

UCAS higher education exhibitions

Exhibitor manual

Venue address Sports Arena
University of Essex
Colchester
Essex
CO4 3SQ

Event date Thursday 13 June 2019

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A

Accidents and near misses

In the event of an accident or near miss, please report to a member of UCAS staff, or event staff. Event staff will be available in each exhibition venue, and at the Silberrad Student Centre reception.

Further information can be found in the risk assessment, attached with this manual.

Accommodation

[Wivenhoe House Hotel](#) is located on campus.

[Visit Colchester](#) has details on a good selection of accommodation in Colchester.

There are three [Premier Inns](#) within a 15-minute drive of the Colchester campus.

Arrival

Please follow the signage to the exhibition venue – the Sports Arena at the top of the campus. To gain entry, you must register the details of who will be attending before the event, through your ENet account – instructions will be sent to the lead booker by email. When you arrive at the exhibition, you will be required to sign in, and will be provided with an exhibitor lanyard, to be worn at all times.

B

Build-up and breakdown

Build-up exhibitor access

Wednesday 12 June 16:00 – 18:00

Thursday 13 June 08:00 – 09:30

Breakdown exhibitor access

Thursday 13 June 15:00 – 17:00

Please remain on your stand until the exhibition closes.

Business centre

Facilities not available.

C

Car parking

Free parking for exhibitors is provided on campus from 16:00 on Wednesday 12 June until 17:00 on Thursday 13 June.

Please park in **car park B**, which will be signposted and is marked on the [campus map](#).

Please enter the campus using the **main** entrance along the B1028. There is a barrier system which is not for public access along Boundary Road, so please make sure you have the correct entrance.

Catering

Complimentary water will be provided on each of the exhibition stands.

Tea, coffee, and biscuits will be available in our teachers' and exhibitors' lounge on the first floor of the Sports Arena.

A lunchtime tuck shop will also be available on the first floor of the Sports Arena for exhibitors and teachers only.

There are also several catering outlets on campus that will be open all day, providing a selection of hot and cold food and drinks.

D

Deliveries

Please arrange for all deliveries to be made on **Wednesday 12 June, from 10:00 – 16:00**.

Any deliveries should be clearly marked with the exhibitor's name, and addressed to:

Rosanna Lord
CER
University of Essex
Wivenhoe Park
Colchester
Essex
CO4 3SQ

We cannot guarantee access for deliveries made outside the above times. For queries regarding stand deliveries, build-up, or HE freight companies, please email r.lord@essex.ac.uk.

Deliveries will be made through car park B. Lorries can reverse, using a banks-person, to the rear Sports Hall doors (not on the Tarmac road). Then equipment will need to be moved into the Sports Arena with trolleys, along the tarmac path at the side.

Vans no larger than transit size are allowed on the main Sports Arena tarmac path.

E

Electrical services and stand power

Electricity supply cannot be guaranteed, but we will try to arrange a power supply to those exhibitors who request it, where possible.

If you require electricity, please email r.lord@essex.ac.uk by Monday 3 June.

Emergency procedures

In an emergency, please alert event staff, or dial 2222 from any campus telephone (0120 687 2222 from a mobile). **Please do not dial 999 – we have a special arrangement with the emergency services.**

If an alarm sounds, please evacuate the building immediately, and make your way to the assembly points, outside the main entrance of the Sports Arena.

Exhibition stands and furniture

Please make sure your stand is no more than 2m wide x 1.5m deep.

If you require furniture, please request it via your ENet account.

Event staff

Event staff will be available to assist you. They will be easily identifiable by their red UCAS t-shirts and event staff coats.

They can assist with deliveries, ensure empty boxes are cleared away, help keep aisles tidy, and direct students and exhibitors as necessary. Please do not hesitate to ask for their assistance.

F

First aid

A designated team of first aiders will be on hand throughout the exhibition. Should medical assistance be required, please request this from a member of event staff.

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

There are no height restrictions within the venue. However, the multi-storey car park has a height restriction. Therefore, any vehicle much taller than a standard car/van will need to park in car park B or Valley car park.

