Real Estate, Planning & Construction Fair
Joining Instructions

Monday 15 October 2018 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.

Unloading on arrival
The Sports Centre is the venue only. You are welcome to unload here however no parking is available at this location. See parking arrangements below.

Parking
Pre-booked parking: If you have requested parking you will receive a parking permit and direction from us. Pre-booked parking is strictly limited to one space per organisation.

Alternative parking: If you have not pre-booked parking, or you require parking for additional vehicles, alternative parking and public transport details can be found below.

https://www.oxford.gov.uk/info/20012/parking_and_travel/495/public_transport
https://www.oxford.gov.uk/directory/8/car_parks_in_oxford/category/54

Emergency Numbers
Brookes Sport Headington Reception: 01865 484373
Careers Reception: 01865 484670
Sophie Wynne: 07442530535

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

Your Stand
PITCH SIZE Approx. 2m x 1.5m. 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 AND COLLECTION 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 overleaf). Careers event staff will ensure that everything is at the venue on the day.

Stands must be collected on the day of the event. It is essential that you inform a member of the events team if you are leaving your stand for collection by courier. Please ensure...
that stands are clearly labelled with your organisation and the destination.

DELIVERY ADDRESSES & DATES

Delivery up to Friday 12 October should be sent to:
Sophie Wynne, 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.

Photography
Photography and Filming may be taking place throughout the Fair. If you have any objections to this, please let us know when returning booking form.

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.

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.