

CONFERENCE 19

UCISA19 Exhibitor handbook

Wednesday 27 to Friday 29 March 2019

Edinburgh International Conference Centre



Leadership Conference and Exhibition

Exhibition 27–28 March 2019
Conference 27–29 March 2019
Edinburgh International
Conference Centre

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Foreword

The following pages will provide all the information you need to ensure a successful UCISA19 Exhibition. If, however, you still have queries please do not hesitate to contact us at:

UCISA Services Limited
University of Oxford
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Oxford
OX2 6NN
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Email: admin@ucisa.ac.uk

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



A handwritten signature in blue ink that reads "Peter Tinson".

Peter Tinson
Executive Director

1 General information

Venue	The UCISA19 Exhibition will be held in the Lennox Suite at the Edinburgh International Conference Centre (EICC). Access to the Lennox Suite will be via the loading bay off Western Approach Road.
Risk assessments	Risk assessments, method statements and full plans will be required for any professional stand build at least two weeks before the event.
Exhibition build-up	Access to the Exhibition Hall for stand dressing will be: Tuesday 26 March 1400 – 1800 Wednesday 27 March 0800 – 1000
Exhibition opening times	Wednesday 27 March 1000 – 1730 (including drinks reception) Thursday 28 March 0900 – 1700
Exhibition breakdown	Access to the Exhibition Hall for stand removal will be: Thursday 28 March 1700 – 2200 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	All vehicle entry doors to the Hall will be operated only by the EICC security staff or such other persons as the EICC designate. This does not apply to the emergency exit doors set into the lower section of the vehicle entry doors. Wheeled vehicles, whether motor driven or hand propelled, shall not be taken through any of the emergency pedestrian exit doors.
Access for goods vehicles during build-up and breakdown	All vehicles must, on arrival at the EICC, report to the loading bay at the Hall. Full unloading instructions will be issued on arrival. Access to the Lennox Suite is just off Western Approach Road. For build up and breakdown, there are goods doors giving an entry of 4.2m wide and 4.6 high. Delivery or service vehicles will only be permitted to enter the premises with the EICC's approval and under the direction of its security staff. Delivery or service vehicles will not be admitted into the Hall Exhibits and similar materials may only be delivered and removed at times outside the open period. Motor Vehicles used to deliver exhibits or stand fitting materials will not be permitted into the hall. Vehicles must be parked nearby car park.

1 General information

Delivery, unpacking, storage and removal

Empty crates, cartons, boxes or other packing materials must not be stored on, under or behind any stand. There is no storage space within the EICC.

All exhibits, stand fitting 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 28 March. Exhibitors will be responsible for any charges the EICC 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 10kn/per square metre shall be placed on the floor of the Hall centre. No vehicle will be allowed in without express permission from the EICC.

