

IF Oxford – Exhibitor Guidelines

Event Date: Friday 24 October 2025

Event: Zone ONE

Venue: 2 Fallaize Street, Oxford North, OX2 8GE

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:

Friday 24 October: 4pm to 8.30pm (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/>

Access by car / van: Free parking is available on-site. Please use the **A40 Witney Road** entrance and follow the event signs. Members of our team will be on-hand to assist.

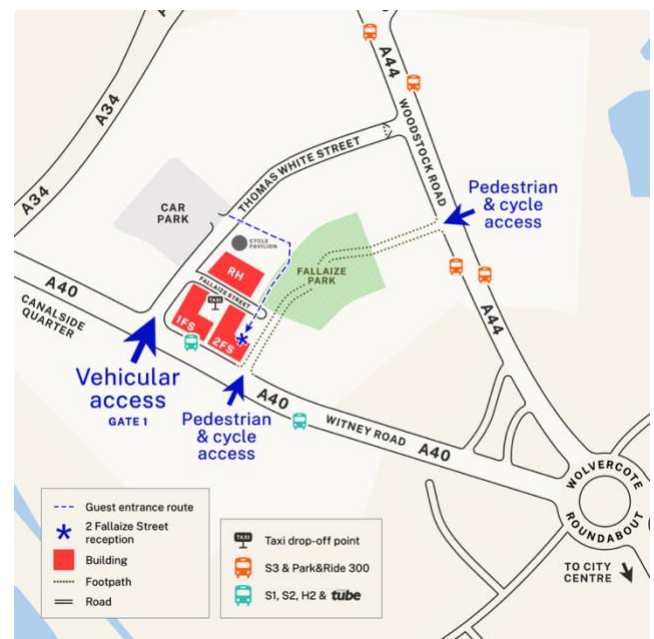
Set-up & Break-down

- You can access your stand from **12-noon** on Friday 24 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 venue 9.30pm** to allow for clearing and shut down.

Getting to Oxford North

Address: 2 Fallaize Street, Oxford North, Oxford OX2 8GE

Full access information: https://if-oxford.com/wp-content/uploads/2025/10/Oxford-North-entrance-map-and-directions_Sept-2025.pdf



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 on your stand. Please do **not take t-shirts from unlabelled boxes**.
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Volunteers Room

- Location: **Fallaize 1, 3rd floor (level access, same floor)**
 - 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 water bottle and food**
 - Some snacks (energy bars, fruit, crisps) and tea/coffee facilities will be available.
 - 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 will be available, but speed **cannot be guaranteed**.
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First Aid

- Provided by **First Aid Matters** in main public area
- An area of the main public area is screened off for a public **quiet area**.
- Please report any incidents to Festival staff as soon as possible.

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.