



Wednesday 8 to Friday 10 March 2006

# 2006 UCISA

## Management Conference & Exhibition

Winter Gardens, Blackpool

Exhibition





# UCISA 2006 Annual Conference and Exhibition

8–10 March 2006

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# *Forward*

The following pages will provide all the information you need to ensure a successful UCISA2006 Exhibition. If, however, you still have queries please do not hesitate to contact us at:

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Fax: 01865 283426  
Email: [admin@ucisa.ac.uk](mailto:admin@ucisa.ac.uk)

May we take this opportunity to wish you very a successful event.

A handwritten signature in black ink that reads "Sue Fells". The signature is written in a cursive, flowing style.

Sue Fells, UCISA Business Manager

# 1 GENERAL

## Venue

The UCISA 2006 Exhibition will be held in the Olympia Exhibition Hall at the Winter Gardens, Blackpool. The Conference will be held in the adjoining Empress Ballroom.

## Exhibition build-up

Access to the Hall for stand dressing will be:

Tuesday 7 March	1400 – 1800
Wednesday 8 March	0800 – 1000

## Exhibition opening times

Wednesday 8 March	1100 – 1700
Thursday 9 March	0900 – 1700

## Exhibition breakdown

Access to the Hall for stand removal will be:

Thursday 9 March	1700 – 2200
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NB These times must be strictly adhered to. Early breakdown will not be allowed under any circumstances. There will be no access to the Hall on Friday.

## Vehicle entry doors

Cars can be driven into Olympia. All vehicles must be no more than 10ft high.

## Access for goods vehicles during build-up and breakdown

Unloading and loading of delivery and service vehicles may be carried out either on Adelaide Street (vehicles must be seen to be unloading/loading and must vacate the area once unloading/loading is complete) or the Staff Entrance on Carter Street . (The staff Entrance cannot be accessed except on foot between the hours of 1000 and 1800.) Out of these hours vehicles can drive up to the door.

The Winter Gardens will not be held responsible for any parking tickets received by any exhibitors, clients or delivery persons parked in restricted areas.

Delivery or service vehicles will only be permitted to enter the premises with the Winter Gardens' approval and under the direction of its security staff.

Delivery or service vehicles will not be admitted into the Hall whilst the exhibition is open to the public. Exhibits and similar materials may only be delivered and removed at times outwith the open period.

Motor vehicles used to deliver exhibits or stand fitting materials will not be permitted to remain in the Hall overnight.

## Delivery, unpacking, storage and removal

All exhibits, standfitting and other materials brought into the premises for the exhibition (including materials scrapped at the end of the event) must be removed from the Hall by 2200 on Thursday 9 March. Exhibitors will be responsible for any charges the Winter Gardens may make for extending the hire period and for any additional services provided if the premises are not vacated by that time.

## **Floor loadings**

No load in excess of 2 tons per square metre shall be placed on the floor of the Halls at the venue.

No vehicle having an axle load in excess of 7.5 tons shall be brought into the Halls at the venue.

## **Parking**

There are no parking facilities at the Winter Gardens. All vehicles will have to be parked in the surrounding car parks.

## **Badges and passes**

Exhibitors must register at the Conference registration desk, which opens at 1100 on Wednesday 8 March and is situated in the Arena.

## **Damage to exhibition hall/shell scheme**

Exhibitors will be held responsible for any damage to the exhibition premises or shell scheme caused by themselves or their contractors. Fixings must not be made to the building structure. Marks caused by paint, oil or grease to the fabric of the building, the shell scheme structure or to the floor covering must be avoided.

Charges will be made to the exhibitor concerned to cover the cost of repairs or replacements made necessary by non-observance of these conditions.

## **Publicity material**

Exhibitors are reminded that publicity materials may only be distributed from their stands.

## **First aid**

First aid officers will be in attendance throughout the exhibition. Please go to the Registration desk or contact a member of the Winter Gardens' staff. St John's Ambulance will be located in the Ballroom Foyer Office No 3.

### **Lost property**

All property found at the venue and surrendered to the Winter Gardens will be held for 3 months, after which any unclaimed items will be disposed of.

