

UCAS

DISCOVERY

UK TOUR

EXHIBITOR MANUAL

Date: Monday 24th October 2022

Venue: UHI Moray
Moray Street
Elgin
IV30 1JJ



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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 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 the 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.

B

Build-up and breakdown

Build-up times:

Monday 24 October 2022 07:45 – 09:15

Event open times:

Monday 24 October 2022 09:30 – 15:00

Breakdown times:

Monday 24th October 2022 15:15 to 16:15

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 15:15 hours on Monday 24th October 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.

Business centre

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

C

Car parking

Car parking on campus is limited. To reserve a space, please contact schools@uhi.ac.uk by Friday 7th October 2022. Parking permits will be issued on a first-come, first-served basis.

Spaces 1 – 10 are at the front of the campus on Moray Street [opposite Elgin Police Station]. Other spaces may be available at the back of the campus, which can be accessed through Hay Street [opposite Elgin Fire Station], but this is not guaranteed. This is labelled on the campus map at the back of this manual.

Exhibitors without a permit should visit the [Moray Council website](#) for further parking facilities in Elgin.

Please display your parking permit in the windscreen of your vehicle for the duration of the event.

Please note your parking space number and ensure you park in your allocated car park.

Catering

Refreshments

The venue will offer a limited amount of complimentary tea and coffee, available from 8.00am and again at 12noon

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.

Snacks and drinks can also be purchased from the vending machines and refectory situated around the campus – **card payment only.**

UHI Moray is committed to reducing single use plastic on campus. Please bring your own bottle, and refill it from water fountains on-site. Event ambassadors can direct you, if needed.

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 Moray exhibition

FAO: Lorna Leil

UHI Moray

Moray Street

Elgin

IV30 1JJ

Deliveries can be made from 08:00 and 17:00 on Friday 21st October 2022. 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 schools@uhi.ac.uk if you are sending materials in advance.

E

Electrical services and stand power

Electrical services are available. Please contact schools@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.

In an emergency, please exit through your nearest emergency exit and proceed to the nearest meeting point. Event staff will be available 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. Please report the incident to reception and a first aider will be called, and the incident logged, if necessary.

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, at the entrance to the exhibition hall. The lead organiser is Jill McNicol.

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

Before the exhibition, please contact Jill on 07384 236353 / 07970 027741, or at 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.

S

Security

Any theft or loss of items should be reported to staff at the main reception, in the main entrance beside the exhibition area. The hall will be locked overnight.

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

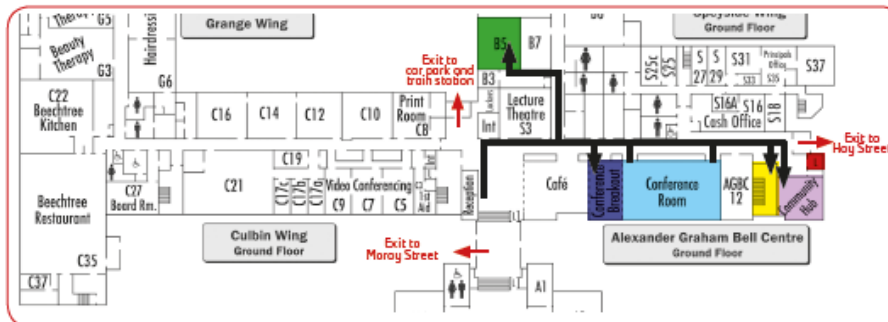
Trolleys are not provided at the venue, so please bring your own if you need one to deliver goods to your stand.

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.



GROUND FLOOR

Leave Reception and head towards Hay Street exit. Café Area is the first opening on your right.

B5

Go down corridor on the left (opposite Café Area) - take 1st turning on left (B3 is straight ahead). B5 is to the right of B3.

Breakout Room

Continue past Café Area towards Hay Street exit - Breakout Room is next on your right.

Conference Room

The Conference Room is next on right after Breakout Room.

Community Hub

Continue past the Conference Room and past the stairwell - the Community Hub is the last room on the right before the Hay Street exit.

FIRST FLOOR

AGBC 106

Using the stairwell between the Conference Room and the Community Hub - go up one flight of stairs and walk left along the corridor until you see classroom AGBC106.

SECOND FLOOR

AGBC 206

Using the stairwell between the Conference Room and the Community Hub - go up two flights of stairs and walk left along the corridor until you see classroom AGBC206.

*Lift available - please contact Reception for Lift Key

