Real Estate, Planning & Construction Fair
Joining Instructions

Monday 16 October 2017  11am - 2pm  Brookes Sport Headington, Gipsy Lane

On arrival
The Fair is being held from 11am - 2pm in the Main Sports Hall at Brookes Sport Headington on Cheney Lane. The building will be open to stall holders from 9.00am. On arrival please check in with a member of the Careers Team, who will direct you to your stand.

Parking
If you have requested parking, you will be allocated one permit per organisation. On-site parking is limited; access to the Sports Hall is for unloading only. You are welcome to unload at the venue by car; a member of event staff will then provide directions to the nearby car park and a parking permit. If you do not need to unload, parking can be found at the Headington Hill site (directions https://www.brookes.ac.uk/new-students/before-you-arrive/how-to-find-us/) pick up a permit from the entrance lodge on arrival. The Sports Centre is a short walk over the footbridge.

Emergency Numbers
Brookes Sport Headington Reception: 01865 484373
Careers Reception: 01865 484670

Lunch & Refreshments
Lunch is provided free of charge for stall holders. Tea and coffee are also available throughout the day.

Your Stand
PITCH SIZE Approx. 2m x 1.5m (larger areas are available on request). Includes one 1.5m x 60cm (approx.) table, 2 chairs, electrical point if requested. There is sufficient room for backing and display boards although they are not supplied by Brookes.

IMPORTANT DELIVERY INFORMATION
Please note Brookes Sport Headington is the venue only and based in a separate building to Careers. Your stand and materials can only be delivered to the Brookes Sport Headington on the day of the event. Items to be delivered before the day of the event should be sent to Careers (address below). Careers event staff will ensure that everything is at the venue on the day. It is essential that you inform the event staff of your delivery arrangements.

ADDRESSES & DATES

Delivery up to Friday 13 October should be sent to:
Sue Holton, Careers, JHBB, Headington Campus, Gipsy Lane, Oxford, OX3 0BP

Deliveries to and collections from Brookes Sport Headington on the day of the event:
Brookes Sport Headington, Headington Campus, Cheney Lane, Oxford, OX3 0BD
On Site

The following facilities are also available in Brookes Sport.
Sports Cafe: Hot meals, snacks, sandwiches, hot and cold soft drinks.
Sports Bar: Drinks and snacks.

Safety

For safety reasons we request that stand holders do not re-position their table and that walk ways and fire exits are not obstructed. We also request that all visitors to the building observe our Safety Procedures (below).

If you have any queries or require further help on the day please do not hesitate to ask a member of staff.

WE WISH YOU A PLEASANT AND SUCCESSFUL DAY!

Safety Procedures

ACTIONS ON DISCOVERING A FIRE:
Any person(s) who discovers a fire must sound the alarm at the nearest fire alarm call point. They must then find a telephone and dial 999, alternatively immediately report to reception in the main foyer. If the fire alarm bells sound the building is to be evacuated.

GENERAL EVACUATION PROCEDURE:

During any evacuation visitors, students and staff must:
» Not delay to collect personal belongings;
» Not use lifts;
» Walk not run;
» Leave the building by the nearest exit;
» Get well clear of buildings and access routes;
» Not attempt to leave the Site by use of any vehicle;
» Not go back into the building until instructed to do so by a responsible member of staff;
» Advise a member of staff or fire fighter if you have reason to believe that anyone has remained in the building.

ON HEARING THE FIRE ALARMS:

» From the Sports Hall the primary escape routes will be via the rear fire doors and the main entrance doors;

» The fire assembly point is next to the games pitch at the front of the building.

Please see map with directions overleaf.