

Manchester higher education exhibition 2018

Exhibitor manual

Manchester Central
Windmill Street
Petersfield
Manchester
M2 3GX

13 March 2018 09:30 – 15:00

17:00 – 19:00

14 March 2018 09:30 – 15:00

(Build: 12 March 2018)



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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 organiser's office immediately.

Accommodation

Please find below details of hotels in the vicinity of Manchester Central:

The Midland Hotel	0161 236 3333
The Portland Hotel	0871 376 9026
Jury's Inn	0161 953 8888
Premier Inn Manchester Central	0871 527 8742

Please note, the above hotels are just a guide for exhibitors, and are not recommended by UCAS.

Alcohol and drugs policy

The consumption of alcohol is not permitted during build-up and breakdown. The venue has a strict drugs and alcohol policy which allows it to offer to test, or eject from site, any contractor suspected of being under the influence of drugs or alcohol.

Due to the nature of the event, the sale of alcohol will not be permitted.

Animals

Assistance dogs are permitted entry to the show. However, if you plan to have any other animal(s) on your stand, you must apply for permission via the organisers, as there are licensing implications, and the city vet's approval will be required.

Arrival

To gain entry to the venue, contractor/exhibitor wristbands must be worn at all times. Vehicle passes are required to be displayed in the windscreen for access to the loading areas during build-up and breakdown. The wristbands will be available to collect when you arrive on site, from security at the loading bay or front entrance.

B

Balloons

Helium filled balloons are not permitted in the venue.

Build-up and breakdown

Exhibitors will be able to set up from 17:00 on Monday 12 March until 19:00. You will have access from 08:00 on Tuesday 13 March to set up. Please note, no vehicles will be given access to unload after 09:00 on 13 or 14 March.

Build-up times are as follow:

Monday 12 March	17:00 – 19:00 (N.B. Deliveries can be made from 08:00)
Tuesday 13 March	08:00 – 09:15
Wednesday 14 March	08:00 – 09:15

All vehicles needing access to the venue during build up will need to access the venue via the ramp at the back of Central Hall. This can be found off Albion Street and is signposted. Please unload as quickly as possible, before parking your vehicles either in the NCP car park below the MCCC, or another car park.

All goods vehicles making deliveries will be required to display a goods vehicle pass (available to download from the website).

Please note, there are no facilities for the advanced storage of exhibition material at Manchester Central, meaning **deliveries arriving in advance of 12 March will be refused and returned to the sender**. Exhibitors are therefore requested to arrange for all deliveries to be made only during the above access times. Deliveries will not be accepted once the show is open.

Manchester Central staff will not be responsible for signing for deliveries. UCAS staff will sign for deliveries when in tenancy, but delivery of stock to your stand remains your responsibility. The main entrance doors will not be available for the entry or removal of goods by couriers, only the loading/delivery bay doors.

No vehicles will be allowed up the ramp to deliver goods after 09:00 on either event day. This is due to the visitor coaches needing to be parked in this area. No trolleys will be permitted in the hall once the show opens at 09:30.

Breakdown times are as follow:

Wednesday 14 March 15:00 – 16:15

No vehicles will be allowed up to the ramp for loading until the hall and car park are clear of visitors and their vehicles.

If you have a courier arriving to collect goods, please do not ask them to arrive any earlier than 30 minutes after the show closes.

Please ensure a vehicle permit is displayed by the goods vehicles as per delivery and build-up. This is available at the end of this document.

Business centre

Manchester Central's business centre is located at the reception desk in Central Foyer. A member of staff will be happy to assist exhibitors.

C

Car parking

Manchester Central has a 24 hour NCP car park located directly below the building. The address of the car park is:

Lower Mosley Street
Manchester, M2 3GX
T: 0161 817 8900

Exhibitors are welcome to [book a parking space online for the NCP car park](#) beneath Manchester Central using the discount code 'EXHIBMC'. Using the code gives exhibitors discounted parking of £12 per day. There are 720 spaces, including 18 disabled parking bays, and three electric vehicle charging points. The maximum height of the car park is 1.98m.

