



**Southampton  
Oceanography Centre**

UNIVERSITY OF SOUTHAMPTON AND  
NATURAL ENVIRONMENT RESEARCH COUNCIL

# Exhibitor Handbook

2004 edition

This Handbook should be read alongside the Instructions given to you by the Coordinator of your particular event. Please use your event Coordinator as the first point of contact for any queries.

## **SOC Exhibitions Contact**

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Fax: +44 (0) 2380 596101 / 596040  
Email: [mwm@soc.soton.ac.uk](mailto:mwm@soc.soton.ac.uk)

General Enquiries Tel: 023 8059 6666 – The SOC Helpdesk and Reception

Fax 023 8059 6667

Website: <http://www.soc.soton.ac.uk>

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# 1. Location

## By Train

Southampton is less than one and a half hours from London by rail. British Rail runs approximately 3 trains every hour from Waterloo Station, London to Southampton Central Station.

For train enquiries, please ring London 020 7928 5100 or Southampton 023 8022 9393 or on the web at <http://www.nationalrail.co.uk/> Taxi services are available to the SOC from the mainline stations at Southampton Central (10 mins) and Southampton Parkway (20 mins). (See Taxis below)

## By Road

By car Southampton Oceanography Centre has direct links from the M3, A33, M27 and A27. From central London, join the M3 and leave at Junction 13. Follow signs to Dock Gate 4 and the Waterfront for approximately 6 miles. The journey time is approximately 1 hour and 45 minutes from central London (longer in evening rush hour). Car parking is limited on the SOC site.

## By Air

Southampton Airport has a number of UK and European flights (see <http://www.baa.com/main/airports/southampton/>). SOC is also conveniently situated for Heathrow and Gatwick Airports. The journey time from Heathrow is approximately 1.5 hours and from Gatwick, 2 hours.

## Taxis

Contact numbers for Southampton based taxis accustomed to the SOC are –  
0700 0700 0700                      02380 222 222                      02380 666 666



N.B. "4" on the map below refers to dock gate 4

## **2. Exhibition space and facilities, build up and breakdown**

The floor space you have booked will be marked out as per your specifications. Provision or otherwise of walls, poster boards, electrics, computer or other communications and furniture are as discussed with the Event coordinator.

SOC security or event-specific passes will be issued to all exhibitors' personnel who will be attending the event. These are required for you to gain entry during build-up, breakdown and during the event. If there is a Conference or other meeting linked with the event, a separate pass may well be needed.

### **Build up**

Exhibitors or their contractors must report immediately upon arrival to the event desk (on level 4 by the main staircase unless otherwise notified).

Exhibitors may set up their stands the afternoon prior to the event; exact times will be notified by the event organizer. However, in no circumstance will access will be allowed prior to mid-day and the build up must have been completed by 20:00.

Installation, maintenance, operation and breakdowns of exhibits are the sole responsibility of the Exhibitor. All installations must be in accordance with SOC safety requirements. Contractors will provide a risk assessment to the event organiser not later than 2 months before the exhibition. Any potential problems must be raised with SOC.

### **Breakdown**

Exhibitors may breakdown their stands following the end of the event as notified by your event coordinator, but not before. Breakdown must be completed by 20:00 on the day of departure.

### **Communications**

Fixed-point telephone connections are not available within the SOC for special events. Connections to the Internet are possible using wireless access points on Level 4. These are managed by the SOC IT group. Contact should be made with the SOCIT helpdesk email [help@soc.soton.ac.uk](mailto:help@soc.soton.ac.uk) with full details of the event, the SOC point of contact, and the service required. SOCIT need a minimum of six weeks notice, and a charge will be made for the service provided.

### **Electrical services**

The usual provision is one electrical outlet per exhibitor. The outlet will be a UK 3-pin socket at 230V 50Hz with a maximum load of 13A. This load must not be exceeded.

### **Limitations**

The maximum floor loading in the exhibition area is 5000 N.m<sup>-2</sup> (500 kg per square metre or ~ 100 lbs. per square foot). The height limit is 3 metres.

### **Waste, water and gasses**

Waste bins provided in the exhibition area should be used for disposal of office waste such as paper etc. No other waste facilities are provided. Stands will not be cleaned by SOC staff. There is no provision for water or gasses to the exhibition area.

### **Exhibit style and content**

The SOC retains the right to maintain standards of appearance and exhibit conduct in the best interest of the event. Exhibitors must limit their distribution of material to the spaces agreed with the event organiser. Exhibitor must not conduct business in entrances, exits, and walkways.

### **3. Health, Safety and Security**

All Exhibitors will be provided with a SOC Health and Safety brochure and map of the Centre on checking in with the Exhibitions Desk on Level 4 by the main staircase (unless otherwise notified by the event organizer).

