



Events and Conferencing

Nottingham Trent University

Exhibitor Code of Practice | City Campus

Updated February 2025

NTU Events and Conferencing

Burton Street

Nottingham

NG1 4BU

Tel: 0115 848 8000



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Introduction

The following policies are provided to ensure that both the client and their exhibitors have a clear understanding of the rules and guidelines in place for the upcoming event. All policies must be followed to ensure a smooth and successful event experience for everyone involved.

Please read the following information thoroughly and communicate any relevant details to your exhibitors to ensure they are prepared and fully informed.

General notes

It is the responsibility of the conference/exhibition organiser to ensure that all their exhibitors are clearly briefed on the areas outlined in this document prior to the event.

Smoking is not permitted in any building by law. Please also note, that should your event have access to Benefactors' Court, a no-smoking policy is also in place for this area.

Noise Levels: Please be aware that open spaces are all shared with Nottingham Trent University and very close to open-plan offices. Therefore, NTU Events and Conferencing requests that clients always consider noise levels, and they work within the allocated times on the final function sheet issued by the Event Co-ordinator.

Printing: Colour and Black & White printing (A4/A3) is available on-site. A small charge will be incurred and will be added to your final invoice.

Exhibitor tablecloths: NTU Events and Conferencing do not provide exhibitor tablecloths. If these are required, please speak to your event coordinator who will be able to get a quote for you.

Extension cables: We have a limited supply of extension cables for power to stands. If your exhibitor stands require standard power, please speak to your event coordinator to confirm the quantity required.

Wi-Fi: A guide to the wireless network can be found in Appendix 3.

Pre-event

Deliveries

Goods can be delivered to the venue no sooner than 48 hours before your event, between the hours of 08:30 and 17:30 on weekdays only. All goods must be clearly labelled on each package with the following information:



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- Delivery to: NTU Events and Conferencing, Nottingham Trent University, Burton Street, Nottingham, NG1 4BU – **Loading Bay (South Sherwood Street)**
- Your name and organisation
- Name of your event co-ordinator at NTU Events and Conferencing
- Event name:
- Date of Event:

There is a delivery label included in Appendix 1.

There is a goods lift available just inside of the loading bay. The lift is 1000mm wide by 1470mm deep (open topped) in size and has a weight restriction of 1 tonne.

If you are sending any goods on a pallet, please ensure that they are Euro-pallets (standard European pallet) as anything larger than these will not fit in the goods lift.

Special permissions

If you are planning on using any of the following, you **must** discuss this with your event coordinator before the event and receive an agreement from them in writing before your arrival.

- Balloons/inflatables.
- Smoke machines.
- Compressed gas cylinders.
- Lasers.
- Amplifiers*.

*Sound levels for audio must not exceed 85 decibels and this will be monitored throughout your event. If you do not comply with this, we reserve the right to remove power to your equipment.

If permission is granted for balloons to be in place, please provide a floorplan of your exhibition indicating which stand/s will have balloons. This will allow the event coordinator to request that any nearby beams or sensors be disabled during your event times.

Outside caterers are only permitted in certain circumstances (***this includes any exhibitors wanting to give food items away from their stand***) and must be pre-agreed at the **contract stage** of your booking. All caterers must provide a copy of their public liability, food hygiene certificate and PAT test certificates for any electrical items. The client must also sign a food disclaimer document. You will also need to confirm the power requirements of your caterer, and we will endeavour to meet these requirements.

Some exhibition items may need special permission from our estate team. Please speak to your event coordinator to discuss this further.

Alcohol Any suppliers/exhibitors selling or serving alcohol during the event need to be highlighted to the event coordinator for the venue within one calendar month of the event and written permission needs to be received from NTU.



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Any alcohol being sold by any supplier needs to provide a copy of a TENS licence purchased for that event date to the venue at least 7 working days prior to the event.

Without prior consent / the necessary licence in place, no unauthorised alcohol will be permitted.

Health & Safety and Risk Assessments

All personnel entering Nottingham Trent University must comply with the current Health and Safety legislation. You and any of your team are responsible for ensuring that the work area is safe at all times. Your exhibitors also hold an obligation to ensure the safety of everyone associated with their exhibition stand and you, the organiser, should ensure that any necessary risk assessments and/or method statements are acquired from your exhibitors before your event.