Lift, stairs, and escalator access is available from the car park directly into Manchester Central.

Commercial vehicles, such as lorries, cannot be accommodated onsite during the open period at MCCC, nor at the NCP.

Carpet

The hall floor will be covered with a light grey carpet on the stands, and charcoal carpet in the aisles.

Catering

Exhibitor catering will be available towards the rear of the venue. There will be hot and cold food and drinks. You will be provided with four tea and coffee vouchers per day, which can be redeemed for tea or coffee at this catering point. Tea and coffee can also be purchased at this point.

There will also be a catering area in the front foyer, to the left of the main entrance as you leave the main exhibition. Food and drink will be available to purchase from here, although this may be busy at times as it is primarily for visitors.

If you are a lone exhibitor and do not want to leave your stand during the day, we have student helpers who will happily fetch you any refreshments if they are able to do so.

Children

Children under the age of 16 are not allowed in the venue during build-up and breakdown, to comply with health and safety legislation.

Cleaning

A black bin liner will be placed on your stand each morning. Please use this for general waste, and leave any cardboard boxes, flat-packed, on your stand.

Common areas and aisles will be vacuumed each day and rubbish will be removed, but exhibits will not be cleaned. Please leave bags of rubbish in the gangway for collection after the show has closed each day.

There is an option for you to arrange stand cleaning should you wish, which will be chargeable. Please contact the organiser for booking details.

Contractors

If you are employing a contractor to build or design the interior of your stand, please ensure they receive a copy of this manual. They must also adhere to the venue's rules and regulations, which are contained in the [eGuide](#).

We would also appreciate if you could let us know the contractor's name/company name so our security team is aware.

For security reasons, all contract staff must wear a contractor's wristband to gain entry to the venue. This will be given on arrival at MCCC, provided we are aware they will be on site.

D

Deliveries

Please refer to the build-up and breakdown section.

Any deliveries to your stand on show open days must be completed, and your vehicle removed from the loading areas, no later than half an hour before the show opening time. The venue will not allow the show to open if vehicles are blocking fire exit routes. Trolleys are not permitted on the exhibition floor during open hours, in consideration of public safety.

If you are expecting goods to be delivered by courier, please ensure they are aware of the dates of the show and hall opening times. Deliveries made before 08:00 on Monday 12 March 2018 will not be accepted by the venue.

The venue address for couriers is:

UCAS higher education exhibition

Exhibitor name

Stand number

Central Hall

Manchester Central Convention Complex

Petersfield

Manchester

M2 3GX

E

Electrical services and stand power

All onsite electrical work must be carried out by a qualified, competent person, and inspected by the appointed electrical contractor prior to energising.

Use of the venue's electrical sockets is not permitted, and cables must not cross gangways. Once power has been energised during build-up, it will be switched off each night, including the pre-open night. Power to your stand will be switched off 30 minutes after the show closes, and will not be switched back on under any circumstances, due to the hazards presented during the breakdown of stands.

All shell scheme stands will be fitted as standard with one fluorescent light.

Please note that electrical sockets are **not** provided as standard as part of the shell scheme exhibition stands. If you require a power socket for your stand, please order this separately using the form in the order form section.

