

EXHIBITOR MANUAL

Date: Thursday 7th April 2022

Venue: University of Winchester
Sparkford Road
Winchester



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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 in Stripe Studio1 immediately.

Accommodation

There are several hotels near the venue:

- On campus guest rooms (5 available) to book please call: 01962 827322
- The Westgate (SO23 8TP) 0.6 miles from University
(<https://www.westgatewinchester.com/>)
- Hotel Du Vin (SO23 9EF) 0.7 miles from University
(<https://www.hotelduvin.com/locations/winchester/>)
- Winchester Royal Hotel (SO23 8BS) 0.8 miles from University
(<https://winchesterroyalhotel.com/>)
- Mercure Winchester (SO23 9LQ) 1 mile from Uni
(<https://all.accor.com/hotel/6619/index.en.shtml>)
- The Winchester Hotel (SO23 7AB) 1.2 miles from Uni
(<https://www.thewinchesterhotel.co.uk/>)
- Premier Inn Winchester (SO23 7RT) 1.8 miles from University
(<https://www.premierinn.com/gb/en/hotels/england/hampshire/winchester/winchester.html>)
- Travelodge Winchester (SO23 9AL) 1.8 miles from Uni
(<https://www.travelodge.co.uk/hotels/660/Winchester-hotel>)

This is a general list provided for information only, and is not to be treated as a recommendation from UCAS or the University of Winchester. For more details on accommodation in and around Winchester please visit:

<http://www.visitwinchester.co.uk/where-to-stay>

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 Marquee

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.

The event is taking place in a marquee on The Dytche and the Sports Hall, King Alfred Quarter.

When you arrive please head to the Main Car Park (situated adjacent to the Dytch) to park and unload. (Please see Appendix D for campus map.)

If you are arriving by train or other forms of public transport please make your way to Main Reception (please see Appendix D) where someone can direct you to the marquee. The train station is a 10 minute walk away or a short taxi ride, there is a taxi rank outside platform 2.

B

Build-up and breakdown

Build up times:

Wednesday 6th April 15:00-17:00

Event open times: 09:30- 15:00

Thursday 7th April

Breakdown times:

Thursday 7th April 15:00-17:00

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 Thursday 7th April. 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

Please visit the Organiser's Office in Stripe Studio 1 (located in The Stripe building).

Car parking

Parking is available on site in our Main Car Park. This is located on Sparkford Road, SO22 4NR. There are a limited number of spaces, please try to car share where possible.

ALL cars must display a permit at ALL times when parking on campus. Please print off the parking pass at the end of this pack and display it in the windscreen of your vehicle. Any cars parked on campus not displaying the permit will be ticketed.

Catering

In order to reduce plastic waste please bring your own water bottle where possible, these can be refilled using water fountains around campus, a map will be provided at your stand. We will have some water available on request.

Catering will be available at the following outlets:

University Shop – Level 1 of the King Alfred Centre (sandwiches, drinks, snacks and confectionary)

Foodhall – Level 3 of the King Alfred Centre (hot meals, baguettes, sandwiches, salads and drinks)

Learning Café – Level 4 of the King Alfred Centre (paninis, sandwiches, wraps, hot and cold drinks)

Cyber Italia (Freshly made pizza, paninis, sandwiches wraps, toasties, hot and cold drinks)

We will also have some mobile catering options between the marquee and the Sports Hall, including:

Fish and Chips

Focaccia

Sweets and Donuts

Vegan and Vegetarian options

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:

Deliveries should be addressed to:

Exhibitor Company/Institution Name

Exhibitor Contact Name

Stand Number

The Post Room

University of Winchester

Sparkford Road

Winchester

Hampshire

SO22 4NR

The University is not responsible for any deliveries not clearly addressed, or that arrives prior to the build-up day.

Please make sure you inform the staff manning your stand:

- Who your courier is
- What the contact details for your courier are
- What the delivery consists of

Please note: if using a delivery company, they are responsible for ensuring that your prospectuses and any other items are delivered safely to your stand and that surplus materials are placed within the on-site storage area.

Deliveries can be made on Tuesday 5th and Wednesday 6th April. Any deliveries made before this time will not be accepted by the venue and returned to the sender.

