



UCAS



UCAS exhibitions

Exhibitor manual

Date:

3 – 4 March 2020

Venue:

Manchester Central

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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 office immediately, which is located in the main foyer.

Accommodation

There are several hotels located near the venue:

[The Midland Hotel](#)

Tel: 01612 363 333

[Premier Inn Manchester Central](#)

Tel: 03333 211 308

[Jurys Inn Manchester](#)

Tel: 01619 538 888

[Novotel Manchester Centre](#)

Tel: 01612 352 200

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

Alcohol and drug policy

The consumption of alcohol is not permitted during build-up and breakdown. The venue has a strict drugs and alcohol policy, which allows them to offer to test or eject from site any contractor suspected of being under the influence of drugs or alcohol.

Due to the nature of the event, the sale of alcohol will not be permitted.

Animals

Assistance dogs are permitted entry to the event. However, if you plan to have any other animal(s) on your stand, you must apply for permission via the organisers, as there are licensing implications, and the city vet's approval will be required.

Arrival

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 sent to the lead booker by email.

Contractor wristbands and exhibitor lanyards must be worn at all times. The wristbands/lanyards will be available to collect when you arrive from the loading bays and main entrance.

Vehicles requiring access to the loading bay will need to make their way to the traffic office. They will be issued with an access document, and should follow the instructions of the venue's traffic staff.

B

Balloons

Helium-filled balloons are not permitted in the venue.

Build-up and breakdown

Build-up times:

Monday 2 March	17:00 – 19:00
Tuesday 3 March	08:00 – 09:15
Wednesday 4 March	08:00 – 09:15

Event open times:

Tuesday 3 March	09:30 – 15:00
Wednesday 4 March	09:30 – 15:00

Breakdown:

Wednesday 4 March	15:00 – 16:15
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Build-up and access to the loading bay

All large vehicles needing access to the venue during build up will need to enter the venue via the ramp at the back of Central Hall. This can be found off Albion Street and is signposted. Please unload as quickly as possible before parking your vehicles either in the NCP carpark below the venue, or another local carpark. All goods vehicles may be required to display a goods vehicle pass (available from Manchester Central's traffic team on-site) for the unloading and loading process.

Please note, there are no facilities for the advanced storage of exhibition material, meaning deliveries arriving before Monday 2 March will be refused and returned to sender. For any late deliveries during the opening times of the event, the main entrance doors may be used. No trollies will be permitted in the hall once the event opens at 09:30 – after this time, goods will need to be carried by hand.

If you believe that you require extra time to build your stand (outside of the build-up times stated above), please contact the organiser at g.rishworth@ucas.ac.uk. In some circumstances, early access to the venue on the build-up day may be granted, but this is only with advance permission from the organiser. If advance permission has not been granted, exhibitors will be turned away from the venue until 17:00 on Monday 4 March.

Please ensure that your stand is completed and the aisle around your stand is clear at least 15 minutes before the event opens, to allow the event to open on time.

Breakdown

Exhibitors must remain on their stands and refrain from dismantling them until the exhibition is clear of visitors. We anticipate this to be five to ten minutes after the exhibition closes at 15:00 on Wednesday 4 March. Vehicle access to the loading bay for breakdown will not be permitted until all visitors have vacated the hall. Vehicles will not be permitted to enter the hall until the carpet has been removed.

After 16:15 on Wednesday 4 March, UCAS contractors will have access to dismantle the event. If exhibitors are still breaking down their stand, they must wear a hi-vis vest.

If exhibitors start to dismantle 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 given 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 exhibitor code of conduct, all issues raised will be logged and reviewed regularly by UCAS and HELOA. The same principles will apply for dismantling as accessing. The event will not close for lunch on any day.

If you have a courier arriving to collect goods, please do not ask them to arrive any earlier than 15:30, or they may be turned away.

