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EXHIBITOR INFORMATION

Location specific information for
UCAS Discovery Worcester 2025

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EXHIBITING AT

EVENT: UCAS Discovery Worcester

DATE: 27 March 2025

OPENING TIMES: 09:30 – 14:30

VENUE:

University of Worcester Arena
Severn Campus
Hylton Road
Worcester
WR2 5JN



EVENT INFORMATION

ACCESSIBILITY

Full details regarding accessibility can be found on the University of Worcester Arena website [accessibility and services](#) pages and here on the [Accessible](#) website. There will be a quiet space available on the day of the event, please speak with the organiser on the exhibitor helpdesk for details.

ACCOMMODATION

Please find below details of hotels in the vicinity of the venue:

- Premier Inn, New Road, Worcester WR2 4RL
- Travelodge, Cathedral Plaza, 3 High Street, Worcester WR1 2QS
- Diglis House Hotel, Severn Street, Worcester WR1 2NF

Please note that these hotels are just a guide for exhibitors and are not recommended by UCAS.

CAR PARKING

Exhibitor car parking will be available next to and behind the University of Worcester Arena. Parking spaces will be allocated on a first come first served basis. All exhibitors who require a parking space must apply for a permit by contacting Annabel Collins via email: a.collins@worc.ac.uk Please ensure you display the car parking permit clearly on your front windscreen. Exhibition staff will do their very best to park all exhibitors as close as possible to the venue.

CATERING

Complimentary tea, coffee, biscuits and water will be available from the Staff Room (situated opposite the Exhibitor Hall) throughout the day. Exhibitors will be able to purchase food from this area, as well as upstairs in the Joel Richards Conference Suite. Please ask a member of the exhibition staff or a student ambassador if you require assistance. All payments for food and other refreshments is by card only.

EVENT INFORMATION

FIRST AID

Event staff working at the exhibition can provide first aid assistance. Please report any incidents to a member of exhibition staff and the appropriate course of action will be taken.

INTERNET

Exhibitors will be able to access Wi-Fi via the University of Worcester Arena network and/or Eduroam.

SCANNING

To take advantage of lead scanning at this event, you need to download the Smartlead UCAS and have purchased scanning for the UCAS/Discovery events. You will need a license code per device per event which are assigned to you when you purchase the scanning. Make sure your staff at the event have been provided with the license codes.

You will find a guide to setting up your device and how to manage your data in the [Exhibitor zone](#) along with a Scanning Instructions document that you can share with your staff attending the event. Hard copies are also provided on your stand.

A member of the UCAS team will be on hand at the exhibitor/scanner help desk [not sure what this is called] to support you at the event or you can call 01242 544808 or email events@ucas.ac.uk.

RISK ASSESSMENTS

All exhibitors need to provide a risk assessment for your stand build and any activities that will be happening on your stand. Please send this through to Liz Ray Lray@ucas.ac.uk at least 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event which will be available via Enet.

SCHEDULE

BUILD DAY: Wednesday 26 March

14:00 – 18:00 Exhibitor/contractor access.

If you think you or your contractors will need extra time to build your stand outside the build-up times stated above, please contact Annabel Collins via email: a.collins@worc.ac.uk. In some circumstances, early access to the venue on the build-up day may be given, but this is only with the advance permission of the organiser. If advance permission has not been granted, exhibitors will be turned away from the venue until the exhibitor build-up session starts.

EVENT DAY: Thursday 27 March

07:30 – 09:00 Exhibitor access.

09:30 – 14:30 Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to visitors.

14:40 – 16:00 Exhibitor/contractor breakdown.

ARRIVAL

To gain entry to the venue, you must register your details pre-event on your Enet account. On arrival, you need to sign in and you'll also be issued with an exhibitor lanyard, which needs to be worn at all times.

BUILD-UP

Build day: Wednesday 26 March

Build times: 14:00 – 18:00

Event day: Thursday 27 March

Event day build times: 07:30 – 09:00

Exhibitors should use the layby to unload any kit, and event staff will be on hand to direct you to your stand and assist you. Once unloaded, please move your vehicle to the Exhibitor car park (see Car Parking for further details). No vehicles, asside from delivery lorries will be allowed in the loading bay.

BREAKDOWN

Breakdown day: Thursday 27 March

Breakdown time: 14:45 – 16:30

Loading bay access will be available from 14:45. Vehicles can be moved to the layby outside the Arena, space permitting. once the event has finished and all visitors and coaches have departed.

LOGISTICS

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DELIVERIES

University of Worcester Arena
Severn Campus
Hylton Road
Worcester
WR2 5JN

We can accept deliveries between 08:00 – 18:00 on Wednesday 26 March but not outside of these times. Deliveries should be clearly addressed to include your organisation's full name and stand number.

ORGANISERS

If you need to contact the organiser of the exhibition, please call 01905 542294 and ask for Annabel Collins. On the day, please report to the exhibitor helpdesk located in the main hall.

STORAGE

Storage will be available in the off court changing rooms and will be clearly marked.



CONTACT DETAILS

UCAS

UCAS Events Team

E: events@ucas.ac.uk

T: 01242 544 808

Onsite general enquiries:

Look out for event ambassadors wearing coloured t-shirts, they can offer advice and answer questions.

Please familiarise yourself with the onsite helpdesk located in the main exhibition hall for any questions you have or help you need .

