

# EXHIBITOR MANUAL

**Date:** Wednesday 4 May 2022

**Venue:** Olympia Building  
Teesside University



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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 Olympia Building reception immediately.

### Accommodation

There are several hotels near the venue:

Holiday Inn Express 01642 917113

Premier Inn Middlesbrough Town Centre 0333 234 6599

Travelodge Middlesbrough 08719 846375

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 Olympia building entrance.

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.

## B

### Build-up and breakdown

#### Build up times:

Tuesday 3 May 2022 17:00 – 19:00

Wednesday 4 May 2022 08:00 – 09:30

#### Event open times:

Wednesday 4 May 2022 09:30 – 15:00

#### Breakdown times:

Wednesday 4 May 2022 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 15:00 on Wednesday 4 May 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.

Please not any materials placed in the venue storage will be locked at the start of the event and will not be accessible during the event. Storage will be unlocked at 15:00 once the event has closed.

#### Business centre

If any exhibitors require printing on the day of the event, please contact the venue host on 07796707648. This service is not guaranteed, but requests will be met where possible/practical.

## C

#### Car parking

**Please note that car parking space is limited, and exhibitors are encouraged to car share where possible.** Exhibitors can park in the **Woodlands car park**, number 14 on the car parking map, which can be found [here](#). This is located close to the venue. If you are using a sat nav the postcode for this car park is **TS1 3QJ**. Please display a valid parking permit, which will be available on the day from the Events Team.

Getting too the car park

Follow directional signage to Middlesbrough town centre from the A66

- Leave the A66 at the Marton Road roundabout (signposted A172) and take the second exit
- Continue up the road. Go straight on at traffic lights (Cineworld, Pizzahut should be on your left) and continue along the road for next 500 yards
- You will come to another set of traffic lights. Proceed straight on at these lights
- Continue another 500 yards before turning right onto Southfield Road (tyre garage should be on right hand side)
- Carry on along Southfield Road, turn left at Woodlands Road

- At the second mini roundabout turn right onto Waterloo Road. Follow this road to the Woodlands car park. Student helpers will direct you to the allocated area for visitor parking.

You will need to display a parking pass which can be collected from the organiser at the event.

## Catering

There are various catering outlets on campus. The closest outlets to the Olympia Building are located in the Centuria Building, Students' Union and the Library. Please note all university catering except the Students' Union are cashless facilities. Other catering outlets can be found [here](#).

Complimentary tea and coffee is available in the teachers' and exhibitors' lounge, located on the first floor of the Olympia Building. The lounge will be clearly signposted but please ask a member of staff for directions if needed.

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:

**Exhibitor name (c/o Karen Williams)**

**Stand number**

UCAS Discovery Tees Valley

Olympia Building,

Teesside University

Middlesbrough

TS1 3BF

Deliveries can be made from 12:00 – 19:00. 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

Staff will be available until 19:00 on Tuesday 3 May to accept delivered. After this the venue will not be accessible.

## E

### Electrical services and stand power

Limited electricity is available for exhibitors upon request. Orders for electrical services must be received at least 15 working days before the event to ensure that the mains can be laid before the set-up begins.

Exhibitors bringing portable appliances should ensure that the items have been recently PAT tested (Portable Appliance Tested) and bear the PAT test pass certificate.

### 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.

Limited storage will be available to exhibitors to store any trolleys, etc., in the Olympia Building. Please note, this space will not be accessible while the event is open. Please do not store any equipment that you may need during the event in this space.

### 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. Staff will be available at the Reception of the Olympia Building throughout the event.

## F

### First aid

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

There are many trained first aiders throughout the university campus. If you require any treatment, please inform a member of the events team who will arrange for a first aider. Alternatively, you can telephone the security control room on ext. 01642 342086 to arrange for a first aider.

If you require an ambulance, phone 999, stating the building where required. Make sure to also inform the event staff and security control room on 01642 342 086 that you have called one.

### 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 note that the height limit of displays is 4m.

## 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 will have access to the guest WiFi. The password will be displayed on posters throughout the venue on the day of the event.

Please note that if you work at an institution that is part of Eduroam, you will be able to access this on campus using your usual credentials.

## L

### Lost property

If any property is lost or found in the venue, please report it to the Olympia building's main reception.

After the event all property found at the venue will be handed in to the lost property department and will be retained for six months. If, after six months, no claim in respect of that property has been made by any person, the venue shall consider that title to that property has been abandoned.

## O

### Organisers

The organisers can be found at the Olympia Building reception. The lead organiser is Karen Williams.

During the exhibition, Karen can be contacted on 07796707648.

Before the exhibition, please contact Karen on 01642 384223, or at [karen.williams@tees.ac.uk](mailto:karen.williams@tees.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

### 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

Uniformed security officers patrol and monitor the campus on CCTV 24/7. If you have any security concerns, or problems (including car parking), contact a member of the events team, or telephone the security control room on 01642 342 086.

Security will be in place throughout set-up and during the event. Please do not arrange for goods to be delivered to the hall before this time.

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

- Do not leave your stand unattended at any time during build-up, the open period or the pull-out of the convention. Do not leave the hall until all visitors have gone.
- 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 that 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 convention closes.
- If you are a victim of theft please report it immediately to the organiser's office.

## Smoking

The university has a [no smoking policy](#) which supports the aim of a smoke-free campus. The policy aims to provide a healthy working environment and protect the health of employees, students, and visitors to the university. The no smoking policy states:

Smoking is prohibited in the following locations:

- all university buildings, including student residential accommodation
- all areas of the Middlesbrough campus owned or managed by the university

The preparation of smoking material in public areas within buildings is also prohibited.

Vaping is prohibited in the following locations:

- all university buildings, including student residential accommodation
- the vicinity of entrances, exits, and ground floor windows of all 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.

**EXHIBITOR VEHICLE PASS FOR 2022  
TEES VALLEY HIGHER EDUCATION  
EXHIBITION**

**Teesside University**

**4 May 2022**

<b>NAME</b>	
<b>INSTITUTION</b>	

**PLEASE NOTE: THIS PASS IS TO BE DISPLAYED FOR UNLOADING AND FOR THE DURATION  
OF THE CONVENTION**