When leaving the venue, please ensure any waste is removed – this includes literature that is not in a box, and is not being collected by your courier. Please fill up and tape boxes so couriers will collect them, to reduce waste. Removal of any excess waste will be charged for.

Business centre

Manchester Central's business centre is located at the concierge desk in the central foyer. A member of staff will be happy to assist exhibitors. Please be aware that there may be a charge for their services.

C

Car parking

Manchester Central has a 24 hour NCP car park located directly below the building. The address of the car park is:

Lower Mosley Street
Manchester
M2 3GX

Tel: 03450 507 080

Website: www.ncp.co.uk

Please see the NCP's website for prices. The car park includes 18 disabled bays, and there is direct access to Manchester Central by lift, stairs, and escalators. The maximum height of the car park is 1.98m. Other car parks are available nearby.

Carpet

The hall floor will be covered with a light grey carpet on the stands, and a dark grey carpet in the aisles. If you have specific flooring requirements, please contact Formula Exhibitions on 01904 608 855, or use the 'additional items order form' found on the [UCAS Media website](#).

Cash machine

There is a Cashzone cashpoint in the central foyer, which charges 50p to use. Refreshments can be purchased by card.

Catering

The exhibitor and teacher lounge is at the back of the hall in the storage area. There will be hot and cold food and drinks available. You will be provided with four tea and coffee vouchers per day, which can be redeemed here. Tea and coffee can also be purchased at this point. Please go to the general information desk to collect your vouchers.

There will be an additional catering area in the foyer, primarily for visitors, so this may be very busy at times. Please be aware that 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, identifiable by their red t-shirts, who will be happy to fetch you any refreshments if they can.

Children

Children under the age of 16 are not allowed into the venue during build-up and breakdown, to comply with health and safety legislation.

Cleaning and recycling

A black bin liner will be placed on your stand each morning. Please use this for general waste, and leave bags of rubbish in the aisle for collection after the event has closed. Please leave any cardboard boxes, flat-packed on your stand, ready for our event staff to collect throughout the day and place in the recycling.

Manchester Central is a sustainable venue, and would appreciate if exhibitors can try to minimise the amount of literature left at the venue.

Common areas and aisles will be vacuumed each day and rubbish will be removed, but exhibits will not be cleaned. If you wish to arrange for stand cleaning, please contact the organiser for details, but note that there is a charge for this service.

Cloakroom

There is a cloakroom service, accessible from the main reception desk in the foyer.

Contractors

If you're employing a contractor to build or design the interior of your stand, please ensure they receive a copy of this manual. Please let us know your contractor's company name so that our security team are aware. They must also adhere to the venue's rules and regulations, which are contained in the [eGuide](#).

For security reasons, all contractors must wear a wristband to gain entry to the venue. This will be provided on arrival at the venue, provided that we're aware they'll be on-site. Contractors will also need to view the venue's CDM regulations before entering and commencing work – these will be sent to them before the event. Please ensure you (or your contractor) send the stand's risk assessment, method statement, and stand plans to g.rishworth@ucas.ac.uk, at least five weeks before the event.

D

Deliveries

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

There are no facilities for the advanced storage of exhibition material at Manchester Central, meaning **deliveries arriving before Monday 2 March will be refused and returned to the sender**. Exhibitors are therefore requested to arrange for all deliveries to be made during the above access times. Deliveries won't be accepted once the event is open. UCAS staff will sign for deliveries when in tenancy, but delivery of stock to your stand remains your responsibility.

Any deliveries to your stand on event open days must be completed, and your vehicle removed from the loading areas, by no later than 09:00. The venue will not allow the event to open if vehicles are blocking fire exit routes. Trolleys are not permitted on the exhibition floor during open hours, in consideration of public safety.

If you are expecting goods to be delivered by courier, please ensure they are aware of the dates of the event, and hall opening times.