E

Electrical services and stand power

Electricity and stand power is available on request. Please contact the event organiser (emma.cleaver@winchester.ac.uk) as early as possible (and **no later than Friday 18th March.**)

ALL electrical equipment must be PAT tested prior to being used on site.

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.

Please see attached fire evacuation document

We have 24 hour site security, they can be contacted on: 01962 827666

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. Staff will be present in the Marquee, Sports Hall and Stripe.

F

First aid

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

There will be a First Aider available throughout the event opening times and during break down/set up times, if you require First Aid please make a member of event staff aware. There will be a First Aid point located next to the marquee.

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

Stands should not exceed 2.5m in height

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

Eduroam is available on our campus.

For those exhibitors not on Eduroam, we can supply visitor log ins on the day.

L

Lost property

All property found should be handed to the Organiser's Office, where it will be retained during the event or until the owner comes forward. If no owner is found for the duration of the event, the property will be left with the venue. If after one month no claim in respect of that property has been made, the University of Winchester will add it to their own lost property scheme.

O

Organisers

The organisers can be found either in the Marquee or Sports Hall. There will always be a member of staff located in Stripe Studio 1 who can get a message to the organiser. All staff will have radios so can contact the event organiser if needed. The lead organiser Emma Cleaver

During the exhibition, Emma Cleaver can be contacted on 07841 070615

Before the exhibition, please contact Emma Cleaver on 01962 624857 or at emma.cleaver@winchester.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

Recycling

Whilst on campus you can recycle a vast range of items, look out for the marked recycling bins.

Recycling bin - for PAPER, CARDBOARD, GLASS BOTTLES AND JARS, PLASTIC BOTTLES, PLASTIC POTS, TUBS AND TRAYS, COFFEE CUPS, TETRAPAK, METAL TINS AND CANS and ALUMINIUM FOIL.



General waste bin - for EVERYTHING ELSE, INCLUDING FOOD (where there is no food waste bin), SWEET WRAPPERS, CRISP PACKETS, TISSUES, CONTAMINATED FOOD CONTAINERS, ANY OTHER PLASTICS.

Liquids bins - look out for the **blue** Aquapod liquids bins dotted around campus. These are for tea and coffee dregs etc. Please empty your dregs into these bins first before putting your cups and bottles in the recycling.

Coffee Cup recycling- these are available around campus and can be used for disposable coffee cups and lids.

Food waste bins – located in catering areas for your food waste including tea bags, banana skins, uneaten sandwich and pizza crusts.

Prospectuses – we will have a prospectus drop off point for unwanted prospectuses, we can return these to your stand but if you would rather not have it back then we can recycle it.

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

24 hour security on site. Please call 01962 827666 if you have an urgent security matter.

If you are building your stand on Wednesday 6th April, The University of Winchester cannot be held responsible for any damage or loss of personal/valuable items left over night. The marquee and Sports Hall will be on the security patrol route however it will not be continuously monitored throughout the night.

Please do not leave any valuables in the marquee over night as the marquee cannot be locked.

Smoking

The venue is a no smoking campus, please use designated smoking areas.

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.

