

North East Wales
higher education exhibition 2018

Exhibitor manual

Wrexham Glyndwr University Sports Centre

Wednesday 21 March 2018

10:00 – 13:00



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A

Accidents and near misses

In the event of an accident or near miss, please report to the event organiser immediately, where assistance will be provided.

Accommodation

Premier Inn Wrexham, Jacques Way, Wrexham, LL11 2BY (0.2 miles) – 08715 279422
Ramada Plaza Wrexham, Ellice Way, Wrexham, LL13 7YH (0.2 miles) – 01978 291400
The Lemon Tree, 29 Rhosddu Road, Wrexham, LL11 2LP (0.5 miles) – 01978 261211
Holt Lodge, Wrexham Road, Holt, Wrexham, LL13 9SW (3.5 miles) – 01978 661002

For a full list of nearby accommodation providers, visit:

www.wrexham.gov.uk/english/leisure_tourism/Accommodation.htm

Arrival

On arrival, please report to the Sports Centre, where events staff will be able to assist you.

B

Build-up and breakdown

The Sports Centre will be available for the set-up of exhibition stands on Tuesday 20 March 15:00 – 19:00, and on Wednesday 21 March 08:30 – 09:30. Please note, for health and safety reasons, all stands must be ready no later than 09:40 on the morning of the exhibition.

Breakdown will take place from 13:00, once all visiting students have left the venue and the closure of the exhibition has been announced.

Business centre

If you have any queries, contact Event Organiser, Andy Cairns at a.cairns@glyndwr.ac.uk, or on 07712 301320.

C

Car parking

Free car parking is offered for exhibitors. Please note, a parking permit is required. You can find this at the end of this pack.

Catering

Refreshments will be made available for exhibitors. More information will be provided on arrival.

D

Deliveries

Deliveries cannot be made to the exhibition any earlier than 12:00 on Tuesday 20 March. If you wish to have anything delivered, the address is as follows:

Wrexham Glyndwr University Sports Centre
Plas Coch Campus
Wrexham
LL11 2AW

E

Electrical services and stand power

Unfortunately, we are not able to provide power to any stands at this exhibition.

Emergency procedures

In the event of an emergency, the venue alarm system will be triggered, and an announcement made over the PA system. Evacuation of the venue should be made through one of the five emergency doors around the perimeter of the hall, and exhibitors should gather at one of the nearby assembly points (indicated by green signposts) until the all clear has been provided.

Event staff

Event staff will be based throughout the Sports Hall, and can be identified by their red UCAS tops/jackets.

Exhibition stands and furniture

The size of standard single stands is 2m x 1m. If you have requested a table and chairs at the point of booking, these will be provided. Otherwise, you will not have any furniture allocated to your stand.

F

First aid

A first aider will be present at all times in the Sports Centre. If first aid is required, please report to the event support stand.

Footwear

Suitable footwear must be worn on-site during build-up and breakdown. Open-toed sandals/shoes, flip-flops, and flimsy footwear are not permitted.

H

Height restrictions

Exhibition stands must not exceed 4m in height and must be accommodated within the 2m x 1m area that has been provided.

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 will be available free of charge in the Sports Centre, and connection instructions will be provided to exhibitors on arrival.

L

Lost property

If you find any misplaced property, please hand it into the Sports Centre reception staff, who will take care of it. Similarly, if you have misplaced any property, please enquire at the Sports Centre reception.

If you spot any unattended items (e.g. bags) which you suspect may be suspicious, do not touch the items. Please report them to the event support stand immediately.

O

Organisers

The event organiser (Andy Cairns) should be in the vicinity of the event support stand for most of the exhibition, but can also be reached on 07712 301320.

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.

1. 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.
2. The floor around your stand shall be kept level and even, and shall not be allowed to become slippery or a source of danger.
3. 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

By completing their booking to attend the event, all exhibitors have legally agreed to implement the control measures – as detailed in the generic risk assessment provided at the point of booking – for exhibitors attending an event of this nature. This highlights the significant risks that exist during such an event. A copy of the risk assessment can be found at the back of this exhibitor manual. You are strongly advised to read this document, and encourage all staff attending the event with you to do the same.