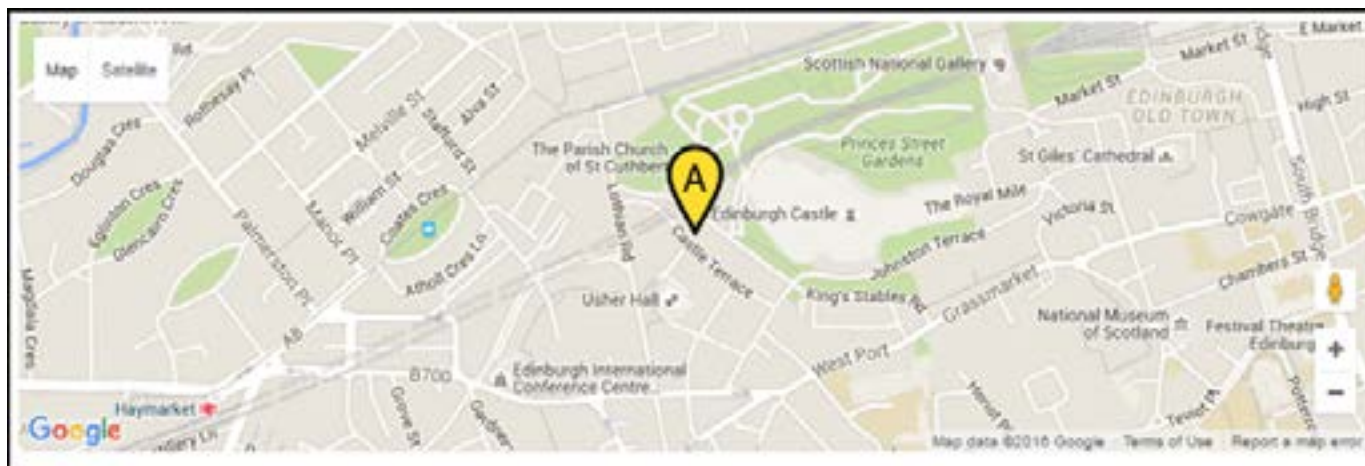
Parking

The EICC does not have car park facilities and therefore vehicles need to park in authorised areas near the venue. Please find the nearest car parks around EICC.



1 General information

SPECIAL DEAL FOR DELEGATES OF THE EICC



Castle Terrace and EICC agreement – discounted rate of £8.00 per day

Anyone who parks in the Castle Terrace car park should get a ticket from the machine as usual.

Before you depart the EICC, please show your parking ticket at the EICC concierge desk and one of our staff will give you one of our validated tickets.

IMPORTANT: KEEP BOTH TICKETS

Go to the Car Park Pay Station put the original card into the machine, it will show price and payment type, the put the validated ticket into machine. When ticket comes out of the machine you can pay by cash or card, which then goes into machine at barrier to allow you to leave the car park.

For more information about this car park, please visit their official website:

<https://www.ncp.co.uk/find-a-car-park/car-parks/edinburgh-castle-terrace/>

Hire a fork lift

A fork lift service is available but must be pre booked with the Event Designer at least 14 days prior to conference commencing. Please note the maximum weight the fork life can carry is 1500kg.

** Quotation available on request

Badges and passes

Exhibitor and contractor passes are required during the buildup and breakdown period. However, Exhibitors attending the stand during the event must pre-register via the online booking form. Failure to pre-register will result in security staff not allowing entrance to the Hall. Exhibitors should collect their Exhibitor badges from Registration, which is situated in the Atrium Foyer later on Tuesday afternoon or Wednesday morning.

1 General information

Clients and contractors personnel	<p>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. The lights and technical equipment in the Lennox are above the grid so we allow air balloons in the Hall. Due to inevitable indiscriminate use, self-adhesive advertising stickers cannot be allowed in the Hall.</p> <p>Charges will be made to the exhibitor concerned to cover the cost of repairs or replacements made necessary by non-observance of these conditions.</p>
Publicity material	<p>Exhibitors are reminded that publicity materials may only be distributed from their stands.</p>
First aid	<p>First aid officers will be in attendance throughout the exhibition. Please go to the Registration desk if you require assistance.</p>
Lost property	<p>All property found at the EICC and surrendered to their Security will be retained for eight weeks. If after eight weeks no claim in respect of that property has been made by any person, the EICC shall consider that title to that property has been abandoned and shall become entitled to dispose of the property.</p>
Stand cleaning	<p>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 EICC's 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.</p> <p>At the close of the Exhibition on each open day other than the last, exhibitors should place any dry refuse from their stands in the plastics sacks provided by the EICC and wet waste into suitable bins which the EICC will provide. The plastic sacks and bins then should be placed in the gangways as so as the exhibition closes for removal by the EICC's cleaning contractor. Under no circumstances should refuse be placed in the aisles at times other than as stipulated above.</p>
Security	<p>Security will be provided during the exhibition open times. The Hall will be secured half an hour after the exhibition close Wednesday and unlocked at 0800 on the Thursday morning. Please ensure all power is switched off. Neither UCISA Services Ltd or the EICC will be responsible for exhibitors' property.</p> <p>Please ensure all power is switched off.</p>
Organisers' office	<p>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 1700.</p>

