

# TECHNOLOGY FAIR

## Joining Instructions

**Thursday 24 October 2019 : 11am - 2pm      Simon Williams Centre    Wheatley Campus**

- On Arrival**                      The Technology Fair is being held between 11am and 2pm in the Simon Williams Centre. The building will be open to stand holders from 10am. Campus directions and a floor plan are attached.
- Parking**                              The Fair is being held at Wheatley Campus approx 7 miles from Oxford City Centre. If you have booked a space, you will have received a parking permit via email. You will need to print this permit and bring it with you on the day to gain access to parking.  
[www.brookes.ac.uk/about-brookes/contacts-maps-and-campuses/](http://www.brookes.ac.uk/about-brookes/contacts-maps-and-campuses/)
- Emergency Contact Details**      Careers Reception: 01865 484670  
Wheatley Campus Reception: 01865 485400  
Jo Cavalier : 01865 483721
- Your Stand**                              PITCH SIZE Approx. 2m x 1.5m. Includes 1 table, 2 chairs and an electrical point if requested. There is sufficient room for backing and display boards although they are not supplied by Brookes. Please inform us in advance if you do not wish to have a table and/or chairs.
- Refreshments**                          Two £5 catering vouchers will be provided per stand. These can only be used in one transaction and are transferable at the on campus café.
- Careers Portal**                          As part of our Employer Package, all companies who attend the Fair will be listed as a "Brookes Partner" on our careers portal, this means your vacancies and profiles will appear at the top of our careers portal for 2 weeks following the Fair.

In order to make you a partner please register your organisation on our Careers Portal through this link [Company Sign Up](#)

### Directions

- Driving to Wheatley Campus**      Motorists travelling northbound on the M40 should leave at junction 8, signposted Oxford A40. Take the A418, signposted to Thame and Aylesbury. Follow the signs to Wheatley and then follow the signs for "Brookes University, (Wheatley Campus)".
- Motorists travelling southbound on the M40 should leave at Junction 8A and follow the signs for Oxford, then Wheatley and then follow the signs for "Brookes University, (Wheatley Campus)".

For motorists coming from Oxford, follow signs to London (A40); exit the dual carriageway at the Wheatley sign. Then follow the signs for Wheatley and then "Brookes University, (Wheatley Campus)". Car parking is severely restricted and you should not bring your car to the campus unless you have a parking space booked in advance.

### By train

Trains for Oxford depart from Paddington Station, and are run by First Great Western Link. During the daytime the trains depart from Paddington approximately every 15 minutes, and depart approximately every 30 minutes during the late evening. The journey time is about one hour.

For more information about train travel to and from Oxford Station from other locations see [www.nationalrail.co.uk](http://www.nationalrail.co.uk)

If you are travelling by train you will require a taxi for the journey to the Wheatley Campus (approx 20 - 25 min journey). There is a taxi rank at the station.

## IMPORTANT DELIVERY AND COLLECTION INFORMATION

Your stand and materials can only be delivered to the venue on the day of the event from 8am.

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 AND COLLECTIONS ADDRESS:

Jo Cavalier/Andy King, Simon Williams Centre, Wheatley Campus, Wheatley OX33 1HX

### Photography

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

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).

### Safety

## 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. 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:

- » Please evacuate the building by the nearest fire doors;
- » The fire assembly point is outside the Sports Changing Rooms beside the field