## **Stand cleaning**

General cleaning will be done by the venue. At 1000 on Wednesday all work in the nature of construction or erection of stands must be completed. All vehicles, spare materials and other items used in connection with the construction and erection of stands at the Exhibition shall be removed from the Hall. At the same time, all exhibits and materials required for the Exhibition shall be removed from the gangways in the Hall to allow the Winter Gardens' cleaning contractor to sweep the gangways and general circulation areas and to clear refuse from the Hall prior to the commencement of the open period of the Exhibition.

At the close of the Exhibition on each open day other than the last, exhibitors should place all refuse from their stands into plastic sacks provided by the Winter Gardens. The plastic sacks and bins should then be placed in the gangways as soon as the exhibition

closes for removal by the Winter Gardens' cleaning contractor. Under no circumstances should refuse be placed in the gangways other than in plastic sacks or bins, or at times other than as stipulated above.

## **Security**

Security will be provided during exhibition open times. The Hall will be locked half an hour after the exhibition close on Wednesday and unlocked at 0800 on the Thursday morning. Please ensure all power is switched off.

## **Organisers' office**

If you need any assistance please go to the Registration desk, where you will find a member of staff in attendance each day from 0845 until 1730.

## **Insurance**

The Winter Gardens and UCISA accept no liability for property introduced into the premises by exhibitors or their contractors, sub-contractors or agents who must make their own insurance arrangements.

## **Public address system**

The public address system is reserved for organisers' announcements only. The organisers regret it cannot be used for any other purpose.

## **Telephones and ATM's**

Public telephones are located in the Floral Hall. There is an ATM machine situated in the main arcade.

## **Refreshments**

Morning coffee, lunch and afternoon tea will be served in Olympia. Exhibitor's lunches will be served from 1200 on the Wednesday and Thursday (1230 for delegates on Thursday).

## **Clients and contractors personnel**

All staff must be adequately trained, experienced and/or supervised for the tasks they are to perform. Hazardous tasks should only be carried out by experienced personnel. An assessment must be made as to what tasks an operative is capable of performing and they must be instructed to limit themselves to those tasks.

Possession, use or being under the influence of alcohol or non-prescribed drugs is prohibited throughout the venue.

## **Exhibitor's responsibilities**

All exhibiting organisations are responsible for their staff, their contractors, sub contractors and visitors on and around their stand from the first day of build up through to the last day of breakdown. They must ensure that due thought and consideration is given to their own and others health, safety and welfare throughout the Exhibition, and that their actions, or inactions, do not give rise to accidents, injuries or an unsafe working environment so far as is reasonably practicable.

All exhibitors must appoint a safety representative, with specific responsibility for health and safety, from their company, to oversee all the activities that their organisation are undertaking in the venue. This person will be responsible for undertaking a risk assessment and method statement for your activities on site and for obtaining similar documentation from your contractors prior to starting work in the venue. This person will also be responsible for the provision of proper information, instruction, training and supervision of all parties throughout the time at the venue. Please note that if this person is to be present only during build up and break down a senior person must be appointed to control health and safety matters during the open period.

### **Reporting of injuries and dangerous occurrences**

All injuries, no matter how minor, and near miss incidents on site must be reported to the venue Duty Manager without delay. This can be done by contacting the Registration desk or Winter Gardens' staff – who will arrange for the Duty Manager to visit you on your stand.

## 2 Health and safety

The Health and Safety at Work Act 1974, subsequent legislation and amendments, updates and revisions thereto shall be complied with to ensure that safe working conditions and practices are established and maintained at the venue. The following general safety rules apply throughout the site at all times and all persons working on site are required to comply with them to ensure that a safe working environment is maintained:

### **Children**

Children under 16 years of age are not permitted in either internal or external areas where work is taking place on build up or breakdown of any Exhibition.

### **Conduct**

Leisure Parks Ltd reserve the right to stop any work being carried out by any person or persons where the work is in the reasonable opinion of the Duty Manager or any health and safety adviser employed by the venue, being carried out in breach of any requirements stated in this document, any statutory requirements or in an unsafe manner. Any offending person or persons may be required to stop work immediately and may be required to leave site. Such action will also apply to any person or persons behaving in an irresponsible manner so as to threaten the safety of, or cause injury to others, or cause unnecessary damage. The decision of any manager employed by or for Leisure Parks Ltd to deal with these matters is final and irrevocable.

