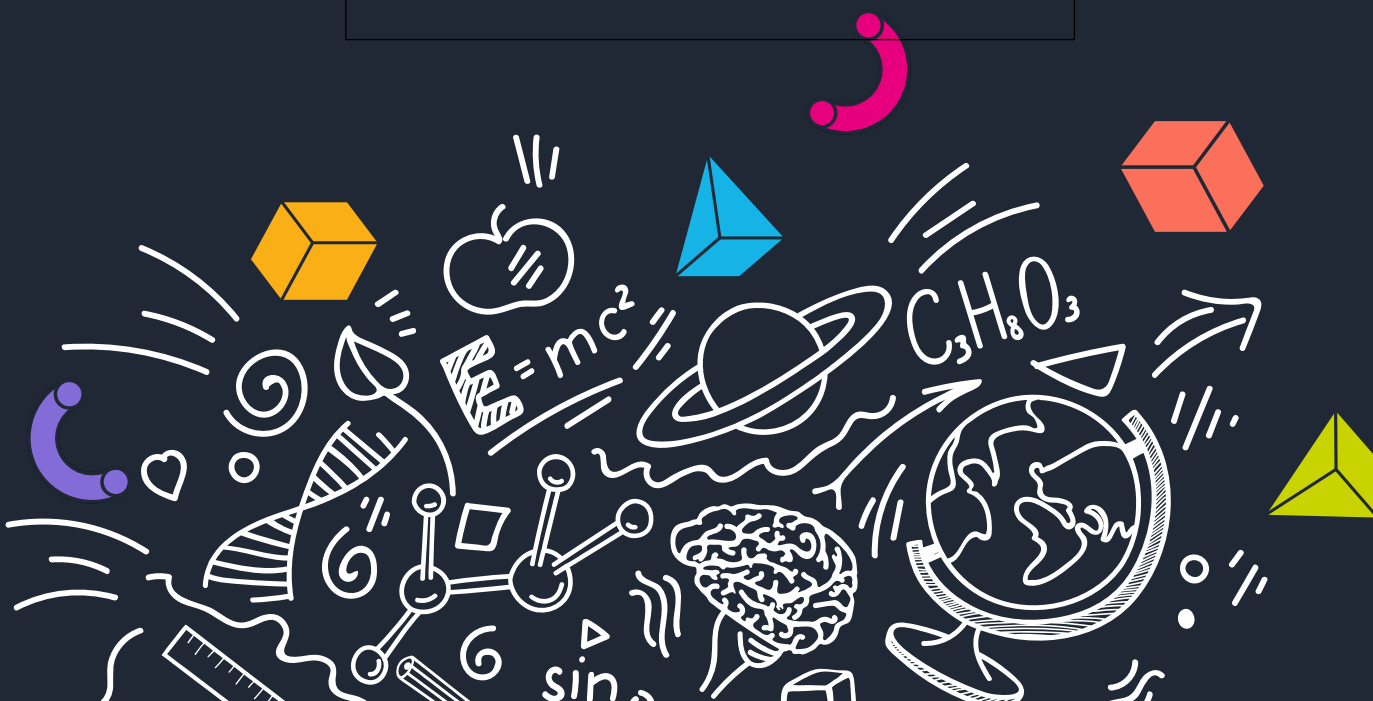


# EXHIBITOR MANUAL

Date: 5 April 2022

Venue: WEST WALES  
University of Wales  
Trinity Saint David,  
Carmarthen Campus



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

Smoking.....	9
T.....	9
Trolleys .....	9

## A

### Accidents and near misses

If you are involved in, or witness, an accident or near miss while on-site, please report it to a member of organising staff at the Welcome Desk immediately.

### Accommodation

There are several hotels near the venue:

Falcon Hotel, Lamma Street, Carmarthen 01267 234 959 [www.falconcarmarthen.co.uk](http://www.falconcarmarthen.co.uk)

Spillman Hotel, Spillman Street, Carmarthen 01267 237037 <https://spillmanhotel.co.uk/>

Ivy Bush Royal Hotel, Carmarthen 01267 235 111 [www.ivybushroyal.co.uk](http://www.ivybushroyal.co.uk)

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 Welcome Desk in 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.

All exhibitors must wear a lanyard throughout the duration of build-up, and the lanyard must be worn during event opening hours. Contractors will be provided with a wristband which must be worn throughout build up and breakdown. Exhibitor and contractor registration will take place in the Exhibition Hall

## B

### Build-up and breakdown

**Event Open times:** 09:30 – 14:45

**Build times:**

**Monday 4 April 2022**

Contractor access – 12:00 – 16:00

Exhibitor access – 16:00 – 18:00

**Tuesday 5 April 2022** – 08:00 – 09:15

## Breakdown times:

### Tuesday 5 April 2022

Exhibitor Breakdown 14:45 – 15:45

Contractor breakdown 15:45

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 3pm on Tuesday 5 April 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.

## C

### Car parking

The exhibitor car park is in close proximity to the exhibition hall and exhibitors will be able to load/unload any material from there. Parking will be free for exhibitors – please print the permit from the end of this document and display in your windscreen. Please be advised that parking is limited due to the size of our campus and the need for a safe area for buses to drop students off. Please follow the signs for exhibitor car parking.

Disabled parking facilities are available on campus. Car parking stewards will direct any exhibitors requiring disabled car parking to the appropriate areas.

### 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.

Food will be available to purchase on the day and coffee and tea will be available free of charge from the exhibitor lounge or the exhibition hall. **Please note that our catering outlets have gone cashless, and we only take payments via card.**

## 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 West Wales

University of Wales Trinity Saint David, **FAO Sports Centre**, Carmarthen Campus,  
Carmarthen, SA31 3EP

Deliveries can be made from 12pm on Monday 4 April 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

## E

### Electrical services and stand power

Electricity is not available at this event if not already booked.

### 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.

There are no Fire drills scheduled for the day, so on hearing the alarm you must immediately leave by the nearest indicated exit and make your way towards the assembly points. Do not stop and pick up belongings. Please make time to familiarise yourselves with the exit points before the event begins.

The Fire Assembly Point is at point A7, and is located by the picnic area which is to the right of the main entrance as you walked into the building.

Do not block any entrance or obscure signs unless agreed with exhibition organisers. Ensure rubbish is cleared from walkways and bags/coats are not trip hazards.

### 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 coral 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

### First aid

If you sustain any personal injuries, or are present when an accident happens, please ask for assistance from the event staff or report to the Welcome 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.

## H

### Height restrictions

The venue has no height restrictions.

## 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 who wish to connect to the internet can log in to eduroam with their personal account details. If exhibitors do not have an eduroam account, an open network will be available for exhibitors. Details of the network and password will be provided in the welcome pack.

## L

### Lost property

All property found should be handed to the Welcome Desk in the exhibition hall. Items will be retained for six months by the University. If, after six months, no claim in respect of that property has been made by any person, the University shall consider the property has been abandoned and shall receive the rights to offer that property for sale

## O

### Organisers

The organisers can be found at the Welcome Desk in the Exhibition Hall. The lead organiser is Andy Carr.

During the exhibition, Andy Carr can be contacted on the number in your Welcome Pack.

## 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

The hall is locked at 9pm when the Sports centre closes. There are porters on site 24 hours a day and can be found in the main reception of the Dewi Building.



## Smoking

A smoking area is located outside the Student Union bar.

## 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.