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EVENT LOCATION INFORMATION

Location specific information for
UCAS Hull

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EXHIBITING AT

EVENT: UCAS Hull

DATE: Thursday 27th June 2024

OPENING TIMES: 9:30-14:30

VENUE: Allam Sport Centre
Inglemire Lane, Hull, HU6 7TS



EVENT INFORMATION

ACCESSIBILITY

The venue is located and accessible on the ground floor with access to toilets on the ground floor.

ACCOMMODATION

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

Hotel 1: **DoubleTree by Hilton** – 24 Ferensway, HU2 8NH <https://www.hilton.com/en/hotels/huyukdi-doubletree-hull/> - 01482 947419

Hotel 2: **Travelodge** – Pryme Street, HU2 8HR <https://www.travelodge.co.uk/hotels/505/Hull-Central-hotel> - 0871 984 8484

Hotel 3: A full list of local hotels can be found here: <https://www.visithull.org/stay/>. This is a general list for information only, and not a recommendation from UCAS.

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

CARPARKING

Car parking is available for Exhibitors in the **Wilberforce Multi-Storey Car Park** (labelled Wilberforce Car Park on the map) <https://www.hull.ac.uk/editor-assets/docs/campus-map.pdf>

To access this, please use the **North Entrance on Inglemire Lane** (for Satnav use the postcode **HU6 7DF**).

Upon entering the car park, exhibitors will receive a parking ticket. For **free parking**, please bring this ticket with you to the registration desk at the entrance to the exhibition and we will exchange it for a ticket that will allow you to leave free of charge.

Please note that this car park is a short walk from the venue and **anyone with heavy goods** is advised to unload materials at the Allam Sports Centre before moving their vehicle to the recommended car park.

EVENT INFORMATION

CATERING

Please note, the event will not close for lunch. If you're a lone exhibitor and don't want to leave your stand during the day, we have event staff who will be happy to fetch you any refreshments, if they are able to do so.

Complimentary tea and coffee will be available from the Teacher and Exhibitor Lounge, located in the Sports Centre. This will be signed, but please ask a member of staff or ambassador for directions if help is needed. Event staff will be on hand throughout the event to provide tea and coffee for exhibitors, and water dispensers will be available in the corridor next to the exhibition hall.

Food and drink can be purchased from a number of outlets across campus, including `The Pantry` in Canham Turner (14 on the map), which sells a variety of hot meals. The Spar shop and a Wetherspoons within the Students' Union (16 on the map). The Library Café (27 on the map), which serves soups, sandwiches, snacks and paninis. <https://www.hull.ac.uk/editor-assets/docs/campus-map.pdf>

FIRST AID

First aid trained staff will be on site during the event. The sports centre reception desk can direct anyone requiring first aid to the first aid room, which is located within the Allam Sports Centre, accessible via the corridor adjacent to the exhibition hall. In the event of an accident or mishap, please seek the assistance of an event ambassador and/or report to the sports centre reception desk.

All security staff on campus are first aid trained and able to provide first aid assistance if needed. The security team can be contacted on 01482 465555. First aid trained staff are also available in all buildings on campus: please contact the nearest Porter's office for assistance.

Should emergency care be required, please call 999 immediately.

INTERNET

Guests can connect to the free UoH-Guest Wi-Fi network via Eduroam. Once connected, open a browser and submit some contact details to gain full access. Exhibitors already registered with Eduroam at other participating institutions will be able to log in using these 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 Megan Green M.MelvinGreen@ucas.ac.uk least 3 weeks before the exhibition date. The event organiser has completed a risk assessment for the event.

LOGISTICS

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SCHEDULE:

BUILD DAY: Wednesday 26th June 2024

09:30 – 17:00 Event set up – deliveries can be made during this time

15:00 – 18:00 Exhibitor/contractor access.

EVENT DAY: Thursday 27th June 2024

08:00 – 09:00 Exhibitor access.

09:30 – 14:30 Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.

14:40 – 17:00 Stand breakdown

ARRIVAL

The exhibition is being held in the University of Hull's Allam Sports Centre, located at number 3 on the map: <https://www.hull.ac.uk/editor-assets/docs/campus-map.pdf>. Please enter via the main entrance. To gain entry to the venue, exhibitor lanyards must be worn at all times. Your lanyard will be ready to collect when you arrive, from the registration desk at the entrance to the exhibition hall. To gain entry to the venue, you must register details of who will be attending before the event through your ENet account.

Please note that the car park is a short walk from the venue and anyone with heavy goods is advised to unload materials at the drop off zone outside the Sports Centre before moving their vehicle to the recommended car park. The drop off zone can be accessed via the main entrance to the Sports Centre car park on Inglemire Lane, postcode HU6 7TS. Event staff will be available to direct you to the drop off zone and help you unload.

BUILD-UP

Build-up times: Wednesday 26th June 15:00 – 18:00

Thursday 27th June 08:00 – 09:00

Event day and build time: Thursday 27th June 08:00 – 09:00

BREAKDOWN

Breakdown time: 14:40

Exhibitors must remain on their stands, and not start dismantling until the exhibition is clear of visitors. We anticipate this to be 5 to 10 minutes after the exhibition closes, at 14:30. To help facilitate this, and ensure health and safety is maintained, the loading doors will stay closed until the venue is clear of visitors. Once the venue is clear of visitors the loading doors will open and access can be gained from the car park. Exhibitors can drive into the sport centre car park to gain access to the loading doors. Event staff will direct exhibitors to the loading doors.

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.

DELIVERIES

The venue address for couriers is: **F.A.O Shari Wilson, Hull UCAS HE Exhibition**, Exhibitor Name & Stand Number, Allam Sports Centre, University of Hull, Inglemire Lane, Hull, HU6 7TS

Deliveries can be made between 9:30am and 6:00pm on Tuesday 27th June 2023. Please clearly address any deliveries. Any deliveries which arrive outside of the stated times and not clearly addressed, could be lost or 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. Please also make sure the staff on your stand are aware of:

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

Please make the organiser aware of any deliveries expected on the day by emailing shari.wilson@hull.ac.uk

ORGANISERS

The organisers will be on hand in the exhibition areas throughout the day. The lead organiser is Shari Wilson. During the exhibition, Shari Wilson can be contacted on 07840004181. Please note: this number is only available during the set-up, opening and breakdown times for this exhibition. Before the exhibition, Shari can be contacted at shari.wilson@hull.ac.uk

STORAGE

Storage will be located within the sports hall, on the spare court, next to the refreshments. The storage area will be signposted and event staff will be available to direct exhibitors.



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