### **COSHH**

All substances of a hazardous nature must be stored, controlled and used as required under the Control of Substances Hazardous to Health Regulations 1994 (COSHH).

### **Hazardous operations**

If a particularly hazardous task is being undertaken on site the area is normally to be adequately and securely protected from access by personnel not immediately required to undertake the task. The risk and any list of any personal protective equipment required should be displayed at access points. The hazardous operation must be thoroughly reviewed in a method statement and risk assessment which should be forwarded to the venue at least 14 days before the event.

### **Ladders and platforms**

Ladders and step ladders are to be used in accordance with HSE guidance notes GS31. Painted wooden ladders and ladders that are defective must not be used. All ladders must be visually inspected prior to use.

Safe working platforms are to be provided wherever possible. Ladders are not suitable as a working platform for long periods of work (in excess of 15 minutes). Where there is a risk of falling 2 metres or more from any platform, access route or stairway, guard rails or other suitable barriers are to be provided, this includes part erected or dismantled structures. Scaffolds and working platforms shall be in accordance with the Construction (Health, Safety and Welfare) Regulations 1996 and HSE guidance notes.

The suspension of stand fittings or lighting fittings for exhibition stands from the structure of the venue roof will not be permitted.

**The maximum ceiling height is 4 metres.**

## **Lifting operations**

It is a requirement to comply with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

## **Personal protection equipment (PPE)**

Employers are legally required under the Personal Protective Equipment Regulations 1992 to provide appropriate personal equipment for their employees and likewise the employee has legal obligations in respect of the PPE provided.

The Construction (Head Protection) Regulations 1989 require that employees wear suitable head protection, unless there is no foreseeable risk of injury. Safety helmets must be worn during all construction and erection work at a raised level as well as during craneage and moving materials.

## **Plant**

All types of plant, including cranes, forklifts, mobile elevating platforms etc to be used on site must be inspected and tested as required by the Health and Safety at Work Act 1974, the Construction (Health, Safety and Welfare) Regulations 1996, the Lifting Operations and Lifting Equipment Regulations 1998 and the Provision and Use of Work Equipment Regulations 1998 prior to use.

Operators of all plant must be competent, experienced, in possession of and able to make available for inspection on site the appropriate qualification, licence or certificate.

## **Vehicles**

Reversing operations must be avoided unless **absolutely** necessary. If reversing has to take place a second person must be used to direct the operation and ensure safe working. All high sided vehicles and vehicles with restricted views, forklifts and cranes must be fitted with an audible alarm for reversing purposes.

## 3 Fire and safety regulations

When submitting plans clear information as to the materials being used must be provided. No painting of stands or displays shall be permitted within Olympia. All materials used in construction, dressing, props, scenery, signs, fascias etc must be selected so as to be difficult to ignite.

### Stand construction

Plans which must indicate the full construction details of the stand are to be drawn or reproduced in a clear and intelligible manner, to a scale of not less than 1:20 and include the following information where appropriate:

- A plan of the stand.
- Structural details of the stand.
- A specification of all materials to be used.
- The provision to be made in the structure of the stand for protection against fire and flamespread.
- Where appropriate, a certificate, or other details of the result of any relevant test, carried out on any material or other substance which is to be used in connection with the stand.

### Timber

The following materials are approved for use:

1. Any timber, impregnated to BS476 – part 7 – CLASS1 and branded.
2. Timber framing of natural unproofed timber in excess of 25mm thick.
3. Plywood, hardboard, pulpboard or fibreboard rendered fire resistant by an approved method of impregnation to BS476 – part 7 – CLASS1 and branded.
4. Untreated natural timber may be used for floors provided that it is not less than 18mm thick and is close jointed.

### Plastics

Plastics must conform to BS476 – part 7 – CLASS1 Fire regulations. Lexan and Macrolan are acceptable. PERSPEX MUST NOT BE USED.

### Fabrics

Textile fabrics used for dressing purposes must be flameproofed or purchased treated by the use of approved chemicals in accordance with BS5438/BS5852.

### Floor coverings

Floor coverings and/or underlay when tested appropriately in accordance with BS4790 should either not ignite or have the effects of ignition limited to a radius of 35mm on both upper and lower surfaces.

Adhesive tape to secure carpets or other materials to the floor of the premises must be removed after use, without damage to the floors.