You may also have completed an additional risk assessment as part of your booking. Please bring a copy of this with you, and email a copy to the organisers at exhibitions@ucas.ac.uk.

S

Scanner collection

Scanners can be collected from the UCAS stand, adjacent to the event support stand.

Security

Our campus is monitored by 24-hour security, and the Sports Centre will be locked overnight. However, please be advised that all items and resources are left at exhibitors own risk, and the university cannot assume responsibility for any loss/damage to items.

Smoking

All university buildings are non-smoking areas. Anyone wishing to smoke should do so outside, at least 5m away from the entranceways to 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.

UCAS Events

Exhibitor Code of Conduct

Introduction

UCAS organise a network of Events across the UK for prospective students to receive information, advice and guidance regarding their future education and career opportunities from a wider range of institutions and organisations. In order to ensure that students' needs are at the heart of the Events, and that all exhibitors are able to effectively engage with students, it is necessary to require all exhibitors to adhere to the following code of conduct. The code of conduct has been agreed jointly between UCAS and HELOA.

Staffing

- All members of staff who will be attending or working on the Events should see a copy of the Code of Conduct and be able to comply fully. They should display a high standard of professionalism in their work and offer information, advice and guidance effectively and with integrity.
- Exhibitors should provide appropriate personnel to staff the stand, adequately trained with sufficient knowledge to offer quality representation of their institution or organisation. Pre-event information should be passed on to those attending the Event.
- Please carefully consider the number of staff working at each Event. All staff should be able to comfortably work within the allocated space provision. UCAS recommends no more than two staff for a 2m x 1m stand, three people for a 3m x 2m stand and six people for 6m x 2m stand. Any additional staff may be asked to leave if the health, safety or comfort of visitors or other exhibitors is compromised.
- Seminars are delivered on an impartial basis. To uphold the Events' impartiality, those asked to deliver a seminar at the Event ensure their presentation delivers general advice and guidance, and not be perceived to deliver an unfair bias towards a particular HE provider, organisation or company. Any presenter who does not support impartiality will be prohibited from delivering seminars at future Events.
- Exhibitors should inform UCAS and the Local Event Organiser if they are unable to attend an Event. Many Events are at capacity with a waiting list of exhibitors. Non-attendance at Events, without prior notice, may jeopardise participation at future Events.

Marketing materials

- All promotional material should be relevant and provide a balanced view of the organisation it represents.
- Unless a specific stand size has been booked the standard provision of space is:
 - Shell scheme: 3m x 2m. Furniture will not automatically be provided – you can select during the booking whether you would like the standard furniture.
 - Campus Events: 2m x 1m. One table and two chairs will be provided to fit within this space allocation.

Display stands and all materials must be of the appropriate dimensions to fit within this space allocation without obstructing the aisles or neighbouring stands. Storage space at Campus Events is minimal therefore all banner stands/prospectus storage must be kept within the stand area and

must not obstruct neighbouring stands/ aisle space or cause trip hazards. **If the stand size exceeds the provided space allocation exhibitors will be asked to dismantle/adjust their display materials to fit within the allocated space.**

During Events

- Exhibitors should arrive and set up in sufficient time before the opening of the Event and not to depart until the Event has officially closed. Exhibitors are required to remain at the Event for the duration of the opening times so to ensure that all visitors have fair access to information and advice.
- Stands must not be dismantled whilst visitors remain in the hall for health and safety reasons.
- Exhibitors must remain on their stand throughout the Event and do not carry out any promotional based activity in the gangways or between stands. This is for the purpose of both health and safety and to ensure students are able to access a range of information, advice and guidance.
- Exhibitors should wait for students to approach, rather than 'touting'.
- Information, advice and guidance must not be to the detriment of other Exhibitors.
- Trolleys/cases cannot be brought onto the Event floor during Event opening hours.

Upholding the Code of Conduct


UCAS and HELOA recognise that exhibitors work hard to ensure that they are able to comply with the code of conduct and in the unlikely Event that issues arise, any concerns will be addressed quickly.

Any exhibitor, local Event organiser or visitor with concerns should initially raise these with the UCAS Representative present at the Event. The UCAS Representative will liaise with the relevant exhibitor(s) in order to seek a resolution. All issues raised will be logged and reviewed regularly by UCAS and HELOA. If issues arise repeatedly, the individual with overall responsibility for UCAS Events at the institution/organisation will be notified and appropriate resolution sought. Attendance at future Event will be jeopardised if the code of conduct is not upheld.