1 General information

Insurance	The EICC and UCISA Service Ltd accept no liability for property introduced into the premises by exhibitors and their contractors, sub-contractors or agents. It is, therefore, the responsibility of all exhibitors to ensure you have sufficient insurance cover for the event. All attendees at the event must ensure their personal belongings are stored safely. Exhibitors must take care of their equipment/belongings. Exhibitors' stands and exhibits on stands are NOT accepted into the custody or control of the Event Organiser or the venue and exhibitors shall 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.
Wifi and internet access	Wireless internet access is included in the exhibitor package for email and browsing only. If you plan to use large amounts of bandwidth, please order a fixed line from the EICC using the Order Form at the back of the Exhibitor Booking Pack.
Rogue base stations are strictly not allowed	
Telephones and ATMs	There are no public telephones at EICC. The nearest ATM located in Sainsbury's on Morrison Street.
Refreshments	Morning coffee, lunch and afternoon tea will be served in the Lennox Suite. Exhibitor's lunches will be served from 1200 on the Wednesday and Thursday (1230 for delegates on Thursday).
Distribution of food and beverages	No Exhibitors shall distribute or give away food or drink not supplied by the official caterer Leith's at the EICC without the express written consent of Leith's. Should you wish to order stand catering, please request and complete a Stand Catering Form and return to Leith's at the EICC.
Client and contractor's 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.

1 General information

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 is 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 misses, on site must be reported to the venue Duty Manager without delay. This can be done by contacting the Registration Desk, Security or member of EICC staff – who will arrange for the Duty Manager to visit you on your stand.

2 Health and Safety

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 event.
Conduct	The EICC 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 the EICC 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	<p>Ladders and stepladders 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.</p> <p>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.</p> <p>The suspension of stand fittings or lighting fittings for exhibition stands from the structure of the hall roof will not be permitted.</p>

2 Health and safety

Risk Assessment

All parties including exhibitors and contractors have responsibilities as laid out in accordance with the Health & Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and any mandatory Acts/Regulations relevant to their activities. It is your responsibility as an exhibitor and your contractor/s to ensure that a safe working environment is achieved. It is a requirement for individual Space only exhibitors and their contractors to submit a Construction Phase Plan, Risk Assessment no later than 10 days prior to the event as there is deemed to be a risk associated with your stand, with respect to (for example):

- Build up, open and break down periods
- Shell and space only constructions
- Contractors and sub-contractors method statements, employed by both the Licensor and their exhibitors, and any identifiable working hazards
- Using of lifting/working machinery
- Hazards to the attendees and other participants
- Special features contained within the event
- Manual handling
- Audience type and number expected, and any particular hazards identified by their nature

Please note that the above list is not exhaustive and should only be used as a guide.

A suitable and sufficient Risk Assessment is one that :

- Correctly and accurately identifies the hazard
- Disregards inconsequential risks and those trivial risks associated with life in general
- Determines the likelihood of injury or harm arising
- Quantifies the severity of the consequences and the numbers of people who would be affected
- Takes account of any existing control measures
- Identifies any specific legal duty or requirement relating to the hazard
- Will remain valid for a reasonable time
- Provides sufficient information to enable the employer to decide upon the appropriate control measures, taking into account the latest scientific developments and advances, enables the employer to prioritise remedial measures

It is the responsibility of each exhibitor to ensure that every supplier or sub-contractor carries out a suitable and sufficient assessment of the significant risks to health and safety of their employees or persons not in their employment arising out of or in connection with the conduct or undertakings at the EICC.

2 Health and safety

No exhibitors will be allowed to commence work until Licensing has approved the event Construction Phase Plan, Risk Assessment and Method Statement.

All contractors, sub-contractors, agents etc. appointed by either an organiser or an exhibitor must have in their possession an appropriate risk assessment and method statement and relevant liability insurance for the task/activity they are performing, which should be available for inspection at any time.

The maximum stand height is 4 metres.

Lifting operations	It is a requirement to comply with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).
CDM	Construction Design Management requires anyone entering the build or breakdown areas to be inducted.
Personal protection equipment (PPE)	<p>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.</p> <p>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.</p>
Hi-vis policy	During build-up and breakdown of your event, all personnel must wear hi-vis (high visibility). Personnel not wearing hi-vis will not be permitted to work in the event area.
Plant	<p>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. Permission to bring any type of plant on site must be sought from the venue 8 weeks prior to the event.</p> <p>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, and insurance.</p>
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.

