

IF Oxford – Exhibitor Guidelines

Event date: Monday 27 October 2025

Event: BLAST!

Venue: The Barn, Nightingale Ave, Greater Leys, OX4 7BU

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:

Monday 27 October: 11am to 5pm (family / teenage 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:

- Exhibitors can access The Barn to set up **from 9.30am on Monday 27 October**.
- You will be provided with a room plan showing the location of your stand in advance of the event
- If you have requested table(s), tablecloth(s), chair(s) or display boards these will be in place for you

Loading / unloading:

- Limited parking is available in a small car park accessed off Long Ground.
- There will be several vehicles needing to unload, and it may be necessary to move vehicles, once unloaded to neighbouring residential streets.
- If you do not need to unload items from your vehicle, please don't use the car park, but park considerately in neighbouring streets.
- Please use public transport if you can. The 3A bus stops 100m from the venue.

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.**
- There should be an electrical wall socket close to your stand, but it may not be immediately adjacent. **Please bring your own extension lead with sufficient sockets for all of your electrical items.**

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 available for collection from the Festival team on arrival. If you have been supplied t-shirts at previous events, we will not provide more at this event. Please wear the t-shirts you have already been given. 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 cannot supply them on the day.

Volunteers Room:

- The kitchen will be reserved as a Volunteers Room, – this will be an unsecured space provided for the exclusive use of Festival staff and volunteers.
- You may leave items such as bags and coats within the room with the proviso that the Festival will not be held responsible for any loss or damage to personal items. We advise you to keep items of value on you at all times.

Wifi:

The Wi-Fi access to be used will be provided by IF Oxford. The network is **IF Oxford Wifi_0300** password is **if-ox-2025**.

Refreshments:

- **Please provide your own lunch**
- Snacks such as energy bars, fruit and crisps will be available in the kitchen for exhibitors who are working during the day
- There is tap water available along with tea and coffee. **Please bring your own re-fillable water bottle.**

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.

First aid:

First Aid will be provided by First Aid Matters. 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 The Oxford Academy.)

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 The Oxford Academy.) 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 £2.5 million Public Liability Insurance Cover. Exhibitors must provide evidence of this cover prior to the Festival and bring a copy of insurance documentation to the Festival as you may be asked to show it.
- 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 the Oxfordshire Science Festival.

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 the Oxfordshire Science Festival, 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.