



The 15th annual

FESTIVAL OF EDUCATION

at Wellington College | 3-4 July 2025

EXHIBITOR TOOLKIT



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WELLINGTON COLLEGE HEALTH & SAFETY, SITE RULES AND SAFEGUARDING REQUIREMENTS FOR FESTIVAL OF EDUCATION PARTNERS, EXHIBITORS, SUPPLERS AND STAFF

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KEY CONTACTS

Organisers – Festival of Education

EducationScape Ltd, 1 EdCity Walk, EdCity, London W12 7TF

Website: www.educationscape.com

Festival Website: www.educationfest.co.uk

Social Media: #EducationFest

FESTIVAL DIRECTORS

Shane Mann

CEO EducationScape

E: Shane.Mann@EducationScape.com

M: +44 (0)7837 982398

Iain Henderson

Deputy head (Educational Developments and Partnerships), Wellington College

E: IMH@wellingtoncollege.org.uk

T: +44 (0)1344 751745

EVENT DIRECTOR

E: Philippa.Barton@EducationScape.com

T: +44 (0)7818 064914

FESTIVAL PARTNER, EXHIBITORS AND MICROBIZ LOGISTICS

E: Philippa.Barton@EducationScape.com

T: +44 (0)7818 064914

REGISTRATION QUERIES

E: FestivalofEducation@EducationScape.com

SPEAKER LOGISTICS

E: Zoe.Belcher@EducationScape.com

Victoria.Boyle@educationscape.com

T: +44 (0)20 8123 4778

PRODUCTION – POWER, AV

E: foe@visionsgroup.co.uk

T: +44 (0)7827 927108

The Festival Office is in Wellesley House

The College Security Department is in the Porters' Lodge

First Aid is in the Festival Office

Venue Emergency Number: 01344 519043 – Security Control Room

Please ask a member of the organisation team to guide you should you need assistance.

REGISTRATION & FESTIVAL OPENING TIMES

REGISTRATION OPENING TIMES

Wednesday 02 July	14:00 – 17:00 All personnel on site to sign in at the festival office and collect a set up wristband
Thursday 03 July	07:30 (for exhibitors) 08:30 (for Festival attendees) – 17:00
Friday 04 July	08:30 – 15:00

FESTIVAL OPENING TIMES

Thursday 03 July:	08:30 – 17:30 (Exhibitor access from 07:30) No vehicle access
Friday 04 July:	08:30 – 17:30 No vehicle access

BUILD & BREAKDOWN

Wednesday 02 July - Sponsor	10:30-12:00 Sponsor, marquee and production set-up (no exhibitors); the site will be in CDM for this time.
Wednesday 02 July - Exhibitors	14:00 – 17:00
Friday 04 July - Breakdown	17:00 – 18:30*

* Breakdown and/or the use of trolleys or vehicles will not be permitted until the site is completely clear of attendees, at which point Construction Design & Management ('CDM') rules apply; see Health & Safety Good Practice Guidelines on pages _ to ___ for more information.

All stands must be fully cleared from Wellington College by 19:00 latest on Friday 04 July.

Please ensure you and your contractors are aware of these timings and design your activation accordingly.

ACCESS, DIRECTIONS AND PARKING

VENUE ADDRESS:

Wellington College
Dukes Ride
Crowthorne
Berkshire RG45 7PU

GETTING TO THE FESTIVAL:

The College is situated in Crowthorne about 35 miles to the Southwest of London and can be reached by road from either the M3 or M4. Crowthorne railway station has direct rail links to Reading and Guildford.

If you are coming by car, please arrive via the Duke's Ride entrance which can be accessed using RG45 7PU if you are using a Satnav. There is no public access via other entrances.

Train – Crowthorne station is a 10 minute walk from the Festival site.

PARKING:

Parking during set-up - once you have unloaded, you will be asked to remove your vehicle from the Festival site to the parking area, as directed by Security. There will be no vehicular access to the Festival site on Thursday 03 July, and there will only be access on Friday 04 July only once the site is clear of Festival attendees.

Please ensure you display a [car parking label](#) in your vehicle window throughout. When parking, drivers must ensure that transit routes/College roads are kept clear at all times to allow for emergency vehicle access.

Vehicles (and contents of vehicles) are parked on campus at the owner's sole risk in all respects. Neither Wellington College, nor the Festival organisers accept liability for any theft or loss of, or damage, howsoever caused, to vehicles, accessories or contents incurred on the College campus, except where any theft or loss of, or damage is caused by the negligence of Wellington College or the Festival organisers, its employees, or agents.

Blue Badge Accessible Parking: There are spaces reserved for blue badge holders close to the Festival site on 'North Front Parking'. When you arrive at Wellington College, please ask one of the security & parking personnel to direct you.

Electric Car Charging Points: There are 3 electric car charging points situated at the top of North Front above the Blue Badge Accessible Parking area.

PARTNER DEADLINES AND TASKS

HEADLINE PARTNER & FESTIVAL PARTNERS ONLY

Send the following information about your organisation for your website profile to Philippa.Barton@EducationScape.com

Deadline - immediate

- Company name (as you wish it to appear on the map and website)
- Logo as a .eps vector file
- Tag line, company info text and organisation type: charity, tutoring, production etc
- Email, telephone number, website URL
- Social media accounts: X, LinkedIn, Facebook, YouTube
- Video (we can embed a video onto your profile page) format required: YouTube or Vimeo
- An example of a profile can be seen [here on the website](#)

App banners. As a part of your package, you can provide a banner for the app. Any queries to Philippa.Barton@EducationScape.com

The artwork for the banner is required in two sizes:

- Small Banner Image (for mobile): Size - 600 pixels wide x 110 pixels tall, .PNG file
- Large Banner Image (for ads on Guidebook Web): Size - 640 pixels wide x 640 pixels tall, .PNG file.

Please provide the website URL to which the banners need to be linked

Deadline - 16 May

Push Notification on Festival app during the Festival. Please provide:

- Text for your message which cannot exceed 1024 characters (including spaces)
- Messages can be linked to a session, exhibitor, or area/function on app.

Please send this to

Philippa.Barton@EducationScape.com

Deadline - 16 May

Provide x2 30min online on-demand workshops on the Festival App.

