

UCAS
DISCOVERY
UK TOUR

EXPLORE
AN EXCITING

UCAS

EVENT LOCATION INFORMATION

Location specific information for UCAS
Discovery Newport Exhibition

UCAS **DISCOVERY** UK TOUR



EXHIBITING AT

Event: Newport

Date: Monday 22 & Tuesday 23 April
2024

Opening times:

Monday 22 April: 09:30 – 15:00

Tuesday 23 April: 09.30 – 15:00

Venue:

International Convention Centre Wales

The Coldra

Catsash Road

Newport

NP18 1HQ



EVENT INFORMATION

Accessibility

Full details on accessibility can be found on the [ICC Wales website](#)

Accommodation

Please find below details of hotels in the vicinity of the IIC Wales:

Holiday Inn Newport – <https://www.ihg.com/holidayinn/hotels/gb/en/newport/nptuk/hoteldetail>

The Celtic Manor Resort – <https://www.celtic-manor.com/>

Premier Inn Newport Wales – <https://www.premierinn.com/gb/en/hotels/wales/gwent/newport/newport-wales-m4-j24.html>

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

Arrival and Registration

Exhibitor registration if arriving by car will take place at the car park entrance to the venue. Contractor registration will take place at the loading bay doors and at the entrance to the hall from the atrium. 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

Car Parking

There is ample parking for exhibitors in the carpark underneath the venue. Parking can be pre-paid via [this link](#) which is a discounted daily rate, or alternately parking can be paid upon arrival (0-5 hours £6, 5-8 hours £9, 8-12 hours £12, 12-24 hours £24). Please note that there is a height restriction of 2.1m within the carpark. Please follow the direction provided by the traffic marshall's and the signs to 'Exhibitor Parking'. Disabled parking facilities are available at the venue. Traffic marshals 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 upstairs and will be clearly signposted. The Staff Room will be serving hot and cold food and drinks. There will also be a catering area inside the main hall which is primarily for visitors, which you are welcome to use but may be busy at times. **Please be aware the ICC Wales is a cashless venue.**

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 (only).

There are water refill stations located around the venue, please bring refillable bottles with you.

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.foster@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 first aid room or alert a member of the event or venue/security staff. The venue has a dedicated room for first aid, which is located near the entrance to the hall (accessed via the atrium) and will be sign posted.

Internet

Free WiFi is available to all – more information can be found in your onsite pack on your stand on your arrival at the venue.

It is prohibited for exhibitors to create their own wireless networks on or around their stand location.

EVENT INFORMATION

UCAS

Lighting

To reduce energy consumption, a light will not be available at every event in 2024. Lighting will be provided at the following at the events: Sheffield, Nottingham, Newcastle, Brighton, Lisburn, Exeter and Maidstone. If you require lighting for your stand please book this through GES directly.

Organisers

The organisers office is located by the entrance to the hall accessed via the atrium. The exhibitor help desk is located at the entrance to the storage area, by the main stage, 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 Holly Foster h.foster@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 Holly Foster h.foster@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.

Schedule:

Sunday 21 April

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

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

Monday 22 April

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.

Tuesday 23 April

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.

15:00 – 16:00 Exhibitor/contractor breakdown.

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

Build-up

Build-up times:

Sunday 21 April 16:00 – 18:00

Monday 22 April 08:00 – 09:00

Tuesday 23 April 08:00 – 09:00

If arriving by car, please park in the car park under the venue and unload via lifts and escalator. If you are arriving in any vehicle larger than a car please follow the direction of the traffic marshal's to the loading bay where you can register your arrival and unload your items to your stand. Once you have unloaded your vehicle please move it promptly to the car park to keep the loading bay as clear as possible for other exhibitors. Please note there is just one loading bay, so the traffic team will direct you up to it once there is space available.

***IMPORTANT* Please print and complete the Exhibitor Onsite Vehicle Pass at the back of this pack, and display it in your windscreen whilst onsite. Please also pass this on to your stand builder/contractor if necessary.**

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact the organiser h.foster@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 21 April).

Breakdown

Breakdown time: 15:00 – 16:00 on Tuesday 23 April

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 16:00 on Tuesday 23 April, 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 Sunday 21 April will not be accepted as UCAS tenancy with the venue does not begin until this time.

Delivery times are as follows:

Sunday 21 April 08:00 – 18:00

Monday 22 April 08:00 – 09:00

Tuesday 23 April 08:00 – 09:00

The venue address for couriers is:

Name and number of stand

UCAS exhibition

ICC Wales

The Coldra

Catsash Road

Newport

NP18 1HQ

GES contacts and ordering portals

When ordering through GES, if your stand number has not been released, please use "TBC" as your stand number.

Deadlines: Early bird 25 March, cut off date to order is 18 April

T: 02476 380 190

Email: ucasdiscoverynewport@ges.com

Espresso: <https://ordering.ges.com/000032160>



CONTACT DETAILS UCAS

UCAS Events Team

E: events@ucas.ac.uk

T: 01242 544 808

GES

E: ucasdiscoverynewport@ges.com

T: 02476 380 190

Expresso Link: <https://ordering.ges.com/000032160>

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





Exhibitor Onsite Vehicle Pass

Name:

Company Name:

Vehicle Reg:

Contact Number:

Stand Number:

Please display this pass in your windscreen before arriving onsite - this must remain displayed until your departure offsite at the end of the event.

You will be permitted to unload in the Loading Bay but must move your vehicle to the car park before setting up your stand.

Vehicles not displaying their pass, or incomplete passes, will not be permitted up to the loading bays.