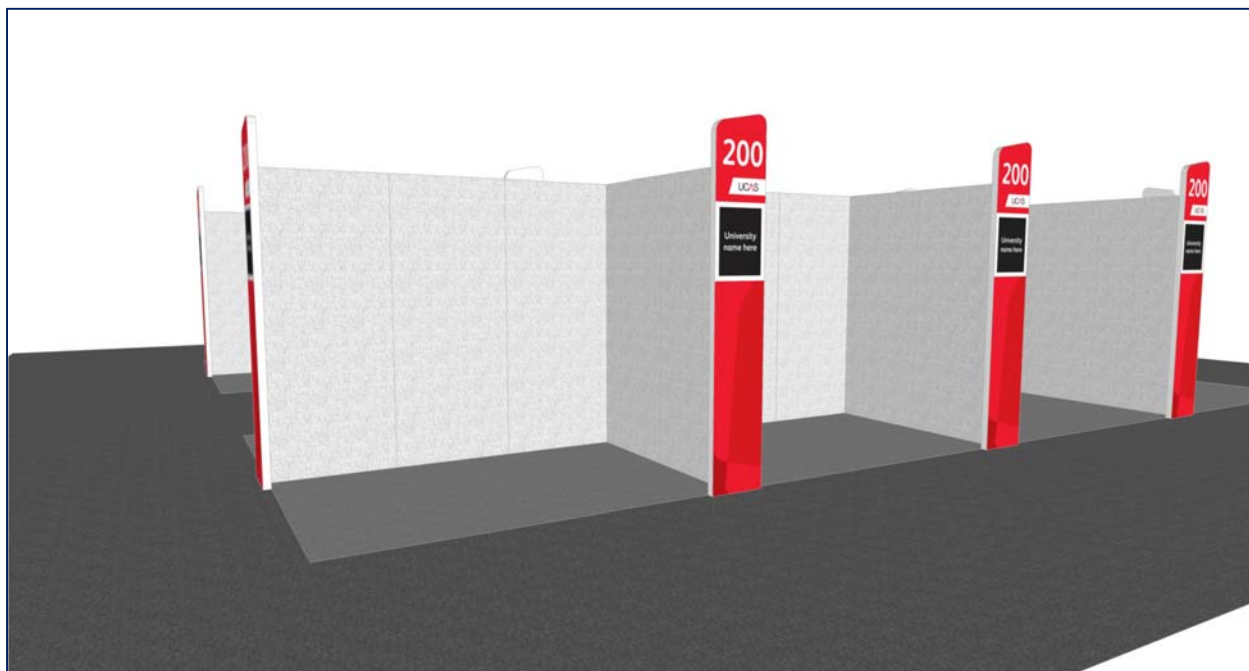
Emergency procedures

Please ensure you are familiar with the procedures to be followed in the event of an emergency at the venue.

The emergency procedures document can be found in the downloads section.

Exhibition stands

Last year, we introduced a new look for our shell scheme. The fascia boards will no longer be overhead, and the stands will now have a name board to the side of the stand. An example of this new layout is below.



The shell scheme panels are finished in high quality, fire retardant, nylon loop material, and are manufactured to comply with class 1 fire regulations. They allow for the easy fixing of display items using Velcro tapes and tabs. The walls are butt jointed panelling 2.44m high and 50mm thick, and are pre-finished in nylon loop material. Please note that 50 – 100mm may be lost from the width of your exhibition stand if you are situated in a block or as part of a row.

The name of your organisation and stand number will be displayed on the name board of your stand, and will be based on the details provided during your online booking. Please inform UCAS Media immediately if there are any amendments to be made, at exhibitions@ucas.ac.uk. Any name boards altered within ten working days prior to the exhibition will incur a charge.

What's included with your exhibition stand?

An LED strip light will be included on each stand. An order form is included in the exhibitors' information section of www.ucasmedia.com/content/exhibitions-2018 for additional electrical requirements. This must be returned to Formula Exhibitions no later than 16 days prior to the event (including weekends).

Please note that electrical sockets are **not** provided as standard as part of the shell scheme exhibition stands.

Space-only stands

Important note: Contractors will not be allowed to commence their build-up until they have complied with all the requirements of the Health & Safety at Work Regulations 1992.

Exhibitors building a space-only stand are advised to make a site visit wherever necessary. All structures, materials, special designs, unusual constructions, and signs must conform to British safety standards and codes of practice, and comply with local council regulations or those of any other statutory authority (see 'Fire regulations').

Complex structures

Definition: A complex structure is any form of construction of any height, which would normally be designed by an engineer, and has, through a risk assessment, been found to provide a significant risk.