All nails, adhesive tape, emulsion or paint marks etc left in or on the floor of the Hall at the end of the hire period will be removed by the venue and the exhibitor will be charged for the cost of such removal. Damage to the floor of the premises caused by such fixings or their removal will be repaired by the venue at the exhibitor's expense.

## **Artificial plants and flowers**

Artificial plants and flowers are combustible and give off toxic fumes. Silk type flowers and plants are acceptable providing they have been flameproofed to BS476 – part 7.

## **Fire exits, walkways, access routes**

Under no circumstances must fire exits or gangways be either partially or fully blocked such that access or exit in emergency is impeded. Venue staff will remove any item blocking these routes without warning.

## **Emergency and security instructions**

Emergency instructions are exhibited throughout the building. Basic instructions are given below for your information, please ensure that the information is passed on to your staff, contractors, sub-contractors and any other person who may need to know.

## **Fire procedures**

During your visit, should a fire incident occur you will hear an alarm commence to *peep* intermittently. This is intended to alert you to the fact that there is a possible problem in or around the building.

Should evacuation become necessary, the noise will change to a high-pitched, continuous siren. At this point, an announcement will be made via the platform. Please leave the building by the nearest available fire exit, without stopping to collect any personal belongings. Once you have left the building, do not re-enter until told to do so. We would ask you, for your own personal safety, that whichever room you are in within the complex, you please make a mental note of the location of the fire exits and break glass points.

Once you have evacuated the venue please assemble outside St. Johns Church opposite the main entrance of the Winter Gardens on Church Street and await a roll call.

## **Medical emergencies**

In case of personal injury please contact St John's Ambulance situated in the Ballroom Foyer Office No 3.

## 4 *Electrical installations*

### **Conditions**

Electricity at Work Regulations must be complied with in respect of relevant equipment. All electrical installations on stands, features, displays or exhibits shall comply with:

- 4.1. the “Regulations for the Electrical Installations” issued by the Institution of Electrical Engineers (16th Edition)” and with any amendments thereto;
- 4.2. any special requirements of the Authorities;
- 4.3 the Health and Safety at Work Act 1974;
- 4.4. the Electricity at Work Act 1989;
- 4.5 the Exhibition Venues Association (EVA) “Regulations for Stand Electrical Installations”.

### **Portable Appliance Testing (PAT) Certificates**

All portable appliances brought on to site must have a current PAT certificate. Exhibitors will be requested to produce certificates. Failure to comply will result in the equipment being unplugged.

### **Electricity supply**

The venue, at its sole discretion, will limit the power rating of a supply or supplies where, in the venue’s opinion, the load or combination of loads requested may have an adverse effect on the supplies to other users.

### **24 hour electrical supplies**

All stand electrical circuits other than 24 hour supplies shall be switched off as soon as possible after the close of each day of an event.

Where a 24 hour supply of electricity is required for battery chargers, refrigerators or other equipment, the applicant shall advise Meridian of this at the time of placing the order for the stand electrical supply. Meridian will notify the applicant of the means by which the 24 hour supply will be provided. If this should necessitate a separate electrical supply, the applicant will be required to bear the cost.

If a *clean* and continuous supply is required for computers or other data processing equipment, this can be arranged by prior application to Meridian.

## 5 Deliveries and collections

The Winter Gardens will not permit deliveries to the premises of exhibits, stand fitting or any other materials required for the staging of an event prior to the first day of the hire period. The exhibitor will also be responsible for any charges the Winter Gardens may make for extending the hire period and for any additional services provided.

Please note that in order to ensure safe delivery of any items to the Winter Gardens both prior and during the event, this procedure **MUST** be followed:

All boxes should be clearly marked with the following information:

c/o Sue Fells  
UCISA 2006  
Winter Gardens  
Church Street  
Blackpool FY1 1HW

**YOUR COMPANY NAME, STAND NO**

The Winter Gardens cannot guarantee to accept, or deliver to the correct place, any boxes that are not marked in this way, and accepts no liability in the event of a box being lost or misplaced in these circumstances.