In the unlikely event of an emergency necessitating evacuation of the event, the Evacuation signal is a continuous audible tone. On hearing the signal: -

- a. Close all windows if it is safe to do so.
- b. Switch off all non-essential electrical equipment.
- c. Leave the area immediately by the nearest safe exit. Do not stop to collect belongings.
- d. Close the door behind the last person.
- e. Follow the exit signs to the nearest fire escape.
- f. Proceed to the ground floor. Do not attempt to use the lifts.
- g. Make your way to the assembly point and obey instructions issued by Fire Assembly Point Coordinators and Fire Marshals.
- h. Do not re-enter the building until the all clear is sounded. The all clear is a single blast on an air horn.

**The SOC is a no-smoking environment and smoking is not allowed anywhere within the buildings.**

Any fire, however small, should be reported immediately to Southampton Oceanography Centre's Security Control on extension 26999 (from an internal phone) or on 02380596999 if calling from a mobile telephone. Do **NOT** dial 999 by mobile phone as this could cause confusion. Notification will be given by SOC security guards should it become necessary to evacuate personnel from the site for any reason.

All materials used in construction work, displays etc must be effectively fireproofed or made of non-flammable materials, in accordance with HSE guidelines.

No person under the age of 16 years can be admitted to the exhibition or during build-up or breakdown.

The SOC is a University building, and access for those authorized is from 08:00 to 23:00 each day. The exhibition area cannot be locked, and is part of the thoroughfare of Level 4. Exhibitors should ensure that no attractive items such as laptops etc. are left in the exhibition area overnight or left unattended during the day. The University of Southampton cannot be held responsible for any theft or damage to exhibitors' property; adequate insurance should be taken out by the exhibitor.

### **4. Freight and furniture hire**

Exhibitors are free to choose their own freight contractor, but EFI Logistics (see below), is recommended as having experience with exhibitions at the SOC. We recommend that you arrange your freight via EFI.

**MATERIAL MUST NOT BE SENT IN ADVANCE TO THE CENTRE.**

#### **Customs**

All handling and Customs formalities will be provided by your freight agent. They will control and coordinate all aspects of exhibit move-in, installation and move-out requiring any form of mechanical handling. Any arrangements for moving in such equipment must be made directly with the freight agent in accordance with the event organisers' build up and breakdown schedule.

#### **Box/crate storage**

There is very limited space available on site for storage of boxes, please contact your freight agent in advance if you require a box. It is not permitted to leave crates in the exhibition areas.

**EFI Logistics**

Crown House  
High Street  
East Grinstead  
West Sussex  
RH19 3AF  
UK

**Tel:** +44 (0) 1342 317777

**Fax:** +44 (0) 1342 317600

**E-Mail:** [ashley.head@efilogistics.com](mailto:ashley.head@efilogistics.com)

**Web:** <http://www.efilogistics.com/>

**Furniture hire**

Exhibition furniture etc. can be hired from many companies; the following has experience of providing services to those exhibiting at the SOC:

**Europa International**

Europa House, Meaford Way  
Penge, London  
SE20 8RA, UK

**Tel:** +44 (0) 208 676 0062

**Fax:** +44 (0) 208 676 9976

**Web:** <http://www.europainternational.com>

**5. Insurance and liability**

Exhibitors must understand and agree that the University of Southampton (as represented by the Southampton Oceanography Centre) shall not be liable for any damage or liability of any kind during the event, its build up or breakdown. This includes damage or injury to persons or property from any cause whatsoever by reason of use, occupation, and enjoyment of exhibit space by the exhibitor or any person thereon with consent of exhibitor. The exhibitor will hold harmless the University of Southampton from all liability whatsoever on account of such damage, or injury, whether or not caused by negligence of or breach of an obligation by exhibitor or its employees or representative.

Exhibitors must hold adequate public liability insurance.

**6. Catering**

The SOC has a cafeteria that opens from 08:30 to 16:00. Breakfast is served from 08:30 to 11:30 and lunch from 12:00 to 14:00. A coffee shop service is available 08:30 to 16:00.

There are also vending machines for soft drinks and snacks on Level 1, near main reception and on Level 4 by the Cafeteria.

**7. Accommodation**

Exhibitors will need to arrange their own accommodation. A wide range of hotel and B & B accommodation is available in the city of Southampton and the surrounding region. Websites such as <http://www.databrowse.co.uk/hotels/Hampshire/Southampton.html> list details including price and availability. Information on Southampton and the surrounding area can be found at <http://www.southampton.gov.uk/leisure/tourism/>