

UCAS

DISCOVERY

UK TOUR

EXHIBITOR MANUAL

Date: Thursday 24 March

Venue: University of Worcester Arena,
Severn Campus, Hylton Road,
Worcester, WR2 5JN



Contents

A.....	3
Accidents and near misses.....	3
Accommodation	3
Arrival.....	3
B.....	3
Build-up and breakdown	3
Business centre	4
C.....	4
Car parking.....	4
Catering.....	4
D.....	5
Deliveries	5
E	6
Electrical services and stand power	6
Emergency procedures.....	6
Exhibition stands and furniture	6
Event staff	6
F	7
First aid	7
Footwear.....	7
H.....	7
Height restrictions	7
I	7
Insurance	7
Internet	8
L	8
Lost property	8
O.....	8
Organisers.....	8
P	8

Passages and gangways	8
R	9
Risk assessment	9
S.....	9
Security.....	9
Smoking.....	9
T.....	9
Trolleys	9

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 helpdesk located in the main exhibition hall immediately.

Accommodation

There are several hotels near the venue:

Premier Inn Worcester City Centre	0333 321 9327
Travelodge Worcester	08719 546277
Worcester Whitehouse	01905 24308

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 the registration desk in the front foyer.

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.

Exhibitors should use the layby to unload any kit, and event staff will be on hand to direct you to your stand and assist you. Once unloaded, please move your vehicle to any available car park (see Car Parking for further details).

B

Build-up and breakdown

Build up times:

Wednesday 23 March	16:00 – 18:30 (Deliveries can be made from 09:00)
Thursday 24 March	07:30 – 09:15

Event open times:

Thursday 24 March 09:30 – 14:30

Breakdown times:

Thursday 24 March 14:30 – 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 14:35 on Thursday 24 March. 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

There are no printing/photocopying facilities available for use on the day of the exhibition at the University of Worcester Arena.

C**Car parking**

Exhibitor car parking will be available next to and behind the University of Worcester Arena. Parking spaces will be allocated on a first come first served basis. Event staff will do their very best to park all exhibitors as close as possible to the venue.

Please print off the parking pass at the end of this pack and display it in the windscreen of your vehicle.

Catering

Complimentary tea, coffee and biscuits will be available from the Exhibitor Lounge (situated opposite the Exhibition Hall) throughout the day. Exhibitors will be able to purchase food from this area as well as upstairs in the Joel Richards Conference Suite.

All payments for food and other refreshments can be made by cash or card. There are no cash point facilities at the University of Worcester Arena.

Please note, there are water fountains around the arena to fill up water bottles, there will be no plastic bottles of water provided on stands.

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.

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 Hereford and Worcester exhibition
University of Worcester Arena
Hylton Road
Worcester
WR2 5JN

Deliveries can be made from 09:00 on Wednesday 23rd March. 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

E

Electrical services and stand power

Access to electrical services and stand power is unavailable at this exhibition.

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 points.

On hearing the fire alarm, please proceed in an orderly manner to all accessible fire exits. In the unlikely event of an emergency and evacuation, exhibition staff will guide visitors to the nearest emergency exit.

Please note wheelchair access exits are located at the front and rear of the building. The exits on the left-hand side of the exhibition hall have steps down to the ground floor.

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 staff

Event staff will be available throughout the day to assist exhibitors – they are easily identified by their red 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 organiser 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. To contact any member of staff please visit the exhibitor helpdesk in the exhibition hall.

F

First aid

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

First aid trained security staff will be available throughout the day and they can be contacted via the exhibitor's helpdesk in the exhibition hall.

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

There are no height restrictions at the venue but any stands being built that are taller than 2.4 meters must provide stand plans to UCAS.

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

All exhibitors will be provided with Wi-Fi access to the University of Worcester Arena network. Login details can be found in your exhibitor pack, provided on the day.

L

Lost property

If any property is lost or found in the venue, please report it to the exhibitor helpdesk.

O

Organisers

The organisers can be found at the exhibitor helpdesk located in the hall. The lead organiser is Annabel Collins.

During the exhibition, Annabel can be contacted on 01905 544444.

Before the exhibition, please contact Annabel on 01905 542 294, or at a.collins@worc.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

Members of staff from the University of Worcester's Security Team will be present at the exhibition. If exhibitors are setting up the day before the exhibition (Wednesday 23 March), the University of Worcester Arena will be closed overnight from 21:00.

Smoking

The University of Worcester operates a non-smoking policy, including the use of electronic cigarettes. Smoking is not permitted at any point at the Arena and Riverside Campuses.

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.

Exhibitor parking permit

Hereford & Worcester

UCAS exhibition 2022

Valid for parking at:

University of Worcester Arena

Hylton Road

Worcester

WR2 5JN

Date valid: 23 & 24 March 2022

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