



Exhibitors Information

1. Exhibitors must comply with the rules and instructions agreed between the exhibition organiser and the venue manager.
2. Exhibits must be confined within the limits of the space assigned by the exhibition organiser.
3. Exhibitors must comply with statutory legislation in terms of Health and Safety:
 - i) Aisles, stairways and fire exit routes must not be obstructed nor have cables run across them.
 - ii) Naked flame, flammable substances and compressed gases must not be used in the venue without prior approval.
 - iii) Electrical equipment supplied and used by exhibitors should be well maintained and deemed in good, safe working order by a competent person. All plugs should be correctly fitted and wired and include fuses of appropriate rating for the equipment attached. All electrical cable should be damage free and in good order and of appropriate rating for its application.

Proper distribution boards (13A 2-way, 4-way etc) should be used wherever necessary. Adaptor blocks/cubes are not suitable. Two or more appliances should not be wired into the same plug.

Any electrical installation that has been constructed for a particular stand/exhibit should be done to a professional standard, using appropriate materials. All connections must be sound, using proper electrical connectors and insulated by suitable means such as plastic box enclosures. Electricians' insulating tape is not acceptable. Any metal structures (scaffold tube, truss etc.) that have live electrical equipment attached should have a sound earth bond.
 - iv) All fabrics employed in stand dressing or construction must be flame retardant to British Standard BS 5867: Part 2.
4. Packing materials and containers must be stored outside the building (e.g. in exhibitors' vehicles) or in a designated area identified by the exhibition organiser.
5. The use of nails, screws or other methods of fixing to the fabric of University buildings is strictly prohibited - the exhibition organiser will be held responsible for any damage attributable to exhibitors.
6. The University does not accept any responsibility or liability in respect of loss or damage to any property or equipment brought on to the premises by or on behalf of exhibitors, their servants, agents or invitees.
7. Exhibitors must hold (or be covered by arrangements with the organiser) the necessary insurance cover to indemnify the University against all claims for loss of or damage to the premises, its servants, contractors or agents where such damage is attributable to the negligence or omission of the exhibitors, its servants, contractors or agents.
8. Exhibitors must comply with University parking regulations and remove vehicles from the vicinity of the Octagon Centre as soon as the loading or unloading process is complete.
9. Exhibitors must conduct their affairs in a manner which neither creates danger, annoyance, or disturbance to the University, its servants, contractors, agents and third parties nor brings the name or standing of the University into disrepute.