



# CONFERENCE **25**

BRIGHTON CENTRE

TUESDAY 18 and WEDNESDAY 19 MARCH 2025



**UCISA25**  
Exhibitor  
Handbook

**UCISA25**  
Leadership Conference  
and Exhibition  
*18 - 20 March 2025*  
The Brighton Centre

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# Forward

The following pages will provide all the information you need to ensure a successful UCISA25 Exhibition. If, however, you still have queries please do not hesitate to contact us via email at [events@ucisa.ac.uk](mailto: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 UCISA25 Leadership Conference and Exhibition will be held at the Brighton Centre, Kings Rd, Brighton BN1 2GR. Tel: +44 (0)1273 290 131

**Risk assessments** A risk assessment is required to be submitted *at least two weeks before the event starts.*

**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 the Foyer for stand dressing will be:

- **Monday**      **March 17th 14:00 - 18:00**
- **Tuesday**    **March 18th 08:00 - 09:30**

**Exhibition opening times**

- **Tuesday**      **March 18th 10:00 - 18:30**
- **Wednesday**   **March 19th 09:00 - 16:00**

**Exhibition breakdown** Access to the Foyer for stand removal will be:

- **Wednesday**   **March 19th 16:00 – 2100 ONLY**

***NB These times must be strictly adhered to. Early breakdown will not be allowed under any circumstances.***

**Access for goods vehicles during build-up and breakdown** The loading bay is located at the back of the venue on Russell Road next to the VIP Security Entrance (stage door). For Sat Nav purposes the postcode is BN1 2DX / The what3words link is [w3w.co/dices.reader.trades](https://www.what3words.com/dices.reader.trades). Google Plus Code: RVC3+MH Brighton. The loading bay is located at the rear of the Foyer and has space for 5 x 40ft trucks, and 2 x cars / runner vehicles adjacent to the VIP entrance area. Security personnel can advise on arrival.

Exhibitors wanting to pull up immediately outside the foyer to unload through the front door will be required to book a 15-minute timed slot between 14:00 – 18:00. Otherwise, please use the loading bay and walk equipment to the foyer.

# 1 General information

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| <b>Delivery vehicles</b>              | <p>Delivery or service vehicles will only be permitted to enter the premises with the Brighton Centre's approval and under the direction of its security staff.</p> <p>Delivery or service vehicles will not be admitted into the Centre and similar materials may only be delivered and removed at times outside the opening period.</p> <p>Motor Vehicles used to deliver exhibits or stand fitting materials will not be permitted into the Centre. Vehicles must be parked at nearby car parks.</p>   |
| <b>Unpacking, storage and removal</b> | <p>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 Brighton Centre.</p> <p>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 Foyer by 2200 on Wednesday 19 March. Exhibitors will be responsible for any charges the Brighton Centre may make for extending the hire period and for any additional services provided if the premises are not vacated by that time.</p> <p><b>Please note that the Brighton Centre do not provide trolleys, pump trucks. The company booking would need to provide a driver with the appropriate paperwork and insurance</b></p> |
| <b>Floor loadings</b>                 | <p>No load in excess of ,220 kgs/m<sup>2</sup> o be placed on the floor of the Foyer No vehicle will be allowed in.</p>   |
| <b>Parking</b>                        | <p>There are many car parks in close walking distance to the Brighton Centre. Please access the following links for further details:</p> <ul style="list-style-type: none"><li>• <a href="#">Semple Street Car Park</a> located 300 meters from the Brighton Centre</li><li>• Spaces near Brighton Centre available via <a href="http://yourparkingspace.co.uk">yourparkingspace.co.uk</a></li></ul>  |

# 1 General information

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## **Badges**

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

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## **Damage to exhibition Foyer/ 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 on the fabric of the building, the shell scheme structure or to the floor covering must be avoided. Due to inevitable indiscriminate use, self-adhesive advertising stickers cannot be allowed in the Foyer.