Please send the URL link to

Philippa.Barton@EducationScape.com

Deadline - 16 May

Partner Session(s) - title, description, speaker names, titles and bios to be submitted to

Zoe.Belcher@EducationScape.com

Deadline - 16 May

Complete and Submit the MANDATORY Health and Safety Declaration ([click here](#))

Deadline - 24 May

Send Public Liability Insurance document, and Employers Liability Insurance document (if applicable) to

Philippa.Barton@EducationScape.com

Deadline - 24 May

Send 100-word pre-event message to promote your content at the Festival to

Philippa.Barton@EducationScape.com

Deadline - 24 May

Additional power, graphics, furniture to be ordered from Visions Hire

foe@visionsgroup.co.uk

Deadline - 09 June

Register your Festival-goers as per instructions in email sent to you.

Deadline - 16 June

For set-up, you will be required to sign in and collect a set-up wristband from Registration. Set-up wristbands will not be valid for the Festival, and you will need to return to Registration on arrival on Thursday 03 July to register for the Festival and be given your Festival wristbands.

For registration queries, please email

FestivalofEducation@EducationScape.com

Final orders for on-stand catering to

FestivalofEducation@wellingtoncollege.org.uk

Deadline - 16 June

Provide details of your 4 guests allowed access to the VIP area: Full name, Company, Job Title and Email address to

Philippa.Barton@EducationScape.com

Deadline - 16 June

Provide details of your 4 guests for the VIP evening event on Thursday 03 July: Full name, Company, Job Title and Email address to

Philippa.Barton@EducationScape.com

Deadline - 16 June

Send your Schools Week and FE Week full page advert

(210mm width x 297mm height) to

Zoe.Tuffin@EducationScape.com

Deadline - Wednesday before publication

REGISTRATION PARTNER

Send the following information about your organisation for your website profile to

Philippa.Barton@EducationScape.com

Deadline - immediate

- Company name (as you wish it to appear on the map and website)
- Logo as a .eps vector file
- Tag line, company info text and organisation type: charity, tutoring, production etc
- Email, telephone number, website URL
- Social media accounts: X, LinkedIn, Facebook, YouTube
- Video (we can embed a video onto your profile page) format required: YouTube or Vimeo
- An example of a profile can be seen here on the website

Provide x1 60min online on-demand workshops on the Festival App.

Please send the URL link to

Philippa.Barton@EducationScape.com

Deadline - 16 May

Partner Session(s) - title, description, speaker names, titles and bios to be submitted to

Zoe.Belcher@EducationScape.com

Deadline - 16 May

Complete and Submit the MANDATORY Health and Safety Declaration ([click here](#))

Deadline - 24 May

Send Public Liability Insurance document, and Employers Liability Insurance document (if applicable) to

Philippa.Barton@EducationScape.com

Deadline - 24 May

Send 100-word pre-event message to promote your content at the Festival to

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Deadline - 24 May

Additional power, graphics, furniture to be ordered from Visions Hire

foe@visionsgroup.co.uk

Deadline - 09 June

Register your Festival-goers as per instructions in email sent to you.

Deadline - 16 June

For set-up, you will be required to sign in and collect a set-up wristband from Registration. Set-up wristbands will not be valid for the Festival, and you will need to return to Registration on arrival on Thursday 03 July to register for the Festival and be given your Festival wristbands.

For registration queries, please email

FestivalofEducation@EducationScape.com

Provide details of your 4 guests allowed access to the VIP area: Full name, Company, Job Title and Email address to

Philippa.Barton@EducationScape.com

Deadline - 16 June

Provide details of your 4 guests for the VIP evening event on Thursday 03 July: Full name, Company, Job Title and Email address to

Philippa.Barton@EducationScape.com

Deadline - 16 June

Send your Schools Week and FE Week full page advert

(210mm width x 297mm height) to

Zoe.Tuffin@EducationScape.com

Deadline - Wednesday before publication

PREMIUM EXHIBITOR

DEADLINES AND TASKS

Send the following information about your organisation to

Philippa.Barton@EducationScape.com

Deadline - immediate

- Company name (as you wish it to appear on the map and website)
- Logo as a .eps
- Tag line, company info text and organisation type: charity, tutoring, production etc
- Email, telephone number, website URL
- Social media accounts: X, LinkedIn, Facebook, YouTube
- Video (we can embed a video onto your profile page) format required: YouTube or Vimeo
- An example of a profile can be seen here on the website

Push Notification on Festival app during the Festival.

Please provide:

- Text for your message which cannot exceed 1024 characters (including spaces)
- Messages can be linked to a session, exhibitor, or area/function on app.

Please send this to

Philippa.Barton@EducationScape.com

Deadline - 16 May

Provide a 30min online on-demand workshop on the Festival App.

Please send the URL link to

Philippa.Barton@EducationScape.com

Deadline - 16 May

One session at the Festival

Title, description, speaker names, titles and bios to be submitted to

Zoe.Belcher@EducationScape.com

Deadline - 16 May

Complete and Submit the MANDATORY Health and Safety Declaration ([click here](#))

Deadline - 24 May

Send Public Liability Insurance document, and Employers Liability Insurance document (if applicable) to

Philippa.Barton@EducationScape.com

Deadline - 24 May

Register your Festival-goers as per instructions in email sent to you.

Deadline - 16 June

For set-up, you will be required to sign in and collect a set-up wristband from Registration. Set-up wristbands will not be valid for the Festival, and you will need to return to Registration on arrival on Thursday 03 July to register for the Festival and be given your Festival wristbands. For registration queries, please email

FestivalofEducation@EducationScape.com

Schools Week and FE Week full page advert (210mm width x 297mm height) to

Zoe.Tuffin@EducationScape.com

Deadline - Wednesday before publication

Provide details of your 2 guests allowed access to the VIP area: Full name, Company, Job Title and Email address to

Philippa.Barton@EducationScape.com

Deadline - 16 June

Provide details of your 2 guests for the VIP evening event on Thursday 03 July: Full name, Company, Job Title and Email address to

Philippa.Barton@EducationScape.com

Deadline - 16 June

EXHIBITOR DEADLINES AND TASKS

Send the following information about your organisation to

Philippa.Barton@EducationScape.com

Deadline - immediate

- Company name (as you wish it to appear on the map and website)
- Logo as a .eps
- Tag line, company info text and organisation type: charity, tutoring, production etc
- Email, telephone number, website URL
- Social media accounts: X, LinkedIn, Facebook, YouTube
- Video (we can embed a video onto your profile page) format required: YouTube or Vimeo
- An example of a profile can be seen [here on the website](#)

Complete and Submit the **MANDATORY** Health and Safety Declaration ([click here](#))

Deadline - 24 May

Send Public Liability Insurance document, and Employers Liability Insurance document (if applicable) to

Philippa.Barton@EducationScape.com

Deadline - 24 May

Register your Festival-goers as per instructions in email sent to you.