Examples of complex structures include:

- structures over four metres in height
- multi-storey stands
- viewing and service platforms
- suspended items, e.g. signs and lighting rigs
- raised walkways
- ramps
- sound and lighting towers
- temporary tier seating
- platforms and stages over 0.6 metres high
- structures with a roof

The following details are required for complex structures:

- Detailed, scaled, structural drawings (including staircases, plan views, and elevations).
- Calculations, specifications, and method statement, each showing event name and structure's name or number.
- For each complex structure, the organiser will be required to send two complete sets of the above in English – items should not be sent piecemeal.
- A suitably qualified and experienced person, generally a chartered engineer, with adequate professional indemnity cover, must confirm the design is safe for its purpose, and must certify all complex structures.

Space-only

Any space-only stand exhibitor must provide the organiser of the event with the following:

- A copy of a scale drawing, including plans and elevations
- Construction timetable
- Method statement

- Risk assessment
- Full details of fabrics and materials being used
- Third party insurance certificate showing minimum cover of £5 million

The organiser reserves the right to submit any plans to a structural engineer, who will charge a fee which is NOT pre-determinable, and must be paid by the exhibitor or their contractor prior to commencement of the works.

Space-only sites are **not** permitted to attach any material to the shell scheme walls without prior permission. Space-only sites booked between shell scheme sites must take into consideration the size of the allocated space. Failure to take care over internal measurements could mean the stand will not fit in the allotted space. All partition surfaces built above the standard 2.44 metres shell scheme height must be decorated.

In addition, all stands must be finished both front and back.

Construction materials

- Artificial flowers and similar decorations are combustible and give off toxic fumes. They must not be used for decorations. Silk type flowers are acceptable, providing they have been fireproofed to BS 5438 and are marked as such. Cellulose plants are flammable and must not be used as stand dressing.
- Carpets, flooring, and other flexible floor covering and underlays, when tested appropriately in accordance with BS 4790, should either not ignite, or have the effects of ignition limited to a radius of 35mm on both upper and under surface. For fixing of floor coverings, all contractors and suppliers will be required to use Stikatak Eurocel, code B7 38 x 50. Many of our contractors already use this, but from now on, it will be mandatory for all contractors to use this to ensure they do not incur any unnecessary dilapidation charges. The tape is readily available from the manufacturer, Stikatak. Other forms of fixing such as cable clips, nails, or bolts are strictly prohibited.
- Drapes, curtains, hangings, and temporary decorations shall be maintained flame-retardant and comply with BS EN 4790. They should hang 75mm clear of the ground, be parted in the centre, and not conceal any exit signs. Curtains, hanging, decorations, and upholstery shall be secured a minimum of 75mm above the floor level by a 75mm deep skirting, fixed taut and/or in tight pleats to a solid backing. The organiser shall produce test certificates for any materials they intend to use. If MCCC is not satisfied that any material meets the standards required, they shall be removed from the venue.
- Glazing must comply with the current UK building regulations and relevant British standards, including BS 6206 and BS 6262. Any uninterrupted large areas of clear glazing, especially glazed doors, shall be indicated so as to be readily apparent (for example, by warning stripes, dots, or logos) to ensure people do not injure themselves by inadvertently walking into the glass. Any overhead glazing shall be of wired glass, or be otherwise adequately protected from shattering.

- Paint spraying requires a notice of 28 days in writing of any proposed use of a paint sprayer. The sprayer shall not be used without the consent of MCCC. Paint spraying will be permitted, provided:
 - only water-based paints are used
 - protective measures are undertaken to ensure no paint is spilt on floors, or sprayed or splashed on the walls, or other parts of the building, structures, or equipment
 - no nuisance is caused to other persons in MCCC

Exhibitors' property

Exhibitors' stands and exhibits on stands are not accepted into the custody or control of the licensor, and exhibitors shall make their own insurance arrangements. 24 hour security is provided during the event. However, while MCCC/UCAS Media Events take every precaution to protect exhibitors' property during an event, they are not responsible for any loss or damage.

