

CHURCHILL COLLEGE,
UNIVERSITY OF CAMBRIDGE



**Exhibitor/Contractor
Terms and Conditions & Information**

Event:	
Exhibitor/Contractor name:	
Stand no: Location:	
Contact person:	
Contact mobile:	
Signature:	
Print name:	
Job Title:	
Date:	

We have read and understood our responsibilities as laid out in the Health & Safety at Work Act 1974 and taken note of the most common areas of risk. Additionally, we understand the terms and conditions set out by Churchill College as below and accept our responsibilities as laid out here, in the Act and all other relevant legislation covering this event.

In the event of an emergency or if you require assistance, please contact the Events Office on 01223 746954 or Porters on 01223 336000.

1. Items required where applicable, (copies should be provided to the event organiser and conference office at least two weeks beforehand):
 - Risk assessments for exhibitor/contractor activity at venue.
 - COSHH assessments for hazardous substances at venue.
 - Public Liability Insurance (£5m cover)
2. A standard 13-amp, three-point power supply will be provided for each exhibition stand. The supply of power in excess of that available as standard in the room must be discussed and agreed in advance of the event.
3. Where the exhibition is located in a marquee, please note that the power supply will be turned off at the end of each business day and will remain off until the start of the new business day.

4. Under 'Electricity at Work' regulations, the College cannot accept liability for the safety or efficiency of any electrical appliances brought onto our premises. Furthermore, the event organiser/exhibitor will be responsible for any damage, howsoever caused, resulting from the use of any equipment or display apparatus introduced into the College for this event.
5. All portable appliances must have had appropriate testing and you must be able to provide in-date evidence/certification of such testing.
6. Loading and unloading should take place at the loading bay. This area has limited parking and you are expected to unload and then immediately remove vehicles to a car parking area.
7. Exhibitors will be responsible for unpacking, moving and setting up their own stands and equipment and dismantling after the event.
8. The College is not able to accept advance deliveries for storage unless appropriate arrangements have been made. Please note that we can never store items for more than two days prior to the start of an event. Any deliveries must be clearly labelled and addressed as agreed with the College, any subsequent related outstanding tax invoices will be passed onto the exhibitor/contractor. All exhibition stands and materials should be removed from the College by the agreed time. Where later collection is planned by courier or equivalent, arrangements must be agreed for the correct labelling and storage of the items. Only light-weight, portable packages may be left in the care of the College. The College will not accept responsibility for items not collected by the agreed date which will then be disposed of.
9. For safety and aesthetic reasons, you are responsible for removing all packaging from the exhibition area before the event commences. The College will recycle waste wherever possible.
10. The College will clean circulation space of the exhibition area daily.
11. All waste and excess materials must be removed at the end of the event by you. The College reserves the right to charge for any costs incurred in disposal of excess materials.
12. No posters, signage or other materials are to be pinned, taped or attached in any other way to the walls, doors or windows. No tape may be used on floors or wall areas.
13. The College will expect you to restore our property (and facilities) to the same condition you found it after the completion of your breakdown and departure.
14. Any sound emanating from the exhibition area or stands must be kept to a volume that does not cause annoyance/inconvenience to other exhibitors, visitors or College users. In the event of a dispute, the College's decision will be final.
15. Broadcasting sound recordings without an appropriate licence is not permitted.
16. Food and beverage "give-aways" may only be products in sealed packaging – e.g., commercial sweets or chocolate bars. Consideration should be given to the management of food allergens.
17. Fire escape signage and fire fighting apparatus must not be tampered with or covered in any way.
18. Access to emergency exits must be kept clear at all times.
19. Exhibitors/Contractors should notify the College of any dust or smoke which may interfere with our fire detection system.
20. All accidents must be reported to the Porters' Lodge.

Venue Information

WiFi is available via the UniOfCam-Guest network. When connecting via this network you will be asked to register.

Churchill College is a place of year-round academic study, and while we are delighted you've chosen to stay with us, we ask that you please be considerate and keep noise to a minimum.

Evacuation Procedures

All the areas used by Conferences are covered by the College's Fire Alarm system, including overnight accommodation. Occupants are expected to leave the building as quickly and safely as possible and make their way to a Fire Assembly Point (Front of College/ Hepworth Lawn). All Public Meeting rooms have instructions within concerning Fire Alarm activation and which Assembly Point to go to. The Fire Alarm system is regularly inspected and upgraded to ensure active and working cover.

Any other Emergency Evacuation, for example a 'suspect package', the Fire Alarms would be used to commence the evacuation. This would be set in motion by the Porters in the Porters' Lodge.

The Porters' Lodge is continually manned throughout the 24 hours, and a Duty Porter would attend to any activation of the Fire Alarm to investigate the cause.

First Aid Procedures

All the Porters in the Lodge are First Aid trained and it is in the main the Porters who deal with First Aid incidents. The Lodge will also summons an Ambulance should it be required or organise a taxi for transport to the Accident and Emergency Department at Addenbrookes Hospital. The Lodge also have contact telephone numbers for a local Doctor through Camdoc.

Security Procedures

The Porters' Lodge is manned 24 hours a day, and in the main are responsible for the security of the College. CCTV cameras are in use in various positions throughout the College to help detect intruders and safeguard its occupants. The Lodge Members carry out Security Patrols.

All bedrooms used are lockable with quality locks, but the College does have to rely on occupants putting their own security in place either by locking the door when they leave the room unoccupied, or locking themselves in. Exiting a locked room is simply by turning a thumb-turn. In addition, fobs are required for entry into courtyard staircases. These are issued with the room key and are specific to the allocated staircase.

Most rooms used for Meetings are also lockable should this be necessary during breaks in Meetings.