Deadline - 16 June

For set-up, you will be required to sign in and collect a set-up wristband from Registration. Set-up wristbands will not be valid for the Festival, and you will need to return to Registration on arrival on Thursday 03 July to register for the Festival and be given your Festival wristbands.

For registration queries, please email

FestivalofEducation@EducationScape.com

MICROBIZ DEADLINES AND TASKS

Send the following information about your organisation to

Philippa.Barton@EducationScape.com

Deadline - immediate

- Company name (as you wish it to appear on the map and website)
- Logo as a .eps
- Website to which your logo will be linked on the Festival website

Complete and Submit the **MANDATORY** Health and Safety Declaration ([click here](#))

Deadline - 24 May

Send Public Liability Insurance document, and Employers Liability Insurance document (if applicable) to

Philippa.Barton@EducationScape.com

Deadline - 24 May

Register your Festival-goers as per instructions in email sent to you.

Deadline - 16 June

For set-up, you will be required to sign in and collect a set-up wristband from Registration. Set-up wristbands will not be valid for the Festival, and you will need to return to Registration on arrival on Thursday 03 July to register for the Festival and be given your Festival wristbands.

For registration queries, please email

FestivalofEducation@EducationScape.com

GENERAL INFORMATION

ACCESSIBILITY

The Festival map will provide a suggested accessible route to all the Festival venues. Any of our Security team or Festival staff will be able to provide advice if needed, or can escort you to where you wish to go. Please note that some marquee venues are accessible via ramps, and that some exhibitor areas and venues are accessed over grassed lawns/pitches. Accessible and disabled toilets are shown on the Festival map.

APP

Download the app by searching for 'Festival of Education' in your app store or by clicking here: [App Store](#)/[Google Play](#). Find '15th Festival of Education' within the app and you will find the most up-to-date information about the agenda, speakers, exhibitors and partners, updates and competitions. The app will be launched at the end of May.

AUDIO VISUAL

Our appointed Audio Visual supplier is Visions Group
To discuss Audio Visual requirements for your exhibition area, please contact Visions Group foe@visionsgroup.co.uk or telephone +44 (0) 870 042 2602
Deadline - 09 June

CATERING (only available to Headline Partner and Festival Sponsors and Literary Partners)
Wellington College can provide a limited offering of on-stand catering to Partners. To discuss your catering requirements, please contact FestivalofEducation@wellingtoncollege.org.uk
Deadline 16 June

CLEANING

Cleaning will be carried out prior to the Festival opening and overnight during the Festival.

COMPETITION

To encourage attendees to meet the exhibitors, exhibitors will be given a QR code which Festival attendees will need to scan in order to reveal an image. Once the image is revealed, attendees will then be prompted to leave their details to be entered into the wonderful prize draw.

DELIVERIES AND COLLECTIONS

Deliveries - Courier deliveries will only be accepted on the following days and during the following times:

Monday 30 June: 09:00 - 16:00

Tuesday 01 July: 09:00 - 16:00

Wednesday 02 July: 09:00 - 16:00

Consignments should be addressed as follows:
Festival of Education
Exhibitor Name & Stand Number
Wellington College
Crowthorne
Berkshire RG45 7PU
Exhibitor's Name & Contact Details

If your stand is unmanned at the time of delivery, any consignments will be accepted and placed into a holding area.

Collections - All collections must be arranged by 20:00 on Friday 04 July. Any items left after this time or not clearly labelled, may be destroyed. There will be no provision for storage on site after tenancy has expired. The Organisers/Venue will not accept liability for the loss, damage or delay of any deliveries or collections to/from Wellington College.

DISPOSAL OF WASTE

The Festival of Education, EducationScape and Wellington College are committed to environmental issues and as such, discourage the irresponsible discarding of materials on-site.

All Exhibitors and contractors are responsible for clearing their stand/tent of all construction waste, including carpet, dressing materials, pallets and leftover marketing collateral (literature, gifts and product) at the end of the event to avoid incurring disposal costs. Any Exhibitor found to be in breach of this regulation will incur disposal charges. It is the Exhibitor's responsibility to ensure their contractors are fully aware of this regulation.

Any other waste you wish to be removed should be marked as Recycling or General Waste and can be left in your tent at the end of the Festival.

GENERAL INFORMATION

EMERGENCY PROCEDURES

Venue Emergency Number: 01344 519043 – Security Control Room. Onsite Emergency Procedures will be shared in an update closer to the Festival.

Fire

On discovering a fire:

- Activate the nearest fire alarm control point and dial 999. Direct the emergency services to; Wellington College, Crowthorne, RG45 7PU
- Call Security: on 01344 519043 (Emergency number).
- EVERYONE must move to the nearest fire assembly point. If the fire is located within the main Festival area, the assembly point is located behind Registration (on TURF Cricket Ground).
- Stay at the assembly point until otherwise directed by Security (Fire First Responders).
- The exhibitor/contractor senior representative on site must ensure that all their employees, sub-exhibitors and agents are aware of the fire and evacuation procedures and know the location of the appropriate assembly points.
- At no time must a designated emergency exit, or College access road be obstructed.
- Security and/or Festival contact must be informed if any problems arise regarding fire escape and means of escape generally.

Evacuation

- Leave the building/area by the nearest exit/route and move directly to the emergency assembly point. College and Festival staff will assist as applicable.
- Security will attend the site evacuated and will carry out their duties as emergency first responders.
- Exhibitors/contractors must carry out a roll call at the assembly point and inform security when requested, that all are accounted for or otherwise.
- Stay at the assembly point for further advice.
- It is very important that everyone at the assembly point remains quiet to allow clear communication to take place.

Bomb Threat

If a suspicious object or package is found:

- do not touch or interfere with the object or package.
- clear people away from the immediate vicinity (at least 150-500 meters and out of line of sight) but ideally the Festival assembly point (if not affected).
- Inform Security/Festival contact immediately.
- Security will attend the area and ascertain if the threat requires police attention. If so, security will communicate and control the full evacuation, routes to evacuation assembly, and will cordon off the applicable area.
- Further detailed information will be provided by the emergency services/security/Festival organisers.

