

UCAS  
**DISCOVERY**  
UK TOUR

EXPLORE  
AN EXCITING

UCAS

# EVENT LOCATION INFORMATION

Location specific information for  
UCAS Discovery Nottingham

UCAS **DISCOVERY** UK TOUR

**YOUR FUTURE STARTS HERE**

**LIVE LOUNGE - WHAT'S ON?**

10:30 - 11:30	Law
11:30 - 12:30	Leeds & Leeds apprenticeship
12:30 - 13:30	STEM
13:30 - 14:30	Apprenticeship
14:30 - 15:30	Business & Creative

**SUBJECTS LIVE**

10:10 - 10:30	Nursing and
10:40 - 11:00	Law
11:10 - 11:30	Leeds & Leeds apprenticeship
11:40 - 12:00	STEM
12:10 - 12:30	Apprenticeship
12:40 - 13:00	Business &
13:10 - 13:30	Apprenticeship
13:40 - 14:00	Business &
14:10 - 14:30	Creative

**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 JAN	16 JAN	18 JAN
19 JAN	20 JAN	21 JAN
22 JAN	23 JAN	24 JAN
25 JAN	26 JAN	27 JAN
28 JAN	29 JAN	30 JAN
31 JAN	1 FEB	2 FEB
3 FEB	4 FEB	5 FEB
6 FEB	7 FEB	8 FEB
9 FEB	10 FEB	11 FEB
12 FEB	13 FEB	14 FEB
15 FEB	16 FEB	17 FEB
18 FEB	19 FEB	20 FEB
21 FEB	22 FEB	23 FEB
24 FEB	25 FEB	26 FEB
27 FEB	28 FEB	1 MAR
2 MAR	3 MAR	4 MAR
5 MAR	6 MAR	7 MAR
8 MAR	9 MAR	10 MAR
11 MAR	12 MAR	13 MAR
14 MAR	15 MAR	16 MAR
17 MAR	18 MAR	19 MAR
20 MAR	21 MAR	22 MAR
23 MAR	24 MAR	25 MAR
26 MAR	27 MAR	28 MAR
29 MAR	30 MAR	31 MAR
1 APR	2 APR	3 APR
4 APR	5 APR	6 APR
7 APR	8 APR	9 APR
10 APR	11 APR	12 APR
13 APR	14 APR	15 APR
16 APR	17 APR	18 APR
19 APR	20 APR	21 APR
22 APR	23 APR	24 APR
25 APR	26 APR	27 APR
28 APR	29 APR	30 APR
1 MAY	2 MAY	3 MAY
4 MAY	5 MAY	6 MAY
7 MAY	8 MAY	9 MAY
10 MAY	11 MAY	12 MAY
13 MAY	14 MAY	15 MAY
16 MAY	17 MAY	18 MAY
19 MAY	20 MAY	21 MAY
22 MAY	23 MAY	24 MAY
25 MAY	26 MAY	27 MAY
28 MAY	29 MAY	30 MAY
31 MAY	1 JUN	2 JUN
3 JUN	4 JUN	5 JUN
6 JUN	7 JUN	8 JUN
9 JUN	10 JUN	11 JUN
12 JUN	13 JUN	14 JUN
15 JUN	16 JUN	17 JUN
18 JUN	19 JUN	20 JUN
21 JUN	22 JUN	23 JUN
24 JUN	25 JUN	26 JUN
27 JUN	28 JUN	29 JUN
30 JUN	1 JUL	2 JUL
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15 JUL	16 JUL	17 JUL
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27 JUL	28 JUL	29 JUL
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8 AUG	9 AUG	10 AUG
11 AUG	12 AUG	13 AUG
14 AUG	15 AUG	16 AUG
17 AUG	18 AUG	19 AUG
20 AUG	21 AUG	22 AUG
23 AUG	24 AUG	25 AUG
26 AUG	27 AUG	28 AUG
29 AUG	30 AUG	31 AUG
1 SEP	2 SEP	3 SEP
4 SEP	5 SEP	6 SEP
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10 SEP	11 SEP	12 SEP
13 SEP	14 SEP	15 SEP
16 SEP	17 SEP	18 SEP
19 SEP	20 SEP	21 SEP
22 SEP	23 SEP	24 SEP
25 SEP	26 SEP	27 SEP
28 SEP	29 SEP	30 SEP
1 OCT	2 OCT	3 OCT
4 OCT	5 OCT	6 OCT
7 OCT	8 OCT	9 OCT
10 OCT	11 OCT	12 OCT
13 OCT	14 OCT	15 OCT
16 OCT	17 OCT	18 OCT
19 OCT	20 OCT	21 OCT
22 OCT	23 OCT	24 OCT
25 OCT	26 OCT	27 OCT
28 OCT	29 OCT	30 OCT
31 OCT	1 NOV	2 NOV
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18 NOV	19 NOV	20 NOV
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24 NOV	25 NOV	26 NOV
27 NOV	28 NOV	29 NOV
30 NOV	1 DEC	2 DEC
3 DEC	4 DEC	5 DEC
6 DEC	7 DEC	8 DEC
9 DEC	10 DEC	11 DEC
12 DEC	13 DEC	14 DEC
15 DEC	16 DEC	17 DEC
18 DEC	19 DEC	20 DEC
21 DEC	22 DEC	23 DEC
24 DEC	25 DEC	26 DEC
27 DEC	28 DEC	29 DEC
30 DEC	31 DEC	1 JAN

