

**Useful Information for Exhibitors within Rootes Building
Warwick Conference Park & Events**

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Access

Opening times and access time for the exhibition venue are supplied separately. These access times have been agreed in advance with the venue host and your exhibition organiser.

Accommodation

Exhibitors wishing to book accommodation during their stay must arrange this through the Exhibition Organiser.

Alcohol

Any alcohol to be served on stands must be purchased from Warwick Conferences and exhibitors should book this facility by contacting their Exhibition Organiser at least four weeks prior to the event.

Assistance

Exhibitors or their contractors are responsible for transporting and setting up their own equipment. There are Conference Assistants who can give advice and offer some assistance with heavy or difficult packages, however, their availability is not guaranteed. Conference Assistants are recognisable by their uniform of burgundy shirts. Trolleys are not provided by the venue and we strongly advise that exhibitors bring their own.

Banners

Banners and other types of branding may be allowed in specified areas, however, this will need approval in advance. Any client that has an agreement to hang a banner must carry out a risk assessment and provide a method statement for installation and de rigging, before the event set up takes place (recommended minimum two weeks).

Cleaning

All social spaces are cleaned daily, however, the cleanliness of exhibition spaces is the responsibility of the venue user. Exhibitors are also responsible for taking away all materials after the event.

Collections

There are limited storage facilities and exhibitors must arrange for collections of all exhibition materials by the advertised get-out time for the exhibition. Any exhibition materials left behind will be logged and attempts will be made to ensure they are collected within one week of the exhibition close date. A charge may be levied to cover administration and storage cost for items not removed on the day the exhibition closes. Any items not collected within two weeks will be disposed of unless suitable arrangements have been made for collection.

Damage

Exhibitors will be held responsible for any damage incurred by whatever means and will be required to make good such damage at their own expense. Exhibitors are strongly recommended to insure themselves against damage to the venue as well as their own stand and equipment.

Deliveries

The University will only accept deliveries in advance of the event in exceptional circumstances. Please contact your Event Organiser for details.

- **Delivery Address:-**
(name of event)
Warwick Conference Park & Events
Rootes Building
Gibbet Hill Road
University of Warwick
Coventry
CV4 7AL
- **Contents labels should:-**
Specify Name and Date of Conference
Specify Contents required for Exhibition*/Registration/Other **
Number of boxes/parcels (e.g. 1 of 10)
(*if Exhibition then specify company/Stand name)
(**If Other then specify what the contents are)

The University will not accept responsibility for lost or damaged items and strongly advises exhibitors to take out necessary insurance cover for items in transit.

Emergencies

In the case of an emergency, please contact a member of staff who will alert the relevant service. If no member of staff is immediately available please dial 22222 on an internal phone and the emergency services will be automatically contacted by the University Security Services Staff.

Fire

In the event of a fire within the exhibition venue or the fire alarms sounding:

- Switch off all electrical appliances
- Exit the building by the nearest fire exit
- Assemble at the designated assembly point
- Do not re-enter the building until instructed to do so

Floors and Walls

No tape must be used on floor or wall areas. Any damage caused will be charged at a level appropriate to cover the cost for complete renovation of the damaged area.

Get out time

Deadline times for vacating the exhibition venue have been agreed in advance. All exhibition stands and materials must be removed from the exhibition venue by the advertised get out time.

Health & Safety

"The Health and Safety at Work Act 1974" (HASAWA) applies to all places of work. The University of Warwick has duties under HASAWA and its own Health & Safety policy, which includes provision that persons other than University of Warwick employees are reminded of their responsibilities whilst working in its venues.

It is the exhibitor's responsibility to assist in the investigation of any accident or incident in conjunction with The University of Warwick Health & Safety team and to report these as necessary via your Organiser.

The main areas which must be brought to your attention will include, but will not be restricted to, the following:

- The understanding of the fire and emergency procedures
- The need to maintain emergency exits and keep gangways clear
- Ensuring that good housekeeping is maintained in your work area, thereby minimising risks and allowing other hazards to be identified easily

This is not an exhaustive list, but identifies common issues.