If you are informed by College staff/Festival staff of a bomb threat on the College campus:

- Evacuate/invacuate (as applicable) and proceed as quickly and efficiently as possible to the assembly area. Do so without panic and as directed by the police, security/Festival staff.
- Any route which may have a suspected device will be cordoned off/closed by security. Do not use these routes. Move only on routes as directed.
- EVERYONE should take personal belongings with them if they are nearby. However, do not search around buildings etc for belongings.
- Exhibitors/contractors must carry out a roll call at the assembly point and Inform security that all are accounted for, or otherwise.
- Stay at the assembly point for further advice.
- It is very important that everyone at the assembly point remains quiet to allow clear communication to take place.
- Further detailed information will be provided by the emergency services/security/Festival organisers.
- Once evacuation is complete, and no explosion occurs, re-occupation will be considered in liaison with the Police.

Patient Escape from Broadmoor

Broadmoor Hospital is a specialist psychiatric hospital which provides assessment, treatment, and care in conditions of high security for men aged 18 and over. The hospital is within close proximity of the College campus, and it treats people with mental illness and personality

GENERAL INFORMATION

disorders, and who represent a high degree of harm to themselves, or others. The hospital has a single siren located in its grounds. In the highly unlikely event of a patient escape, it will be sounded audibly to inform residents in the Crowthorne area, including the College.

On hearing the Broadmoor siren:

- In the event of an escape, in addition to sounding the siren, the hospital will immediately notify Thames Valley Police.
- On hearing the Broadmoor siren or being notified of an escape by Security/Festival staff, all exhibitors/contractors must move quickly (if possible, in groups) to the evacuation assembly area on Turf.
- Exhibitors/contractors must carry out a roll call at the assembly point and inform security that all are accounted for, or otherwise.
- It is very important that everyone at the assembly point remains quiet to allow clear communication to take place.
- Stay at the assembly point for further advice.
- Further detailed information will be provided by the emergency services/security/Festival organisers.

EXHIBITION TENTS, FURNITURE & POWER

Partner and Exhibitor stands are white marquee tents. Festival Partner and Literary Festival Partner tents will have hard, carpet covered floors. Exhibitor tents on Chapel Green will be on grass. All MicroBiz exhibitors will be co-located in shared tents (no partitions) located by the roundabout and Pavilion.

The Festival of Education reserves the right to make any floor plan changes necessary to ensure safe and practical arrangements prior to the event. We will notify affected exhibitors accordingly in the unlikely event that this arises.

Transporting Materials

Please ensure you have the appropriate support/trolleys etc. if required, to assist with heavy exhibition materials. Where possible we will try to assist you, but we cannot guarantee this service.

The following equipment is included in the standard exhibition package.

If you DO NOT require this equipment, please advise Philippa.Barton@EducationScape.com

- One 6ft x 2ft trestle table
- Two chairs
- 500W (2A) power socket

Audio-Visual items, additional furniture and additional power can be ordered via foe@visionsgroup.co.uk

Deadline: 09 June

FIRE EXITS

Fire exits are marked in every venue. In the event of a fire or necessary evacuation you will be guided by a member of staff.

Venue Emergency Number: 01344 519043 – Security Control Room

FIRST AID

First Aid will be available throughout the Festival and located in the Organisers' Office. All Incidents must be reported to the Festival Organiser using the Incident Report document.

FOOD & DRINK

There will be a selection of street-food style outlets located across the Festival site: in the Food Village, by the Pavilion, on Chapel Green and the V&A café in Princes Quad. We will publish menus for each outlet, with pricing, on the website. We advise attendees to budget around £10-£15 for lunch and a drink. There are no cash machines on site; all eateries will accept all major credit cards.

Water refill stations are marked on the Festival map. Please bring your own water bottle.

HOTELS

All Festival attendees and exhibitors are asked to make their own accommodation arrangements if required. For local hotel suggestions, please click [here](#).

Overnight camping is strictly prohibited on the College estate, without exception i.e. tents, camper vans, sleeping overnight in cars etc.

GENERAL INFORMATION

Rates have been negotiated at the following:

The Dial House

62 Duke's Ride, Crowthorne, RG45 6DL

Distance from Wellington College: 1 mile (4 mins by car or 20 mins walking)

Tel: 01344 776941

Email: stay@thedialhouse.com

10% Discount available when booking directly with the Hotel and quote: Festival of Education.

Other Hotels:

Premier Inn Sandhurst

Location: 221 Yorktown Road, Sandhurst, GU47 0RT

Distance from College: 3.7 miles (12 mins by car)

Hotel Type: Chain Hotel

Room Type/s: Single, Twin & Doubles

Room Price: Upon request from hotel

Phone: 0871 527 8958

Email: n/a

Cantley House Hotel

Location: Milton Road, Wokingham, RG40 5QG

Distance from College: 5.4 miles (16 mins by car)

Hotel Type: Bespoke Hotel

Room Type/s: Twin & Double

Room Price: Upon request from hotel

Phone: 0118 989 5100

Email: reservations@cantleyhotel.co.uk

Premier Inn Bracknell

Location: Downshire Way, Bracknell, RG12 7AA

Distance from College: 5.3 miles (15 mins by car)

Hotel Type: Chain Hotel

Room Type/s: Single, Twin & Doubles

Room Price: Upon request from hotel

Phone: 0871 527 8130

Email: n/a

Premier Inn Wokingham

Location: Wellington Road, Wokingham, RG40 2EX

Distance from College: 4.3 miles (11 mins by car)

Hotel Type: Chain Hotel

Room Type/s: Single, Twin & Doubles

Room Price: Upon request from hotel

Phone: n/a

Email: n/a

REGISTRATION

Deadline 16 June

As a part of your package, you have an allocation of Festival tickets and you have been emailed the link to register your attendees. If you cannot find this, please contact

Philippa.Barton@EducationScape.com

How to register your Festival attendees:

- You will see a message at the top left of the screen that a code has been applied and tickets unlocked.
- You can send different people on each day, if required.
- Any tickets registered outside your package allocation will be invoiced.
- The ticket buyer will receive a copy of the booking confirmation.
- Please note that the ticket buyer will not be issued with a ticket unless their information is entered as one of the Festival attendees.