If concerns relate to serious health and safety issues, the UCAS Representative (or Local Organiser) will take any immediate steps required to ensure the health and safety of staff, exhibitors and visitors.

Outside of Events, UCAS can be contacted via events@ucas.ac.uk

UCAS event organiser risk assessment

Date assessed: 17/07/2018	Assessor: Andy Cairns	Monitored by: Kaylea Blindell
	Signature: A.Cairns	
Event: NE Wales UCAS Exhibition	Title: Events Experience and CRM Officer	
	Organisation: Wrexham Glyndwr University	
Venue: Wrexham Glyndwr University Sports Centre		Inclusive dates of site attendance: 20 – 21 March 2018

Key to worst case outcome (A):

4 = High – certain to cause death
3 = Medium – probable to cause serious injury
2 = Low – possible to cause first aid injury
1 = Very low – unlikely to cause injury/damage

Key to probability rating (B):

4 = Probability
3 = Possibility
2 = Unlikely
1 = Remotely

Key to risk level:

12 – 16 = high risk
6 – 9 = medium – high risk
3 – 4 = low – medium risk
1 – 2 = low risk

Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Risk level (AxB)	Control measures
Over-crowding of event hall/stand	Public and exhibitors	4	4	6	<ul style="list-style-type: none"> The floor plan has been designed to maximise aisle widths (a minimum of 2.5 metres wide) to avoid overcrowding. Suitable space around the stands and feature areas, which will be monitored by floor managers and organisers. Exhibitors to ensure that staff manning the stands keep within their stand to avoid bottle necking in aisles. Organisers to reinforce this with any exhibitor deemed to be carrying out interactions away from their allocated stand space. Organisers to schedule arrivals in line with venue capacities and monitor arrivals with help from the venue, to prevent overcrowding. Coach arrival schedule to be used if appropriate. Appropriate staffing to be put in place by organisers, to manage the flow of visitors through the venue. All staff to be visibly identifiable. Organisers to monitor the exhibition area. Exhibitors to notify organisers should their stand or the immediate locality of their stand become overcrowded. All to obey instructions given by the organiser, venue staff, or sub-contractor, to help control traffic and pedestrian flows.
		3	3		
		2	2		
		1	1		
Fire	Exhibitors, contractors, visitors, venue staff, organiser staff, and student helpers	4	4	12	<ul style="list-style-type: none"> Fire exits to be kept clear of obstructions. Fire extinguishers to be available in the venue. Ensure all waste is collected and stored correctly. Exhibitors to ensure all waste and flammable waste material is removed from stand area. Exhibitors will use designated smoking areas.
		3	3		
		2	2		
		1	1		

Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Risk level (AxB)	Control measures
Evacuation	Exhibitors, contractors, visitors, venue staff, organiser staff, and student helpers	4	4	9	<ul style="list-style-type: none"> Venue to ensure fire prevention detection and alarm systems are adequate for the venue and have been checked and maintained in efficient working order. Organisers and venue to ensure the current number of exits from the venue are adequate. Floor plan submitted to venue in advance of the event for approval. Evacuation plan to be known by organisers and communicated to student helpers, exhibitors, and contractors. Organisers to provide contractors, exhibitors, and visitors with relevant evacuation procedure documentation, including fire assembly point. Exhibitors should ensure they're aware of the nearest emergency exit, and keep all exits clear of obstructions at all times. Contractors, exhibitors, and visitors to ensure they are aware of evacuation procedures, have read all relevant documentation provided, and follow all instructions given if needed to evacuate. Ensure all gangways and emergency exits are kept clear. All emergency exits maintained and kept clear for during the event. Exhibitors should not block aisles or public areas, including during build-up and breakdown periods, and ensure stand displays are kept within the allocated stand space. Where possible, organisers to ensure PA system can be heard clearly in all public areas. If any evacuation announcements cannot be heard over the atmospheric noise, security staff will enter the halls to evacuate people.
		3	3		
		2	2		
		1	1		
Slips/trips and falls	Exhibitors, contractors, visitors, venue staff, organiser staff, and student helpers	4	4	9	<ul style="list-style-type: none"> Exhibitors should ensure all boxes are appropriately stacked within the allocated stand space. UCAS to remind exhibitors through email of the Exhibitor Terms and Conditions, highlighting that exhibitors should keep their displays within their allocated stand. Organisers to check all exhibitor stands are appropriate and do not pose a trip hazard, before the event opens. Exhibitors should request that all empty, flat-packed, and broken boxes are removed from their stand by the event staff. Organisers and exhibitors to ensure empty boxes are cleared from stand, with assistance from student helpers.
		3	3		
		2	2		