MCCC/UCAS Media Events also accept no responsibility for anything left on the premises, and exhibitors must make arrangements for all material to be removed from the exhibition by 21:00 on 15 March. Any items left on the premises after the tenancy has expired, will be kept by Manchester Central. Manchester Central will endeavour to contact the owner prior to disposal, but cannot guarantee contact.

We would recommend insurance cover to include, as a minimum, legal liability for personal injury, and damage to third party property based on a limit of indemnity of £2 million. It is also prudent to extend cover to include abandonment and cancellation or curtailment of the event, due to circumstances beyond your control.

All exhibits of jewellery should have a block insurance policy.

F

Filming

If you are planning on having any filming at the show, you must inform the organiser, as there are regulations which will need to be followed.

Fire regulations

The following regulations are included in the [eGuide](#), and must be complied with by all contractors and exhibitors.

All materials used in the construction of stands, features, and displays, including signs and fascias, shall be:

- of a suitable nature and quality for the purposes and conditions of their intended use
- prepared and fixed to adequately perform the functions for which they were designed
- non-combustible, inherently non-flammable, or durably flameproof in accordance with BS476-Part 7
- water-based, where applicable, e.g. adhesives and paint

British standards are the minimum acceptable standards for construction materials. Suitable samples of materials may be submitted to the venue for approval. Materials may be tested on site to ensure they comply.

Any decorative materials, drapes, curtains, etc. must be flameproofed. Floor coverings must be secured in place so as not to cause a hazard.

It is understood that exhibitors will use paper-based products as part of their stand materials, (which are combustible). A direct 'no smoking' control measure will be in place across all venues to reduce the associated risks of fire. If any display includes a flammable product or substance, this should be considered and controlled by a separate risk assessment, subject to the approval of the event organisers (e.g. cooking display).

First aid

If you require any first aid during the build-up, event, or breakdown, please go to the organiser's office.

Footwear

Suitable footwear must be worn onsite during the build-up and breakdown periods of the event. Open-toed sandals or shoes, flip flops, and flimsy footwear are not permitted.

Furniture hire

If you wish to hire any furniture, please see the order form section of the website on www.ucasmedia.com/exhibitions

H

Hazardous exhibits

No hazardous substance, object, or process is to be used, exhibited, or stored in the immediate confines of the exhibition complex. Examples of prohibited items are:

- real flame
- flammable materials, including petroleum spirits, paraffin, and diesel
- flammable gases, including liquid petroleum gas
- toxic substances
- boilers, stoves, and furnaces
- moving displays
- laser beams and pyrotechnics

Height restrictions

Please note that the height limit of displays is four metres. If you have purchased a shell scheme only, the stand panels are one metre wide and 2.44m high. Exhibitors wishing to build above 2.44m should contact the event organisers.

High vis policy

During the hazardous parts of build-up and breakdown (when shell scheme is being built and forklift trucks are moving around the venue), Manchester Central operates a high vis policy. Anyone in the hall must wear a high vis jacket. UCAS aims to have all hazardous work completed by the time exhibitors have access, but sometimes it may be necessary for this policy to be put into action. High vis jackets can be purchased from the venue for £3.

I

Insurance

It is essential that you take out adequate employer 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. All exhibitors should ensure they have adequate public and employers' liability cover, in line with the booking terms and conditions.

Internet

UCAS Media

We can offer a TV AV hire package. Please see the website for the booking form, or you can book this online when booking your stand. The items will be on your stand during set up day, and onsite technical support will be available. If you require further information, please call the Events Team on 01242 544 645.

Internet

Exhibitors requiring internet access, PCs, and network services on their stand, should fill out the internet connectivity form found at the bottom of this document, and return it to eventsIT@manchestercentral.co.uk no later than two weeks before the exhibition opens. For any further queries, please contact:

Manchester Central Events IT
Tel: 0161 827 7676

L

Lost property

All property found in the hall and handed to the Business Central Desk in the central main foyer in MCCC Front Foyer, will be retained for four weeks. If, after four weeks, no claim in respect of that property has been made by any person, MCCC shall reserve the right to donate to Manchester Central Social Committee's designated charity.