Additional Tickets

As an exhibitor, we are offering a 20% discount to purchase additional Festival tickets. This link will automatically apply a 20% discount

- Click the Tickets button on the original screen
- Select the number of tickets required and click Checkout
- Continue to the next page to enter attendee information.

Payment for tickets will be online using credit/debit card, PayPal or Google Pay and once attendees are registered, bookings can be managed by the booker.

For Registration assistance, please email

FestivalofEducation@EducationScape.com

GENERAL INFORMATION

SECURITY

Festival wristbands will be handed out at Registration. These must be worn and visible at all times when moving through the Festival area and venues. Exhibitors setting up on Wednesday will be required to sign in and collect a set-up wristband from Registration. Set-up wristbands will not be valid for the Festival, and exhibitors will need to return to Registration on arrival on Thursday 03 July to register for the Festival and be given Festival wristbands.

Festival delegates are not permitted to enter any area within the College campus at any time, other than speaker venues or branded Festival facilities. Wellington College Security staff reserve the right to refuse admission and to remove a delegate from the College premises.

Security staff may conduct bag searches for security purposes and to ensure the safety of persons attending the event. Anyone refusing to have bags etc. searched will be denied entry to the Festival site. Bringing alcohol to the Festival of Education is prohibited and the College operates a strict no smoking policy on the estate.

It is important that Exhibitors and Partners do not leave any valuable items unattended. Exhibitors

and Partners are responsible for the safety of their own goods and belongings, and items such as laptops should be removed and safely stored away each evening. The organisers and Wellington College will not accept liability for any loss or damage.

Wellington College and the Festival organisers will not accept responsibility for any personal injury or damage, howsoever caused, to any delegate except where any personal injury or damage is caused by the negligence of Wellington College or the Festival organisers, its employees or agents.

Please refer to the Mandatory Health & Safety, Safeguarding and Site Safety Form ([click here](#)) for details of emergency procedures.

Venue Emergency Number: 01344 519043 – Security Control Room (Porter’s Lodge)

STORAGE

There is no Exhibitor or Partner storage available on site at the Festival. Items can be stored in tents but this is entirely at the risk of the Exhibitor or Partner.

HEALTH & SAFETY

DOCUMENTATION REQUIRED

FOOD

If you are planning on distributing any food or drink from your stand, please contact

Philippa.Barton@EducationScape.com

She will advise whether or not you will need to provide Food Safety Documentation. As a minimum you will be required to show:

Notification of allergens

How you will display this information

HACCP

NO NUTS ARE ALLOWED ON THE SITE

We ask that no alcohol is provided as part of any exhibition stand giveaways.

MANDATORY HEALTH & SAFETY, SAFEGUARDING AND SITE SAFETY FORM

([click here](#)) to complete the mandatory Health & Safety Form

Alternatively, you can read, print, complete and return the form at the end of this document.

Deadline: 24 May

By completing this form, you are affirming your commitment to co-operation and co-ordination with the Organisers and Venue. **PLEASE NOTE THAT IT IS MANDATORY TO DO THIS.**

PUBLIC LIABILITY INSURANCE AND EMPLOYERS LIABILITY INSURANCE

Every Partner and Exhibitor must send their PLI and ELI documents to

Philippa.Barton@EducationScape.com

DEADLINE: 24 MAY

Please note that if you have not provided these documents by the deadline, you will not be able to exhibit at the Festival, as this documentation is a mandatory requirement.

RISK ASSESSMENT

For those Partners and Exhibitors occupying one of the provided marquees, a formal written risk assessment is only required by the Organiser where the work to be undertaken includes work at height, significant manual handling, the use of paints or chemicals, or the use of powered tools such as saws and powered screwdrivers to assemble articles other than a simple desk and chair(s).

For those Exhibitors constructing their own stand within a marquee or occupying an agreed open space: a formal risk assessment is required by the Organiser for all activities involved in the construction of the stand.

HAZARDOUS MATERIALS

If you are using any hazardous substances, your COSHH risk assessment must be provided.

PAT TESTING

Any electrical items (unless hired via Visions) will require a PAT test certificate.

WORK EQUIPMENT - MANDATORY INSPECTIONS

If you are using any equipment where there is a mandatory requirement under LOLER or PUWER for an examination or inspection, then you must provide Philippa.Barton@EducationScape.com with the relevant certificate – example: lifting equipment. See Work Equipment in the Health & Safety Good Practice Guidelines below.

HEALTH AND SAFETY

GOOD PRACTICE GUIDELINES

Access Equipment -

- Scaffold towers must be built and used in accordance with the manufacturer's instructions. Where the working platform is more than 3 times the minimum base dimension, outriggers must be used, and at all times when indoors.
- Powered access equipment shall have been inspected and tested for safety within the previous 6 months. It must only be used by competent persons trained in the use of the equipment who can provide a valid licence or training certificate. Operators must comply with current IPAF guidance.

Access for People with Disabilities- Please ensure your stand is easily accessible to all visitors. People with disabilities must be provided with the same service that is provided to others, and it is unlawful to not make a reasonable adjustment for people with disabilities.

Accidents - Report accidents or 'near misses' to the Organisers immediately by contact Security on 01344 444001 or visiting Porter's Lodge.

Alcohol & drugs - Any person found to be under the influence of alcohol or drugs will be asked to leave the College immediately.

Bomb Threat and suspicious items

All staff and contractors will be advised to be vigilant to persons in and around the event areas, this includes during the build periods as well as during the live event. At all times staff and contractors will ensure that their belongings and kit is stored appropriately and would not give rise to a security alert.

Large areas of the surrounding site are open to the public and will not have a secure perimeter at all times. In order to maintain security, staff will monitor the area and investigate any suspicious items.

As appropriate to the event, areas will be secured to prevent entry, and access will be managed by security. All persons will receive key information on being vigilant on the event site and how to raise concerns internally. Staff will be briefed as part of their induction on the principles of HOT:

- **Is it HIDDEN?** Has the item been deliberately concealed or is it obviously hidden from view?
- **OBVIOUSLY suspicious?** Does it have wires, circuit boards, tape, liquids, or putty-like substances visible? Do you think the item poses an immediate threat to life?
- **TYPICAL** Is the item typical of what you would expect to find in this location? Most lost property is found in locations where people congregate,

including workforce members! Ask if anyone has left the item.

