

EXHIBITOR MANUAL

Date: Wednesday 28 September 2022

Venue: Perth College UHI
Crieff Road
Perth, PH1 2NX



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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 reception staff immediately, located at the entrance to the Academy of Sport and Wellbeing building. The accident or near miss will be logged and a first aider called, if required.

Accommodation

There are several hotels near the venue:

Travelodge Perth - www.travelodge.co.uk/hotels/476/Perth-A9-hotel

The Lovat Hotel - <https://www.lovathotel.com/>

Holiday Inn - www.ihg.com/holidayinnexpress/hotels/gb/en/perth/ptldu/hoteldetail

This is a general list for information only, and not a recommendation from UCAS.

Arrival

On arrival, exhibitors should enter through the main reception of the Academy of Sport and Wellbeing building and follow directions to the exhibition area, located on the ground floor. Event Ambassadors will be on hand to show exhibitors to their stands.

Exhibitor lanyards must be worn at all times. Your lanyard will be ready to collect from the general information desk, outside the exhibition hall.

There will be limited space in a drop off bay outside the exhibition hall to unload. Exhibitors are asked to then park in the main car park to allow others to unload.

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 27 September 19:00 – 20:00
Wednesday 28 September 08:00 – 09:15

Event open times:

09:30 – 15:00

Breakdown times:

Wednesday 28 September 15:00 – 16:00

Exhibitors must remain on their stands, and not start dismantling them until the exhibition is clear of visitors. We anticipate this to be 10 minutes after the exhibition closes. 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

No printing or faxing will be available at this venue during the exhibition build-up, open or breakdown times.

C

Car parking

There will be limited space in a drop off bay outside the exhibition hall. Exhibitors are asked to unload here and then park in the main car park to allow others to unload. There is free parking at this venue.

You can also travel by bus to the campus. The main buses to the Crieff Road campus are 1, 2 and 70 from Stagecoach, and the number 15 service which runs between Perth and Crieff. Bus timetables are available at [Stagecoach](#) or [PKC Bus Timetables](#).

Catering

Refreshments

We will provide each exhibition stand with four refreshment vouchers. These will entitle exhibitors to a complimentary tea, coffee, or soft drink, on arrival or throughout the day. Refreshment vouchers can be redeemed from the Starbucks café across from the Academy of Sport and Wellbeing Building.

Lunch

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.

A variety of food is also available from the Starbucks café across from the Academy of Sport and Wellbeing Building.

Water

We are committed to reducing single use plastic on campus. Please bring your own water bottle, and refill it from water fountains outside the exhibition hall.

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 Tayside
FAO: Gareth McKenna
Academy of Sport and Wellbeing
Perth College UHI
Crieff Road
Perth
PH1 2NX

Deliveries can be made from 08:00 and 17:00 on Tuesday 27 September 2022. Any deliveries made before this time will not be accepted by the venue and returned to the sender. Please make the organiser aware of any deliveries expected by emailing: schools@uhi.ac.uk as storage on campus is limited.

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

Electrical services are available. Please contact schools@uhi.ac.uk to request.

Emergency procedures

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. Event ambassadors will be able to guide you.

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 Ambassadors

Event ambassadors will be available throughout the day to assist exhibitors – they are easily identified by their coral UCAS 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 shirt, and the UCAS team can be identified by their UCAS branded black t-shirts. Please do not hesitate to ask for assistance from the exhibition team who are located at the general information desk.

F

First aid

If you sustain any personal injuries, or are present when an accident happens, please report to reception and a first aider will be called and the incident will be logged.

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

Stands should be no taller than 4m in height.

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 Event Organiser takes 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 access will be available. If you are from another education provider, you can use your own sign in details on the Eduroam domain.

Alternatively, you can register for WiFi through [UHI Visitor](#)

L

Lost property

If any property is lost or found in the venue, please report it to a member of staff at the general information desk, in the entrance to the exhibition hall.

O

Organisers

The Event Organisers is Jill McNicol and she can be found at the general information desk, at the entrance to the exhibition hall.

During the exhibition, Jill can be contacted on 07384 236353 / 07970 027741.

Before the exhibition, please contact Jill on Jill.McNicol@uhi.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

There are security cameras on-site in certain locations. Any theft or loss of items should be reported to reception staff, located at the main entrance. The venue is not responsible for any loss of personal belongings.

Smoking

There is a strict **no smoking** policy on the campus. There are designated smoking areas outside the venue, which are clearly signposted.

