

UCAS
DISCOVERY
UK TOUR

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UCAS

EVENT LOCATION INFORMATION

Location specific information for
UCAS Discovery Maidstone 2024



UCAS **DISCOVERY** UK TOUR

EXHIBITING AT

Event: UCAS Discovery Maidstone 2024

Date: 4th June 2024

Opening times: 09:30 – 15:00

Venue:

Kent Event Centre
Kent Showground
Detling
Maidstone
ME14 3JF



EVENT INFORMATION

Accessibility

Full details on accessibility can be found on the [Kent Event Centre website](#).

Accommodation

Please find below details of hotels in the vicinity of Kent Event Centre:

[Orida Hotel Maidstone](#) Tel: 01622 734322

[Village Hotel Maidstone](#) Tel: 01622 235170

[Premier Inn Maidstone \(Sandling\)](#) Tel: 03333 211288

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

Arrival and registration

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.

All exhibitors must wear a lanyard throughout the duration of build-up, and the lanyard must be worn during event opening hours. Contractors will be provided with a wristband which must be worn throughout build up and breakdown. Exhibitor and contractor registration will take at the front of place of the venue, and at the contractor entrance to the hall. Please see further details about build-up and break-down further in the document.

Carparking

There is ample free exhibitor car parking to the right of the venue (as you look at the venue from the front). All cars must always display a parking permit, which can be found at the back of this manual. Traffic staff will be on duty, and their directions should be followed at all times. Disabled parking facilities are available at the venue. Traffic marshals will direct any exhibitors requiring disabled parking to the relevant area.

EVENT INFORMATION

Catering

The staff room can be found just off to the side of both exhibition halls in the Astor Pavilion – please see the floor plan for the location. Hot and cold food will be available, and cash and card payments are accepted. This will be open whilst the exhibition is open to the public.

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. Please go to the help desk to receive your tea and coffee vouchers. Each stand will also receive 2 containers of water per day.

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 s.finch@ucas.ac.uk

First Aid

If you require any first aid during the build-up, event, or break-down, please go to the organiser's office or alert a member of event or venue staff. The venue have a medical room, which is located at the rear right of the first hall.

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.

Organisers

The organiser's office is located between both exhibition halls, just off the Maidstone Exhibition Hall. The exhibitor help desk is located at the back left of the first hall near staff room, you will be able to receive your drinks vouchers here. A member of event staff there will be there throughout the event to assist with any queries. The main organiser is Sam Finch, s.finch@ucas.ac.uk

EVENT INFORMATION

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 to e-net or submit via email to events@ucas.ac.uk by 7th May 2024. 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, at the back left of the first hall, to support you at the event, or you can call 01242 545725 or email events@ucas.ac.uk.

Taxi

Taxis do not operate to Kent Event Centre around 3 – 4pm due to school pick up. UCAS does not recommend any Taxi companies or have preferential rates, the below contacts are local companies provided for your information only.

- Streamline 01622 750000
- Sapphire Cabs 01622 663000

We recommend you to book your taxis well in advance of the event.

Schedule:

Monday 3rd June

07:00 – 16:00 Stand build (PPE area – no exhibitor access).

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

Tuesday 4th 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. **(Note: breakdown may only commence once the hall is clear of visitors, and UCAS will make an announcement)**

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

Build-up

Build-up times:

Monday 3rd June 16:00 – 18:00

Tuesday 4th June 08:00 – 09:00

For large vehicles, please proceed to the rear of the venue and use the fire exits along the left-hand side of the venue to load (left side as if you were looking from the rear of the venue). For cars and other small vehicles, where possible, please park your vehicle in the car park and bring your goods by foot via the front of the venue.

There will be no access to the loading bays 30 minutes prior to the start of the exhibition each day, the doors will remain closed outside of the build-up and breakdown times. No access will be given, and no exceptions will be made. All vehicles must be removed. No trolleys will be permitted in the hall once the event has opened to visitors; after this time, all goods will need to be carried by hand.

Access is limited, and if it becomes too busy, you may be asked by traffic marshals to wait before you can unload. As soon as you have unloaded, please relocate and park your vehicle in the car park.

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact organiser Sam Finch, at s.finch@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 3rd June).

Breakdown

Breakdown time: 15:00 – 16:00 on Tuesday 4th June.

Exhibitors should remain on their stands, and refrain from dismantling, until the exhibition closes and is cleared of all visitors on Tuesday 4th June, at which time an announcement will confirm when it is safe to start dismantling stands.

To help facilitate this, and ensure health and safety is maintained, the loading bay doors will not open, and vehicles will not be permitted to the entrance of the doors, until the venue is clear of visitors – we expect this 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, no matter how many visitors are still in the venue.

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.

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 4th 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. If you do not have a high-vis, please ask a member of the UCAS team, who may be able to provide you one.

Deliveries

Please see build up and breakdown section in addition to the following information. Any delivery to stands on the event open days must be completed, and vehicles removed from loading areas no later than 30 minutes before the event open time (09:30); the venue will not allow the event to open if vehicles are blocking fire exit routes.

If you are expecting goods to be delivered by courier, please ensure they are aware of the dates of the show and hall opening times. Deliveries made before 08:00 on Monday 3rd June will not be accepted as UCAS tenancy with Kent Event Centre does not begin until this time.

Delivery times are as follows:

Monday 3 June	08:00 – 18:00
Tuesday 4 June	08:00 – 09:00

The venue address for couriers is:

Name and number of stand,
UCAS Discovery Maidstone exhibition,
Kent Event Centre
Kent Showground
Detling
Maidstone
ME14 3JF

GES contacts and ordering portals

Deadlines: By 6th May for best prices

T: 02476 380 180

Email: ucasdiscoverymaidstone@ges.com

Expresso: <https://ordering.ges.com/000032161>

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: ucasdiscoverymaidstone@ges.com

T: 02476 380 180

Expresso Link: <https://ordering.ges.com/000032161>

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.

GES Helpdesk: Located at the back of the first hall where the two halls join, open during build-up only



UCAS Exhibitor Parking Permit

UCAS Discovery Maidstone 2024

Valid for parking at:

Kent Event Centre

Kent Showground

Detling

Maidstone

ME14 3JF

Date valid: 3rd – 4th June 2024

Please display this pass in the windscreen of your vehicle to avoid parking charges during your stay.
This parking permit does not guarantee a space – parking is allocated on a first-come, first-served basis.