If electrical appliances are being used, then confirmation on the Portable Appliance Test (PAT) will be needed prior to your arrival. All electrical fittings, wiring and appliances shall be constructed and maintained in a safe condition.

Exhibitors exhibit entirely at their own risk. NTU Events and Conferencing is not liable for any losses or damage to property which may occur.

All materials used on exhibition stands or stored within the exhibition area must be Class 1 B.S 476 fire retardant.

On the day

PPE

It is the organiser's responsibility to advise any of their contractors or suppliers that they must be equipped with suitable Personal protective equipment (PPE).

Access/set up

Access to the venue and event space will be as per your contracted times unless otherwise agreed with your event organiser. Any access granted outside of your contracted hours may be subject to a hire fee.

The main unloading area is the loading bay, which is located on South Sherwood Street (see Appendix 2 for information).

If you have many exhibitors attending your event, we recommend that you produce a load-in schedule and allocate time slots to your exhibitors. A 20-minute time slot is usually sufficient for exhibitors to offload. The loading bay area is small and can get easily congested if a schedule isn't in place.

The loading bay is a restricted area, and **vehicles must be removed** once the exhibitor has unloaded.

All off-loading and loading of exhibits will normally be carried out by the exhibitor and not by NTU Events and Conferencing staff.



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Event organisers are expected to be on-site during exhibitor arrival, set up and de-rig and where there are a large number of exhibitors attending and should ensure that there is an allocated member of their team to be situated in the loading bay area during the load-in.

All common areas must be kept unobstructed. Organisers, contractors, exhibitors and their staff must keep all common areas clear whilst building or dismantling stands, exhibits etc. All exhibits must be kept within the confines of the stand space and demonstrations must not cause undue congestion and/or obstruction of common areas.

Passageways, stairways and fire exits shall be kept free of obstruction; all loose packaging must be removed to keep walkways free from tripping hazards.

Parking –

There are several car parks a short walk from the venue, these can be found below:

- Talbot Street car park is the closest (postcode - NG1 5GG) and has a height restriction of 6' 3". **We can provide a voucher on the day of the event that applies a 45% reduction on the price for this car park.**
- Crowne Plaza Hotel (postcode – NG1 5RH) height restriction is 6' 6"
- Trinity Square (postcode – NG1 4BT) height restriction 6' 9"
- Curzon Street (postcode – NG3 1DG) height restriction 6' 9"

You can also find some other options [here](#)

Fire

On discovering a fire

- Break glass at the nearest point
- Dial 999 from your mobile
- Do not attempt to extinguish the fire yourself
- Close doors and windows before evacuating
- Do not use any lifts
- Proceed to the nearest designated fire point

Fire test day and time – Friday 08:30 am

Security

Please do not leave any valuables on site overnight.

Breakdown

All exhibitors will take all items, including disused leaflets / empty boxes etc. when leaving the venue.



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When dismantling exhibition stands, all items should be taken down to the loading bay door **prior** to collecting vehicles.

For courier collection, all packages must be clearly labelled with the delivery address, contact name and number of parcels within the consignment. You should take all items being collected to the loading bay and instruct your courier to collect from there and not from the reception. Collections should be made within 24 hours of the event finish time. We reserve the right to dispose of any items left uncollected at the venue within 7 working days of the final event day.

NTU Events and Conferencing cannot be held responsible for any items that are not marked ready for collection.

Please note that any goods, materials, or miscellaneous items left on site without proper authority will be treated as abandoned and disposed of accordingly.

As the campus is a **working building**, we expect all contractors and clients to act appropriately whilst working in the building.

- Please do not play loud music on stereos whilst setting up / dismantling
- Please do not block thoroughfares
- Please use the appropriate tools for the job in hand
- All persons on site must be competent in the works being conducted and should be expected to evidence this on request
- The consumption of or being under the influence of alcohol and illegal drugs on site is strictly prohibited and if suspected the individual will be requested to leave the site
- No unsafe or dangerous behaviour such as pranks will be tolerated
- Contractors are expected to stop work should there be a risk to others in the vicinity
- Mobile phones may be required for work communication. Their use should be restricted to safe areas and no person should be wandering around the site whilst distracted by their phone.

Appendices

Appendix 1 - Delivery label (attached to email)

Appendix 2- Loading Bay location (attached to email)

Appendix 3 – Wi-Fi (attached to email)