Electrics - Do not interfere with electrical devices! All electrical installation work must be undertaken by the official electrical contractor (Visions). Any electrical items (unless hired via Visions) will require a PAT test certificate.

Fire & Emergency Procedures - Read the Fire & Emergency procedures that are distributed within the Pre-Show Information.

Fire Extinguishers - We provide extinguishers based on the number required by the Fire Officer. They must not be moved. Let us know if you require a specific type of fire extinguisher.

Food -If you are planning on distributing any food or drink from your stand, please contact Philippa.Barton@EducationScape.com She will advise whether or not you will need to provide Food Safety Documentation.

As a minimum you will be required to show:

Notification of allergens
How you will display this information
HACCP

NO NUTS ARE ALLOWED ON THE SITE

We ask that no alcohol is provided as part of any exhibition stand giveaways.

Manual handling - Think before lifting, stand as near to the object as possible, bend your knees, keep back straight, grasp the load firmly, lift with your legs, hold the load closely to the centre of your body.

Other Stand Requirements for Exhibitors -

- Exhibitors building in an allocated and agreed space or within the space in their tent or marquee should be encouraged to design their stands without platforms where practicable, and they must incorporate a ramp into any platform to maintain accessibility.
- We strongly encourage work to take place in your stand space and not in the road and gangways. We highly recommend the off-site pre-fabrication and painting of any materials that you are bringing to site for your stand space, along with the use of battery-operated equipment to avoid trailing cables across stands.
- Exhibitors are required to exhibit within their allocated space and not to grow into the space in front of their stand. Exhibitors will be required to remove any such infringement where it blocks access

HEALTH AND SAFETY

GOOD PRACTICE GUIDELINES

or throws shade on an adjacent exhibitor.

- All external stand dressing materials, products, advertising and banners or flags must be agreed with the Organised prior to arrival.

Personal Protective Equipment (PPE) - Wear a hi-vis vest on the roadways. Wear the right clothes & shoes for what you are doing and the environment you are in.

Pre-open Checks - EducationScape will carry out pre-open checks on the Festival with College representatives to identify and rectify any issues and to ensure that all relevant sign-offs and other documentation is completed. All construction work must be completed by 15:30 on Wednesday 02 July in time for the Site Inspection which will take place at 16:00 on that day.

Staff - Make sure your staff are briefed properly about the risks to be aware of and read the site rules.

Steps and Ladders - Ladders and stepladders may only be used as working platforms when it is not reasonably practicable to use alternative means and the risk assessment identifies the work activity as low risk. Ladders must be used in accordance with manufacturer's instructions at all times. Additionally, the following guidelines must be followed:

- Leaning ladders must be placed at the correct angle
- Ladders should only be used on level ground and must be secure, e.g. suitably tied or, as a last resort, footed.
- The top treads or steps must not be used as a platform for work. Users should face the ladder at all times whilst climbing or dismounting. Stepladders should not be used sideways-on where sideways loads are applied.
- Only one person should climb or work from a ladder or stepladder. Users should not overreach. Steps and ladders should be checked for suitability and defects each time they are used.

Vehicle movement - Exhibitors and contractors must co-operate with College and Festival staff in respect of loading and unloading instructions. Be careful when you arrive and are unloading - there are marshals to assist you. The College speed limits, and road traffic signs must be adhered to at all times when travelling around the College estate. A 15-minute stay is allowed when dropping off materials at an exhibitor's stand before the vehicle must be moved from the Festival area.

Parking Conditions and Disclaimer: Vehicles and their contents are parked on the Wellington College estate at

the owner's sole risk in all respects. Neither Wellington College, nor the Festival organisers accept liability for any theft or loss of, or damage, howsoever caused, to vehicles, accessories or contents incurred on the College estate.

Waste - Exhibitors and contractors are to remove all construction waste, including carpet, dressing materials, pallets and leftover marketing collateral to avoid incurring disposal costs.

Weird & wonderful features - Contact the Organisers if you are having a water feature, any special effects, anything that causes excessive heat or light, animals, or children.

Working at Height - A person is working 'at height' if there is a possibility of their being injured from falling, even if they are working at or below ground level.

- The Work at Height Regulations refer to 'duty holders': employers, self-employed and employees. This includes all contractors and exhibitors (for example, when accessing areas above floor level to dress stands).
- When work at height is necessary, a risk assessment must be carried out to identify the appropriate means of access, e.g. step ladders, Zarges, mobile tower scaffold or powered access equipment. Stop the Drop (<http://www.stop-the-drop.co.uk>) has useful advice on working safely at events.

Work Equipment -

- Work equipment (hand-tools, power tools, barrows, trolleys, stepladders, etc) must comply with the [Provision and Use of Work Equipment Regulations](#) (PUWER).
 - Lifting equipment must comply with the [Lifting Operations and Lifting Equipment Regulations](#) (LOLER).
 - Work equipment must be appropriate for the work activity. Industrial equipment must be used; the use of 'domestic' quality equipment is not acceptable.
 - Risk assessments and method statements specific to the use of the relevant equipment shall be submitted to Philippa.Barton@EducationScape.com
- Construction and deconstruction activities must take place within the stand area.

Work Tools - Electrical tools shall be regularly inspected and tested. Dust-creating processes shall only be used with an effective local exhaust ventilation (LEV) workplace fume and dust extraction system. A noise assessment may also be required. The machining of MDF and chipboard is not permitted on site.

HEALTH AND SAFETY

GOOD PRACTICE GUIDELINES

Young persons - Under 16s are NOT permitted on site during build up and breakdown.

The Health & Safety at Work etc. Act

This is the legislative foundation for all workplace Health & Safety Regulations. The Act places a general duty on employers to ensure the health and safety of people who may be affected by work activities but who are not employees; this includes contractors, temporary workers and visitors on site. There are a number of areas which are of particular importance to the management of contract work:

- Provision and maintenance of safe plant and safe systems of work
- Safe handling, storage, maintenance and transport of work articles and substances
- Provision of information, instruction, training and supervision;
- Provision of a safe place of work with safe access and egress;
- A safe working environment with adequate welfare facilities

These must be maintained for exhibitors, contractors and employees of ANY company working within any premises.

