

EXHIBITING AT

Event: Exeter

Date: Tuesday 12 & Wednesday
13 March 2024

Opening times:

Tuesday 12 March: 09:30 – 15:00

Wednesday 13 March: 09.30 – 15:00

Venue:

Westpoint Arena

Clyst St Mary

Exeter

EX5 1DJ



EVENT INFORMATION

Accessibility

Full details on accessibility can be found on the [Westpoint Exeter website](#).

Accommodation

Please find below details of hotels in the vicinity of the Westpoint Exeter:

Premier Inn Exeter (M5 J29) : <https://www.premierinn.com/gb/en/hotels/england/devon/exeter/exeter-m5-j29.html>

Hampton by Hilton Exeter Airport: <https://www.hilton.com/en/hotels/extaphx-hampton-exeter-airport/>

Travelodge Exeter M5: <https://www.travelodge.co.uk/hotels/87/Exeter-M5-hotel>

Holiday Inn Express Exeter M5 Jct 29): <https://www.ihg.com/holidayinnexpress/hotels/gb/en/exeter/exeuk/hoteldetail>

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

Arrival and Registration

Exhibitor and contractor registration will take place at the loading bay doors. All exhibitors must wear a lanyard throughout the duration of their attendance on-site. Contractors will be provided with a wristband that must be worn throughout the duration of their attendance on-site. Please see more information about build-up and break-down further in the document.

EVENT INFORMATION

UCAS

Car Parking

There is ample free parking for exhibitors at the rear of the venue. Please follow the direction provided by the traffic marshalls and the signs to 'Exhibitor Parking'. Disabled parking facilities are available at the venue. Traffic marshalls will direct any exhibitors requiring disabled parking to the relevant area. Please ensure you display your disabled parking badge.

Catering

The Staff Room (available for exhibitors and teachers) can be found to the rear of the hall in the Lime Tree Café, serving hot and cold food and drinks. There will also be a catering area outside the entrance of the exhibition primarily for visitors, which you are welcome to use but may be busy at times.

Each single stand (irrespective of the number of staff) will be provided with four free tea and coffee vouchers per day, for the duration of the event. If you are on a double stand or larger we will provide eight vouchers per day, which can be redeemed in the Staff Room. Each stand will also receive a bottle of water however, we recommend bringing your own reusable bottle which can be refilled at catering outlets.

Filming and photography

If you are planning on undertaking any filming or taking any photographs at the event you must inform the organiser, preferably seven working days prior to the event, by emailing h.bailey@ucas.ac.uk. A form may need to be completed.

First Aid

If you require any first aid during the build up, event, or break down, please go to the organisers office or alert a member of the event or venue staff. The venue has a dedicated room for first aid, which is located at the back of the hall.

Internet

Exhibitor wifi will be available at the exhibition. To access the exhibitorwifi this is called Client Wifi; please enter username wptclient and the password is client13579. It is prohibited for exhibitors to create their own wireless networks on or around their stand location.

EVENT INFORMATION

Organisers

The organisers office is located at the front of the hall accessed via the foyer. The exhibitor help desk is at the back of the hall, and will be able to provide you with your drinks vouchers and will have a member of the event staff there to assist with any queries.

The main organiser is Emily Bibby e.bibby@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 Emily Bibby e.bibby@ucas.ac.uk at least 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event which can be found via your e-net account in 'useful documents', along with helpful templates and risk assessment advice.

Scanning

To take advantage of lead scanning at this event, you need to download the Smartlead UCAS app 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 Help Desk to support you at the event or you can call 01242 544808 or email events@ucas.ac.uk.

LOGISTICS

UCAS

Schedule:

Monday 11 March

08:00 – 16:00 Stand build (PPE area – no exhibitor access).

16:00 – 18:00 Exhibitor/contractor access.

Tuesday 12 March

08:00 – 09:00 Exhibitor access (please note stands must be constructed by 09:00, stand dressing only from 09:00 – 09:30)

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 – 16:00 Stand replenishment.

Wednesday 13 March

08:00 – 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.

15:15 – 16:15 Exhibitor/contractor breakdown.

16:30 Stand breakdown (PPE area – no exhibitor access).

Build-up

Build-up times:

Monday 11 March 16:00 – 18:00

Tuesday 12 March 08:00 – 09:00

Wednesday 13 March 08:00 – 09:00

Upon arrival please follow the direction of the traffic marshal's to the loading bays where you can register your arrival and unload your items to your stand. Once you have unloaded your vehicle please move it to the exhibitor parking area to keep the loading bays as clear as possible for other exhibitors.

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact the organiser h.bailey@ucas.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 (16:00 on Monday 20 March.).

Breakdown

Breakdown time: 15:15 – 16:15 on Wednesday 13 March

When leaving the venue, please remove any waste – this includes literature not in a box, and not being collected by your courier – e.g. spare prospectuses. **Removal of any excess waste will be charged for. After 16:30 on Wednesday 22 March, UCAS contractors will have access to dismantle the event. If exhibitors are still breaking down their stands, they must wear a high-vis vest.**

Deliveries

If you are expecting goods to be delivered by courier, please ensure they are aware of the dates of the show and opening times. Deliveries made before 08:00 on Monday 20 March will not be accepted as UCAS tenancy with the venue does not begin until this time.

Delivery times are as follows:

Monday 11 March 08:00 – 18:00

Tuesday 12 March 08:00 – 09:00

Wednesday 13 March 08:00 – 09:00

The venue address for couriers is:

Name and number of stand

UCAS exhibition

Westpoint Arena

Clyst St Mary

Exeter

EX5 1DJ

GES contacts and ordering portals

Deadlines: Early bird 12 February. Final deadline: 8 March

T: 02476 380 190

Email: ucasdiscoveryexeter@ges.com

Espresso: <https://ordering.ges.com/00003215Z>



CONTACT DETAILS UCAS

UCAS Events Team

E: events@ucas.ac.uk

T: 01242 544 808

GES

E: ucasdiscoveryexeter@ges.com

T: 02476 380 190

Expresso Link: <https://ordering.ges.com/000032157>

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 and Exhibitor Help Desk at each event for any questions you have or help you need assistance with.

GES Helpdesk: Located at the front of the hall, open during build-up only

