



CONFERENCE **23**

ACC LIVERPOOL

TUESDAY 21 TO THURSDAY 23 MARCH 2023



**UCISA23
Exhibitor
Handbook**

UCISA23
Leadership Conference
and Exhibition
21 – 23 March 2023
ACC LIVERPOOL

Contents

Forward	1
1 General	2
2 Health and safety	7
3 Fire and safety regulations	13
4 Electrical installations	15
5 Deliveries and collections	16
6 Site map	17
7 ACC sustainability commitment	18

Forward

The following pages will provide all the information you need to ensure a successful UCISA23 Exhibition. If, however, you still have queries please do not hesitate to contact us via email at events@ucisa.ac.uk

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



Siân Thomas
**Head of Corporate
Engagement and Events
UCISA**

1 General information

Venue The UCISA23 Exhibition will be held in Hall 2A at the ACC Liverpool Kings Dock, Liverpool Waterfront, L3 4FP. For Sat Nav, please use L3 4BX. Conference session will be held next-door in Hall 2B.

Risk assessments A risk assessment is required to be submitted at least two weeks before the event starts. The form to be completed is available in the UCISA23 booking pack.

Public Liability Insurance A copy of your Public Liability Insurance Certificate must be sent to UCISA at least two weeks before the event.

Exhibition build-up Access to Hall 2A for stand dressing will be:

- Monday 20 March 14:00 - 18:00
- Tuesday 21 March 08:00 - 09:30

Exhibition opening times

- Tuesday 21 March 10:00 - 18:30
- Tuesday 21 March 09:00 - 16:00

Exhibition breakdown Access to Hall 2A for stand removal will be:

- Wednesday 22 March 1600 – 2200 **only**

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 Thursday.

Vehicle entry doors All vehicle entry doors to the Halls will be operated only by the ACC security staff or such other persons as the ACC designate in writing. 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 Access into the building will be via Loading Bay 2, please see Page 17. For Sat Nav, please use L3 4BX. Exhibitors & Contractors are requested to report to the vehicle holding area (VHA) within Loading Bay 3, indicated on the map. Vehicles will be parked in the holding area in a queuing system and once suitable space for your vehicle is available, you will be advised to proceed to Loading Bay 2, via Keel Wharf.

1 General information

Delivery vehicles When un/loading has been completed, vehicles must be removed from the Loading Bay to the on site MSCP or the Exhibitor Parking (dependent on size). Delivery or service vehicles will only be permitted to enter the premises with the ACC'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 of the open period.

Motor vehicles used to deliver exhibits or stand fitting materials will not be permitted into the Hall. Vehicles must be parked in the MSCP or Exhibitor Parking.

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 ACC.

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 Wednesday 22 March. Exhibitors will be responsible for any charges the ACC may make for extending the hire period and for any additional services provided if the premises are not vacated by that time.

Please note that the ACC do not provide trolleys, pump trucks or forklifts

Floor loadings No load in excess of 1450kg/sqm shall be placed on the floor of the Hall. Please note that loadings are reduced for point loads that fall on service ducts. No vehicle will be allowed in without express permission from the ACC.

Parking There are 1450 parking spaces available in the on-site Kings Dock Car Park, with accessible bays and electric charging points on every floor.

Tariffs are as follows:

- Up to 5 hours - £8.00
- Up to 9 hours - £12.00
- Up to 24 hours - £18.00
- Up to 2 days - £36.00
- Up to 3 days - £54.00
- Up to 4 days - £72.00

1 General information

Badges Exhibitors should collect their Exhibitor badges from Registration, which is situated in the Cityside Entrance Foyer on the ground floor later on Monday afternoon or Tuesday morning.

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. Due to the risk of damage to the lighting and ventilation equipment, lighter than air balloons cannot be allowed in the hall. Due to inevitable indiscriminate use, self adhesive advertising stickers cannot be allowed in the Hall.

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 event. Please go to the Registration desk if you require assistance.

Lost property All property found at the ACC and surrendered to ACC Security will be retained for eight weeks. If, after that time, no claim in respect of that property has been made by any person, ACC shall consider that title to that property has been abandoned and shall become entitled to dispose of the property.

Stand cleaning General cleaning will be done by the venue. At 0930 on Tuesday 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 ACCs 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.

1 General information

Stand cleaning	All stands will receive complimentary waste collection and floor vacuuming. A more comprehensive service can be ordered from the ACC details available in the booking pack.
Security	Security will be provided during exhibition open times. The Hall will be secured half an hour after the exhibition close on Tuesday and unlocked at 0800 on the Wednesday morning. Please ensure all power is switched off.
Organisers' office	If you need any assistance please go to the UCISA Registration Desk, on the City-side Entrance Foyer, ground floor where you will find a member of the UCISA staff in attendance each day from 0800 until 1730.
Insurance	The ACC and, UCISA accept no liability for property introduced into the premises by exhibitors and its or 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. A copy of your Public Liability Insurance Certificate must be set to UCISA a least two weeks before the event.
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, browsing only. <i>If you plan to use large amounts of bandwidth, please order a fixed line from the ACC , details available in the at back of the UCISA23 Exhibition Booking pack</i> Rogue base stations are strictly not allowed and will be shut down immediately.
ATMs	The nearest cash machine is in the Royal Albert Dock.

