perform the functions for which they were designed
- non-combustible, inherently non-flammable, or durably flameproof in accordance with BS476-Part 7
- water-based, where applicable, e.g. adhesives and paint

British Standards are the minimum acceptable standards for construction materials. Suitable samples of materials may be submitted to the venue for approval. Materials may be tested on-site to ensure that they comply.

Any decorative materials, drapes, curtains etc. must be flame proofed. Floor coverings must be secured in place so not to cause a hazard.

It is understood that exhibitors will use paper-based products as part of their stand materials, (which is a combustible material). A direct 'no smoking' control measure will be in place across all venues to reduce the associated risks of fire. If any display includes a flammable product or substance then this should be considered and controlled by a separate risk assessment, subject to the approval of the event organisers (e.g. a cooking display).

## First aid

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

There is a first aid room located at the Sir Ian Wood Building reception.

## 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.

## Furniture Hire

Each stand will be supplied with the furniture hired when booking. If you wish to hire any additional furniture, or upgrade your furniture package, please do so through your ENet account, at least two weeks prior to the exhibition date.

## H

### Hazardous Exhibits

No hazardous substance, object, or process is to be used, exhibited, or stored within the immediate confines of the exhibition complex. Examples of prohibited items are given below:

- Real flame.
- Flammable materials including petroleum spirits, paraffin, and diesel.
- Flammable gases, including liquid petroleum gas.
- Toxic substances.
- Boilers, stoves, and furnaces.
- Moving displays.
- Laser beams or pyrotechnics.

### Height restrictions

If your stand will be higher than 3m please inform us at [studentrecruitment@rgu.ac.uk](mailto:studentrecruitment@rgu.ac.uk).

## 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

There is free guest wifi available via The Cloud wifi service.

1. Select 'The Cloud' from the available network list

2. Open your internet browser – The Cloud landing page will appear. If it is your first time using The Cloud wifi network, follow the simple one-time registration process OR log in.

If you experience problems getting online with The Cloud while on the RGU Campus, visit [www.sky.com/wifi](http://www.sky.com/wifi)

## L

### Lost property

If any property is lost or found in the venue, please report it to the Sir Ian Wood Building Reception.

## O

### Organisers

The organisers can be found at Sir Ian Wood Building reception. The lead organiser is Georgina Miles-Guest.

During the exhibition, Georgina Miles-Guest can be contacted on 07912066491.

Before the exhibition, please contact the organiser team on 07912 066491 or at [studentrecruitment@rgu.ac.uk](mailto:studentrecruitment@rgu.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

Security are on-site 24 hours.

### Smoking

Staff, students, and visitors are advised that smoking and vaping are only permitted in dedicated smoking shelters, which restrict smoking and vaping within 15 metres of any building.

### Storage

There is limited space for the advance storage of exhibition materials at the venue. A temporary storage space has been allocated in the Ishbel Gordon Building, adjacent to the Sir Ian Wood Building. If you require use of the storage area, a member of the events staff can arrange for your materials to be transported and stored appropriately.

### Student Talks

The Live Lounge will be signposted but please ask a member of events staff for directions if needed.

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.