

IF Oxford – Exhibitor Guidelines

Event Date: Saturday 18 October 2025

Event: Explorazone

Venue: New Road Baptist Church, Oxford, OX1 1LQ

Welcome! This guide contains all the information you need to have a smooth and enjoyable day at IF Oxford. Please read carefully and share with your team.

Useful info

Public opening times:

Saturday 18 October: 11am to 5pm (family audience) **11am – 12pm is Autism-friendly hour**

Useful contact numbers:

- Lisa Brionne-Gray (Festival Manager) 07490 472 087
- Dane Comerford (Festival Director) 07720 705 312

Refer to Zone Info 2025: <https://if-oxford.com/zone-info/>

Access by car: New Road Baptist Church is located within Oxford's Zero Emission Zone. Please check the latest guidance for your vehicle [here](#).

Set-up & Break-down

- You can access your stand from **8:30am** on Saturday 18 October.
 - A **room plan** showing your stand location will be shared in advance.
 - **Volunteer stewards** will be available to help with set-up and break-down.
 - If you have requested **table(s), tablecloth(s), chair(s), or display panel(s)**, these will be ready for you.
 - We kindly ask that you **vacate the church by 7:00pm** to allow for clearing and safety.
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Getting to the Church

Address: Corner of Bonn Square & New Road, Oxford, OX1 1LQ

From Oxford Railway Station:

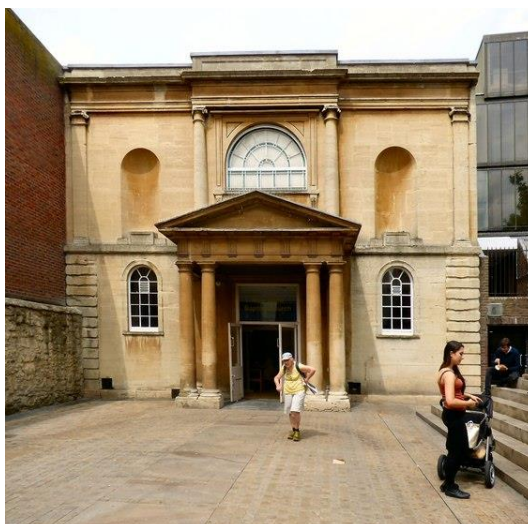
- About a 5-minute walk. Exit onto Park End Street, head toward the city centre, and continue to New Road.
- The church is opposite **Westgate Shopping Centre** on your right.

By car:

- Please follow signs to Oxford City Centre. **No on-site parking** is available, but nearby car parks are accessible.

Entrance:

- Via the Arch on Bonn Square, opposite Westgate Shopping Centre.



Parking and Unloading

- **IMPORTANT:** New Road Baptist Church is in Oxford's Zero Emission Zone. Unless your vehicle is exempt, a charge applies. Payments can be made up to 6 days in advance, on the day, or up to 6 days after entering the Zone. Non-payment may result in a fine. More info [here](#).
- We suggest **unloading at the church first** and then moving your vehicle to a nearby car park. The closest options are: **Gloucester Green Car Park (OX1 2BN)** or **Westgate Oxford Car Park (OX1 1TS)**. Both are a short walk from the church.
- **Where to unload:** You may unload on New Road, directly outside the church. **No long-term parking** is available on site.
- **Steward assistance:** On Saturday 18 October, from 8:30am, volunteer stewards in high-visibility jackets will assist with loading/unloading and guide you to the church entrance.
- **Timing:** To help everything run smoothly, please **do not arrive before 8:30am**, as the rooms will not be ready.
- **Keep unloading swift:** Space is limited, and many exhibitors will arrive at the same time. Unload quickly and then move your vehicle before setting up, so others can access the unloading area.
- **Contact note:** While unloading, it is helpful to place a note with your **mobile number** in your windscreen in case a steward needs to contact you.
- **Equipment:** If you have a trolley for heavy or bulky items, please bring it.

- **After unloading:** Once finished, move your vehicle to one of the nearby car parks listed above, or see the full list of Oxford City Car Parks [here](#).

Please **share this information** with all team members arriving by car, as the Festival cannot take responsibility for any fines.

Electricity

- If you haven't already, please let us know the number of electrical items you plan to bring.
 - Sockets are limited and allocated according to your requirements.
 - Bringing an **extension lead** is recommended to ensure all your equipment can be powered safely.
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Clothing

- You are welcome to wear your own Festival or institutional uniform, as long as it is **safe**.
 - Pre-ordered Festival t-shirts will be delivered to your stand. Please do **not take t-shirts from unlabelled boxes**.
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Volunteers Room

- Location: **Mint House**
 - Provided exclusively for Festival staff and volunteers.
 - You may leave items here, but please note that the Festival **cannot take responsibility** for loss or damage.
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Refreshments

- Please bring your **own lunch**.
 - Some snacks (energy bars, fruit, crisps) and tea/coffee facilities will be available in the kitchen.
 - Bringing a **water bottle or reusable cup** is encouraged to reduce waste.
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Refuse

- We would be grateful if you could **keep your stand area tidy** and remove any rubbish.
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Wi-Fi

- Free wi-fi is available, but speed **cannot be guaranteed**.
- Code: **Bartlett18221**

First Aid

- Provided by **First Aid Matters**.
 - Main station in the church; a **Quiet Room** is available for private treatment **Mezzanine**.
 - Please report any incidents to Festival staff as soon as possible.
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Terms & Conditions

For full details, see the [Contributor Policy](#).

Definitions:

- **Organiser:** Oxfordshire Science Festival / IF Oxford
- **Exhibitor:** Anyone taking part in displays/exhibitions, including equipment owners

Liability:

- The Organiser is **not responsible** for personal injury or loss/damage to equipment (except where required by law).
- Exhibitors are asked to **indemnify** the Organiser for any claims arising from their activities.
- The Organiser cannot accept liability for postponement, cancellation, or venue issues.

Insurance:

- Exhibitors are expected to hold **£2 million Public Liability Insurance**.
- Proof should be provided before the event and carried on-site.
- Exhibitors are responsible for the safety of their goods at all times.

Health & Safety / Risk Assessment:

- Exhibitors should follow Health & Safety rules and submit risk assessments.
- Electrical equipment should be safe; visual checks are recommended.

Interpretation of Rules:

- Decisions by the Organiser are **final**.

Cancellation:

- Fees will be forfeited if an exhibitor withdraws, and spaces may be reallocated.

Exhibitor Responsibilities:

- We kindly ask exhibitors to follow guidance from stewards and Festival staff.
- Exhibitors are responsible for the conduct of their assistants and the upkeep of their stand.