Exhibitor parking permit

UCAS Discovery Hampshire 2022

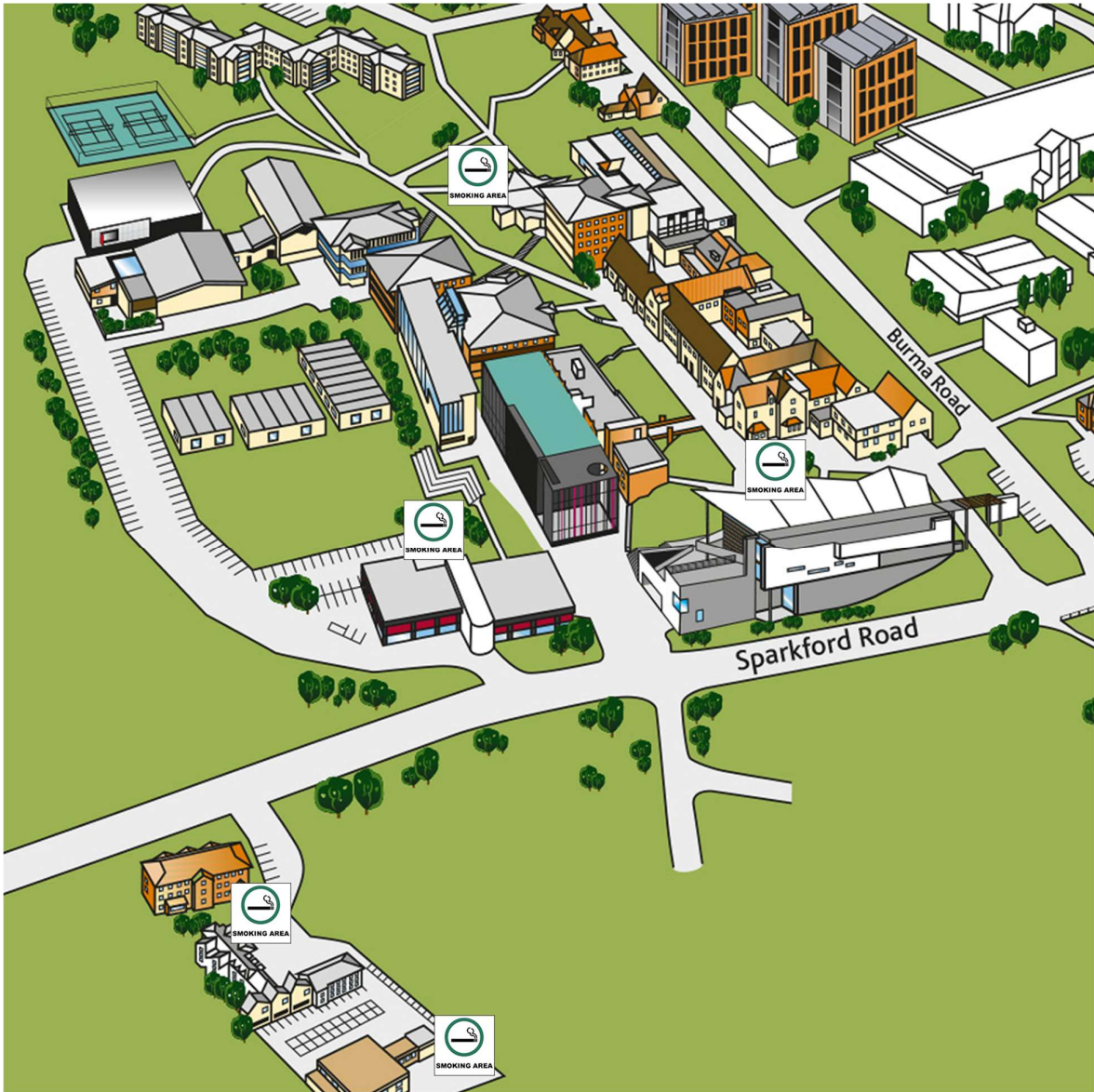
Valid for parking at:

The Dytche,
Sparkford Road
Winchester
SO22 4NR

Date valid: Wednesday 6th and Friday 7th April 2022

Please ensure this pass is displayed in the windscreen of your vehicle to avoid parking charges during your stay.

Appendix A – Designated Smoking Areas on King Alfred Quarter





TO WHOM IT MAY CONCERN

1st August 2021

Dear Sir/Madam

UNIVERSITY OF WINCHESTER 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.	Y016458QBE0121A/T057
Period of Indemnity	1 st August 2021 to 31 st July 2022
Limit of Indemnity	£30,000,000 any one event unlimited in the aggregate
Includes	Indemnity to Principals
Cover provided by	QBE UK Limited and Excess insurers

PUBLIC AND PRODUCTS LIABILITY

Certificate of Entry No.	UMT057/13
Period of Indemnity	1 st August 2021 to 31 st July 2022
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 UK 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

U.M. Association Ltd (registered in England & Wales, no. 2731798) is the Appointed Representative (PCA firm reference no. 417894) of Harwood Management Services Ltd (registered in England & Wales, no. 528046) which is authorised and regulated by the Financial Conduct Authority (PCA firm reference no. 665721). Harwood Management Services Ltd is a wholly owned subsidiary of U.M. Association Ltd. The registered address of both companies is 5 St Helen's Place, London, EC3A 6AB. Harwood Management Services Ltd VAT Registration Number: 212298805.





