

UCAS
DISCOVERY
UK TOUR

EXPLORE
AN EXCITING

UCAS

EVENT LOCATION INFORMATION

Date: 7 June 2024

Venue: Utilita Arena Sheffield

UCAS DISCOVERY UK TOUR



**YOUR FUTURE
STARTS HERE**

LIVE LOUNGE - WHAT'S ON?

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

SUBJECTS LIVE

10:10 - 10:30	Nursing and
10:40 - 11:00	Law
11:10 - 11:30	Leisure and
	accommodation
11:40 - 12:00	Apprenticeship
12:10 - 12:30	STEM
12:40 - 13:00	Applying to
13:10 - 13:30	Apprenticeship
13:40 - 14:00	Business &
14:10 - 14:30	Creative arts



**LISTEN TO
SPECIALIST TALKS**
Take part in the UKAs chat
to experts and hear about
your different careers in the
Live Lounge.

**OPEN DAYS
OPEN DAYS
OPEN DAYS**

UPCOMING OPEN DAY

15 JUN 2024
16 JUN 2024
17 JUN 2024
18 JUN 2024
19 JUN 2024
20 JUN 2024

STAND No.10

I AM BCU
OPEN DAY

WELCOME AREA

MAKE IT REAL

EXHIBITING AT

Event: UCAS Discovery Sheffield 2024

Date:

Friday 7 June 2024

Opening times:

Friday: 09:30 - 15:00

Venue:

Utilita Arena Sheffield

Broughton Lane

Sheffield

S9 2DF



EVENT INFORMATION

Accessibility

Full details on accessibility can be found on the [Utilita Arena web page](#)

Accommodation

A comprehensive list of local hotels and accommodation can be found on the [Utilita Arena web page](#).

Arrival and registration

Exhibitor and contractor registration will take place either at the loading bay doors at the contractor entrance to the arena if arriving in any vehicle larger than a car, or if arriving by car please park in the car park and unload through Entry B. 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 further details about build-up and break-down further in the document.

When arriving at Utilita Arena, the traffic marshals will direct vehicles to the appropriate loading bay to unload into the hall. Please go to gate A, where you will see two large iron gates – the loading bay is through these gates. Please note, you can only drop off at this point, after which you will need to park in the main carpark.

To gain entry to the venue, you must register the details of who will be attending before the event. This should be done via your ENet account – instructions on how to do this will be sent to the lead booker, by email.

Car parking

Car parking is free of charge, and a pass is not required – traffic marshals will direct you to the correct area.

The car park is located in the backstage compound, shown as ‘truck park’ on the map.

EVENT INFORMATION

Catering

The staff room (exhibitor and teacher lounge) is in the Arena club, serving a selection of snacks – cash and card payments are accepted.

UCAS will provide each stand with four tea and coffee vouchers per day. If you are on a double stand or larger, we will provide eight vouchers per day. These entitle you to a complimentary tea or coffee and are redeemable in the exhibitor & teacher lounge.

Each stand will also receive 2 complimentary bottles/cans of water. However, we encourage exhibitors to also bring their own reusable bottle which can be refilled at water stations around the venue and in the exhibitor lounge.

Cloakroom

There is no cloakroom facilities at this venue.

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 at h.foster@ucas.ac.uk. A form may need to be completed.

First Aid

Medical staff are onsite for the duration of the event. The first aid room is located on the blue concourse. Should you require medical assistance, please report to the organiser's office, so the appropriate response can be coordinated.

Internet

Free WiFi is available to all – more information can be found in your on-site pack at your stand.

UCAS can offer a TV AV hire package – for more information and to book, please sign in to your ENet account. The items will be on your stand during build-up day, and onsite technical support will be available. If you require further information, please call the Events Team on 01242 544 808.

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.

Organisers

The organiser's office is located in the corridor behind the red tiered seating and will be signposted. The main organiser contact is Holly Foster. please contact Holly at 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 upload this to your e-net account or send this through to Holly Foster at h.foster@ucas.ac.uk at least 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event. A copy of this can be found via your e-net account in useful documents along with some helpful templates and risk assessment advice.

Hard Hat Policy

The venue operates a **strict hard hat policy** onsite when any over-head work/rigging is taking place. It is the responsibility of the individual to provide their own hard hat onsite when over-head work is taking place. If you do not have a hard hat you will need to leave the area until rigging has been completed.

