

UCAS

DISCOVERY

UK TOUR

# EXHIBITOR MANUAL

Date:

30 June 2022

Venue:

Anglia Ruskin University,  
East Road,  
Cambridge,  
CB1 1PT



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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 security team at Helmore Building Reception.

### Accommodation

There are several hotels near the venue:

<a href="#">Premier Inn (Cambridge East, Newmarket Road)</a>	0333 321 9289
<a href="#">Travelodge Cambridge Newmarket Road</a>	08715 591861
<a href="#">Holiday Inn Express Cambridge</a>	0833 702 0554

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 Helmore building reception.

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.

When you arrive, please enter via the Helmore building entrance on East Road and you will be directed from there to your stand.

## B

### Build-up and breakdown

#### Build up times:

Wednesday 29 June	12:00 – 18:00
Thursday 30 June	08:00 – 09:15

#### Event open times:

Thursday 30 June	09:30 – 15:00
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**Breakdown times:**

Thursday 30 June                      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 30 June. To help facilitate this, and ensure health and safety is maintained, loading will not be permitted 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 venue – 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 be aware that there is no parking available for loading and unloading other than on the build day 29 June. Spaces for this are limited to 30-minute drop-off slots and should be booked by emailing [laura.scarle@aru.ac.uk](mailto:laura.scarle@aru.ac.uk) before 20 June.

#### Business centre

There are no publicly accessible printing facilities available.

### C

#### Car parking

During the exhibition, the best places to park are [Queen Anne Car Park](#) (postcode CB1 1ND) or [The Grafton Centre](#) (postcode CB1 1PS).

There is no parking on campus, other than for blue badge holders. Disabled parking is limited and should be booked by emailing [laura.scarle@aru.ac.uk](mailto:laura.scarle@aru.ac.uk) no later than 20 June.

#### Catering

The Helmore Refectory will be open during the event, serving a range of drinks and snacks to purchase. 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 Cambridge,  
Anglia Ruskin University,  
East Road,  
Cambridge,  
CB1 1PT

Deliveries can be made from **Monday 27 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

If your stand or materials are arriving via a logistics company, please ensure that they have booked their arrival slot with [laura.scarle@aru.ac.uk](mailto:laura.scarle@aru.ac.uk) by 20 June at the latest as access is limited as we are located in Cambridge city centre.

## E

### Electrical services and stand power

If you require electricity on your stand and have not already requested this via UCAS, please email [events@ucas.ac.uk](mailto:events@ucas.ac.uk) to check if we can accommodate your request.

## 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 point near to the front of campus (Petersfield Common).

Please do not use the lifts in the event of a fire alarm.

## Exhibition stands and furniture

Exhibitors are allocated a 2m (w) x 1.5m (d) stand area unless a double stand has been booked.

Tables and chairs will be provided if they have been requested in advance: 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 organisers 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. Please ask your area manager (who will be wearing a radio) if you need to speak to the event organiser or UCAS team and they will contact them for you.

## F

### First aid

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

First aiders will be located in the Lord Ashcroft Building. Any member of staff with a radio will be able to contact them for you.

## 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 be aware that the internal measurements of the marquee doors are 1.8 metres wide by 2 metres high.

## 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

Wifi codes will be provided to exhibitors on the event day. Eduroam is also available.

## L

## Lost property

If any property is lost or found in the venue, please report it to Security at Helmore Building Reception.

## O

### Organisers

The lead event staff are Laura Scarle and Sian Burnett and they can be contacted during the event via any member of staff with a radio.

Before the exhibition, please contact Laura Scarle on 01223 695316 or at [laura.scarle@aru.ac.uk](mailto:laura.scarle@aru.ac.uk) if you have any questions.

## 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

Although there is security on-site, please do not leave any valuables unattended on your stand overnight. Many of the areas in use are not lockable.

### Smoking

Ask any member of event staff to direct you to our 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.

TO WHOM IT MAY CONCERN

1<sup>st</sup> August 2021

Dear Sir/Madam

**ANGLIA RUSKIN UNIVERSITY HIGHER EDUCATION CORPORATION 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/007
Period of Indemnity	1 <sup>st</sup> August 2021 to 31 <sup>st</sup> July 2022
Limit of Indemnity	£50,000,000 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.	UM007/92
Period of Indemnity	1 <sup>st</sup> August 2021 to 31 <sup>st</sup> July 2022
Includes	Indemnity to Principals
Limit of Indemnity	£100,000,000 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

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