**I AM BCU**

**WELCOME AREA**

**MAKE IT REAL**

# EXHIBITING AT

**Event:** UCAS Discovery Nottingham

**Date:** Wednesday 3rd and Thursday 4th July  
2024

## Opening times:

Wednesday 3rd July: 09:30 – 15:00

Wednesday 4th July: 09:30 – 15:00

## Venue:

**Motorpoint Arena Nottingham**

Bolero Square

Nottingham

NG1 1LA

United Kingdom



# EVENT INFORMATION

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## Accessibility

Full details on accessibility can be found here: [Accessibility - Motorpoint Arena Nottingham](#)

## Accommodation

There are several hotels located near the venue. Find more information here: [Microsoft Bing Travel - Stays in Motorpoint Arena Nottingham, Nottingham](#)  
Please note that these hotels are a guide for exhibitors and are not recommended by UCAS.

## Arrival and registration –

On Tuesday 2nd July (build day) exhibitor and contractor registration will take place at the loading-bay/service yard entrance at the rear of the venue. This area can be accessed via Woolpack Lane, NG1 1FP, **What3Words reference ///parks.improving.united**. Please note the main entrance of the venue will not be open for exhibitors/contractors on build day. 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. On live event days – the front entrance of the venue will be open for exhibitor access and registration.

## Parking

There is no onsite parking available at the venue. Paid car parking is available at a number of locations a short walk from the venue. Motorpoint Arena Nottingham can offer discounted parking at the following car parks when using their dedicated pay machines located onsite at those locations:

### Lace Market Car Park

Up to 24 Hours - £7.00 with a validated ticket (available everyday)

### Victoria Centre

Event Day Parking (only available on event days):

- 3pm till 1am - £6 with a validated ticket on event nights
- 5pm till 6am - £5.50 available to all - no ticket validation required

For deliveries – venue traffic marshals will manage access to the loading bay. Due to the limited space available, once unloaded vehicles will need to be moved to an offsite car park, before staff return to build stands and/or set-up.

# EVENT INFORMATION

UCAS

## Catering

There is a designated Staff Room (Exhibitor and Teacher lounge) at this event. Please see signage onsite for the location. The Staff Room will be open whilst the exhibition is open to the public, and will serve snacks and sandwiches, including gluten-free and vegan options, and hot and cold soft drinks. Note that this is a cash-less venue, only card payments will be accepted.

Each single stand (irrespective of the number of staff) will be provided with four free tea and coffee vouchers per day, which can be redeemed in the Staff Room. Please go to the Exhibitor Help Desk in the exhibition hall to collect your drinks vouchers. Please bring a reusable water bottle with you to the event which can be re-filled at the Staff Room and at water towers backstage.

## Filming and photography

If you are planning on undertaking any filming, or taking any photographs at the event, you must inform the organiser, a minimum of seven working days prior to the event at [c.lemon@ucas.ac.uk](mailto:c.lemon@ucas.ac.uk) (a permission form may also need to be completed).

## 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 Organiser's office will be signposted in the venue and on event guides and staff will be happy to help.

## Internet

Motorpoint Arena Nottingham has customer WiFi suitable for browsing. There will also be additional, dedicated Wi-Fi available for exhibitors.

**Network:** Production

**Password:** Its.Sh0wtime!

# EVENT INFORMATION

UCAS

## Organisers

The organiser's office is located directly off the main arena under seating block 1, and will be signposted. The exhibitor help desk is located in the exhibition hall and will be signposted, as well as being marked on the map in the event guide. Here you can collect your drinks vouchers and speak to a member of event staff if you have any queries.