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 licence 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 licence codes.

You will find a guide to setting up your device and how to manage your data in the Exhibitor zone [here](#), along with a Scanning Instructions document that you can share with your staff attending the event. Hard copies are also provided on your stand.

If you are experiencing difficulties with the scanning app you can call 01242 544808 or email events@ucas.ac.uk.

Schedule:

Thursday 6 June

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

16:00 – 18:00 Exhibitor/contractor access. ***In accordance with the updated code of conduct, all exhibitors must be set up and ready for the event 30 minutes prior to the commencement of the Event. Therefore, you should arrive in sufficient time to allow your exhibition stand space and exhibition materials to be fully erected, no later than one hour before the commencement of the Event.

Friday 7 June

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.

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

Build-up

Build-up times:

Thursday 6 June	16:00 – 18:00
Friday 7 June	08:00 – 09:00

***In accordance with the updated code of conduct, all exhibitors must be set up and ready for the event 30 minutes prior to the commencement of the Event. Therefore, you should arrive in sufficient time to allow your exhibition stand space and exhibition materials to be fully erected, no later than one hour before the commencement of the Event.

If arriving in any vehicle larger than a car you will be able to access the compound/loading bay doors at the contractor entrance to the arena, or if arriving by car please park in the car park and unload through Entry B. There will be no vehicle access to the loading bay after 09:00 on event open days. The loading bay doors will close, without exception, at 09:00. All vehicles must be removed from the loading bay by 09:00. Exhibitors must remain on their stands and refrain from dismantling until the exhibition closes at 15:00 on Friday 7 June.

To help facilitate this, and ensure health and safety is maintained, the loading bay doors will not open, and vehicles will not be permitted in the hall until the venue is clear of visitors, which we expect to be by 15:10. If exhibitors start to dismantle stands while the event is still open, there will be no alternative but to close the exhibition, irrespective of how many visitors are still in the hall.

Breakdown

Breakdown times:

Friday 7 June

15:00 Exhibition closes

15:00 – 16:00 Exhibitor breakdown

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

Exhibitors should remain on their stands, and refrain from dismantling, until the exhibition closes and is cleared of all visitors on Friday 7 June, at which time an announcement will confirm when it is safe to start dismantling stands.

Please ensure all materials are removed from the exhibition and loading bays by the closing time. It is the exhibitors' responsibility to liaise directly with the venue and pay any fines concerned. If any materials are left in the exhibition hall after this time, UCAS is not responsible for any items left behind.

If you have a courier arriving to collect goods, please do not ask them to arrive any earlier than 15:15 or they may be turned away.

After 16:00 on Friday 7 June 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

Please see build-up and breakdown section in addition to the following information. Any deliveries to your stand on event open days must be completed, and your vehicle removed from the loading areas, no later than 1 hour before the show opening time. The venue will not allow the event to open if vehicles are blocking fire exit routes. Trolleys are not permitted on the exhibition floor during open hours, in consideration of public safety.

If you are expecting goods to be delivered by courier, please ensure they're aware of the dates of the event, and hall opening times. Deliveries made before 08:00 on build day (Thursday 6 June) will not be accepted by the venue.

Deliveries can be made on Thursday 6 June 08:00 – 18:00 & Friday 7 June 08:00 – 09:00

The address for deliveries is:

UCAS Discovery Sheffield Exhibition
Exhibitor Company/Provider Name
Exhibitor Contact Name
Stand Number
Utilita Arena Sheffield
Broughton Lane
Sheffield
S9 2DF

Any deliveries not clearly addressed, or that arrive before build-up, are likely to be lost or returned to sender.

Deliveries (continued)

Please make sure the staff working on your stand know:

- who your courier is
- your courier's contact details
- 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 any surplus materials are placed within the on-site storage area.

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 9 May, cut off date to order is 3rd June.

Email: ucasdiscoverysheffield@ges.com

Telephone : +44 (0) 2476 380 180

Espresso: <https://ordering.ges.com/000032163>

Forms for ordering GES services can be found on your e-net account.



CONTACT DETAILS UCAS

UCAS Events Team

E: events@ucas.ac.uk

T: 01242 544 808

GES

E: ucasdiscoverysheffield@ges.com

T: +44 (0) 2476 380 180

Expresso Link: <https://ordering.ges.com/000032163>

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.