*NB No deliveries will be accepted by the Winter Gardens before 0800 hrs on Tuesday 8 March 2006.*

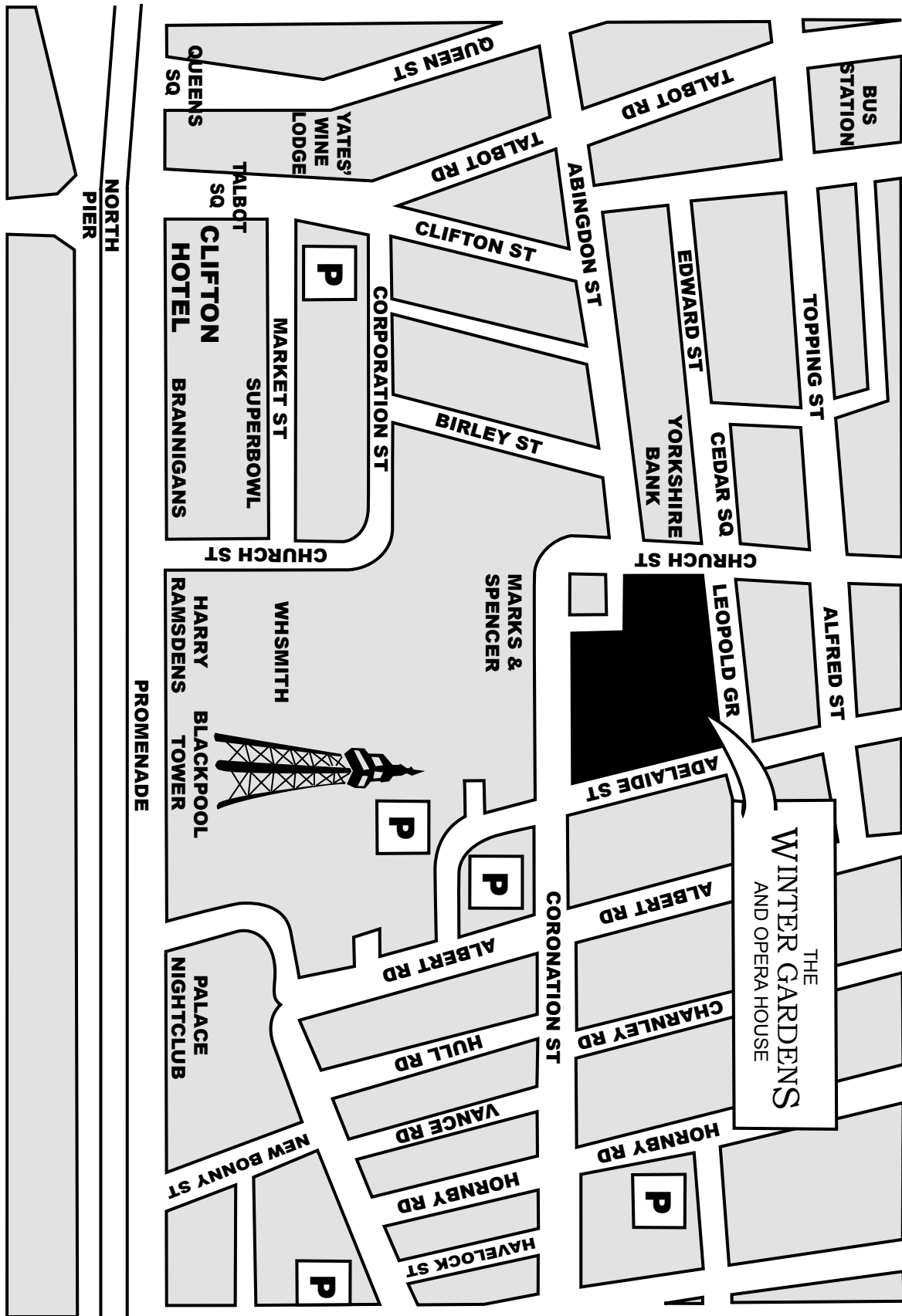
### **LEAVING ITEMS AT THE WINTER GARDENS FOR LATER COLLECTION.**

**NB All items must be removed from the Winter Gardens by 2200 on Thursday 9 March 2006.**

Anything left beyond this will be disposed of.

Also note that during the Exhibition that there are no facilities for storage so if exhibitors require storage space you need to build it within your own stand space.

# Site map



# *List of Exhibitors*

# *Plan of exhibition stands*

(to be provided by Hirex just before printing)





[www.ucisa.ac.uk](http://www.ucisa.ac.uk)