The event organisers are Andrew Mitchell-Stead <[A.MitchellStead@ucas.ac.uk](mailto:A.MitchellStead@ucas.ac.uk)> and Chloe Lemon [c.lemon@ucas.ac.uk](mailto:c.lemon@ucas.ac.uk) and can be contacted pre-event via email or 07917 082910 (Andrew) and 07917 078890 (Chloe) during the build, event hours and breakdown.

## Risk Assessments

All exhibitors need to provide a risk assessment for your stand build and any activities that will be happening on your stand. If you have third parties building your stand, you will need to submit a copy of their risk assessment, stand drawings and public liability along with your exhibitor risk assessment no later than 4 weeks pre-event. You can upload this via Enet or email direct to Andrew Mitchell-Stead from the UCAS event team [a.mitchellstead@ucas.ac.uk](mailto:a.mitchellstead@ucas.ac.uk)

The event organiser has completed a risk assessment for the event which can be found via your Enet 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, to support you at the event, or you can call 01242 544808 or email [events@ucas.ac.uk](mailto:events@ucas.ac.uk)

## Schedule:

### Tuesday 2nd July

- 08:00 – 16:00 Stand build (PPE area – no exhibitor access).
- 16:00 – 18:00 Exhibitor/contractor access.

### Wednesday 3rd July

- 08:00 – 09:00 Exhibitor access. You should arrive in sufficient time to allow your exhibition stand space and exhibiton materials to be fully erected no later than 30 minutes prior to the commencement of the event.
- 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 Stand replenishment.

### Thursday 4th July

- 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.
- 15:10 – 16:00 Exhibitor/contractor breakdown (strictly subject to clearance from the UCAS event team – no packing up or breakdown permitted until advised)
- 16:00 Stand breakdown (PPE area – no exhibitor access).

## Build of stands

### Build times:

Tuesday 2nd July	16:00 – 18:00
Wednesday 3rd July	08:00 – 09:00
Thursday 4th July	08:00 – 09:00

On arrival, all contractor and exhibitor vehicles need to access the venue via the load-in area, entry via **What3Words reference [///plans.undulation.skip](#)**. Due to the number of vehicles and space available in the load-in area, venue traffic marshals will manage access to the loading bay. Please unload equipment and then move your vehicle to nearby offsite car parks, before returning to build your stands.

Please note - the main entrance doors of the venue will not be in use on build day Tuesday 2 July. No trolleys will be permitted in the hall once the event opens at 09:30 daily.

### Early Access Requests

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact the organiser [c.lemon@ucas.ac.uk](mailto:c.lemon@ucas.ac.uk) as soon as possible.

In some circumstances, early access to the venue on the build day may be given, but this is only with the advance permission of the organiser. Please request early access in writing, at least 10 days' notice before the build day. 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 Tuesday 2nd July).

## Breakdown of stands

### Breakdown time:

Thursday 4th July      15:15 – 16:00

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

No vehicles will be permitted into the loading bay until all visitors have left the hall and surrounding area, and it is safe to allow vehicles into the pedestrian areas. 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 anything not being collected by your courier – e.g., spare prospectuses. **Removal of any excess waste will be charged for.**

**After 16:00 on Thursday 4th July, UCAS contractors will have access to dismantle the event. If exhibitors are still breaking down their stands, they must wear a high-vis vest while in all event areas (including loading and parking areas).**



## Deliveries

Please see the build 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 by 09:00; 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 Tuesday 2nd July will not be accepted as the venue have no facilities for the advance storage of exhibition materials.

**Delivery times are as follows: Tuesday 2nd July** from 08:00-17:00, **Wednesday 3rd July** from 08:00 – 09:00, **Thursday 4th July** from 08:00 – 09:00

**The venue address for couriers/deliveries is:**

*<Name of organisation and number of stand>*

*FAO: XXXX*

*UCAS Discovery Nottingham*

*Motorpoint Arena Nottingham*

*Bolero Square*

*Nottingham*

*NG1 1LA*

## GES contacts and ordering portals

**Deadlines:** By 04 June for best prices

**Telephone:** +XXXX

**Email:** XXXXX

**Espresso link:** XXXXX

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

When ordering through GES, if your stand number has not been released, please use "TBC" as your stand number.



# CONTACT DETAILS UCAS

## UCAS Events Team

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

T: 01242 544 808

## GES

E: [ucasdiscoverynottingham@ges.com](mailto:ucasdiscoverynottingham@ges.com)

T: +44 (0)2476 380 190

Expresso Link: [Expresso by GES](#)

GES Helpdesk: Located in the hall during build day only (Tues 2 July)

## 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 Organiser's Office and Exhibitor Help Desk for any questions you have or if you need assistance.

