

IF Oxford – Exhibitor Guidelines

Event date: Saturday 25 October 2025

Event: Tech Works,

Venue: Oxford Works, ARC Oxford (formerly Oxford business Park) OX4 2SU

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.

Public opening times:

Saturday 25 October: 11am to 5pm (family audience)

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/>

Set-up / break-down:

- You can access your stand from 9.15am on Saturday 25 October.
- You will be provided with a room plan showing the location of your stand in advance of the event
- All exhibition spaces are all on the ground floor of the building.
- Volunteer stewards will be on hand to assist with set-up and break-down
- If you have requested table(s), tablecloth(s), chair(s), display panel(s), these will be in place for you
- You must vacate the Oxford Works by 7pm on Saturday 25 October.

Loading / unloading:

- Oxford Works is accessed from the ring road via Garsington Road and John Smith Drive (see map in separate document). <https://if-oxford.com/zone-info/>
- Entrance to the building is via the glass doors.



- **Please do not arrive before 9.15am** to unload your vehicle as the space will not be ready.
- You may unload from the parking bays opposite the entrance to Oxford Works, but then please move your vehicle to the back of the building (see map in separate document).
- To enable other exhibitors to unload, please move your vehicle before you start to set up your stand.
- There will be volunteer stewards wearing high-viz jackets to help with loading / unloading and to direct you to the building entrance.
- If you have a trolley for moving heavy / bulky items, please bring it.

Electricity:

- You have been asked to confirm how many electrical appliances you will be bringing with you so we can ensure there will be sufficient sockets for everyone to use. If you have not confirmed your requirements, please contact the Festival Organisers immediately.
- Electricity sockets are limited, and your stand has been positioned according to the electricity requirement you have told us. The closest electricity socket to your stand may be a few metres away, so **please bring your own extension lead with sufficient sockets** for any electrical equipment on your stand. The Festival can provide rubber matting to cover any trailing wires.

Clothing:

- You are welcome to use your own Festival uniform, such as institutional T-shirts, jackets or other apparel, provided that it is safe to do so.
- If you have ordered Festival t-shirts, these will be delivered to your stand. If you have ordered t-shirts for events later on in the Festival, these will be provided at this event. Your t-shirts will be packaged and labelled for your exhibit. Please **do not help yourself to t-shirts** from any unlabelled boxes. If you did not pre-order t-shirts for your staff / volunteers in advance, we regret we may not be able to supply them on the day.

Volunteers Room:

- The volunteer rooms will be shown to you on the day. We recommend keeping personal belongings to a minimum, as space for storage is limited.

Refreshments:

- **Please provide your own lunch**
- Tea / coffee making facilities will be available to you in the security office, and we will supply some basic snacks (e.g. energy bars, crisps and fruit).
- There will be a coffee / snack van outside where you may purchase further refreshments.

- There are picnic tables with large shades outside the venue where you are welcome to eat lunch

Refuse disposal:

- Exhibitors are responsible for the maintenance of tidy and hygienic conditions in the immediate area of their stands and for the removal of any refuse / waste materials.

Wi-fi:

- Oxford Works provides free wi-fi but cannot guarantee the speed of connection. The code to connect to wi-fi is **oxford19**

First aid:

- First Aid will be provided by First Aid Matters. A first aid station will be set up in the reception area. The designated 'Quiet Room' will be used for private treatment if necessary. All incidents must be reported to Festival staff as soon as possible and a record of the verbal / practical developments made for inspection by Festival staff and authorised parties.

TERMS AND CONDITIONS

The Festival will do all it can to ensure a safe, enjoyable and popular event. The following points however, need to be made clear (for all details, see <https://if-oxford.com/about/policies/contributor-policy/>).

Definitions:

- The term 'Organiser' shall mean Oxfordshire Science Festival / IF Oxford
- The term 'Exhibitor' shall include persons taking part in any exhibition or display arranged by the Organiser, and any owner of any equipment or item involved the Festival event (at Oxford Town Hall.)

Disclaimer of liability to Exhibitors:

- Save for death or personal injury caused by breach of its duty, the Organiser will not be responsible for personal injury of any kind, or damage or loss caused to any Exhibitor, equipment or related party arising at the event (at Oxford Works.) The Exhibitor shall indemnify the Organiser (through insurance or other means) against all claims, damages and expenses whatsoever in any way arising from the actions of the Exhibitor, who shall assume full responsibility thereof.
- The Organiser has no liability to the Exhibitor as a result of the postponement or cancellation of the event or venue becoming wholly or partially unavailable. Acceptance of the foregoing provisions shall be a condition of entry.

Insurance:

- Exhibitors must have, and maintain with a reputable insurer, a minimum of £2 million Public Liability Insurance Cover. Exhibitors must provide evidence of this cover prior to the Festival.
- Exhibitors are solely responsible for the safety of their goods before, during and after the Festival. The Festival Organisers will not be responsible in any way for the loss or damage to Exhibitor's property whilst at IF Oxford.

Health and safety / risk assessments:

- All Exhibitors must adhere to relevant Health and Safety protocol and provide a risk assessment for their displays and activities prior to the event.
- Risk assessments should cover the safe erection of your exhibit / equipment, COVID security measures (as required) as well as the activities undertaken
- Any electrical equipment that has the potential to cause injury must be maintained in a safe condition. We advise that all electrical equipment is PAT tested annually.

Interpretation of regulations:

- The decision of the Organiser shall, in every matter arising in connection with IF Oxford, be final.

Cancellation:

- Where an Exhibitor withdraws from the event or cancels any reserved space, all fees paid will be forfeited and the Organiser reserves the right to re-allocate such a space.

Exhibitor responsibilities:

- All Exhibitors and stallholders as well as all persons admitted into the event area shall adhere to rules and requests of the Stewards and Festival Staff. Exhibitors shall be answerable for the conduct of their assistants or representatives. The Exhibitor is fully responsible for all their stand space furnishings.