		1	1		<ul style="list-style-type: none"> • Organisers and exhibitors to ensure no trailing cables in stand area, or in adjoining pedestrian walkways. ▪ Organisers and exhibitors to ensure personal belongings are stored away appropriately. ▪ Organisers and exhibitors to ensure all other waste is stored and removed safely. ▪ Exhibitors should ensure they do not breakdown any part of their stand until all visitors have left the exhibition area, and the organiser has said breakdown may begin.
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Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Hazard identified	Person(s) at risk
Working at height	Exhibitors, contractors, venue and UCAS staff	4	4	9	<ul style="list-style-type: none"> Maximum height build of 4m. All work to be carried out from a stable support – either ladder or scaffold – with suitable warning signs and barriers as necessary. Exhibitors to ensure all staff required to work at height are suitably trained. Suitable personal protective equipment (PPE) clothing and footwear to be worn.
		3	3		
		2	2		
		1	1		
Stands falling over	Public and exhibitors	4	4	6	<ul style="list-style-type: none"> All exhibitors should ensure their stands are safe and secure, and report any problems to the organiser. Any exhibitors with complex stands to submit their own risk assessment to UCAS Events. Organisers will ask any stand deemed unsafe to be removed, or will work with the exhibitor to secure the stand.
		3	3		
		2	2		
		1	1		
Special structure e.g. platforms/ marquees	Exhibitors and venue staff	4	4	9	<ul style="list-style-type: none"> Special structure plans submitted and checked by the venue six weeks ahead of the event. Maximum height build of 4m.
		3	3		
		2	2		
		1	1		
Lifting equipment, (FLT, cranes etc.) power tools, and heat sources	Contractors	4	4	9	<ul style="list-style-type: none"> Only the appointed, qualified contractor supplied by venue or organiser to use lifting equipment. Power tools used by contractors have the minimum length of trailing leads and protection, mechanically and visually, from any damage. Such equipment is never to be left unattended with the power supply switched on. Appropriate signage and warning lights used where necessary.
		3	3		
		2	2		
		1	1		
Catering facilities (mobile and static)	Exhibitors, contractors, visitors, venue staff, organiser staff, and student helpers	4	4	6	<ul style="list-style-type: none"> All catering facilities and staffing provided by, and at the control of, the venue. Reputable and known concessions units only. Hygiene regulations to be followed rigidly. Catering company to employ suitable and trained staff. Catering staff to ensure all spills are cleaned immediately.
		3	3		
		2	2		
		1	1		

Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Hazard identified	Person(s) at risk
Variety of contractors and exhibitors on-site	Contractors and exhibitors	4	4	6	<ul style="list-style-type: none"> Exhibitors to agree to a risk assessment as part of their booking, and supply additional information where appropriate. Only experienced, reliable, and approved contractors used. Organiser to be informed of any particular hazards arising prior to, and during the exhibition. Basic checks made on contractor and exhibitor risk assessments. Contractors are the specific responsibility of the hiring company, i.e. the exhibitor. Exhibitors are responsible to ensure their contractors use appropriate equipment, and are competent to do so. Estimated staffing number of contractors is two. All exhibitors and contractors wishing to work late must request permission from the organiser prior to the event, to enable security, first aid, electricity, and lighting to be arranged for the halls or particular stands. Each contracting firm must have a qualified first aider on their staff, covering crew staying late. The contractor must also supply the name of the person in charge and a contact number. No helium balloons allowed in the venue.
		3	3		
		2	2		
		1	1		
Electricity – connections and power to stands etc.	Exhibitors	4	4	9	<ul style="list-style-type: none"> Exhibitors to only use electrical supplies/sockets supplied by the event organisers, or those supplied by sub-contractors appointed by the organiser. The organiser's appointed contractor will install power supplies on all stands, where needed. Exhibitors are not allowed to do their own wiring, due to potential sub-standard and dangerous installations being energised. Exhibitors to ensure equipment is used safely and for the purpose for which it was designed. Exhibitors should ensure no sockets or connections are overloaded in their stand area, and, if in doubt, should seek approval from the event organiser. All electronic portable appliances brought to site by exhibitors should bear a valid PAT test certificate. Ensure all electrical risks are controlled, and a member of staff from the electrical contractor is on-site at all times. Only experienced, reliable, and approved contractors used. All orders for electricity must be placed before the deadline, where applicable.
		3	3		
		2	2		
		1	1		

Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Hazard identified	Person(s) at risk
Build-up and breakdown	Exhibitors, contractors, venue and UCAS staff	4	4	9	<ul style="list-style-type: none"> At least two hours set-up period for exhibitors, and full day access for contractors. Only authorised persons are permitted in the venue for build-up and breakdown. Children under 18 are not allowed on-site for the entire duration of build-up and breakdown. No vehicles allowed in exhibition area during open hours. Vehicles can be permitted on-site during build-up and breakdown with permission from the organiser. All to be aware of the potential hazards of contractors moving around site, including the use of forklift trucks and delivery vehicles. Wristbands to be worn by exhibitors to allow them access before the event opens to the public. All contractors to be monitored on-site, with regard to the tasks undertaken, and suitable PPE to be worn when necessary. Organisers to control access into areas where major lifting and construction is taking place. Security to wear PPE only if indicated by the organiser, and assist floor managers in PPE policy if required.
		3	3		
		2	2		
		1	1		
Car parking during exhibition	Visitors and exhibitors	4	4	4	<ul style="list-style-type: none"> Parking arrangements for exhibitors and visitors and loading bay information to be communicated in advance. Traffic marshals used to control flow of traffic on-site. Venue contact details to be made available in advance, along with parking permits, if applicable. Traffic marshals in place in car park/unloading areas. Care to be taken when driving to and from the venue. Observe speed limits and good driving practice: 'no mobiles when mobile', and 'switch off before you drive off'.
		3	3		
		2	2		
		1	1		
Manual handling	Exhibitors and student helpers	4	4	9	<ul style="list-style-type: none"> Exhibitors to ensure all stand staff are trained in the correct manual handling procedures. Manual handling document to be provided in exhibitor and student helper packs. All to wear appropriate footwear. Liquid spills to be monitored by cleaners and cleared up. Any wet floors to be marked with hazard signs immediately.
		3	3		
		2	2		
		1	1		

Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Hazard identified	Person(s) at risk
Visitor orientation	Exhibitors, contractors, visitors, venue staff, organiser staff, and student helpers	4	4	9	<ul style="list-style-type: none"> Visitors to access venue through front main entrance during event. All relevant information will be put in the exhibition guide – including first aid, catering, etc. Use the floor plan to highlight key areas of interest to aid movement around the venue, such as exhibitor stand locations, entrance and exit points, first aid point, organiser's office, seminar rooms, and refreshments areas. All stands are advised to have access for the disabled, through the exhibitor manual and stand inspection. Organisers and stewards to monitor disabled guests for ease of movement around the venue. Organisers to ensure there is disabled access/egress to the venue. All height limits will be strictly enforced to enable clear view of signs and banners. Organisers to ensure appropriate staffing in place to provide a managed and safe environment for exhibitors, staff, and visitors. No use of trolleys on the exhibition hall floor to move materials during the open hours of the exhibition. Security marshals in place to monitor flows of traffic and pedestrians in the venue.
		3	3		
		2	2		
		1	1		
Seminar area	Visitors and speakers	4	4	1	<ul style="list-style-type: none"> Maximum distance to any emergency exit in the seminar area must not exceed 12 metres. All emergency exits are to have illuminated emergency exit signs above the door. All cables must be securely fastened away to avoid trip hazards. Loud speaker stands must not protrude into gangways. Noise levels must be kept at a reasonable level. Seating runs must be clipped together, or benches used. Seminar seating guide has been produced to help organisers and technical staff arrange the layout in a safe way, including safe aisle widths, etc.
		3	3		
		2	2		
		1	1		
Wireless Headphones	Visitors, organiser staff, event ambassadors	4	4	4	<ul style="list-style-type: none"> Visitors to be briefed on the use of "silent seminar" headphones and how to control volume Headphones tested and charged before each event season and monitored for the duration.
		3	3		
		2	2		