WELLINGTON COLLEGE

HEALTH & SAFETY, SITE RULES AND SAFEGUARDING REQUIREMENTS FOR FESTIVAL OF EDUCATION PARTNERS, EXHIBITORS, SUPPLERS AND STAFF

1.0 Safeguarding Children

Our Commitment to Safeguarding

All adults whether visitors, contractors or members of staff have a part to play in keeping young people in the College safe. During the Festival, there may be children on site at the College and it is very important that their welfare is at the centre of our thinking. Concerns around safeguarding might be:

- Seeing the ill-treatment of a child by another adult – either as part of the Festival or on the College grounds
- Seeing inappropriate behaviour or ill-treatment of a child by another child (child-on-child abuse) – either as part of the Festival or on the College grounds
- Witnessing inappropriate behaviour or overhearing inappropriate comments by another adult which would raise a concern about their suitability to be on a site where there are children present.
- Any concerns regarding Safeguarding during the Festival should be directed to one of the following:

• Delyth Lynch, Director of Safeguarding and Designated Safeguarding Lead ('DSL'), Wellington College- 07825 419190

(or dal@wellingtoncollege.org.uk if not urgent)

- Philippa Barton, Festival Events Director – via the Festival Organiser's Office or 07818 064914
- A member of the Security Team, Wellington College – located in the Porters Lodge tel: 01344 444001

It is also important that we take steps to keep ourselves safe. Our actions can sometimes be perceived in a way that was not intended. To keep yourself safe from possible allegations. Please follow this advice.

DO NOT

- Instigate verbal or physical contact with any children on site who are not part of the Festival unless it is appropriate and part of an agreed reason for your visit.
- Give personal information to any young person - for example your name, address, telephone or mobile phone numbers, email address or Social Media.
- Do not accept or respond to a young person attempting to give you personal information -for example their name, address, telephone, mobile phone number, email address, or contact via Social Media.
- Accept physical or verbal abuse from a young person. Do not respond yourself, but report it immediately to a member of the Festival Team, the DSL or Security.
- Use any toilets marked 'Pupils only'
- Serve alcohol to any person who is under the age of 18; ID should be requested if in doubt from any person who looks under 25 or assistance should be sought from any Festival staff who may be nearby

- Enter any College buildings unless you have been explicit permission to do so (or are accompanied by a member of College staff)
- Wander around the College site, unless you have been given explicit permission to do so; this includes all parts of the College grounds which are strictly out of bounds to all Festival exhibitors, speakers and attendees
- Take any photos or videos of any young person

DO

- Report any unusual or inappropriate behaviour to the DSL, Festival Director or Security as soon as possible
- Be aware that contact made outside of the College grounds with a College student or young person may also be considered inappropriate by that individual and could lead to your interaction being misinterpreted
- Remain in the areas that are designated for the Festival of Education. Do not enter restricted areas such as teaching classrooms (outside of those used by the Festival), houses, or other parts of the campus unless you are accompanied by a member of the College staff.
- Wear your Festival wristband at all times so you are identifiable to all staff and to our security team
- Use only the toilets which have been marked for staff/visitor use only
- Immediately report any security concern to the security team
- Expect polite and friendly behaviour from all Festival attendees. If this is not the case, please speak to the Festival staff as soon as possible. Ensure you don't put yourself in a vulnerable situation – such as being alone with a young person
- Self-report (to the DSL) anything which you might have done which you feel was inappropriate or happened by accident. It is better to open and honest, rather than assume what has happened has gone unnoticed by others.

Children under the age of 12 are not provisioned for at Festival of Education. If you wish to bring a child between the age of 12 – 18 years old they must be registered and will count as part of your exhibitor/partner Festival pass allocation. Any child in this age group must have an accompanying adult at all times.

2.0 Health and Safety – Introduction

It is the College's policy to maintain high standards of health, safety, security and safeguarding on all its sites and by the implementation of these requirements for suppliers/exhibitors at events held in the buildings or grounds at Wellington College. We propose to ensure,

as far as is reasonably practicable that such standards are adhered to by all visiting exhibitors/suppliers. However, these health and safety requirements must not be regarded in any way as relieving the exhibitors/suppliers of their statutory, common law or contractual obligations.

In the event of there being any conflict or ambiguity between the contents of this document and any of the terms of the contract between the college and the exhibitor/suppliers, then the terms of the said contract shall prevail.

The declaration at the end of this document must be completed by the exhibitor/suppliers by 31 May 2024. The fact of declaration will be held on file for review by Wellington College.

Exhibitors/suppliers must recognise that Wellington College has pupils aged 13 – 18 years, whereas the college will endeavour to ensure that pupils do not interfere with the work of the exhibitor/suppliers, extra precautions may be necessary to ensure the safety of all on the sites.

3.0 Policy for Exhibitors/Suppliers when attending the site

Where specifically required, depending on the event activity being undertaken exhibitors/suppliers are to be in possession of a valid DBS clearance. Exhibitors/suppliers who require DBS clearance as a college pre-requisite will be required to sign a declaration confirming clearance is held. For those not requiring DBS, the issued wristband is to be worn at all times and only areas permitted as part of the event may be accessed.

It is forbidden for anyone to enter the site without registering for the Event, including set-up and dismantle. Festival wristbands must be worn at ALL times, anyone not displaying a Festival or College ID badge/wristband will be asked to leave the College site. For exhibitors setting up on Wednesday and early Thursday, temporary badges will be available from the Festival office until registration opens on Thursday morning, where these can be exchanged for your Festival registration. Exhibitors are restricted to areas of the College allocated for Festival use, if accessing areas outside of Festival use, this should be authorised and you must be accompanied by a member of the College.

No photography/videoing is permitted on the College site unless prior permission has been received.

4.0 Legislation

There are of course a larger number of specific acts and regulations with regard to general health & safety requirements.

These will apply to all activities whilst on College grounds and must be supported by a risk assessment and full suite of relevant H&S documentation as requested by the Festival of Education on behalf of the College.

5.0 Exhibitors/Suppliers duty to inform employees

It is the sole responsibility of the exhibitor/suppliers to ensure that their employees, sub-contractors and agents are supplied with copies of this document and understand its content before entering the site.

6.0 Driving on Site

The college operates some areas within our site as “One Way”, therefore road signs must be adhered to at all times.

Speed limits of 20 MPH or less where conditions dictate must be observed at all times. When accessing exhibition site (only permitted at times indicated in the Festival Exhibition Toolkit), the speed limit is restricted to walking pace.

Outside of the permitted access times, cars must be parked in the designated areas of the car parks.