2 Health and safety

Stand construction

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

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.

2 Health and safety

Floor coverings

Floor Finish: Grey Carpet

Important: The exhibition hall is carpeted.

If you wish to book your own carpet, you must lay the carpet on wooden underlay

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 EICC 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 EICC at the exhibitors' expense.

3 Fire and safety regulations

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 etc.	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	<p>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.</p> <p>In the event of fire or other emergency such as a security alert your first duty is to prevent injury or loss of life. Know where to find the nearest fire alarm call point and fire- fighting equipment and how to use them. Report an accident or emergency to a member of the EICC and/or UCISA staff.</p> <p>Learn the route to the nearest fire exit, and to the nearest alternative fire exits in case the nearest exit is not useable (all fire exit routes are marked with dark green signs, with arrows and a pictogram of a running person, all fire exit routes lead to the outside of the building).</p>
Evacuation	On hearing the alarm or when instructed to evacuate (the fire alarm is a continuous ringing bell.) leave the building immediately by the nearest safe route, do not collect your belongings, do not use lifts, act quietly and quickly and members of staff will guide you to the appropriate location.
Medical emergencies	<p>If you discover a person who has received a personal injury, please inform a member of the UCISA team or EICC staff as soon as possible. If possible, give the location of the casualty and details of any injuries. A member of the first aid team will come to help.</p> <p>To report a dangerous occurrence or any other kind of problem, please see a member of EIC staff or UCISA staff.</p>

4 Electrical installations

Conditions	<p>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:</p> <ol style="list-style-type: none"> 4.1. the Regulations for the Electrical Equipment of Buildings issued by the Institution of Electrical Engineers (17th Edition)” and with any amendments thereto; 4.2. any special requirements of the Authorities; 4.3. the Health and Safety at Work, Act 1974 and; 4.4. the Electricity at Work Act 1989.
Portable Appliance Testing (PAT) Certificates	<p>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.</p>
Electricity supply	<p>The EICC, at its sole discretion, will limit the power rating of a supply or supplies where, in the EICC ‘s opinion, the load or combination of loads requested may have an adverse effect on the supplies to other users.</p>
24 hour electrical supplies	<p>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.</p> <p>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.</p> <p>If a clean and continuous supply is required for computers or other data processing equipment, this can be arranged by prior application to Meridian.</p>

5 Deliveries and collections

The EICC 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 EICC 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 EICC both prior and during the event, this procedure **MUST** be followed. All boxes should be clearly marked with the following information:

Deliveries will be accepted from **2 days** prior the event day.

Exhibitor name and Stand Number
 UCISA19 Conference and Exhibition
 EICC
 The Exchange
 Loading Bay
 Off West Approach Road
 Edinburgh
 Scotland
 EH3 8EE
 Your COMPANY NAME, STAND NO
 Box number of Box number (e.g. – Box 1 of 8)

The EICC 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.

Directions to Loading Bay

DIRECTIONS TO THE EICC LOADING BAY

Heading: - EAST straight on to LOTHIAN RD. TURN LEFT. Keep in inside lane passing Sheraton Hotel TURN LEFT. Onto WESTERN APPROACH RD. Second set of lights TURN LEFT LOADING BAY DOUBLE SET OF ROLLER SHUTTERS.

Heading: - WEST straight down MORRISON STREET. TURN LEFT onto WESTERN APPROACH LINK; TURN LEFT onto WESTERN APPROACH RD. First set of lights TURN RIGHT LOADING BAY DOUBLE SET OF ROLLER SHUTTERS.

5 Deliveries and collections

PARKING PROCEDURES

Vehicles may not be left unattended in the EICC Loading Bay or parked in an unauthorised location nearby. This means that exhibitors may park their vehicle and unload any necessary items into the EICC's Loading Bay. These items will be stored safely and monitored by CCTV until the exhibitor is ready to move them to their stand. As soon as the vehicle has been unloaded, it must be removed off site and parked in an appropriate place. Exhibitors may not start setting up their stand until they have removed their vehicle.