Charges will be made to the exhibitor concerned to cover the cost of repairs or replacements made necessary for non-observance of these conditions.

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## **Publicity material**

Exhibitors are reminded that publicity materials may only be distributed from their stands.

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## **First aid**

First aid officers will be in attendance throughout the event. Please go to the Registration desk if you require assistance.

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## **Lost property**

All property found at the Brighton Centre 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 Brighton Centre consider that title to that property has been abandoned and has become entitled to dispose of the property.

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## **Stand cleaning**

General cleaning will be done by the venue. At 10:00 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 Foyer be removed from the Foyer. At the same time, all exhibits and materials required for the Foyer be removed from the gangways in the Foyer to allow the Brighton Centre's cleaning contractor to sweep the gangways and general circulation areas and to clear refuse from the Foyer prior to the commencement of the open period of the Exhibition.

# 1 General information

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|----------------------------------|---|
| <b>Stand cleaning</b>            | The venue does not operate individual Stand cleaning. The public areas are cleaned on a daily basis throughout the Exhibition open period.  |
| <b>Security</b>                  | Security will be provided during the exhibition opening times. The Foyer will be secured half an hour after the exhibition closes Tuesday and unlocked at 08:00 on Wednesday morning. Please ensure all power is switched off. Neither UCISA Services Ltd nor the Brighton Centre will be responsible for exhibitors' property. Please ensure all power is switched off.  |
| <b>Organisers' office</b>        | If you need any assistance, please go to the UCISA Registration Desk, where you will find a member of the UCISA staff in attendance each day from 0800 until 1730.  |
| <b>Insurance</b>                 | The Brighton Centre 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 Foyer make their own insurance arrangements. |
| <b>Public address system</b>     | The public address system is reserved for organisers' announcements only. The organisers regret it cannot be used for any other purpose.  |
| <b>Wi-Fi and internet access</b> | Wireless Internet access is included in the exhibitor package for email, browsing only.<br><br><b><i>If you plan to use large amounts of bandwidth, please order a hard-wired connection provided by the Brighton Centre using the Order Form at the back of the Exhibitor Booking Pack to be returned to UCISA by 7th February 2025. The order will go through UCISA, payment is to be made to UCISA before the order is then passed to The Brighton Centre.</i></b>   |

**Rogue base stations are strictly not allowed and will be shut down immediately.**



# 1 General information

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## **Refreshments**

Morning coffee, lunch and afternoon tea will be served in the Exhibition. Exhibitors' lunches will be served from 1200 on the Tuesday and Wednesday.

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## **Clients and contractors personnel**

All staff must be adequately trained, experienced and or supervised for the tasks they are to perform. Experienced personnel should only conduct hazardous tasks. 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.

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## **Exhibitor's responsibilities**

All exhibiting companies 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 as 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 at 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 supervise health and safety matters during the open period.

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## **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 Brighton Centre staff who will arrange for the Duty Manager to visit you on your stand.



## 2 Health and safety

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|------------------------------|--|
| <b>Children</b>              | Children under 18 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.  |
| <b>Conduct</b>               | The Brighton Centre 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 requirement 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 Brighton Centre to deal with these matters is final and irrevocable. |
| <b>COSHH</b>                 | 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).  |
| <b>Hazardous operations</b>  | 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.  |
| <b>Ladders and platforms</b> | 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.   |
|                              | Safe working platforms are to be provided wherever possible. Ladders are not suitable as a working platform for prolonged periods of work (in excess of 15 minutes). Where there is a risk of falling 2m 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 all to be in accordance with the Construction (Health, Safety and Welfare) Regulations 1996 and HSE guidance notes.  |
|                              | The suspension of stand fittings or lighting fittings for exhibition stands from the structure of the Foyer roof will not be permitted.  |

## 2 Health and safety

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### 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 contractors to ensure that a safe working environment is created.

