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# LEEDS LOCATION INFORMATION

Leeds Beckett University  
Headingley Campus  
Tennis Centre  
Leeds LS6 3QQ

UCAS

# EXHIBITING AT

EVENT: LEEDS UCAS

DATE: 19-20 June 2024

OPENING TIMES: 9.45-14.45

VENUE: Leeds Beckett University,  
Tennis Centre, Headingley Campus,  
Leeds LS6 3QQ



# EVENT INFORMATION

## ACCESSIBILITY

All routes to the Tennis Centre will have clear accessible routes. There will be clearly marked accessible routes and lifts. We have an access ramp down into the tennis centre and then an access ramp leading onto the tennis courts. There are also two access points through the double fire doors at court one end and court four end.

## ACCOMMODATION

Please find below details of hotels in the vicinity of the venue:

[Village Hotel, Leeds North](#) t: 0113 323 6150

[Weetwood Hall](#) t: 0113 230 6000

[Ascot Grange Hotel](#) t: 0113 293 4444

[Premier Inn Headingley](#) t: 0871 097 1063

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

## CARPARKING

During the exhibition on Wednesday 19th and Thursday 20th June, all exhibitors will get one free parking space per stand. Please use the Church Wood Avenue entrance. Exhibitors can park free of charge in the pay and display car park on the right-hand-side as you enter the campus. A parking permit must be displayed on the windscreen of your vehicle. Permits can be found at the end of this pack, please print off and display.

# EVENT INFORMATION

## CATERING

Use the Food Court for exhibitor lunches. Please ask ambassadors for directions. This is a 5 min walk away, given the queues onsite during the event at other outlets this will be the quickest option.

The event will not close for lunch. Exhibitor tea and coffee will be available free of charge in the exhibitor break room. Hot drinks taken into the exhibition hall must have lids. A water fountain is available in the hall but please bring your own water bottles with you.

## FIRST AID

If you sustain any personal injuries, or are present when an accident happens, please ask for assistance from the organisers or visit the information/registration marquee outside the exhibition hall.

## INTERNET

Eduroam is available on our campus. For those exhibitors not on Eduroam, we can supply visitor logins on the day.

## 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](#) 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 in the Tennis Centre to support you at the event or you can call 01242 544808 or email [events@ucas.ac.uk](mailto: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 Holly Foster [H.Foster@ucas.ac.uk](mailto:H.Foster@ucas.ac.uk) at least 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event.

# LOGISTICS

## SCHEDULE:

### **BUILD DAY: (Tuesday 18<sup>th</sup> June)**

11.00 – 14:00 Logistics & stand build firms only

14:00 – 18:00 Exhibitor/contractor access.

### **EVENT DAY: (Wednesday 19<sup>th</sup> June)**

08.00 – 09:15 Exhibitor access.

09:45 – 14:45 Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.

14:45 – 15:30 Stand replenishment.

### **EVENT DAY 2 (Thursday 20<sup>th</sup> June)**

08.00 – 09:15 Exhibitor access.

09:45 – 14:45 Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.

14:45 – 16:15 Exhibitor/contractor breakdown.

16:30 Event breakdown

# LOGISTICS

## ARRIVAL

The event will take place at our Headingley Campus. To gain entry to the Tennis Centre, exhibitor lanyards must be worn at all times. Your lanyard will be ready to collect when you arrive at the

Tennis Centre. 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. Please find a campus map linked [here](#).

## BUILD-UP

Build-up times:

18th June 2024	11.00 – 14:00	Logistics & stand build firms only
	14:00 – 18:00	All exhibitor access
19th June 2024	08:00 – 09:15	All exhibitor access
20th June 2024	08:00 – 09:15	All exhibitor access

## THE EVENT

Event day and times:

19th & 20th June 2024	09:45 – 14:45
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## UNLOADING

Please unload your vehicle on the morning of the event outside the Tennis Centre and then park your vehicle in the pay and display car park which will be free for this event. Unloading of your vehicle must happen before 8.45am on event days.

If you are arriving by taxi, please make your way to Leeds Beckett University, Headingley Campus, LS6 3QQ (please see campus map) where someone can direct you to the Tennis Centre.

Trolleys are not provided at the venue, so please bring your own if you need one to deliver goods to your stand. Trolleys are only permitted on the exhibition floor outside event opening hours, for the safety of visitors.

## BREAKDOWN

20th June 2023

From 14:45

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. 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.

Logistics contractors must not enter the campus arrive prior to 15.00.

## DELIVERIES

Please refer to the build-up and breakdown section in addition to the information below.

The venue address for couriers is:

**Exhibitor name**

**Stand number**

UCAS Leeds

Stand number [\*\*\*] (see floorplan for your stand number)

[Organisation name]

c/o Leeds Beckett University

Tennis Centre, Headingley Campus

Leeds, LS6 3QQ

Deliveries can be made anytime between 11.00– 18:00 on the 18th June. 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

Note: All deliveries must access campus via the Church Wood Avenue entrance – for satnav, use LS6 5LF.

No pallets/pallet trucks will be allowed inside the exhibition venue. All delivery companies must remove any pallets immediately following unloading.



# LOGISTICS (added an extra page here)

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## **ORGANISERS**

The organisers can be contacted through the staff at the Registration/Information marquee outside of the Exhibition Hall. The lead organiser is James Kennedy. During the exhibition, James can be contacted on 07469031534

Before the exhibition, please contact [recruitmentevents@leedsbeckett.ac.uk](mailto:recruitmentevents@leedsbeckett.ac.uk).

## **STORAGE**

Storage space at the venue is extremely limited, so please only deliver resources that can be accommodated within the confines of your stand.



# CONTACT DETAILS

UCAS

## UCAS Events Team

E: [events@ucas.ac.uk](mailto:events@ucas.ac.uk)

T: 01242 544 808

### Onsite general enquiries:

Look out for event ambassadors wearing peach coloured t-shirts, they can offer advice and answer any questions.

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



# Exhibitor parking permit

## UCAS Discovery Leeds 2024

**Valid for parking at:**  
Leeds Beckett University  
Headingley Campus

**Date valid:** 19<sup>th</sup> & 20<sup>th</sup> June

Please ensure this pass is displayed in the windscreen of your vehicle to avoid parking charges during your stay.