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 is available on campus, including eduroam. Login information will be provided on the day of the exhibition.

L

Lost property

Any lost property should be handed in to the university reception, in the Silberrad Student Centre (square 5).

O

Organisers

The event organiser is Rosanna Lord –her contact details are:

t: 01206 876 018
m: 07717 450 055
e: r.lord@essex.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 shall 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 implement the control measures – as detailed in the generic risk assessment provided at the point of booking – for exhibitors attending an event of this nature. This highlights the significant risks that exist during such an event. A copy of the risk assessment can be found at the back of this exhibitor manual. You are strongly advised to read this document, and encourage all staff attending the event with you to do the same.

You may also have completed an additional risk assessment as part of your booking. Please ensure you bring a copy with you to the event, and also email a copy to the organisers at exhibitions@ucas.ac.uk.

S

Scanner collection

Scanners can be collected from the UCAS scanner collection desk, inside the Sports Arena, on the morning of the event, and must be returned when the exhibition closes.

Security

The exhibition venues will be locked overnight, but any equipment left behind is done so at exhibitors' own risk. There is 24/7 security on campus. Security can be contacted on 01206 872 125.

Smoking

The University of Essex operates a strict no-smoking policy on campus. Designated smoking areas are located throughout the campus, and event staff will be able to direct you to these.

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.

UCAS Events

Exhibitor Code of Conduct

Introduction

UCAS organise a network of Events across the UK for prospective students to receive information, advice and guidance regarding their future education and career opportunities from a wider range of institutions and organisations. In order to ensure that students' needs are at the heart of the Events, and that all exhibitors are able to effectively engage with students, it is necessary to require all exhibitors to adhere to the following code of conduct. The code of conduct has been agreed jointly between UCAS and HELOA.

Staffing

- All members of staff who will be attending or working on the Events should see a copy of the Code of Conduct and be able to comply fully. They should display a high standard of professionalism in their work and offer information, advice and guidance effectively and with integrity.
- Exhibitors should provide appropriate personnel to staff the stand, adequately trained with sufficient knowledge to offer quality representation of their institution or organisation. Pre-event information should be passed on to those attending the Event.
- Please carefully consider the number of staff working at each Event. All staff should be able to comfortably work within the allocated space provision. UCAS recommends no more than two staff for a 2m x 1m stand, three people for a 3m x 2m stand and six people for 6m x 2m stand. Any additional staff may be asked to leave if the health, safety or comfort of visitors or other exhibitors is compromised.
- Seminars are delivered on an impartial basis. To uphold the Events' impartiality, those asked to deliver a seminar at the Event ensure their presentation delivers general advice and guidance, and not be perceived to deliver an unfair bias towards a particular HE provider, organisation or company. Any presenter who does not support impartiality will be prohibited from delivering seminars at future Events.
- Exhibitors should inform UCAS and the Local Event Organiser if they are unable to attend an Event. Many Events are at capacity with a waiting list of exhibitors. Non-attendance at Events, without prior notice, may jeopardise participation at future Events.

Marketing materials

- All promotional material should be relevant and provide a balanced view of the organisation it represents.
- Unless a specific stand size has been booked the standard provision of space is:
 - Shell scheme: 3m x 2m. Furniture will not automatically be provided – you can select during the booking whether you would like the standard furniture.
 - Campus Events: 2m x 1m. One table and two chairs will be provided to fit within this space allocation.

Display stands and all materials must be of the appropriate dimensions to fit within this space allocation without obstructing the aisles or neighbouring stands. Storage space at Campus Events is minimal therefore all banner stands/prospectus storage must be kept within the stand area and

must not obstruct neighbouring stands/ aisle space or cause trip hazards. **If the stand size exceeds the provided space allocation exhibitors will be asked to dismantle/adjust their display materials to fit within the allocated space.**

During Events

- Exhibitors should arrive and set up in sufficient time before the opening of the Event and not to depart until the Event has officially closed. Exhibitors are required to remain at the Event for the duration of the opening times so to ensure that all visitors have fair access to information and advice.
- Stands must not be dismantled whilst visitors remain in the hall for health and safety reasons.
- Exhibitors must remain on their stand throughout the Event and do not carry out any promotional based activity in the gangways or between stands. This is for the purpose of both health and safety and to ensure students are able to access a range of information, advice and guidance.
- Exhibitors should wait for students to approach, rather than 'touting'.
- Information, advice and guidance must not be to the detriment of other Exhibitors.
- Trolleys/cases cannot be brought onto the Event floor during Event opening hours.

