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## Exhibitors Code of Practice

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# UNIVERSITY PLACE



Conference/Exhibition organisers are responsible for ensuring that all exhibitors are clearly briefed and understand both the codes of practice and the fire evacuation procedures.

Failure to comply with this code of practice will result in the withdrawal of permission to exhibit.

#### **Build-up and break-down access**

Build up and break down must be carried out within the time agreed with your Event Manager.

#### **Car parking**

Car parking is not available on campus for exhibitor vehicles, Please advise your delegates to park at the Aquatics (NCP) Multi-storey, Booth Street East

Please use postcode M13 9SS. Please note this car park closes at 12 pm

Upto 2 hours - £2.40

2 to 4 hours - £4.10

4 to 9 hours - £5.80

9 to 24 hours - £8.60

#### **Catering**

Stand hospitality must be provided by The University of Manchester and booked in advance with your Event Manager.

The University of Manchester does understand the need to provide samples of food and drink products when demonstrating at an exhibition, samples are defined as bite-sized portions and/or individually wrapped. If it is deemed relevant to the events profile, The University of Manchester may permit exhibitors to supply their own food and drinks during the event (including sampling and retailing). If permission is granted written authorization will be provided and your Event Manager will advise on all rules and regulations which will apply. Compliance with any regulation will be monitored by the University.

#### **Cleaning**

The University of Manchester will provide a daily clean of the exhibition areas, including the removal of rubbish. Individual stand cleaning is available at an additional cost.

#### **Compressed Gases**

Prior approval from The University of Manchester Safety Advisor is required before CO<sub>2</sub> gas cylinders can be used. The use of compressed gas cylinders other than CO<sub>2</sub> (e.g. LPG) or other explosive or highly flammable substances is not permitted except under exceptional circumstances and with prior approval from the University Safety Advisor.

#### **Construction Materials**

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.
- Adequately prepared and fixed in order to 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 paints

British standards are the minimum acceptable standards for construction materials

#### **Deliveries/Collections**

Advance deliveries should be sent to -

Building Manager

University Place

The University of Manchester

Oxford Road

Manchester M13 9PL

And should be clearly marked with the conference title and dates, venue, and stand number. Deliveries should not be sent prior to 48 hours before the commencement of the exhibition.

Please note that deliveries may only be made between Monday to Friday 9:00 am — 4:00 pm. Due to offloading restrictions pallets CANNOT be accepted.

### Deliveries/Collections cont ..

Collections should be made no later than 48 hours post event, please note the previous time restrictions. Please ensure your Event Manager is informed of all packages for collection, and that the Exhibitor Parcel Collection Form is completed.

Couriers are responsible for ensuring they collect the correct packages.

### Electric supply and appliances

Stand electricity supply (where arranged) will be a standard 13 amp socket. Any electrical appliances used by an exhibitor must be compatible with the voltage supply, carry evidence of a valid PAT and any trailing cables must be protected.

Any appliances that have a hot surface must be guarded where necessary and stood/mounted on non-combustible material.

Where appliances require alternative/additional electrical supply a request should be submitted in writing along with a risk assessment detailing the nature of the appliance/activity and may be subject to additional charges for testing once installation is complete

### Fire Regulations

Exhibitors and their staff must abide by all fire regulations, whether statutory or otherwise, and leave all fire points, exits, gangways, staircases and fire equipment unobstructed and available for immediate use at all times

### Fire Evacuation Procedures

#### ON DISCOVERING A FIRE

Sound the alarm (break glass at the nearest point) and telephone the University Security team, 69966 (internal line) or 0161 306 9966

**DO NOT attempt to extinguish the fire yourself**

#### ON HEARING THE ALARM, the Fire Alarm is a two stage alarm

**The first stage** is indicated audibly by short electronic sounds and a pre-recorded announcement informing you that there is an emergency but to await further instruction. People do not need to evacuate, but should listen carefully for any change in the signal

**The second stage** is a longer, audible electronic alarm and a different pre-recorded announcement informing you that we have an emergency situation and that you **MUST** evacuate the building immediately and move to the assembly point.