Vehicles and their contents are parked on the Wellington College estate at the owner’s sole risk in all respects. Neither Wellington College, nor the Festival organisers accept liability for any theft or loss of, or damage, howsoever caused, to vehicles, accessories or contents incurred on the College estate.

A Parking Marshall will assist exhibitors when they arrive on the College estate to guide them to the exhibitor parking and direct them to the Festival site.

Seat belts must be worn while driving on site at all times.

Mobile phones must not be used whilst driving on college grounds.

Other vehicles are not allowed onto the site other than those used for delivery, or set-up of event. Use of any equipment that constitutes mobile machinery, e.g. cranes etc., must be approved by the Works & Estate Bursar or Head of Estates.

A banks-person is required when manoeuvring vehicles, operating cranes and winches and where the driver or operation of the vehicles and equipment where the view is obstructed.

If, for any reason, the site contact is absent, a deputy will be nominated and the person’s identity will be made known to the exhibitor/supplier.

7.0 Welfare arrangements

There will be toilets on site at the event with signage to indicate location. During set-up and strip-out exhibitors/suppliers will be advised of toilet facilities. Pupil toilets are not to be used.

8.0 Smoking

The College operates a strict “No Smoking Policy” on the estate, this includes vaping.

9.0 Alcohol

Wellington College is an alcohol-free site unless specific arrangements have been agreed with Wellington College and the Festival organisers.

10.0 Fire & Emergency

Emergency means of escape - At no time must a designated emergency exit be obstructed. The Works

& Estate Bursar and/or site contact must be informed if any problems arise with regard to fire escape and means of escape generally.

Emergency evacuation - The exhibitors'/suppliers' senior representative on site must ensure that all their employees, sub-exhibitors and agents are aware of the fire and evacuation procedures and know the location of the appropriate assembly points.

Interference with fire detection alarm system - Exhibitors/suppliers and their employees, sub-exhibitors and agents are strictly forbidden from tampering with any of the fire alarm systems on site.

11.0 Housekeeping and Disposal of waste etc.

The exhibitor/supplier is required to ensure so far as is reasonably practicable that the exhibition/event area is safe and without risk to anyone, and that the areas are kept clean and tidy. There are no waste facilities at the College; exhibitors are responsible for disposing of their own waste at the end of the Festival. Any material that is left will be disposed of and if excessive, a charge will be levied.

12.0 Personal Protective Equipment (PPE)

Exhibitors/suppliers must provide their employees with adequate protective clothing (PPE) in accordance with current regulations, best practices and procedures:

The exhibitor/supplier must ascertain what protective clothing and/or equipment is required to be worn by those taking part in the activity at the event such as wall climbing, diving and other similar activities and supply the required PPE to ensure compliance. In exceptional circumstances the College may decide to provide additional PPE. Exhibitors/suppliers must comply with current PPE regulations

13.0 First Aid & reporting of Incidents/Accidents

There will be a number of first aiders at the event dependent upon the size of the event. All exhibitors/suppliers must ensure their staff know who to call for a first aider or in an emergency. All incidents must be reported to the Festival organisers using the Festival Incident Report and to the College's Security Team so that the College Incident Report can also be completed.

14.0 Electricity, Gas and Water mains

The College's electricity and gas mains may only be connected into with the permission of the College Works department SME and Works & Estate Manager who will issue a permit to work as required.

Working on live electrical equipment is prohibited on site.

No electrical cable in use by the College will be disturbed without the prior permission of the SME. Under no circumstances will the exhibitors/suppliers or their employees interfere with electrical equipment belonging to the College unless authorised to do so by the College Works SME and Head of Estates.

All electrical work must comply with BS 7671 and/or BS7909. Installation design is to be signed off by College SME and no electrical installation is to go live until test/inspect certification is in place, as per the College Events temporary events electrics checklist.

15.0 Machinery, tools & equipment brought onto site by exhibitors/suppliers

All machinery, tools and equipment brought on to site by the exhibitor/suppliers whether portable or otherwise and whether mobile or static must be guarded in accordance with Provision and Use of Work Equipment Regulations (PUWER) and any other statutory requirements which are in force at the time.

All equipment must be covered by legislative checks and PAT tested with labels visible or certificates available with traceability to the equipment.

Before any lifting appliance/tackle, air or steam receiver are brought on site by the exhibitors/suppliers, a test certificate and current statutory inspection report must be produced for examination by the Works & Estate Manager.

16.0 College's equipment, e.g. lifting tackle, ladders, scaffolding, vehicles

On no account may the College's lifts, hoists, lifting tackle, ladders, scaffolding, vehicles or any other equipment be used or operated by an exhibitor/supplier.

17.0 Insurance

The exhibitor will ensure that their insurance company/broker supplies the College with written confirmation of current insurance cover in respect of both employer's liability, public liability and professional indemnity where appropriate.

Copies of the certificates are to be issued to the College via the Festival organisers, indicating the level and value of cover and will be saved electronically for review by Wellington College.

DECLARATION

I confirm that I have read and understood the following and have the authority to sign on behalf of my organisation as named below:

This partner/exhibitor toolkit

- I will submit my Public Liability Insurance Document
- I will submit my Employers' Liability Insurance Document (if relevant)
- Any electrical equipment will be PAT tested
- I have read and understood the Site Rules, Site Information, Emergency Procedures
- I have read and understood the safeguarding information to protect students, summer school students, staff and visitors to Wellington College
- We/I acknowledge that we/I have received a copy of the Wellington College Health and Safety requirement for exhibitors/suppliers document and have read and understood this document.
- We/I will ensure that all our employees working at the event at Wellington College under our jurisdiction are made aware of the contents of the above document.
- We/I will ensure that all sub-contractors and agents contracted to our/my company will receive a copy of Wellington College Health and Safety requirements for exhibitors/suppliers document prior to commencement of the event.
- We/I will provide Wellington College via the Festival of Education organisers, with a copy of our/my Risk Assessments, plus any additional H&S documents requested in specific relation to the event.
- We/I agree to that all those attending the College site will be registered for the Festival of Education.
- We/I understand that all exhibitors/suppliers/sub-contractors and agents are expected to undertake work in a safe manner and that any exhibitor/suppliers/sub-contractors/agent found not to be working in a safe manner will be asked to leave site.

NAME:

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COMPANY:

.....

EMAIL ADDRESS:

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MOBILE NUMBER:

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STAND NUMBER:

.....

SIGNATURE:

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