

UCAS  
**DISCOVERY**  
UK TOUR

EXPLORE  
AN EXCITING  
WORLD OF  
POSSIBILITIES

UCAS  
**DISCOVERY**

**YOUR FUTURE STARTS HERE**

**LIVE LOUNGE - WHAT'S ON?**

10:30 - 11:00	11:00 - 11:30
13:30 - 13:50	14:00 - 14:30

**SUBJECTS LIVE**

10:10 - 10:30	Nursing and Health
10:40 - 11:00	Law
11:10 - 11:30	Leeds and Leeds Metropolitan
11:40 - 12:00	Apprenticeships
12:10 - 12:30	STEM
12:40 - 13:00	Applying to University
13:10 - 13:30	Business and Finance
13:40 - 14:00	Creative Arts
14:10 - 14:30	

**1 LISTEN TO SPECIALIST TALKS**  
Take part in the Q&As, chat to experts and hear about your different careers at the Live Lounge.

**2 GET EXPERT ADVICE**  
Speak to university, employers, and UCAS about your future course.

**OPEN DAYS**  
UPCOMING OPEN DAYS

10 AM	10 PM	10 AM	10 AM	10 AM
10 AM	10 AM	10 AM	10 AM	10 AM

**UCAS DISCOVERY PRESENTS**  
**STEM MEDICINE BUSINESS**

**I AM BCU**  
OPEN DAY

**WELCOME AREA**

**MAKE IT REAL**

# EXHIBITOR INFORMATION

Location specific information for  
UCAS Discovery Winchester

UCAS

# EXHIBITING AT

EVENT: UCAS Discovery Winchester

DATE: Wednesday 23 April 2025

OPENING TIMES: 9:30 – 15:00

VENUE:

University of Winchester

Sparkford Road

Winchester

SO22 4NR



# EVENT INFORMATION

## ACCESSIBILITY

There are accessible routes to and from the marquee, sports hall, toilets, seminar spaces and catering facilities, please speak to a member of staff if you require directions or assistance. If you would like to discuss accessibility, please email [emily.jordan@winchester.ac.uk](mailto:emily.jordan@winchester.ac.uk)

## ACCOMMODATION

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

- The Westgate (SO23 8TP) 0.6 miles from University (<https://www.westgatewinchester.com/>)
- Hotel Du Vin (SO23 9EF) 0.7 miles from University (<https://www.hotelduvin.com/locations/winchester/>)
- Winchester Royal Hotel (SO23 8BS) 0.8 miles from University (<https://winchesterroyalhotel.com/>)
- Mercure Winchester (SO23 9LQ) 1 mile from Uni (<https://all.accor.com/hotel/6619/index.en.shtml>)
- The Winchester Hotel (SO23 7AB) 1.2 miles from Uni (<https://www.thewinchesterhotel.co.uk/>)
- Premier Inn Winchester (SO23 7RT) 1.8 miles from University (<https://www.premierinn.com/gb/en/hotels/england/hampshire/winchester/winchester.html>)
- Travelodge Winchester (SO23 9AL) 1.8 miles from Uni (<https://www.travelodge.co.uk/hotels/660/Winchester-hotel>)

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

## CAR PARKING

Parking is available on site in our Main Car Park. This is located on Sparkford Road, SO22 4NR. There are a limited number of spaces, please try to car share where possible. If you are staying in the city and do not have to carry large items, we would recommend leaving your car at your hotel and walking in/getting a taxi. ALL cars must display a permit at ALL times when parking on campus. Permits can be downloaded from the Exhibitor website.

Local Taxi Companys:

Wintax - 01962 250 250

Winchester Station Taxis - 01962 39 39 33



# EVENT INFORMATION

## CATERING

**Water** - please bring your own bottle, there are water fountains around campus. Some water will be available on request.

**Tea and Coffee** – there will be 2 tea and coffee stations, 1 in the marquee and 1 in the Sports Hall, you will be given some vouchers (provided by University of Winchester) on your stand

**Lunch** – the exhibition will not close for lunch, please ask our Event Staff if you would like them to pick up some lunch for you. We recommend making your way to the University catering outlets as these will be a lot quieter than the food trucks:

**University Shop** – Level 1 of the King Alfred Centre (sandwiches, drinks, snacks and confectionary)

**Foodhall** – Level 3 of the King Alfred Centre (hot meals, baguettes, sandwiches, salads and drinks)

**Learning Café** – Level 4 of the King Alfred Centre (paninis, sandwiches, wraps, hot and cold drinks)

**Cyber Italia** – Kenneth Kettle Building (Freshly made pizza, paninis, sandwiches wraps, toasties, hot and cold drinks)

## FIRST AID

We have 2 First Aiders for this event as well as 24/7 site security. Please alert a member of staff who can call for the event First Aiders. Support is available during the build and breakdown, please alert a member of staff. Security: 01962 827666

## INTERNET

Eduroam is available on our campus. For those exhibitors not on Eduroam, we will provide a link to our guest wifi system on your stand information pack.