Assemble at the paved area in front of the Williamson Building

### Fire Evacuation Procedures cont .

DO NOT USE LIFTS

Do not close doors and windows

Do not wait to collect personal belongings

Do not re-enter the building without permission

**PLEASE NOTE Alarms are tested weekly at the following times -**

**- Exhibition Area & Theatres (Block 1) - Tuesday 9:00 am**

**- Classrooms (Block 2) - Friday 9:00 am**

Fire Evacuation procedures are clearly displayed throughout the exhibition area.

### Fixings

Any fixings or attachments to the fabric, structure or floors of the building must only be carried out with permission from your Event Manager. Any damage to the venue, over and above the normal wear and tear to the building will be charged accordingly.

This includes the removal of carpet tape, fixings and nails not removed after the event, and any damage to the floor/walls caused by unapproved tapes and fixings.

### Floor Plans

A proposed exhibition layout should be submitted at least 4 weeks prior to the event. Passageways, stairways, fire exits. fire fighting equipment and emergency call points should be kept free of obstruction and be clearly marked on a scale plan of the exhibition. Additional directional/information signs may be required for complex layouts.

Gangways must be constructed to be no less than 2 metres wide

### Hazardous Substances

Any exhibit, process or feature that is likely to generate and/or emit gases, vapours, liquids or fumes or will involve potentially hazardous substances being brought onto the University campus will require approval via the University Safety Advisor. A detailed risk assessment together with a COSHH assessment should be sent to your Event Manager no later than 4 weeks prior to the event.

### Health and Safety

Exhibitors and their staff must conform to the accepted safety standards of The University of Manchester. Equipment must conform to the relevant legislation regulations, British or EEC standards etc as appropriate.

### Height Restriction

Please ask your Event Manager for the specifications of individual spaces in the building -

Drum Area/Eats Restaurant—2.7 mtr

Door heights - 2 mtr

### Loading /Off Loading

All off-loading and loading of exhibits will normally be carried out by the exhibitor and not by staff of the University. Prior approval from your Event Manager is necessary BEFORE PARTICIPATION of University staff in this operation. Once exhibitors have off-loaded, cars must be moved to the *public* car park

### Mark out

The marking out of the exhibition floor is the responsibility of the exhibition organiser/hirer. A low adhesive tape should be used and must be removed in full at the end of the booking

### Market Licence

The definition of a market is a concourse of buyers and sellers of **five or more** stalls, stands, vehicles or pitches from which articles are sold, including, for example, table-top sales, exhibitions where selling is undertaken. This also includes markets being held for the benefit of a charity, disaster relief fund or other not-for-profit organisation.

Therefore, anybody wishing to operate a market within the boundary of the City of Manchester must first obtain the express written authority of Manchester City Council via a Market Licence. It is the responsibility of the University to check that the appropriate licence has been obtained.

### Naked Flames

Naked flames are not permitted within the building, this includes any equipment requiring a naked flame along with candles, burners etc

### Risk Assessments

A risk assessment must be carried out for any proposed stand activities and a copy submitted to your Event Manager no later than 4 weeks prior to the event. A copy should also be available on site for inspection by appropriate University staff during the event.

The use of equipment or effects such as pyrotechnics, lasers and aerial equipment including drones is strictly regulated and specific application for the use of these types of equipment or effects must be submitted in writing together with any risk assessment and other supporting documentation at least 4 weeks prior to the event. The University reserves the right to immediately curtail any activity considered to be detrimental to public safety or not in compliance with these requirements.

### Security

Exhibitors exhibit entirely at their own risk. The University of Manchester is not liable for any losses or damage to persons or property which may occur. Insurance against such contingencies is recommended. Exhibitors must also indemnify The University of Manchester against all costs, claims and liabilities by any persons or to property as a result of their actions.

Displays involving any portable equipment should not be left unattended and any valuable equipment should be removed from the stand over night.

### Shell Scheme stands

Shell scheme stands must be constructed and certified as safe by a shell scheme contractor. A full risk assessment should be provided in advance for approval by the University.

### Sustainability

We are committed to supporting the Universities Carbon Management Plan by reducing the carbon emissions of conferences and events managed by the Conference & Venues teams and the customers we serve throughout the business. A copy of our Sustainability Policy is available on request.

