

EXHIBITING AT

EVENT: UCAS Discovery 2024

DATE: 26 June 2024

OPENING TIMES: 09:30-15:00

VENUE: Aberystwyth Arts Centre

Aberystwyth University

Penglais

Aberystwyth

SY23 3DE



EVENT INFORMATION

ACCESSIBILITY

Accessible Parking is available right next to Aberystwyth Arts Centre's Main Entrance with level access for the exhibition. Please contact us for anyone travelling by public transport or coach for personalised information.

ACCOMMODATION

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

Aberystwyth University Bunkhouse https://www.aber.ac.uk/en/visitors/bunkhouse/

Premier Inn https://www.premierinn.com/gb/en/hotels/wales/dyfed/aberystwyth/aberystwyth.html

Marine Hotel https://www.gwestymarinehotel.co.uk/

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

CAR PARKING

Individuals should follow the signage for the Arts Centre Visitors Car Park, Pay and Display.

Groups arriving by coach will be directed by staff.

EVENT INFORMATION

CATERING

There will be a refreshment station for exhibitors in the Great Hall for drinks. Further catering is available from the Arts Centre Café located opposite the Great Hall.

FIRST AID

Please contact a member of the Arts Centre staff, or contact the porters on 07580 463068 for assistance

INTERNET

Eduroam is available throughout the site. Guest WiFi is available on network "PAU Guest", there is no log-on or password.

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 at the exhibitor/scanner help desk 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 Emily Bibby e.bibby@ucas.ac.uk least 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event.

LOGISTICS



SCHEDULE:

BUILD DAY: 25/06/2024

09:00 – 16:00 Event set up – deliveries can be made during this time

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

EVENT DAY 26/06/2024

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.

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

16:30 event breakdown

LOGISTICS



ARRIVAL

On arrival, please park in the Arts Centre Visitor Car Park. You can collect a parking permit when registering.

Please enter the Great Hall directly.

BUILD-UP

Build-up times:

16:00-18:00, 25 June 2024

There is a loading bay near the Great Hall rear entrance, offered first come first served. Please move your vehicle when loading/unloading is complete.

LOGISTICS



BREAKDOWN

Breakdown time: 15:15-16:20, 26 June 2024

There is a loading bay near the Great Hall rear entrance, offered first come first served. Please move your vehicle when loading/unloading is complete

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

All deliveries to Aberystwyth Arts Centre, Penglais, Aberystwyth, SY23 3DE. Deliveries must be clearly labelled for the exhibitor and "UCAS Discovery".

DUTY MANAGERS

You can contact the Duty Manager on 07875 664179 if you require assistance.

STORAGE

Storage is available in the 'Robing Room' located alongside the Great Hall. This storage is not secured or monitored. Space is limited, so please store items below your table or in your vehicles if possible.





CONTACT DETAILS

UCAS Events Team

E: <u>events@ucas.ac.uk</u> 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







