



UNIVERSITY PLACE

Exhibitors Code of Practice

Access from Booth Street East (next to multi-storey car park)
On reaching the gate, advise staff that the delivery is for University Place.
Please note unloading time will be limited.

THE UNIVERSITY OF MANCHESTER

Oxford Road
Manchester
M13 9PL

Tel: 0161 275 2095
Fax: 0161 275 7276



Conditions of Booking / Code of Practice for Exhibitors

1. Exhibitors and their staff must conform to the accepted safety standards of the day. Equipment must conform to the relevant legislation, regulations, British or EEC standards, etc. as appropriate.
2. Exhibitors are required to provide information on all displays involving moving equipment before the University will accept the booking.
3. Displays involving equipment which moves shall not be left unattended.
4. All off-loading and loading of exhibits will normally be carried out by the exhibitor and not by staff of the University. Prior approval of the 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.
5. A proposed exhibition layout shall be submitted at least 4 weeks prior to the event and should be drawn to scale for approval by the University Safety Advisor. Passageways, stairways and fire exits shall be kept free of obstruction and be clearly marked on the scale plan of the exhibition. Additional direction/information signs may be required for complex layouts; these shall be provided by the client.
6. Gangways must be constructed to be no less than two metres wide.
7. All electrical fittings, wiring and appliances shall be constructed and maintained in safe condition. Particular attention must be paid to the nature of temporary wiring and the need not to overload electrical sockets.
8. Prior approval from the University of Manchester Safety Advisor is required before CO₂ gas cylinders can be used. The use of compressed gas cylinders other than CO₂ (eg LPG) or of other explosive or highly flammable substances is not permitted except under exceptional circumstances and with prior approval from the University Safety Advisor.
9. Loose packaging must be removed once exhibition stands have been assembled. The packaging should be deposited in the designated area.
10. Exhibitors must ensure that display materials such as fabric panels etc are made from fire retardant materials, or have been treated so as to provide a fire retardant surface finish.
11. All exhibitors should note that The University of Manchester operates a no smoking policy.
12. 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 sustained by any persons or to property as a result of their actions.

13. Advance deliveries should be sent to Building Manager

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

Please note that deliveries may be made between Monday to Friday from 0900-1600. Due to offloading restrictions, pallets cannot be accepted.

14. Conference/Exhibition Organisers are responsible for ensuring that all delegates/exhibitors are clearly briefed and understand both the codes of practice and the fire evacuation procedures.
15. Failure to comply with this code of practice will result in the withdrawal of the permission to exhibit.

FIRE EVACUATION PROCEDURES

ON DISCOVERING A FIRE

Give alarm - break glass at the nearest point

Telephone the *Security Lodge* with details. 52728 (internal line) or 0161 275 2728

DO NOT attempt to extinguish the fire yourself

Close doors and windows before evacuating

Warn people in nearby rooms

- ON HEARING THE FIRST STAGE ALARM (This comprises a loud but short banshee noise and a pre-recorded announcement **"This is an emergency. This is an emergency. Await further instructions. Await further instructions."**)

People do not need to evacuate, but should listen carefully for any change in the signal. Anyone using equipment such as cooking or heating appliances should ensure that they can leave it in a safe condition if the alarm converts to a second evacuation stage.

- ON HEARING THE SECOND STAGE ALARM (A longer banshee noise and a different pre-recorded announcement **"We have an emergency situation. Please leave the building by the nearest exit immediately."**)

Everyone MUST evacuate immediately and move to the assembly point

- Close doors and windows

- Do not rush

- Do not wait to collect personal belongings

- DO NOT USE LIFTS- Do not re-enter the building without permission

- Do not re-enter the building without permission

PLEASE NOTE Alarms are tested at 9 am every Tuesday