

UCAS
DISCOVERY
UK TOUR

EXPLORE
AN EXCITING
WORLD OF
POSSIBILITIES

UCAS
DISCOVERY

YOUR FUTURE STARTS HERE

LIVE LOUNGE - WHAT'S ON?

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

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 Apprenticeships
13:10 - 13:30	Business & Finance
13:40 - 14:00	Creative Arts
14:10 - 14:30	Open days

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

2 GET EMPLOYMENT ADVICE
Speak to university employers and UCAS about your future career.

OPEN DAYS
OPEN DAYS
OPEN DAYS
OPEN DAYS

UPCOMING OPEN DAYS

10 JAN	10 JAN	10 JAN	10 JAN
10 JAN	10 JAN	10 JAN	10 JAN
10 JAN	10 JAN	10 JAN	10 JAN
10 JAN	10 JAN	10 JAN	10 JAN

STEM MEDICINE BUSINESS

I AM BCU

WELCOME AREA

MAKE IT REAL

Bournemouth

Location specific information for Bournemouth University

UCAS

EXHIBITING AT

EVENT: Bournemouth University

DATE: Wednesday 27th March

OPENING TIMES: 9.30am – 3pm

VENUE: Talbot Campus,
Fern Barrow
Poole, BH12 5BB



EVENT INFORMATION

ACCESSIBILITY

Full accessibility information can be found [here](#)

ACCOMMODATION

There are a wide range of hotels and guest houses available in Bournemouth and Poole. Up to date information is available from Bournemouth Tourist Information:

Website: www.bournemouth.co.uk

Tel: 01202 451734

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

CAR PARKING

There is **one** on-site parking space available per institution exhibiting. All exhibitors must display a valid parking permit. A copy of this permit can be found in the exhibitor zone.

Couriers may drop off and pick up only, there is no on-site parking available.

EVENT INFORMATION

CATERING

Tea and coffee can be found in the staff centre

FIRST AID

First aid is located at Poole House Reception

INTERNET

WI-FI is provided by The Cloud. Please locate the provider and register your details.

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 [link] 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 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.

LOGISTICS

SCHEDULE:

BUILD DAY: Tuesday 26th March

2 – 4pm Event set up – deliveries can be made during this time. Please note that trolley's are not permitted inside the venue. Student Ambassadors will be on hand to assist couriers on arrival. 4 – 6pm Exhibitor/contractor access.

EVENT DAY: Wednesday 27th March

8 – 9am Exhibitor access. Stands must be ready by 9am.

9:30am – 3pm Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.

3pm – 4pm Stand replenishment.

LOGISTICS

ARRIVAL

To gain entry to the venue, exhibitor lanyards must be worn at all times. Your lanyard will be ready to collect when you arrive.

To gain entry to the venue, you must register details of who will be attending before the event, through your ENet account – instructions on how to do this will be emailed to the lead booker.

BUILD-UP

Build-up times:

Tuesday 26th March 4 – 6pm

Event day and build time

Wednesday 27th March 8 – 9am

If you have items to unload, please take the first turning on the left on Fern Barrow to the stand delivery point at the rear of the Sports Hall (Hall 4). After dropping off your stand and prospectuses, please move vehicles as quickly as possible to the exhibition parking area – Car Park H.

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact events@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.

LOGISTICS

BREAKDOWN

Breakdown time: Tuesday 16th April 3 – 4.30pm

Please enter here all details about breakdown. Can exhibitors drive round to the loading doors? What time can they access loading doors?

Exhibitors must remain on their stands, and not start dismantling them until the exhibition is clear of visitors. We anticipate this to be 5 to 10 minutes after the exhibition closes, at 15:00 on Wednesday 6 April. To help facilitate this, and ensure health and safety is maintained, the loading doors will stay closed until the venue is clear of visitors.

If exhibitors start dismantling stands while the event is still open, there will be no alternative but to close the exhibition, irrespective of how many visitors remain in the hall – this is standard industry practice, in line with guidance in the eGuide. This is because stands which are broken down while visitors are still in the hall pose a health and safety risk. As stated in the exhibitors' code of conduct, all issues raised will be logged and reviewed regularly by UCAS and HELOA. The same principles apply for dismantling, as accessing.

ORGANISERS

Please enter where exhibitors can find organiser if needed during the event with a telephone number if possible

STORAGE

There is no storage room at this event. All items are expected to be stored under the stand tables.

LOGISTICS

UCAS

Deliveries

Please enter where exhibitors can find organiser if needed during the event with a telephone number if possible

The venue address for couriers is:

Dorset UCAS Discovery Event

Exhibitor name

Stand number

Bournemouth University

Talbot Campus

Fern Barrow

Poole

Dorset

BH12 5BB

Deliveries can be made on Tuesday 26th March 2024. Any deliveries made before this time will not be accepted by the venue and returned to the sender.

If you are expecting goods to be delivered by courier, please make sure they are aware of the dates of the event, and venue opening times. All deliveries not clearly addressed, or those which arrive prior to the stated time, are likely to be lost or returned to the sender. Please make sure the staff on your stand are aware of:

who your courier is , your courier's contact details , what is being delivered

*Please note that any pallets left behind will incur a charge for disposal

LOGISTICS

BREAKDOWN

Breakdown time: 3pm

Exhibitors can drive onto the loading bay to pack their car from 3pm. All equipment must be ready to load straight into cars so that this can be done swiftly and the loading bay free for the next person. Student Ambassadors will be on hand to assist with this.

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact events@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.

ORGANISERS

Event staff will be available throughout the day to assist exhibitors – they are easily identified by their light blue hoodies. They can help with the breakdown of boxes, how to locate toilets, tea and coffee, and any other queries you may have.

The UCAS team can be identified by their UCAS branded black polo shirts. Please do not hesitate to ask for assistance from the exhibition team.

STORAGE

There is no storage room at this event. All items are expected to be stored under the stand tables

RELAX

There will be a staff/exhibitor rest area on 3rd floor of the student centre.



CONTACT DETAILS

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 any questions.

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



Exhibitor parking permit

UCAS Discovery Bournemouth 2024

Valid for parking at:

Bournemouth University, Fern Barrow, Poole, Dorset, BH12 5BB,
United Kingdom

Date valid: Tuesday 26 - Wednesday 27 March