

Exhibition Space

Depending on the space required for exhibitions and displays, there are a number of suitable areas on campus. These include the **Conference Centre** (see Appendix C), two **sports halls** in the Sport Centre, **Mandela Hall** in Falmer House, space within the **Pevensey Building**, the **Chichester Junior Common Room (JCR)**, **Fulton Building** social space and various locations within **Bramber House**.

The charges for these areas can be obtained upon request. Please note that these charges are for the use of the space as seen - additional furniture (tables and chairs), tablecloths, water dispensers, power, etc. can be provided at an additional cost. Please ask Conferences & Events for a quote.

The University's Health and Safety Office must approve the plans of any exhibition or large display in advance. Detailed plans showing the layout of the exhibition area, the space allotted to each exhibitor, their individual power requirements, and the type of equipment being used, must be sent to Conferences & Events at least four weeks prior to the commencement of an event. The Health and Safety Office reserves the right to insist on changes to such plans on the grounds of health and safety. Risk assessments will be required.

Depending on the size of the exhibition and the number of delegates expected to attend, extra (and in some cases specialised) fire extinguishers and fire-fighting equipment may need to be installed, which can be provided by the University but for which a charge may be made. See *Signage, Security, Health and Safety* section.

Conferences & Events have several sets of NOBO display boards which can be hired (details are available from Conferences & Events). Spotlights are also available by prior arrangement.

N.B. Conferences & Events do not own any large poster boards. These will need to be hired in from outside the University. We are able to arrange for the rental of these, using a tried and tested supplier who regularly provide boards for exhibitions and posters

Exhibition Space Capacities and Dimensions

Venue	Dimensions			
	Length (m)	Width (m)	Height (m)	Area (m ²)
<i>Sport Centre</i>				
Hall 1 (floor covering available)	36.6	18.3	8.25	669.78
Hall 2 (floor covering available)	29.8	18.5	8.25	551.30
Dance Studio (floor covering available)	14.5	9.1	6.9	131.95
<i>Bramber House</i>				
Dine Central, level 1 (exhibition area)	19.4	9.5	2.4	308
<i>Falmer House</i>				
Mandela Hall	28	11	10.7	308
Mandela Hall (under the balcony)	13	11	2.7	143
Balcony (above Mandela Hall)	13	11	6.7	143
<i>Chichester 1</i>				
Junior Common Room	8.2	9.14	-	75.22
<i>Fulton Building</i>				
Social Space	13.6	8.8	-	120
<i>Pevensey 1</i>				
Level 1 – poster displays only	9.75	-	-	
Mezzanine Level – poster displays only	17.7	0.6	-	10.62