

University of Essex
higher education exhibition 2018

Exhibitor manual

Sports Arena
University of Essex
Colchester
Essex
CO4 3SQ

Wednesday 20 June 09:30 – 14:30

Thursday 21 June 09:30 – 13:00



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A

Accidents and near misses

In the event of an accident or near miss, please report to a member of staff or event ambassador. Staff and event ambassadors will be available in the exhibition venue and at the Silberrad Student Centre reception.

Further information can be found in the risk assessment, at the end of this manual.

Accommodation

Wivenhoe House Hotel is located on campus. Find out more [information](#).

[Visit Colchester](#) has details on a good selection of accommodation available.

There are three Premier Inns within a 15 minute drive of the Colchester campus. See www.premierinn.com for more information.

Arrival

Please follow the signage to your exhibition venue, the Sports Arena at the top of the campus. Upon arrival at the exhibition, you will be required to sign in (you will have previously been sent a link to register your attendance details), and will be provided with an exhibitor lanyard, which is to be worn at all times.

B

Build-up and breakdown

Build-up exhibitor access

Tuesday 19 June, 16:00 – 18:00

Wednesday 20 June, 08:00 – 09:30

Thursday 21 June, 08:00 – 09:30

Breakdown exhibitor access

Thursday 21 June, 13:00 – 16:00

On each exhibition day, please remain on your stand until the exhibition closes.

The first bay within Valley car park will be cordoned off from Sunday 17 June. Delivery vehicles are required to reverse up to the Sports Arena rear doors. There must be **no turning on the grasscrete** paving at the back of the Sports Arena (lorries must go straight back and forward to prevent damaging the grasscrete).

A banksman will be required to assist all reversing vehicles in Valley car park.

Business centre

Facilities not available.

C

Car parking

Free parking for exhibitors is provided on campus from 16:00 on Tuesday 19 June until 16:00 on Thursday 21 June.

Please park in **car park B**, which will be signposted. You can also view it on the campus map: <https://www.essex.ac.uk/about/colchester/documents/colchester-campus-map.pdf>.

Please come in using the **main** entrance along the B1028. There is a barrier system which is not for public access along Boundary Road, so please make sure you have the correct entrance.

Catering

Complimentary water will be provided on each of the exhibition stands.

Tea, coffee, and biscuits will be available in our teachers' and exhibitors' lounge on the first floor of the Sports Arena.

A lunchtime tuck shop will also be available on the first floor of the Sports Arena for exhibitors and teachers only.

There are also several catering outlets on campus that will be open all day, providing a selection of hot and cold food and drinks.

D

Deliveries

Please arrange for all deliveries to be made on **Monday 18 June, from 10:00 – 16:00.**

Any deliveries should be clearly marked with the exhibitor's name, and addressed to:

Rosanna Lord
CER
University of Essex
Wivenhoe Park
Colchester
Essex
CO4 3SQ

We cannot guarantee access to deliveries made outside the times stated above. For queries regarding stand deliveries, build-up, or HE freight companies, please email r.lord@essex.ac.uk.

The first bay within the Valley car park will be cordoned off from Sunday 17 June. Delivery vehicles are required to reverse up to the Sports Arena rear doors. There must be **no turning on the grasscrete** paving at the back of the Sports Arena (lorries must go straight back and forward to prevent damaging the grasscrete).

A banksman will be required to assist all reversing vehicles in Valley car park.

E

Electrical services and stand power

Electricity supply cannot be guaranteed, but we will try to arrange a power supply to those exhibitors who request it, where possible.

If you require electricity, please email r.lord@essex.ac.uk by Monday 4 June.

Emergency procedures

In the case of an emergency, please alert a member of staff or event ambassador, or dial 2222 from any campus telephone (0120 687 2222 from a mobile). **Please do not dial 999 – we have a special arrangement with the emergency services.**

In the event of an alarm sounding, please evacuate the building immediately. Please make your way to the assembly points, which is outside the main entrance to the Sports Arena.

Exhibition stands and furniture

Please ensure your stand is no more than 2m wide x 2m deep.

If you require furniture, please request it through your net suite account.

Event ambassadors

Event ambassadors will be available throughout the event to assist you. They will be easily identifiable by their red UCAS t-shirts and event ambassador coats.

They can assist with deliveries, ensure empty boxes are cleared away, help keep aisles tidy, and will direct students and exhibitors as necessary. Please do not hesitate to ask for their assistance.

F

First aid

A designated team of first aiders will be on hand throughout the exhibition. Should medical assistance be required, please request this from a member of staff or one of the student ambassadors.

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

There are no height restrictions at the venue. However, the multistorey carpark has a height restriction, therefore, any vehicle much taller than a standard car/van will need to park in car park B or the Valley car park.

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 is available on campus, including eduroam. Sign in information will be provided on the day of the exhibition.

L

Lost property

Any item of lost property that is found should be handed in to the university reception, in the Silberrad Student Centre (Square 5).

O

Organisers

The event organiser is Rosanna Lord, who can be contacted as follows:

T: 01206 873947

M: 07717450055

E: r.lord@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.

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

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 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 desk, located inside the Sports Arena.

Security

The exhibition venues will be locked overnight, but any equipment left behind is done so at exhibitors' own risk. There is 24/7 security on campus. Security can be contacted using 01206 872 125.

Smoking

The University of Essex operates a strict no smoking policy on campus. Designated smoking areas are located throughout the campus, and student ambassadors will be able to direct you to these.

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

Consequence	Catastrophic	Medium	High	Very High	Very high	Very High
	Major	Low	Medium	High	High	Very High
	Moderate	Very low	Low	Medium	Medium	High
	Minor	Very low	Low	Low	Medium	Medium
	Insignificant	Very low	Very low	Low	Low	Low
	R = LxC	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
Likelihood of hazardous event						

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4

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Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieve d
		<p>phone numbers, so that they may be contacted in an emergency.</p> <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. • Fire alarm systems are in operation, with smoke / heat detectors and sounders, in all used buildings. Buildings will be evacuated in the event of an alarm sounding. There is also a direct link to the Security Information Centre and Security will mobilise immediately in the event of an alarm sounding. • 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. 				

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Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieve d
		<p>lock down or evacuate if needed. Event organiser to document all details where possible on an occurrence register.</p> <ul style="list-style-type: none"> • Staff, Student helpers and exhibitors to be provided with a copy of the venues emergency procedures/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. 				

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Hasilwood House
60 Bishopsgate
London EC2N 4AW
Tel: 020 7847 8670
Fax: 020 7847 8689



TO WHOM IT MAY CONCERN

15th July 2017

Dear Sir/Madam

**UNIVERSITY OF ESSEX
AND ALL ITS UK 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:-

1. EMPLOYERS' LIABILITY

Certificate No.	Y016458QBE0117A/T017
Period of Cover	1 August 2017 to 31 July 2018
Limit of Indemnity	£30,000,000 any one event unlimited in the aggregate.
Includes	Indemnity to Principals
Cover provided by	QBE Insurance (Europe) Limited and Excess Insurers.

2. PUBLIC AND PRODUCTS LIABILITY

Certificate of Entry No.	UMT017/13
Period of Cover	1 August 2017 to 31 July 2018
Includes	Indemnity to Principals
Limit of Indemnity	£30,000,000 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 Insurance (Europe) Limited

If you have any queries in respect of the above details, please do not hesitate to contact us.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Susan Wilkinson'.

Susan Wilkinson
For U M Association Limited



U M Association Limited
Registered Office: Hasilwood House, 60 Bishopsgate, London, EC2N 4AW
Registered in England and Wales No. 2731799