T

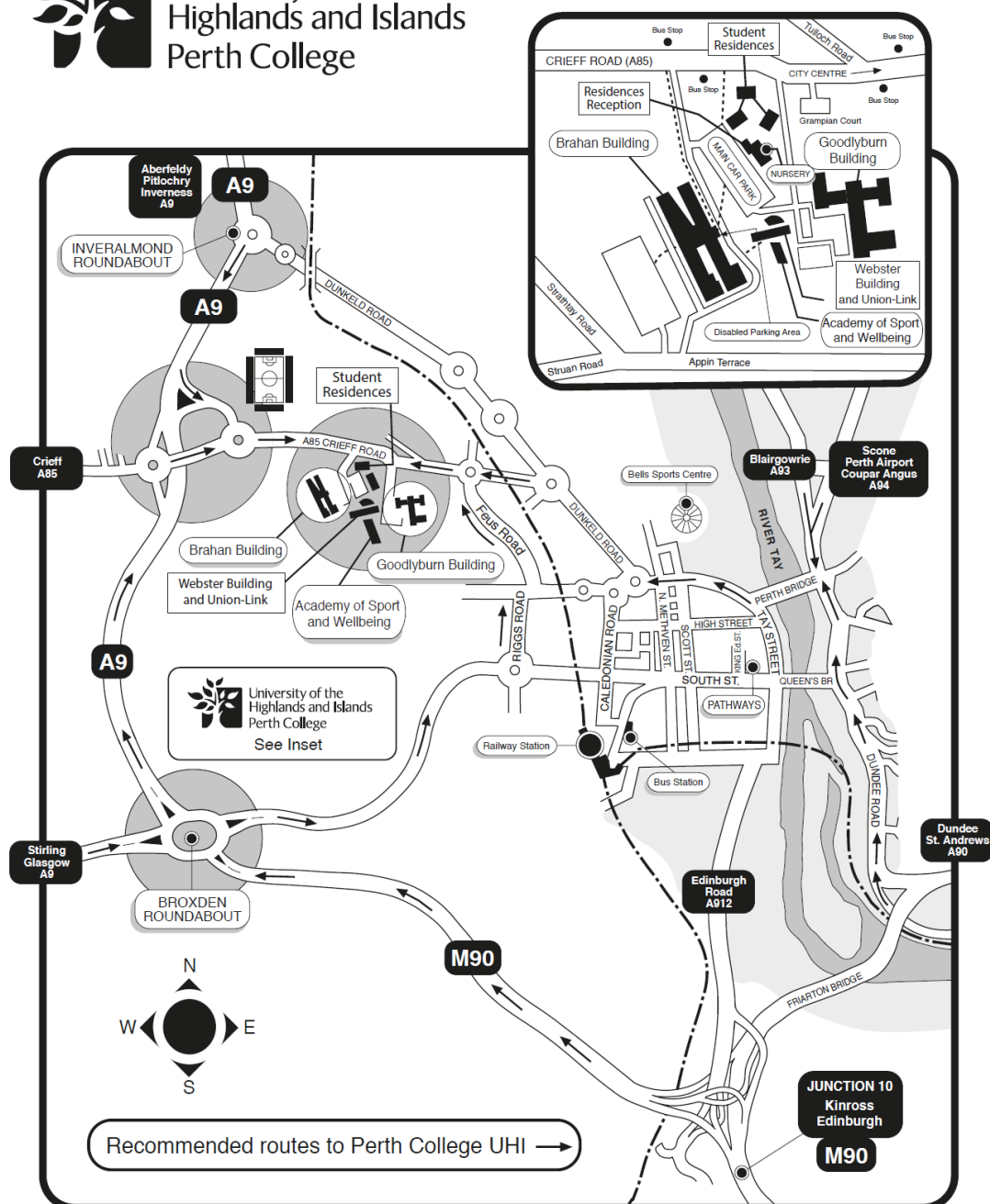
Trolleys

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.

Waste

To improve our environmental impact we would like to encourage all exhibitors to limit the waste in terms of marketing materials that is left behind at venues. If your courier will only uplift unopened boxes we would encourage you to only open the amount of boxes required.



There is a pay and display car park on the College Campus.



Certificate of Public Liability Insurance

Policy Number 100715697CCI

Name of Policyholder University of the Highlands and Islands, UHI Research & Enterprise

Date of Commencement of Insurance 1st August 2022

Date of Expiry of Insurance 31st July 2023

Limit of Indemnity £20,000,000

We confirm that the above numbered policy provides legal liability cover for:

- Indemnity to Principal
- Contractual Liability
- Sudden, identifiable, unintended and unexpected pollution.

Signed on behalf of: **Aviva Insurance Limited** (Authorised Insurer)

A handwritten signature in black ink, appearing to read "Adam Winslow", is positioned above the printed name and title.

Authorised Signatory
Adam Winslow
CEO, UK & Ireland General Insurance

Notes

Please refer to the Policy schedule and wording for additional information regarding the specific policy endorsements, exclusions, excesses or conditions.

Aviva Insurance Limited. Registered in Scotland, No. 2116. Registered Office: Pitheavlis, Perth PH2 0NH.
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority

TO WHOM IT MAY CONCERN

Dear Sirs

RE: Perth College UHI, Air Service Training (Engineering) Ltd

We act as Insurance Brokers to the above named client and confirm their insurance covers, subject to policy terms and conditions, as follows:

Employers' Liability		
Policy Number	100715744001	
Insurer	Aviva Insurance	
Period of Cover	01/08/2022 to 31/07/2023	
Limit of Indemnity	£25,000,000 any one event	
Public & Products Liability		
Policy Number	100715744001	
Insurer	Aviva Insurance	
Period of Cover	01/08/2022 to 31/07/2023	
Limit of Indemnity	Public Liability	£25,000,000 any one event
	Products Liability	£25,000,000 any one event and in the aggregate
Professional Indemnity		
Policy Number	100715744LAL	
Insurer	Aviva Insurance	
Period of Cover	01/08/2022 to 31/07/2023	
Limit of Indemnity	£5,000,000 any one event	

The above is only a brief resume' of our Client's Insurance, and should any further details be required, the policy document should be referred to. We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or for any loss, damage or expense thereby occasioned to any recipient of this letter.

We trust you will find this to be in order, and should you have any queries at all regarding this matter, please do not hesitate to contact the writer.

Yours sincerely,



Andy Thomson
Account Director
Education Scotland Protect Ltd
☎ 0151 601 6320
✉ athomson@educationprotect.co.uk