

EXHIBITOR MANUAL

Date: Wednesday 6 April 2022

Venue: Bournemouth University
Talbot Campus
Fern Barrow
Poole
BH12 5BB



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A

Accidents and near misses

Accidents and near misses should be reported to exhibition staff – who can be identified by their UCAS t-shirts. The university operates an internal emergency operation for which first aid is included. In case of any medical incidents, staff will need to be notified and will call extension 222 from an internal phone or 01202 962222 from a mobile. The university's Estates Team will then coordinate with first aiders on-site, and the emergency services, if required.

Accommodation

There are a wide range of hotels and guest houses available in Bournemouth and Poole. Up to date information is available from Bournemouth Tourist Information:

Website: www.bournemouth.co.uk

Tel: 01202 451734

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.

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.

If you have items to unload, please take the first turning on the left on Fern Barrow to the stand delivery point at the rear of the Sports Hall (Hall 4). After dropping off your stand and prospectuses, please move vehicles as quickly as possible to the exhibition parking area – **Car Park H**.

B

Build-up and breakdown

Build-up times:

Tuesday 5 April 16:00 – 18:00

Wednesday 6 April 08:00 – 09:15

Event open times:

Wednesday 6 April 09:30 – 15:00

Breakdown times:

Wednesday 6 April 15:00 – 16:30

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 15:00 on Wednesday 6 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

Apart from internet use, there are no on-site facilities such as printing or faxing.

C

Car parking

There is **one** on-site parking space available per institution exhibiting. All exhibitors must display a valid parking permit. A copy of this permit can be found at the back of this exhibitor manual.

Couriers may drop off and pick up **only**, there is **no** on-site parking available.

Catering

Bottled water is not available at this event. Please see the map for water fountain locations.

Tea and coffee will be available in Hall 2 (Staff Centre) and the Staff Room (3rd floor of the Student Centre).

Food is available to buy from the university food outlets. The Fusion Building has a wide choice of food and ample seating available.

We will provide a sign to display on your table in the event you leave your stand unattended during the exhibition.

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:

Dorset UCAS Discovery Event

Exhibitor name

Stand number

Bournemouth University

Talbot Campus

Fern Barrow

Poole

Dorset

BH12 5BB

Deliveries can be made from 16:00 on Tuesday 5 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

***Please note that any pallets left behind will incur a charge for disposal**

E

Electrical services and stand power

Electricity can be provided to stands depending on location. If you require access to electricity, please email events@ucas.ac.uk.

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.

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 '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 organisers.

The university operates an internal emergency operation for which first aid is included. In case of any medical incidents, please notify a staff member who will call extension 222 from an internal phone or 01202 962222 from a mobile. The university's Estates Team will then coordinate with first aiders on-site and emergency services, if required.

The first aid point is in the main university reception. Should you need any first aid assistance, please make yourself known to an event steward.

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 contact DorsetUCAS@bournemouth.ac.uk if you feel your exhibition stand will be impacted by 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 can access free WiFi via the Cloud WiFi hotspot provider. Exhibitors should go to their device settings and connect to The Cloud WiFi network and follow the instructions on their web browser.

L

Lost property

If any property is lost or found in the venue, please report it to Poole House Reception.

O

Organisers

The organisers from BU can be found at stand 5. The lead organiser is Becky Denby. Becky will be there on the set up and event day.

The organiser from UCAS is Holly Golden and can be contacted on 07741 313319.

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

Please note that there will be no security onsite throughout this event.

Smoking

Please note that there is a strict policy of no smoking inside the university buildings. You are permitted to smoke outside the building. However, you must ensure you are at least 5m away from any university buildings.

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.

Pallet trucks are not permitted inside the buildings.

Parking Permit

Visitor parking permit

UCAS Discovery Dorset 2022

Valid for parking at:

Bournemouth University, Fern Barrow, Poole, Dorset, BH12 5BB,
United Kingdom

Date valid: Tuesday 5 – Wednesday 6 April 2022

Please display this pass in the windscreen of your vehicle to avoid parking charges during your stay.
This parking permit does not guarantee a space – parking is allocated on a first-come, first-served basis.