N

Night sheets

If you are intending to use a night sheet on your stand, this must consist of non-flammable material, or be treated to render it non-flammable. Please also ensure you leave a duplicate key at the organiser's office, so the cleaners may gain access to your stand.

Night sheets must be firmly rolled up and secured, if left on the stand during the day, so as not to cause any obstruction.

O

Organisers

The organiser's office is located in the front foyer, behind main reception. A member of the UCAS Media Events Team will man the office throughout the event.

P

Passages and gangways

Any means of ingress and egress, passageway, or gangway must remain free from obstruction, and be maintained free from obstruction throughout the period of the exhibition.

- a) No part of any stand or exhibit will be permitted to encroach onto a passageway or gangway, and no door, window, or other similar facility may open outwards, to project beyond the perimeter of the stand.
- b) A floor shall be maintained to be level and even, and shall 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 so arranged as 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 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 this risk assessment can be found on the event website. 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 ensure you bring a copy of this with you the event, and also email a copy to the organisers at exhibitions@ucas.ac.uk.

S

Scanner collection

If you have booked to hire a scanning device at the exhibition, you will be able to collect this between 08:30 – 09:15 on the mornings of 13 and 14 March from the front foyer.

Security

Security is provided for the show from 08:00 on 12 March to 21:00 on 14 March. Please do not arrange for goods to be delivered to the hall before this time. Please assist us by wearing your exhibitor wristband at all times. Entry to the hall will not be permitted without a wristband.

Please take account of the following security advice from the venue:

- Make contact with the exhibition security company for advice on how to secure the items on your stand. There may be an overnight secure store for valuable items.
- Take home any valuable items each night if there are no secure storage facilities onsite.
- Do not leave your stand unattended at any time during build-up, the open period, or the breakdown of the show. Do not leave the hall until all visitors have gone each evening.
- Do not position desirable items at the front of your stand, where you may not be able to keep an eye on them.

- Ensure you have enough staff, so the stand is not vulnerable to thieves, and do not ask a neighbouring exhibitor to watch over your stand while you go for a break. They may become busy and not be able to keep an eye on your stand.
- Remove all portable or valuable items from the stand on the evening the show closes. Do not leave them until the following day for collection.
- Arrive in time for the show. Ensure your stand is staffed at least 15 minutes before show's open time each day, but remember that the hall is open from 08:00.
- Hire an alarm for your stand if you are exhibiting valuable or portable items. These should be available from the show security company.
- If you are a victim of theft, please report it immediately to the show security company.

Smoking

MCCC operates a strict **no smoking** policy in the venue, and would ask for your full cooperation in ensuring this is complied with, both during the exhibition and the event build-up.

Student helpers

There will be student helpers available throughout the build-up time and open times of 12 – 14 March, who will be easily identifiable by their branded t-shirts. They will ensure empty boxes are cleared away, and aisles are kept tidy, and will direct students and exhibitors as necessary. Please do not hesitate to ask for their assistance, but please note, they will not undertake any excessive lifting.

T

Taxi

Mantax (Black Cabs)
Tel: 0161 236 5133

Radio Cars
Tel: 0161 236 8033

Trolleys

Trolleys are not provided at the venue, so please bring your own if you need one to deliver goods to your stand.

Twilight session

On Tuesday 13th March we are trialling a twilight session at the Manchester Exhibition. The session will be open to visitors 17.00 – 19.00. There will be a light afternoon tea served at 15.15 at the front of the hall for exhibitors. Exhibitors are of course able to leave the venue for the time between the day session and the twilight session, but we ask they are back on their stands by 16.45. Please ensure you wear your exhibitor badge at all times to enable quicker access back into the hall.