1 General information

Refreshments Morning coffee, lunch and afternoon tea will be served in Hall 2A. Exhibitor's lunches will be served from 1200 on the Tuesday and Wednesday. There will be a networking Drinks reception in the Exhibition on Tuesday 21 March from 17:30.

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 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 miss incidents, on site must be reported to the venue Duty Manager without delay. This can be done by contacting the UCISA Registration desk or ACC Security 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 ACC 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 HIC 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 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.</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.

The ACC and UCISA require that **all exhibitors** will a shell scheme exhibition stand need to complete the Exhibition Stand Risk Assessment form found in the Exhibitor booking pack.

It is a **requirement** for individual **Space only exhibitors** and their **contractors** to submit a **Construction Phase Plan, Risk Assessment** and **Method Statement** 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.

2 Health and safety

Risk assessment

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
- Take 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 ACC.

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 3.99metres.

Please Note: Any stands 4m and over with require a structural sign off before the show opens.

2 Health and safety

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) 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.

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 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. Please note: the ACC do not provide plant for use by exhibitors, contractors or delivery drivers.

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.

2 Health and safety

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.

When submitting plans clear information as to the materials being used must be provided. No painting of stands or displays shall be permitted within Hall A. 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 flame-spread.
- 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.

2 Health and safety

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 ACC 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 ACC 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 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. 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 ACC and/or UCISA staff.

Learn the route to the nearest fire exit, and to the nearest alternative fire exits in case the nearest exit is not usable (all fire exit routes are marked with dark green signs, with arrows and an icon of a running person, all fire exit routes lead to the outside of the building).

Evacuation

In the event that the building needs to be evacuated the following announcement is broadcast over the Public Address System: *“Attention please – Attention please! We have an emergency within the building. Please leave by the nearest available exit! Do not use the lifts!”*

In the event of an evacuation of ACC Liverpool, all delegates, exhibitors and the event organiser’s staff are requested to muster on the piazza outside the restaurant near Jury’s Inn.

No one is to return to the building, and should remain at the muster point until further information or official announcements have been made by ACC Liverpool.

Fire Procedures

ACC Liverpool has a comprehensive fire alarm system and firefighting equipment. Should an emergency arise you should immediately contact any member of the ACC Liverpool team, informing them of the nature and location of the fire.

3 Fire and safety regulations

Medical emergencies

In the event of medical assistance being required, please contact a member of the ACC team, informing them of the nature and location of the medical emergency.

Security instructions

ACC Liverpool management wish to stress the importance of a **CONSTANT CHECK** being made of the contents of exhibitors' stands and rooms by exhibitors to see that no unidentified package, case or bag has been left unattended. In any case of doubt, the article should not be handled – inform a member of ACC Liverpool staff immediately.

If security staff are satisfied that there is no evacuation necessary as the emergency has passed, then a message will be passed to the main client contact to inform exhibitors. It is everyone's duty to be vigilant at all times.

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 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, etc Act 1974 and;
- 4.4. the Electricity at Work Act 1989.

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 ACC, at its sole discretion, will limit the power rating of a supply or supplies where, in the ACC '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 ACC 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 ACC 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 ACC both prior and during the event, this procedure **MUST** be followed. All boxes should be clearly marked with the following information:

**Exhibitor Name and Stand
Number UCISA23 Conference
and Exhibition ACC Liverpool
Kings Dock
Liverpool Waterfront
L3 4FP**

ACC Liverpool 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 ACC Liverpool before 0900 on Monday 20 March.

All items must be removed from ACC Liverpool by 2200 on Wednesday 22 March.

Anything left beyond this date will be disposed of.

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

Site Map



ENVIRONMENT, SUSTAINABILITY & CLIMATE ACTION

A stylized illustration of a green landscape with rolling hills. Several white wind turbines are scattered across the hills. A large, bright orange sun is positioned on the right side of the horizon. The sky is a solid dark green color.

We want to deliver real impact and action, in line with the UN's Sustainable Development Goals, playing our part in the global fight against climate change. On a local level we want to be a beacon for sustainability and to ensure we offset any negative impact our events and operations may have on the local environment.

OUR ACHIEVEMENTS SO FAR:

- ☑ 100% renewable energy certified
- ☑ We send ZERO waste to landfill
- ☑ We have eliminated single plastics use in our Convention Centre
- ☑ 925 photovoltaic panels installed in Exhibition Centre Liverpool providing renewable energy for our venue campus for the next 20 years
- ☑ Rainwater harvesting across our venues to support with reusable water usage, providing 40% of water for flushing across the venue campus

OUR ACTION PLAN COMMITMENTS FOR 2022

- 🎯 Achieve and maintain ISO50001 certification
- 🎯 Increase the amount of recycled waste from 50% in 2019 to 75% by 2022
- 🎯 Reduce the amount of waste to energy by 50%
- 🎯 Installation of LED lighting across all venues
- 🎯 Reduce energy consumption and improve the energy efficiency of our venue campus by 50%
- 🎯 Become a Zero plastic and Zero waste campus of venues
- 🎯 Source 100% physical sustainable certified palm oil (CPSO)
- 🎯 Continually develop more paper free event solutions for promotional materials and delegate communications