### Waste

The University will remove 'normal' waste produced during the build-up and break-down periods. Normal waste includes packaging and other small items.

## Building List

- 1 University Place
- 2 Whitworth and Christie Buildings
- 3 Roscoe Building
- 4 Schuster Building
- 5 Alan Turing Building



New traffic priorities are in place for Oxford Road.  
Only Buses, hackney carriages, emergency vehicles and cyclists are able to travel along Oxford Road between 6 am and 9 pm, seven days a week.  
Access to Burlington Street is via Dover Street.  
No right turn to Oxford Road from Dover Street.  
No access to Oxford Road from Booth Street East or West



147 Bus Link



Bollards



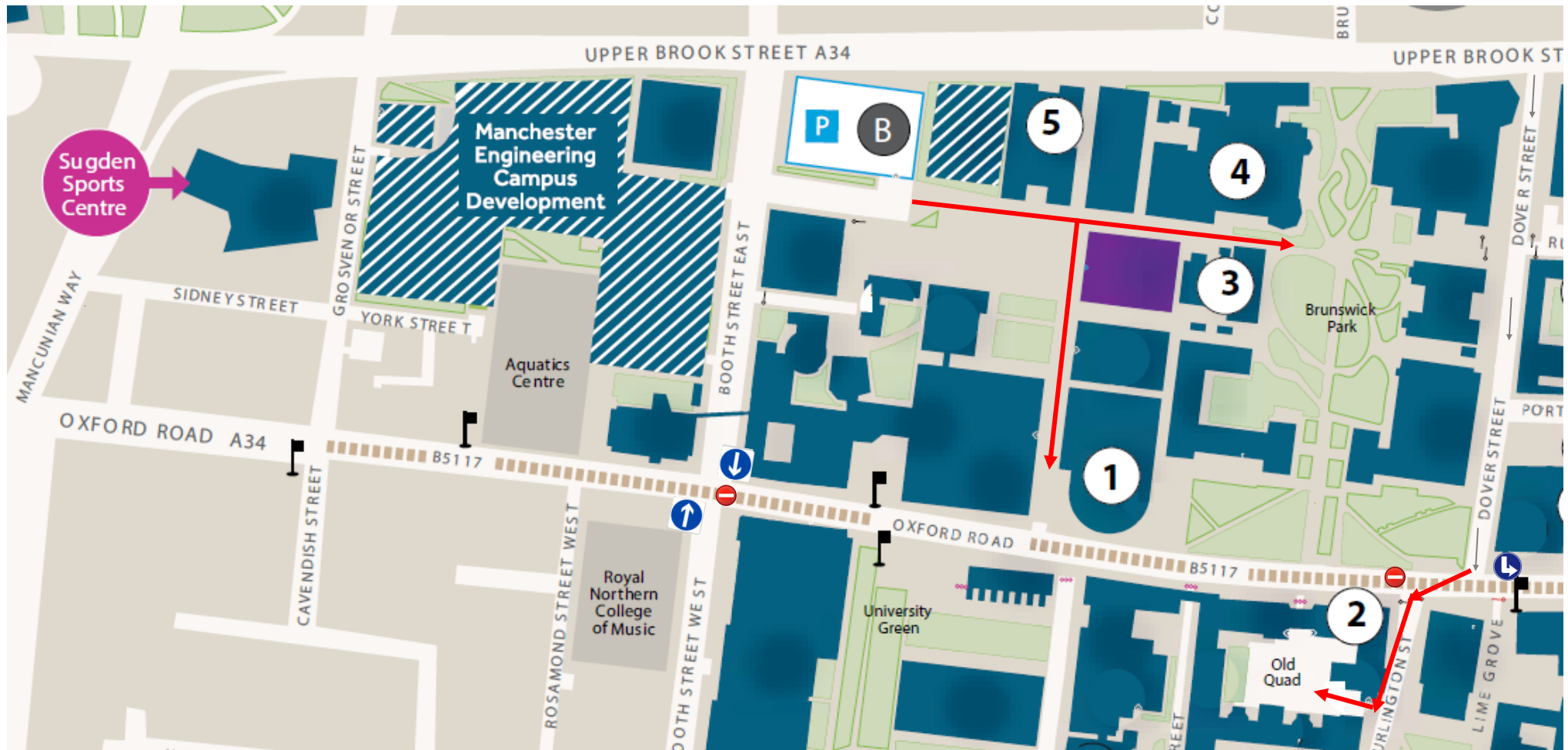
Automatic/Electric Barrier



Car Park



Campus Delivery Route





## Route Information

The University takes its social responsibility and relations with the local community seriously and aims to reduce its impacts on the environment through its sustainability policies. Therefore, wherever feasible, you are encouraged to travel by sustainable means.