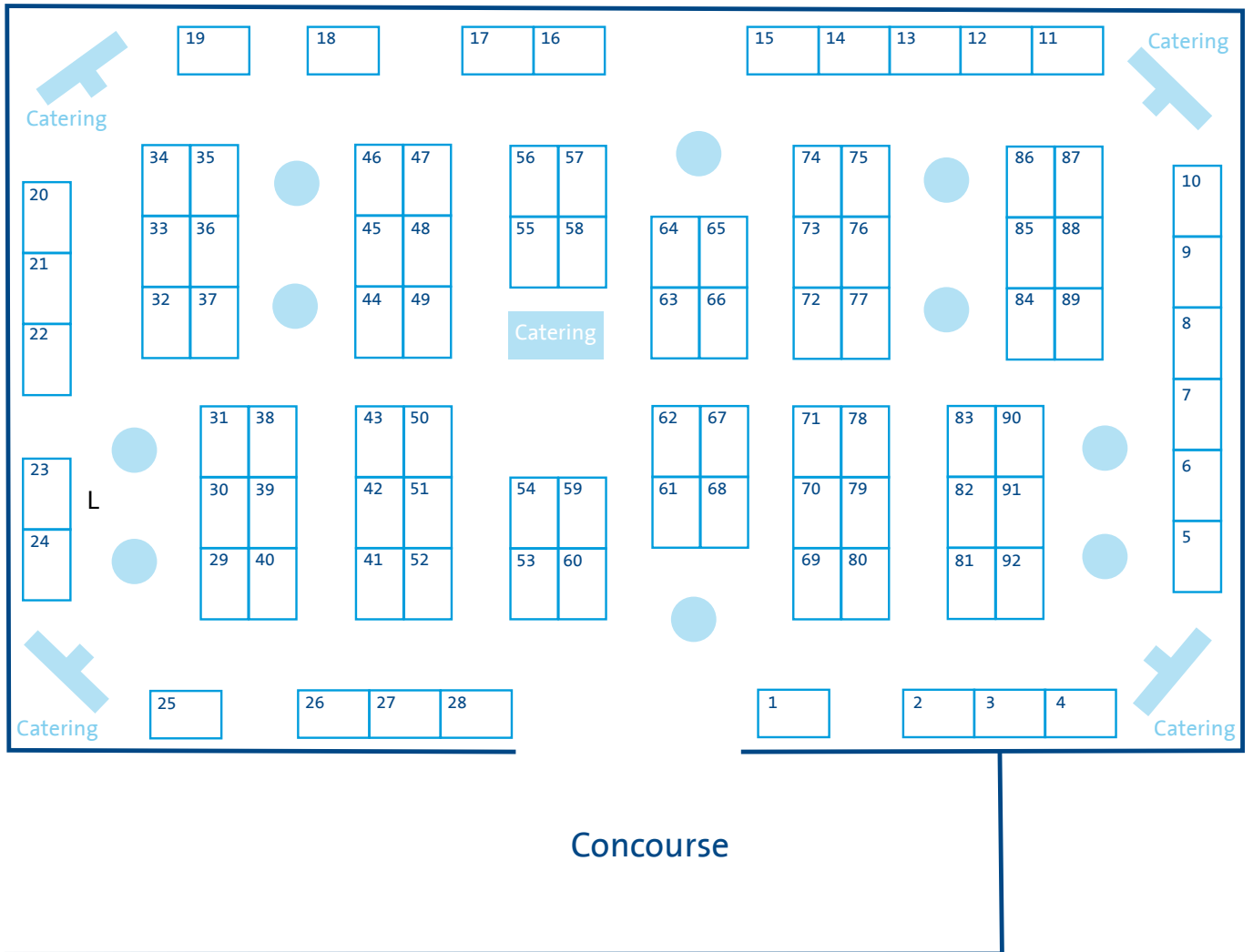
NB No deliveries will be accepted by the EICC before 0000 on Monday 25 March.

All items must be removed from the EICC by 2200 on Thursday 28 March.

It is the responsibility of the exhibitor, not the EICC or UCISA Services Ltd, to collect and return their goods from the delivery/collection point. The EICC 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.

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

6 Exhibition plan



7 EICC Exhibition Team Contacts

Events:

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