The venue address for couriers is:

Exhibitor name

Stand number

Manchester Central

Albion Street

M1 5LN

All deliveries not clearly addressed, or arriving prior to build-up, are likely to be lost or returned to sender. Please make sure the staff on your stand know:

- who your courier is
- the contact details for your courier
- what is being delivered

If using a delivery company, it is responsible for ensuring your prospectuses and any other items are delivered safely to your stand, and surplus materials are placed in the on-site storage area.

E

Electrical services and stand power

Our stand contractor, Formula Exhibitions, has a comprehensive range of electrical services for hire and installation, and offers an extensive range of light fittings and flexible power supplies, including three-phase power. An [electrics order form](#) is available on the [UCAS Media exhibitions 2020 web page](#). Please complete and return the form to Formula Exhibitions, whose contact details are on the form.

Orders for additional electrical services must be completed at least 16 working days before Monday 2 March, to ensure the mains can be laid before stand building begins. Exhibitors bringing portable appliances should ensure the items have been recently Portable Appliance Tested (PAT) and bear the PAT test pass certificate.

The stand mains supply will be switched on and off half an hour before and after the event.

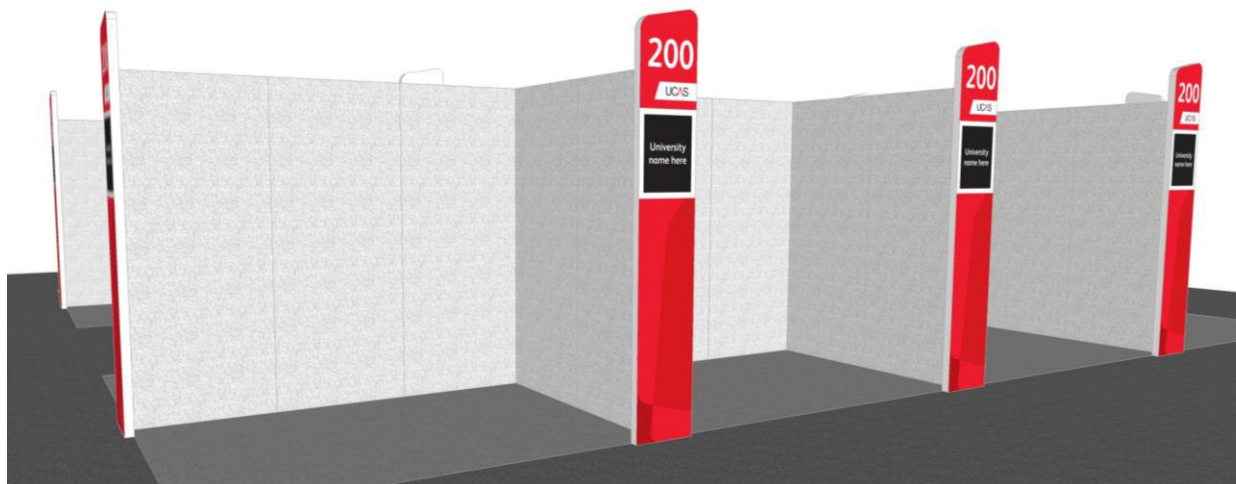
Emergency procedures

Please ensure you're familiar with the procedures to be followed in the event of an emergency at the venue.

The emergency procedures document will be provided on your stand on arrival.

Exhibition stands and furniture

An example of what the exhibition stands look like is below:



The shell scheme panels are finished in high quality, fire retardant, nylon loop material, and are manufactured to comply with class 1 fire regulations. They allow for the easy fixing of display items using Velcro tapes and tabs. The walls are butt jointed panelling, 2.44m high and 50mm thick, and are pre-finished in nylon loop material. **Please note that 25 – 50mm may be lost from the width of your exhibition stand if you are situated in a block or as part of a row.** If you are having graphics printed to fit the shell scheme walls, we would recommend contacting the organiser at g.rishworth@ucas.ac.uk to double-check the internal measurements.