## By Rail

### PICCADILLY STATION:

Head for the escalators to the left of the concourse, following the signs for Taxis/Fairfield Street. Piccadilly Station is linked to Oxford Road campus by the Oxford Road Link (147 bus) shuttle bus which runs every 10 minutes, Mon – Fri, from Stop D, Fairfield Street. [www.route147.co.uk](http://www.route147.co.uk)

### OXFORD ROAD STATION:

At the bottom of the station approach, turn right on to Oxford St (leading on to Oxford Road). Continue along Oxford Road, approximately 15 mins walk and University Place is on the left hand side. You will find the main entrance to University Place opposite The Manchester Museum.

### VICTORIA STATION:

Take the MetroLink Tram to Piccadilly Rail Station. Exit to the street at platform level following signs for 'taxis' and continue directions as for PICCADILLY STATION.

## Bus

There are a large number of direct services from Piccadilly Bus Station and from south Manchester. From other parts of the city a change of buses is usually required, normally at Piccadilly. From Piccadilly Bus Station to south campus, buses include the 15, 16, 16A, 42, 42A, 43, 44, 111, 142, 143, 157 and 250. The 147 service runs from Piccadilly Rail Station: [www.route147.co.uk](http://www.route147.co.uk). For bus timetables, information and a journey planner go to [www.tfgm.com/buses](http://www.tfgm.com/buses)

## Cycling

The University provides large numbers of sheffield/hoop stands for cyclists in key locations across both campuses. For detailed information on cycling and routes, as well as a journey planner go to: [www.tfgm.com/cycling](http://www.tfgm.com/cycling)

## Walking

Pedestrians are catered for with designated campus routes and much of Manchester is relatively easy to get around on foot. To plan your walking route go to: [www.walkit.com/cities/manchester](http://www.walkit.com/cities/manchester)

## By Car

Please use Google Maps ([www.google.co.uk/maps](http://www.google.co.uk/maps))

## Parking

Complimentary parking can be arranged for your trainer/event organiser. Please contact your Event Coordinator who can arrange this for you.

**Conference Team 0161 275 2095 or  
email [conference@manchester.ac.uk](mailto:conference@manchester.ac.uk)**



Please advise your delegates to park at the Aquatics (NCP) Multi-storey, Booth Street East.

Please use postcode M13 9SS

Upto 2 hours £2.40, 2 to 4 hours £4.10, 4 to 9 hours £5.80, 9 to 24 hours - £8.60 (Please note this car park closes at 12 pm)

Additional parking is available at our multi-storey carpark on Booth Street West. Please use postcode M15 6PB

Drivers should collect a ticket on entry and pay at one of the machines prior to collecting their vehicle at the end of the day.

# Exhibition Parcel Collection Form

Event \_\_\_\_\_

Building \_\_\_\_\_

It is the responsibility of each exhibitor to ensure that all parcels are clearly labelled with a correct delivery address /shipping label.

Any materials being collected after the event must be moved to the designated storage area.

<b>Exhibitor Company</b>	<b>Contact Name &amp; Phone Number</b>	<b>Number of Parcels</b>	<b>Delivery Address</b>	<b>Courier Company &amp; Parcel Reference</b>	<b>Collection Date</b>	<b>Parcel Location (to be completed by UoM staff on- ly)</b>

# Exhibition Parcel Collection Form

<b>Exhibitor Company</b>	<b>Contact Name &amp; Phone Number</b>	<b>Number of Parcels</b>	<b>Delivery Address</b>	<b>Courier Company &amp; Parcel Reference</b>	<b>Collection Date</b>	<b>Parcel Location (to be completed by UoM staff only)</b>