		1	1		
Alcohol / substance controls	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	1	<ul style="list-style-type: none"> ▪ No alcohol/substances permitted in the venue. Venues with bar facilities are clearly notified of this before event. ▪ Venue will be responsible for relevant checks, if necessary. ▪ If anyone is found to be in possession of controlled drugs (Class A, B, or C) or under the influence, the police will be notified. ▪ Any offenders will be asked to leave the event.
		3	3		
		2	2		
		1	1		

Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Hazard identified	Person(s) at risk
<p>Hazard and injury from negative and positive behaviours, where staff may not follow rules, and requirements of risk assessments for the above hazards and risks.</p> <p>The significant ones are:</p> <p>a) PPE</p> <p>b) manual handling</p> <p>c) work equipment and electricity</p> <p>d) chemicals</p> <p>e) slips, trips and falls</p> <p>f) work at height</p> <p>g) emergency procedures</p>	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	9	<p>Company policy, procedures, and rules apply in all cases.</p> <p>a) PPE training on all types of PPE, and on skin care: Risk assessment requirements briefed to staff. PPE as identified in risk assessment.</p> <p>b) Manual handling training provided: Mechanical handling equipment training provided. Risk assessment requirements briefed to staff. Staff competence and supervision. Risk assessments requirements briefed to staff. Staff competence and supervision.</p> <p>c) Work equipment and electricity: Staff work equipment training. Pre-shift and statutory checks in place, and checked for implementation.</p> <p>d) Chemicals: COSHH risk assessment requirements briefed to staff. MSDS and product guidance available. Staff competence and supervision. Waste storage, collection, and disposal system in place.</p> <p>e) Slips, trips, and falls: risk assessment requirements briefed to staff: Cables and tripping hazards controlled. Staff competence and supervision.</p> <p>f) Work at height: training and competence.</p> <p>g) Emergency procedures: Staff training in health and safety and emergency procedures. Audible and visible alarms and warnings suitable for danger and regularly tested.</p>
		3	3		
		2	2		
		1	1		
Illness or injury	Exhibitors, contractors, visitors, venue staff, organiser staff, and	4	4	9	<ul style="list-style-type: none"> A member of the venue event staff to be contacted if in need of first aid. A member of event staff and/or security staff to be positioned in the venue at all times. Ensure the first aid point is known to exhibitors and student helpers and featured on the floor plan in the Exhibition Guide.
		3	3		
		2	2		

	student helpers	1	1		<ul style="list-style-type: none"> Organisers to ensure first aid post is staffed by qualified persons and UCAS organiser to be first aid trained. If UCAS first aider is involved or assists in an accident/incident, this must be documented in the organiser's first aid book, and a copy provided for UCAS. Room temperature to be monitored throughout the event to maintain appropriate levels.
Emergency situation	Exhibitors, contractors, visitors, venue staff, organiser staff, and student helpers (approx 3000+)	1	1	16	<ul style="list-style-type: none"> Event organiser to have full event briefing with venue pre-event to be aware of emergency procedures, and any security measures which have been put in place for the event. Event organiser to communicate details with on-site team and notify them if any changes occur. Event organiser to follow venue emergency procedures at all times and take action to ensure safety of all visitors and exhibitors, including lock down or evacuation if needed. Event organiser to document all details where possible on an occurrence register. Staff, student helpers, and exhibitors to be provided with a copy of the venues emergency/evacuation procedures. UCAS event organiser to alert UCAS incident management team. Staff, student helpers, exhibitors, and visitors asked to remain vigilant at all times, and report anything suspicious to the organisers office or venue security.
		2	2		
		3	3		
		4	4		

Exhibitor parking permit

North East Wales UCAS HE exhibition 2018

Valid for parking at:
Wrexham Glyndwr University Sports Centre car park

Date valid: 20 – 21 March 2018

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