The name of your organisation and stand number will be displayed on the name board of your stand, based on the details provided during your online booking. Please inform UCAS Media immediately if there are any amendments to be made, at events@ucas.ac.uk. Any name boards altered within ten working days prior to the exhibition will incur a charge.

What's included with your exhibition stand?

An LED strip light will be included on the stands. An order form is included on the [UCAS Media exhibitions web page](#) for additional electrical requirements. This must be returned to Formula Exhibitions no later than 16 days prior to the event (including weekends). Please note, electrical sockets are not provided as standard as part of the shell scheme exhibition stands.

Space-only stands

Important: Contractors will not be allowed to start their build-up until they have complied with all the requirements of the Health and Safety at Work Regulations 1992.

Exhibitors building a space-only stand are advised to make a site visit when necessary. All

structures, materials, special designs, unusual constructions, and all signs must conform to British safety standards and codes of practice, and comply with local council regulations or those of any other statutory authority (see 'Fire regulations').

Complex structures

A complex structure is any form of construction of any height, which would normally be designed by an engineer, and has, through a risk assessment, been found to provide a significant risk.

Examples of complex structure include:

- structures over 4m in height
- multi-storey stands
- viewing and service platforms
- suspended items, e.g. signs and lighting rigs
- raised walkways
- ramps
- sound and lighting towers
- temporary tier seating
- platforms and stages over 0.6 metres high
- structures with a roof

The following details are required for complex structures:

- Detailed, scaled, structural drawings (including staircases, plan views, and elevations).
- Calculations, specifications, and method statement, each showing the event name and the structure's name or number.
- For each complex structure, the organiser will be required to send two complete sets of the above in English – items should not be sent piecemeal.
- A suitably qualified and experienced person, generally a chartered engineer, with adequate professional indemnity cover, must confirm the design is safe for its purpose, and certify all complex structures.

Space-only

Any space-only stand exhibitor must provide the event organiser with:

- copy of a scale drawing, including plans and elevations
- construction timetable
- method statement
- risk assessment
- full details of fabrics and materials being used
- third party insurance certificate, showing minimum cover of £5 million

The organiser reserves the right to submit any plans to a structural engineer, who will charge a fee which is **not** pre-determinable, and must be paid by the exhibitor or their contractor prior to commencement of the works.

Space-only sites are not permitted to attach any material to the shell scheme walls without prior permission. Space-only sites booked between shell scheme sites must take into consideration the size of the allocated space. Failure to take care over internal measurements could mean the stand will not fit in the allotted space. All partition surfaces built above the standard 2.44 metre shell scheme height must be decorated. If in doubt, please email g.rishworth@ucas.ac.uk, and we'll advise you.

In addition, all stands must be finished both front and back.

Construction materials

- Artificial flowers and similar decorations are combustible and give off toxic fumes. They must not be used for decorations. Silk type flowers are acceptable, providing they have been fireproofed to BS 5438, and are marked as such. Cellulose plants are flammable and must not be used as stand dressing.
- Carpets, flooring, and other flexible floor covering and underlays, when tested appropriately in accordance with BS 4790, should either not ignite, or have the effects of ignition limited to a radius of 35mm on both upper and under surface. For fixing of floor coverings, all contractors and suppliers will be required to use Stikatak Eurocel, code B7 38 x 50. Many of our contractors already use this, but from now on, it will be mandatory for all contractors to use this, to ensure they do not incur any unnecessary dilapidation charges. The tape is readily available from the manufacturer, Stikatak. Other forms of fixing – such as cable clips, nails, or bolts – are strictly prohibited.
- Drapes, curtains, hangings, and temporary decorations shall be flame-retardant, and comply with BS EN 4790. They should hang 75mm clear of the ground, be parted in the centre, and not conceal any exit signs. Curtains, hanging decorations, and upholstery shall be secured a minimum of 75mm above the floor level by a 75mm deep skirting, fixed taut, and/or in tight pleats to a solid backing. The organiser shall produce test certificates for any materials they intend to use. If the venue is not satisfied that any material meets the standards required, they shall be removed from the venue.
- Glazing must comply with the current UK building regulations and relevant British standards, including BS 6206 and BS 6262. Any uninterrupted large areas of clear glazing, especially glazed doors, shall be indicated, so as to be readily apparent (for example, by warning stripes, dots, or logos), to ensure people do not injure themselves by inadvertently walking into the glass. Any overhead glazing shall be of wired glass, or be otherwise adequately protected from shattering.
- Paint spraying – a notice of 28 days in writing of any proposed use of a paint sprayer must be provided, as the sprayer shall not be used without the consent of the venue. Paint spraying will be permitted, provided:
 - only water-based paints are used
 - protective measures are undertaken to ensure no paint is spilt on floors, or sprayed or splashed on the walls, or other parts of the building, structures, or equipment
 - no nuisance is caused to other persons in the venue