Helium Balloons

Buildings at the University of Warwick are fitted and protected by beam detector technology to ensure fire safety. Balloons are not permitted on exhibition stands or public spaces as they may trigger the fire alarms. There are areas where they can be used and these should be discussed and agreed with your Event Organiser and Warwick Conferences.

Insurance

Exhibitors are strongly recommended to insure themselves against damage to the venue as well as their own stand and equipment.

Internet

Hard wired

Hard wired internet access can often be arranged providing at least four weeks notice is given to your Exhibition Organiser, who will also advise of the relevant charges for this facility. This provision is not guaranteed as availability is limited by demand and specific to the location of your event.

Wi-Fi access

Our Wi-Fi service provides conference delegates/exhibitors with the freedom to use mobile (laptop or handheld) devices to connect to the University network, without needing a fixed or wired connection.

Information on how to access the Wi-Fi network can be obtained from any member of the Warwick Conferences Team.

If using either service for anything more than normal web browsing please inform your Event Organiser

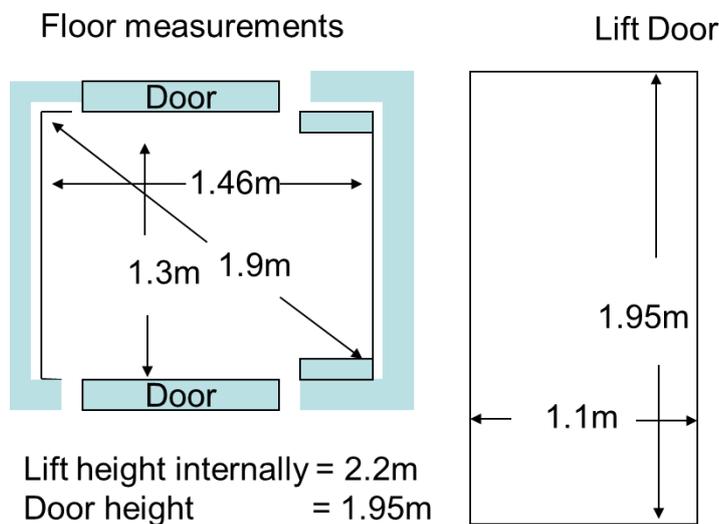
Licensing

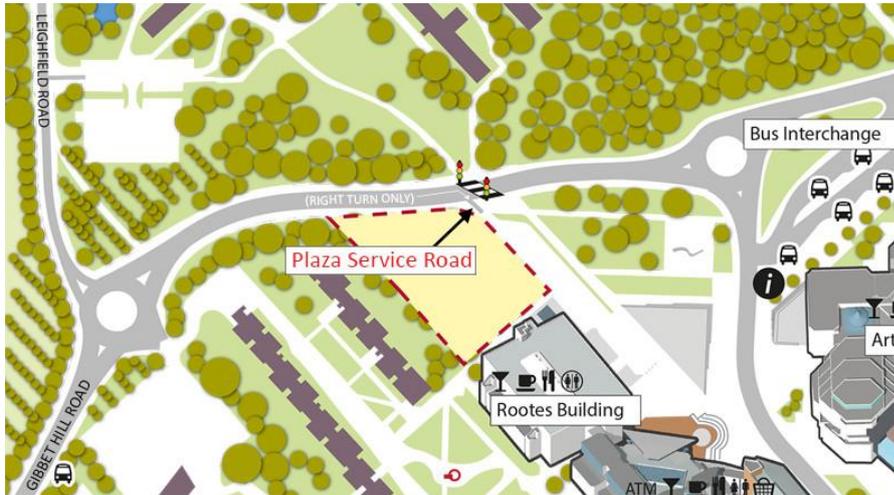
We advise all exhibitors that the broadcasting of sound recordings or the playing of video footage without an appropriate licence is not permitted and failure to observe this requirement will result in immediate expulsion from the exhibition venue. Failure to adhere to the law in this matter is a breach of copyright and compromises the University Licensing.