Upholding the Code of Conduct

UCAS and HELOA recognise that exhibitors work hard to ensure that they are able to comply with the code of conduct and in the unlikely Event that issues arise, any concerns will be addressed quickly.

Any exhibitor, local Event organiser or visitor with concerns should initially raise these with the UCAS Representative present at the Event. The UCAS Representative will liaise with the relevant exhibitor(s) in order to seek a resolution. All issues raised will be logged and reviewed regularly by UCAS and HELOA. If issues arise repeatedly, the individual with overall responsibility for UCAS Events at the institution/organisation will be notified and appropriate resolution sought. Attendance at future Event will be jeopardised if the code of conduct is not upheld.

If concerns relate to serious health and safety issues, the UCAS Representative (or Local Organiser) will take any immediate steps required to ensure the health and safety of staff, exhibitors and visitors.

Outside of Events, UCAS can be contacted via events@ucas.ac.uk

Title	Essex UCAS Exhibition 2019 Wednesday 12 June 09:00-18.00pm Thursday 13 June 09:30-17.00pm	Location	University of Essex, Colchester Campus	Risk assessment No	55566
Manager responsible	Natasha Winsor- Senior Events Officer		Signature & date	N.Winsor 23/04/2019	
Assessed by (name & role)	Rosanna Lord Recruitment Events Officer		Signature & date	R.Lord 23/04/2019	
Monitored By	Holly Golden, UCAS <i>H. Golden</i> 03/06/19				

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2

Consequence	Catastrophic	Medium	High	Very High	Very high	Very High
	Major	Low	Medium	High	High	Very High
	Moderate	Very low	Low	Medium	Medium	High
	Minor	Very low	Low	Low	Medium	Medium
	Insignificant	Very low	Very low	Low	Low	Low
	R = LxC	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
Likelihood of hazardous event						

3

Consequence	Catastrophic	Medium	High	Very High	Very high	Very High
	Major	Low	Medium	High	High	Very High
	Moderate	Very low	Low	Medium	Medium	High
	Minor	Very low	Low	Low	Medium	Medium
	Insignificant	Very low	Very low	Low	Low	Low
	R = LxC	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
Likelihood of hazardous event						

4

Consequence	Catastrophic	Medium	High	Very High	Very high	Very High
	Major	Low	Medium	High	High	Very High
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5

Consequence	Catastrophic	Medium	High	Very High	Very high	Very High
	Major	Low	Medium	High	High	Very High
	Moderate	Very low	Low	Medium	Medium	High
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Likelihood of hazardous event						

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Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieved
<ul style="list-style-type: none"> • Trips, slips and falls • Accident/injury/trips and falls due to poor housekeeping (e.g. boxes, wrapping) • Injury 	Everyone	<ul style="list-style-type: none"> • Skips provided close to Sports Arena for removal of empty boxes. • Student Ambassadors briefed to continuously remove empty boxes from exhibitor stands. • Training/briefing for all staff and Student Ambassadors. Individual briefing sheets provide for all Student Ambassadors and staff with specific roles. • St Johns Ambulance confirmed to attend for any first aid issues. • Emergency procedures guidelines published in exhibitors manual. 	Unlikely and minor LOW RISK		Unlikely x Minor = Low	
<ul style="list-style-type: none"> • Trips, slips and falls • Block of walkways and fire exits in exhibition halls and dome • Injury 	Everyone	<ul style="list-style-type: none"> • Fire exits clearly identified. • Layout and flow plan ensures clear walkways for all visitors. • Student Ambassadors to ensure all exits and walkways are kept clear. • Training/briefing for all Student Ambassadors. Individual briefing sheets provided for all Student Ambassadors and staff with specific roles. • St Johns Ambulance to attend to first aid if necessary • Emergency procedures guidelines published in exhibitors manual. 	Unlikely and minor LOW RISK	<ul style="list-style-type: none"> • PA/ tannoy announcements to alert exhibitors to fire exits and reminders to keep walkways clear • Student Ambassadors briefed to keep walkways clear 	Unlikely x Minor = Low	
<ul style="list-style-type: none"> • Trips, slips and falls • Trips, slips and falls 	Everyone	<ul style="list-style-type: none"> • Visitors to follow pathways on the campus, as directed by signage. 	Unlikely and minor		Unlikely x Minor = Low	