Event staff

Event staff will be available throughout the build-up times and open times – they are easily identifiable by their red UCAS-branded t-shirts. They will ensure empty boxes are cleared away, aisles are kept tidy, and will direct students and exhibitors as necessary. Please do not hesitate to ask for their assistance. However, they will not undertake any excessive lifting, and are not allowed on the loading bay.

Exhibitors' property

Exhibitors' stands, and exhibits on stands, are not accepted into the custody or control of the venue, and exhibitors shall make their own insurance arrangements. 24 hour security is provided during the event. However, while Manchester Central/UCAS Media Events take every precaution to protect exhibitors' property during any event, they are not responsible for any loss or damage.

Manchester Central/UCAS Media Events also accept no responsibility for anything left on the premises, and exhibitors must make arrangements for all material to be removed from the exhibition by 20:00 on Wednesday 4 March. Items left on the premises after the tenancy has expired will be disposed of unless there is pre-agreement with the venue for later collection. Any items without agreement will be disposed of.

We would recommend insurance cover to include, as a minimum, legal liability for personal injury, and damage to third party property, based on a limit of indemnity of £2 million. It is also prudent to extend cover to include abandonment and cancellation or curtailment of the event, due to circumstances beyond your control. All exhibits of jewellery should have a block insurance policy.

F

Filming and photography

If you are planning on filming, or taking any photographs at the event, you must get permission from the organiser, preferably seven working days prior to the exhibition, at g.rishworth@ucas.ac.uk

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, shall be:

- of a suitable nature and quality for the purposes and conditions of their intended use
- adequately prepared and fixed 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 for construction materials. Suitable samples of materials may be submitted to the venue for approval. Materials may be tested on-site to ensure they comply. Any decorative materials, drapes, curtains, etc. must be flameproofed. Floor coverings must be secured in place, so as not to cause a hazard.

It is understood 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, 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 require any first aid during the build-up, event, or breakdown, please go to the organiser's office. The venue also has a medical room, which is behind the central foyer reception desk.

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 sign in to your ENet account and add it on 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:

- 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

Please note that the height limit of displays is 4m. Anything over 4m is classed as 'complex,' and requires independent structural sign off. If you are planning to build a stand which you believe may be a 'complex' stand, please contact the organiser at g.rishworth@ucas.ac.uk.

If you have purchased a shell scheme only stand, please be aware that the stand panels are 1m wide and 2.44m high. Exhibitors wishing to build above 2.44m should contact the event organiser at g.rishworth@ucas.ac.uk.

