

EVENT LOCATION INFORMATION

Location specific information for WORCESTER



EXHIBITING AT

Event: Worcester

Date: 14 March 2024

Opening times: 9.30am – 2.30pm

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



EVENT INFORMATION



Accessibility

Full details on accessibility can be found here.

Accommodation

The nearest accommodation to the University of Worcester Arena is the Premier Inn, County Ground, New Road, Worcester WR2 4RL. For more information and bookings, please call 0871 527 9456 or visit the Premier Inn website: <u>www.premierinn.com</u>

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

Carparking

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.

EVENT INFORMATION

UCAS

Catering

Complimentary tea, coffee, biscuits and water will be available from the Exhibitor Lounge (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.

Internet

All exhibitors will be provided with Wi-Fi access to the University of Worcester Arena network. Log-in details can be found in your exhibitor pack, provided on the day.

Scanning (TBC)

Please refer to the scanning instruction pack on your stand when arrive. Prior to the event, please ensure the smartlead app is updated and your stand staff have the event license codes.

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 least 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event, and also a separate COVID risk assessment.

LOGISTICS

Schedule:

Wednesday 13 March

15:00 – 18:30 Exhibitor/contractor access.

Thursday 14 March

08:00 – 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 the public.

14:30 – 17:00 Exhibitor/contractor breakdown

Deliveries:

Please ensure that all your prospectuses and other deliveries are arranged for Wednesday 13 March, and they have your organisation's full name, stand number and venue address clearly marked.



CONTACT DETAILS UCAS

UCAS Events Team

E: <u>events@ucas.ac.uk</u> 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 assistance with.

