

EXHIBITOR MANUAL

Date: Wednesday 15 June 2022

Venue: Sports Arena
University of Essex,
Colchester, Essex
CO4 3SQ



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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 event staff or in case of an emergency please contact the organiser's security team on 01206 872222 or 2222 from an internal phone, immediately.

Accommodation

There are several hotels near the venue:

Wivenhoe House Hotel (on campus)	01206 863666
Best Western The Rose & Crown Hotel	01206 866677
Premier Inn Colchester Town Centre (Castle)	0333 321 9352
Premier Inn Colchester Cowdray Avenue	0333 321 9352
Premier Inn Colchester A12	0333 321 9352

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 Sports Arena.

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 14 June 2022	16:00 – 18:00
Wednesday 15 June 2022	08:00 – 09:15

We will not be able to accept deliveries on Tuesday 14 June which arrive before 12:00 (midday).

Event open times:

Wednesday 15 June 2022 09:30 – 15:00

Breakdown times:

Wednesday 15 June 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 (insert time) on (insert date). 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

If you require any printing before the event, please can this be sent to studrevents@essex.ac.uk before 11:00 on Tuesday 14 June 2022.

C

Car parking

Free car parking is available to visitors on Wednesday 15 June in Valley Car Park, please follow the AA road signs and enter campus on the Wivenhoe entrance using the following postcode and 'what3words' location:

- CO4 3FA
- ///spring.towns.quiz

Additional information can be found [here](#).

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. Please let us know in advance if you require this service.

We have a number of catering facilities on campus serving hot and cold food. We will also be hosting a small café area within the Sports Arena, this outlet will only accept card payments.

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 Exhibition

UCAS Discovery Essex

Sports Arena

University of Essex

Colchester, Essex

CO4 3SQ

Deliveries can be made from 12:00 (midday) on Tuesday 14 June. 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

If you require electricity on your stands, please email studrecevents@essex.ac.uk with your requirements before 01 May 2022

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 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 or in case of an emergency please contact the organiser's security team on 01206 872222 or 2222 from an internal phone, immediately.

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 inside the arena.

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

Guest wi-fi is available throughout campus and is free to use.

1. To connect, please choose Essex Guest from your available networks, enter your personal email address and accept our IT Acceptable Use Policy (AUP).
2. Once connected you get ten minutes of internet access. For 24 hour access, you'll need to verify your email address by following the link in the verification email we have sent you.

L

Lost property

If any property is lost or found in the venue, please report it to the event organiser or a University of Essex staff member. Lost property will typically be stored with security in Square 4.

O

Organisers

The organisers can be found at z.dawson@essex.ac.uk. The lead organiser is Zoe Dawson.

During the exhibition, Zoe Dawson can be contacted on 07974551196.

Before the exhibition, please contact Zoe Dawson on 01206 876018, or at z.dawson@essex.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

The Sports Arena will be locked overnight on Tuesday 14 June and reopened for the set-up of the exhibition on Wednesday 15 June. If exhibitors are leaving belongings on campus overnight, responsibility for all items is with the exhibitor.

Smoking

Smoking is prohibited in all University buildings (this includes all student accommodation, offices, corridors, lifts, stairwells, toilets etc and includes under podia). You are not allowed to smoke within five metres of any University building. Clear 'No smoking' signs will be displayed as required in and on buildings, vehicles and areas where a higher risk of fire is present.

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.