Hi-vis policy

During the hazardous parts of build-up and breakdown (when shell scheme is being built and forklift trucks are moving around the venue), a hi-vis policy will be in operation. Anyone in the hall must wear a hi-vis vest (yellow or orange), **as well as having watched the CDM regulations from the venue**. UCAS aims to have all hazardous work completed by the time exhibitors have access, but sometimes it may be necessary for this policy to be put into action. Hi-vis vests can be purchased from 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

Internet

Manchester Central is a fully WiFi enabled venue. Free WiFi is available to all exhibitors. Manchester Central's IT support team will be on hand if you have any issues. It is prohibited for exhibitors to create their own wireless networks on or around their stand location.

Exhibitors requiring a permanent internet connection, or higher bandwidth, should [order this online](#) directly through the venue, no later than two weeks before the exhibition.

UCAS

UCAS can offer a TV AV hire package – for more information and to book, please sign in to your ENet account. The items will be on your stand during build-up day, and on-site technical support will be available. If you require further information, please call the Events Team on 01242 544 645.

L

Lost property

If any property is lost or found in the venue, please report it to the organiser's office or the reception desk in Manchester Central's main foyer. The property will be retained for four weeks. If after four weeks no claim has been made by any person, Manchester Central reserves the right to donate the item to Manchester Central Social Committee's designated charity.

M

Music

Exhibitors requiring music to be broadcast, whether live or from devices on stands or other areas, will require a licence for the performance of music from the Performing Rights Society Limited, which has rights under The Copyright Act 1988.

Any person wishing to have music broadcast in the hall must inform the event organiser, who in turn will inform Manchester Central in writing. Exhibitors will be required to pay all fees due to The Performing Rights Society Limited on request. More information can be found at www.prsformusic.com.

Please note, all licences must be served in advance of the event. UCAS and Manchester Central reserve the right to restrict sound levels emanating from any stand or feature which they consider to be disturbing or disrupting the business of other occupiers in the building.

O**Organisers**

The organiser's office is located in the foyer, next to the reception desk. The lead organiser is Grace Rishworth and during the exhibition, Grace can be contacted on 07788 464 540.

Prior to the exhibition, please contact Grace on 01242 544 791, or at g.rishworth@ucas.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 is 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 events@ucas.ac.uk.

S

Scanner collection

If you have booked to hire a scanning device at the exhibition, you can collect this between 08:30 – 09:15 on Tuesday 3 March.

Scanners must be returned at the end of the exhibition.

Security

Security is provided for the event throughout build-up, during the event, and breakdown. To gain access to the venue, **contractors and exhibitors must sign in**, and will be issued with wristbands/lanyards that must be worn at all times. Further information can be found in the 'Arrival' section of this document.

Please take account of the following security advice from the venue:

- Take home any valuable items each night if there are no secure storage facilities on-site.
- Do not leave your stand unattended at any time during build-up, the open period, or the breakdown of the event. Do not leave the hall until all visitors have gone each afternoon.
- Do not position desirable items at the front of your stand, where you may not be able to keep an eye on them.
- Ensure you have enough staff, so the stand is not vulnerable to thieves, and do not ask a neighbouring exhibitor to watch over your stand while you go for a break. They may become busy, and not be able to keep an eye on your stand.
- Remove all portable or valuable items from the stand on the evening the event closes. Do not leave them until the following day for collection.
- Arrive in time for each event. Ensure your stand is staffed at least 15 minutes before event open time each day, but remember that the hall is open from 08:00.
- If you are a victim of theft, please report it immediately to security.

Smoking

Manchester Central has a strict **no smoking** policy in the venue, and would ask for your full cooperation in ensuring this is complied with.

Social media

We will be tweeting about the event using our Twitter account, with the hashtags #accelerate, #ucasexhibition, or #ucas2020. Please feel free to use these hashtags and help us share details of the event.

Storage

There are limited unsecured facilities for the storage of exhibition material, cases, and catalogues. No storage is allowed in areas behind stands, in gangways, in the loading bay area, under stairs, obstructing fire exits, etc.

Any items left in storage are left entirely at the owner's risk, and neither UCAS nor Manchester Central will accept any liability for items that are either stolen or lost.

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.