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Likelihood of hazardous event						

8

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	Insignificant	Very low	Very low	Low	Low	Low
	R = LxC	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
Likelihood of hazardous event						

9

Consequence	Catastrophic	Medium	High	Very High	Very high	Very High
	Major	Low	Medium	High	High	Very High
	Moderate	Very low	Low	Medium	Medium	High
	Minor	Very low	Low	Low	Medium	Medium
	Insignificant	Very low	Very low	Low	Low	Low
	R = LxC	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
Likelihood of hazardous event						

10

Consequence	Catastrophic	Medium	High	Very High	Very high	Very High
	Major	Low	Medium	High	High	Very High
	Moderate	Very low	Low	Medium	Medium	High
	Minor	Very low	Low	Low	Medium	Medium
	Insignificant	Very low	Very low	Low	Low	Low
	R = LxC	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
Likelihood of hazardous event						

11

Consequence	Catastrophic	Medium	High	Very High	Very high	Very High
	Major	Low	Medium	High	High	Very High
	Moderate	Very low	Low	Medium	Medium	High
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	Insignificant	Very low	Very low	Low	Low	Low
	R = LxC	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
Likelihood of hazardous event						

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- [1] large events at the University of Essex are defined as:
- Specific one-off or scheduled events on campus expected to attract or be attended by more than 250 people.
- Specific, one off or scheduled events of reputational importance.
- Large events are not considered to be activities that take place as part of “business as usual” at the University such as lectures and seminars. The usual, daily security plans will be followed for all of these types of activities.

Consequence	Catastrophic	Medium	High	Very High	Very high	Very High
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	Moderate	Very low	Low	Medium	Medium	High
	Minor	Very low	Low	Low	Medium	Medium
	Insignificant	Very low	Very low	Low	Low	Low
	R = LxC	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
Likelihood of hazardous event						

TO WHOM IT MAY CONCERN

16th July 2018

Dear Sir/Madam

UNIVERSITY OF ESSEX AND ALL ITS SUBSIDIARY COMPANIES

We confirm that the above Institution is a Member of U.M. Association Limited, and that the following covers are currently in place:

EMPLOYERS' LIABILITY

Certificate No.	Y016458QBE0118A/T017
Period of Indemnity	1 st August 2018 to 31 st July 2019
Limit of Indemnity	£30,000,000 any one event unlimited in the aggregate
Includes	Indemnity to Principals
Cover provided by	QBE Insurance (Europe) Limited and Excess Insurers

PUBLIC AND PRODUCTS LIABILITY

Certificate of Entry No.	UMT017/13
Period of Indemnity	1 st August 2018 to 31 st July 2019
Includes	Indemnity to Principals
Limit of Indemnity	£30,000,000 any one event and in the aggregate in respect of Products Liability and unlimited in the aggregate in respect of Public Liability
Cover provided by	U.M. Association Limited and Excess Cover Providers led by QBE Insurance (Europe) Limited

If you have any queries in respect of the above details, please do not hesitate to contact us.

Yours faithfully



Paul Cusition
For U.M. Association Limited

5 St Helen's Place, London EC3A 6AB | T: 020 7847 8670 | www.umal.co.uk