Event: Zone ONE

Date: Thursday 29 October 2026, 2–7.30pm (all ages)

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

IF Oxford – Exhibitor Guidelines

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

Useful info

Activity set up from: 10am – the venue will be in contact to book a delivery slot.

Public opening times: 2pm–7.30pm (all ages)

Key contacts:

Dane Comerford, Festival Director, 07720 705 312

Elodie Siney, Oxford North Ops. Manager elodie.siney@oxfordnorth.estate 07779 908158

** Oxford North Reception reception@oxfordnorth.estate 07484 949645 **

All Zone Information for contributors is here: if-oxford.com/zone-info

- Zone ONE has around 10 hands-on stations, all indoors at 2 Fallaize Street.
- **4.30–5.45pm: Dancing Dark Matter, a participatory event combining improvised music, live dark matter science and inclusive dance, at 1 Fallaize Street (3rd floor).**
- Creation Theatre is at The Red Hall, Oxford North 2—7.30 (two actors as guides in character) related to Your planetary assembly, the Olafur Eliasson installation in Fallaize Park, a guided element with actor guides and QR codes linking to short films.

Sunset on 29 October is 4.42pm and it is fully dark from about 5.20pm. Rooms (apart from during Dancing Dark Matter performance) are fully illuminated throughout.

Set-up and break-down

You can access your stand from 10am on Thu 29 October as per your allocated arrival slot, **please organise with Oxford North Reception** reception@oxfordnorth.estate 07484 949645

A room plan showing your stand location will be shared in advance.

Volunteer stewards will be available from 12:00 midday to help with set-up and break-down.

Tables, tablecloths, chairs and display panels are supplied by IF Oxford. Please confirm your requirements in advance. Cable management and floor matting are available on request.

Please vacate the venue by 9pm, taking refuse with you.

Getting to Oxford North: see site map at if-oxford.com/zone-info

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

Directions and location information: https://www.oxfordnorth.com/location

Parking is available on site for contributors and audiences, with stewards directing vehicles to the unloading point and to parking. See the maps and site plans for the recommended driving route.

Electricity

If you have not already done so, please let us know the number of electrical items you plan to bring. Mains power is available and allocated according to your requirements.

Bringing an extension lead is recommended so all your equipment can be powered safely.

Clothing

You are welcome to wear your own Festival or institutional uniform, as long as it is safe.

Equipment storage room

Located in the same building. You may leave items here, but please note the Festival cannot take responsibility for loss or damage.

Toilets

Toilets are on the ground and 3rd floors, open and accessible, and shared with the public.

Refreshments

Please bring your own water bottle and food. Some snacks (energy bars, fruit, crisps) and tea and coffee facilities will be available. Taylors café is open until 8pm.

Wi-fi

Wi-fi is available and details are given in the venue. IF Oxford wi-fi is available as a back-up.

Donations

Zone ONE is Pay What You Decide. Donations are handled at the welcome desk only. Please direct any offers of payment there.

First aid

Provided by First Aid Matters – please report incidents to Festival staff as soon as possible.

Terms and conditions

For full details, see the Contributor Policy: https://if-oxford.com/contributor-policy

Definitions:

Organiser: Oxfordshire Science Festival / IF Oxford

Exhibitor: anyone taking part in displays or exhibitions, including equipment owners

Liability:

The Organiser is not responsible for personal injury or loss or damage to equipment, except where required by law, and has £5m Public Liability Insurance. 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 and proof should be provided before the event and carried on site. Exhibitors are responsible for the safety of their goods at all times.

Health and safety / risk assessment:

Exhibitors should follow health and safety rules and submit risk assessments. Electrical equipment should be safe; visual checks are recommended.

Exhibitors are responsible for the conduct of their assistants and the upkeep of their stand.