

EXHIBITOR MANUAL

Date: Thursday 23 June 2022

Venue: Staffordshire University
Sir Stanley Matthews Sports Centre
Leek Road
Stoke-on-Trent
ST4 2DF



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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 at the organiser desk, inside the Catalyst Building (exhibition hall 1) immediately.

Accommodation

There are several hotels near the venue:

<u>Premier Inn, Trentham Gardens</u>	0333 321 9055
<u>Premier Inn, Stoke-on-Trent (Hanley)</u>	0333 321 9337
<u>Travelodge, Stoke-on-Trent (Trentham)</u>	08715 591 848
<u>Holiday Inn Express, Stoke-on-Trent</u>	0800 8080 0800
<u>Holiday Inn, Stoke-on-Trent (M6, Junction 15)</u>	0800 8080 0800
<u>Travelodge, Newcastle-under-Lyme Central</u>	08719 846 446

The nearest hotel to Stoke-on-Trent railway station is The North Stafford Hotel (5 minute walk to Sir Stanley Matthews Sports Centre)

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 organisers desk inside the Catalyst Building (exhibition hall 1).

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:

<i>Wednesday 22 June 2022</i>	<i>16:00 - 18:00</i>
<i>Thursday 23 June 2022</i>	<i>08:00 - 09:15</i>

Event open times:

Thursday 23 June 2022 09:30 - 14:30

Breakdown times:

Thursday 23 June 2022 14:30 15:30

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 14:30 on Thursday 23 June 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.

Business centre

Unfortunately, we do not have any printing or faxing facilities at this event.

C**Car parking**

Parking permits will be suspended on Thursday 23 June 2022. However, all other parking conditions will still apply, whereby a charge will be incurred if the parking conditions are breached. Please refer to the noticeboards on campus for parking conditions and only park in a designated parking bay. Student ambassadors will be around from 08:00 to assist you with any unloading.

Car park 3 will be reserved for exhibitors only so all exhibitors are asked to print off the parking pass at the end of this pack and display it in the windscreen of your vehicle.

Please note that as this is a working day, parking close to the event after 09:00 may prove difficult.

Catering

Exhibitors will be provided with one free bottle of water. During the day, free tea and coffee will be available for you to collect from the Catalyst Café and the Catalyst Kitchen.

Food may be purchased on the day from the Catalyst Kitchen, Catalyst Café and the Student's Union Shop

The event will not close for lunch.

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 Staffordshire
Staffordshire University
Sir Stanley Matthews Sports Centre
Leek Road
Stoke-on-Trent
ST4 2DF

Deliveries can be made from 08:00 on Wednesday 22 June 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

There will be no mains electricity available on the stands.

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, via the nearest exit. Do not use lifts.

Assemble in the nearest car park well away from the building. Wheelchair users, other than on ground floor locations, should in the first instance be assisted or directed to a refuge point (usually a protected lobby or stairwell).

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 and any other queries you may have.

The event organiser will also be wearing a UCAS branded polo shirt, and the UCAS team can be identified by their UCAS branded polo shirts. Please do not hesitate to ask for assistance from the exhibition team. If you cannot find a member of event staff to assist you, head to the organisers desk in the Catalyst Building (exhibition hall 1).

F

First aid

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

If you feel unwell during your visit, please contact a member of event staff, who will call the nominated first aider for this event. All accidents, no matter how trivial, must be reported on a university accident report form (please request a form from a member of staff).

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

There are no height restrictions at this event.

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

To access the free Wi-Fi on campus, you will need to connect to the 'Wi-Fi Guest' network. When you open an internet window, you will be asked to complete a short registration form. Once registered, you will have unlimited access to the internet.

L

Lost property

If any property is lost or found in the venue, please report it to the organisers desk in the Catalyst Building (exhibition hall 2).

O

Organisers

The organisers can be found at the organisers desk in the Catalyst Building (exhibition hall 2). The lead organiser is Abi Short.

During the exhibition, Abi Short can be contacted on 07920 700 035. Alternatively you can call 01782 294000 and ask for the Sir Stanley Matthews Sports Centre.

Before the exhibition, please contact Abi Short on 01782 292774, or at events@staffs.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.

S

Security

All of the exhibition halls will be locked overnight. For any issues relating to security, please call our Estates Team on 01782 294837.

Smoking

Smoking and vaping is not allowed in any of the campus buildings. Smoking and vaping on campus is only permitted outdoors in designated smoking areas.

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 Staffordshire 2022

Valid for parking at:

Staffordshire University, Leek Road, Car Park 3

Date valid: Thursday 23 June 2022

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