Lifts for loading / unloading

Access to the loading and unloading area is directly off Gibbet Hill Road and is signposted as Rootes Building Delivery. (Please note you can only access the service road from one direction therefore please pay attention to the local road signage). Access to the 1st or 2nd floor of the Rootes Building is via the service lift at the rear of the building. The passenger lift must not be used to convey equipment to the upper floors of the building. Companies delivering equipment should report to the Duty Manager in the Rootes Building, contact by mobile on 07824 540900, where they will be shown how to use and access the service lifts. The dimensions of the service lifts are detailed below.

After unloading the set up crew **must** move their vehicles to one of the allocated car parks. If you are bringing a large vehicle/lorry to campus then please discuss this with the venue in advance to ensure appropriate parking is available. There is limited space in the service road, therefore a time limit of up to 20 minutes is in place. This is managed either on the day or in advance by the event organiser. Please be aware there may be a time delay.





Messages

It is possible that your Exhibition Organiser has made arrangements with the University to have an office and dedicated phone line for the duration of the event and you should contact them for that number.

Music

Broadcasting of sound recordings requires an appropriate licence. Your Event Organiser and Warwick Conferences must ensure that copyright is not breached at any time.

Noise

Exhibitors must ensure that noise, particularly from audio-visual equipment, is kept to a volume that does not cause annoyance to other exhibitors or visitors. In the event of any dispute, the decision of the Event Organiser shall be final.

Packaging

For safety and aesthetic reasons, please ensure that all packaging is removed from view in the exhibition venue before the event commences. Please note the venue does not have storage for packaging.

Parking

Parking is not permitted on the Plaza service road. Once your vehicle is unloaded, please move your vehicle into one of the campus car parks. If you have a large vehicle you will need to park on Leighfield Road as shown in the map below. Please contact your Event Manager regarding a parking permit.



Parcel Collection Post-Event

Couriers often sub contract collections which are forwarded to a central distribution point prior to being forwarded to their final delivery address. The current collection/delivery process is often completed using a booking reference number rather than a destination address, so it is important to ensure items are labelled with as much information as possible.

Parcels that are left with Warwick Conference Park & Events to be collected by a courier must be clearly labelled and securely packaged; couriers will often not accept parcels if they are in doubt about their destination or if the parcels are not packaged securely. Address labels should be marked clearly with the following information:

- Person's (Delegate/Organiser) name
- Name of Conference
- Number of items (e.g. 1 of 10)
- Name of Courier
- Full postal address for returned items to be delivered
- The booking reference number supplied by the courier at the time of booking
(Alternatively you may have a label from your courier company which should be affixed)

Please ensure that the courier is informed of the number of items and the delivery address. If the courier arrives with the incorrect collection information it may cause delays in your items being sent back to you.

It is the exhibitor's responsibility to ensure parcels left for collection are transported to the parcel storage area in the Rootes Building. Items should not be left in the exhibition venue.

If items are not collected within two weeks of the conference ending they will be disposed of.

Pat Testing

All exhibitors must provide their own power extension leads along with certificates and paperwork to show evidence of up to date PAT testing for these and any other electrical equipment brought onto site. All exhibitors are responsible for ensuring that their own installations meet current Health and Safety standards and safe working practices.

Posters

No posters or other materials are to be pinned, taped or attached in any other way to walls, doors, floors or windows. Any damage caused will be charged at a level appropriate to cover cost for complete renovation of the damaged area. Poster boards are available for hire from the University and can be booked via your Exhibition Organiser.

Refreshments

Refreshments are usually served in or close to the exhibition venue. If an exhibitor wishes to have catering on their stand, this must be booked with your exhibition organiser at least four weeks prior to the event.

Security

If an exhibitor sees a suspect package or suspicious person, please notify a member of University staff or your Exhibition Organiser immediately.

Tables

Tables may be booked in advance by contacting the Exhibition Organiser. Warwick Conferences stock a variety of table sizes as follows and prices are available on request:

- 3ft round
- 5ft round
- 6ft round
- Poseur style table
- 6ft x 2ft 6" rectangular table

Waste Materials

Exhibitors are responsible for removing all waste materials from the venue prior to departure. Any articles left in the venue after the event will be deemed to be waste material and will be discarded. Charges may be levied to the cost of the disposal of packages and material left in the venue.