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

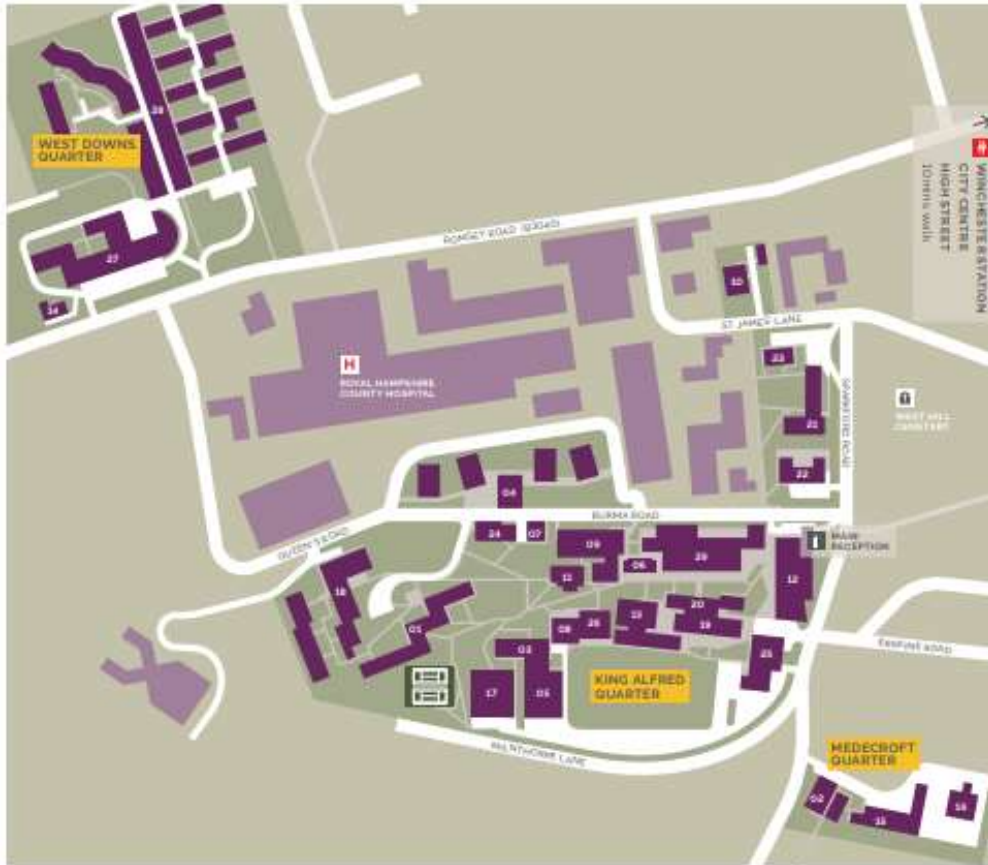
UCAS and HELOA recognise that exhibitors work hard to ensure that they are able to comply with the code of conduct and in the unlikely Event that issues arise, any concerns will be addressed quickly.

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

FINDING YOUR WAY AROUND CAMPUS



- | | | | |
|-------------------------------|------------------------------|---------------------------------|--------------------------------|
| 01 Alwyn Hall | 09 Herbert Jarman Building | 18 Queen's Road Student Village | 24 Tom Atkinson Building |
| 02 Beech Glade | 10 Holm Lodge | 19 St Alphege | 27 West Downs Centre |
| 03 Bowers Building | 11 Kenneth Kettle Building | 20 St Edburga | 28 West Downs' Student Village |
| 04 Burma Road Student Village | 12 King Alfred Centre | 21 St Elizabeth's Hall | 29 Winton Building |
| 05 Centre for Sport | 13 Martial Rose Library | 22 St Grimbold's Court | |
| 06 Chapel | 14 Masters Lodge | 23 St James' Hall | |
| 07 Cottage | 15 Medecroft | 24 St Swithun's Lodge | |
| 08 Fred Wheeler Building | 16 Medecroft Annex | 25 The Stripe | |
| | 17 Paul Chamberlain Building | | |