## 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 to support you at the event or you can call 01242 544808 or email [events@ucas.ac.uk](mailto: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 [l.ray@ucas.ac.uk](mailto:l.ray@ucas.ac.uk) least 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event which will be available via ENet.

# LOGISTICS

UCAS

## SCHEDULE:

### **BUILD DAY: Tuesday 22 April 2025**

13:00– 16:00 Access for deliveries, couriers and stand builders only

16:00 – 18:00 Exhibitor Access

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact Emily Jordan on [emily.jordan@winchester.ac.uk](mailto:emily.jordan@winchester.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: Wednesday 23 April 2025**

07:30 – 09:00 Exhibitor access.

09:30 – 15:00 Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.

15:00 - 17:00 Exhibitor/Contractor Breakdown

Exhibitors can park in our Main Car Park for the duration of the breakdown time, it is adjacent to the Marquee and Sports Hall.

# LOGISTICS

## ARRIVAL

The event is taking place in a marquee on The Dytche and the Sports Hall, King Alfred Quarter. [Please find a campus map linked here.](#)

When you arrive, please head to the Main Car Park (situated adjacent to the Dytche) to park and unload.

If you are arriving by train or other forms of public transport, please make your way to Main Reception (please see campus map) where someone can direct you to the marquee. The train station is a 10-minute walk away or a short taxi ride, there is a taxi rank outside platform 2.

To gain entry to the venue, you must register details of who will be attending before the event, through your ENet account and each person will receive a QR code ticket – instructions on how to do this will be emailed to the lead booker. Upon arrival, your ticket will be scanned at the Marquee and you'll be given an exhibitor lanyards which must be worn at all times.

## DELIVERIES

Deliveries can be made on Thursday 17th April and Tuesday 22nd April. Any deliveries made before this time will not be accepted by the venue and returned to the sender.

### Deliveries should be addressed to:

Exhibitor Company/Institution Name. Exhibitor Contact Name. Stand Number  
The Post Room, University of Winchester  
Sparkford Road  
Winchester  
Hampshire, SO22 4NR

Please make sure you inform those staffing your stand:

- Who your courier is
- What the contact details for your courier are
- What the delivery consists of

Please note: if using a delivery company, they are responsible for ensuring that your prospectuses and any other items are delivered safely to your stand and that surplus materials are placed within the on-site storage area.

# LOGISTICS

## ORGANISERS

The organisers can be found either in the Marquee or Sports Hall. There will always be a member of staff located in Stripe Studio 1 who can get a message to the organiser. All staff will have radios so can contact the event organiser if needed. The lead organiser is Emma Cleaver. Before the exhibition, please contact Emily Jordan on 01962 627273 or [emily.jordan@winchester.ac.uk](mailto:emily.jordan@winchester.ac.uk)

## ELECTRICAL SERVICES

Not all stands will have access to electricity, only those who have submitted a request by the deadline, 8 weeks before the event. However, we can be flexible, if your stand requires electricity, please ensure you contact Liz Ray by email to [l.ray@ucas.ac.uk](mailto:l.ray@ucas.ac.uk) by Wednesday 16 March.

## EMERGENCY AND SECURITY

Please make sure you're familiar with the procedures to be followed in an emergency. The emergency procedure document will be on your stand. If an alarm sounds, please evacuate the building immediately, and make your way to the assembly points.

We have 24 hour site security, they can be contacted on: 01962 827666

## INSURANCE AND RISK ASSESSMENT

It is essential you take out adequate employee and public liability insurance against personal injury, damage to or loss of exhibits, etc.

While the organisers take every precaution to protect exhibitors' property during an event, they are not responsible for any loss or damage. You should ensure you have adequate public and employers' liability cover, in line with the booking terms and conditions.

## STORAGE

We are unable to accommodate storage, please use the space behind your stand.

## QUIET SPACE

There are two quiet spaces on site, for exhibitors this can be found in the Centre For Sport, for visiting students this is in the Stripe Meeting Room – however, you are able to use this space too if needed.



# CONTACT DETAILS

## UCAS Events Team

E: [events@ucas.ac.uk](mailto: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 any questions.

Please familiarise yourself with the onsite organisers office at each event for any questions you have or help you need