The Brighton Centre and UCISA require that **all exhibitors** with a shell scheme exhibition stand need to complete the Exhibition Stand Risk Assessment.

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):

- Buildup, 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, considering 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 conducts 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 Brighton Centre

***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 allowed stand height is 3.14 metres in the Foyer.***

## 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** There is a weight limit on the Foyer floor and as such no plant is to be driven into the Foyer without prior agreement with the Brighton Centre.

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 Brighton Centre 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 the Foyer. All materials used in construction, dressing, props, scenery, signs, fascia's 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, can be conducted 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 un-proofed 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

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### **Fabrics**

Textile fabrics used for dressing purposes must be flameproofed or purchased treated by the use of approved chemicals in accordance with BS5438/BS5852.

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### **Floor coverings**

Floor Finish: Dark Grey Carpet

Important: The exhibition Foyer 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 35 mm 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 Foyer at the end of the hire period will be removed by the Brighton Centre 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 Brighton Centre at the exhibitors' expense.



# 3 Fire and safety regulations

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| <b>Artificial plants and flowers</b> | 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.  |
| <b>Fire exits, walkways, etc.</b>    | 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.   |
| <b>Emergency instructions</b>        | <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, subcontractors, 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 firefighting equipment and how to use them. Report an accident or emergency to Brighton Centre 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 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).</p> |
| <b>Evacuation</b>                    | <p>If the fire alarm sounds a ‘intermittent’ sound, this indicates please stand by, if the alarm is continuous Brighton Centre staff will start the evacuation procedure</p> <ul style="list-style-type: none"> <li>• Leave the building and follow other delegates and Brighton Centre staff to the rendezvous area.</li> <li>• Once outside, remain in the allocated rendezvous area until instructions are issued that it is safe to go back into the building.</li> <li>• On re-entering the building, the Security Guards shall ask delegates to show their event pass in order to allow them access back into the building.</li> </ul>  |
| <b>Fire Procedures</b>               | Brighton Centre has a comprehensive fire alarm system and firefighting equipment. Should an emergency arise, you should immediately contact any member of the Brighton Centre team, informing them of the nature and location of the fire.  |

## 3 Fire and safety regulations

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### Medical emergencies

If you discover a person who has received a personal injury, please inform a member of the UCISA team or Brighton Centre 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.

To report a dangerous occurrence or any other kind of problem, please see a member of The Brighton Centre staff or UCISA staff.

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### Security instructions

The Brighton Centre 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 Brighton Centre 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

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## 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 specific 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

Meridian at its sole discretion, will limit the power rating of a supply or supplies where, in the Meridian ‘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 Brighton Centre will not permit deliveries to the premises of exhibits, stand fittings 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 Brighton Centre 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 Brighton Centre 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**

**UCISA25 Conference and Exhibition**

**Brighton Centre  
VIP Security Entrance  
Russell Road  
Brighton, BN1 2GR**

**Your on-site contact name,**

**COMPANY NAME, STAND NO**

**Box number of Box number (e.g. – Box 1 of 8)**

The Brighton Centre 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 the Brighton Centre before 0000 on Monday 17 March. All items must be removed from the Brighton Centre by 2200 on Wednesday 19 March.***

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

## 5 Deliveries and collections

The loading bay is located at the back of the venue on Russell Road next to the VIP Security Entrance (stage door). For Sat Nav purposes the postcode is BN1 2DX / The what3words link is <https://w3w.co/dices.reader.trades>.

Google Plus Code: RVC3+MH Brighton.

The VIP security entrance is manned 24hrs a day, t. 01273 292666 / 292665.

The address for parking is:  
Brighton Centre  
Loading Bay  
Russell Road  
BN1 2DX

The loading bay is located at the rear of the Auditorium and has space for 5 x 40ft trucks, and 2 x cars / runner vehicles adjacent to the VIP entrance area. A security personnel can advise on arrival.



