

# **EXHIBITING AT**

**EVENT: UCAS Discovery Northampton** 

**DATE:** Thursday 10 October

**OPENING TIMES: 9.30am – 3pm** 

**VENUE: University of Northampton** 

**Waterside Campus** 

**University Drive** 

**Northampton** 

Northamptonshire

NN1 5PH



# **EVENT INFORMATION**

### **ACCESSIBILITY**

Please contact the event organisers if you have any accessibility needs.

We have worked with AccessAble to provide informative Access Guides for the University estate, enabling all users to make an informed choice about how they interact with the built environment and the services we have available. These Access Guides will give you information to help you plan your journey around campus and get you to where you need to be in a way that is easiest and safe for you.

https://www.accessable.co.uk/university-of-northampton

## **ACCOMMODATION**

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

Sunley Hotel, University of Northampton Waterside Campus, New South Bridge Rd, Northampton NN4 8RR. https://www.sunleyhotel.com/

Premier Inn Town Centre, Swan Street, Northampton, NN1 1FA

Travelodge Town Centre, 15 Gold St, Northampton NN1 1RA

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

### **CAR PARKING**

Please use car parks 1 and 2 which are accessed from Bedford road. Sat Nav postcode NN1 5PH.

Car park 1 Google Map Link

Car park 2 Google Map Link

If both of these car parks are full, please use car park 4 which is accessed via New Southbridge road. Sat Nay postcode NN4 8RR. Access through the campus is not permitted.

Car park 4 Google Map Link

Car parking is free of charge.

# **EVENT INFORMATION**

## **CATERING**

Water refill stations can be found on the ground floor of the Learning Hub near to the Waterside Bar and Restaurant and the ground floor of the Creative Hub near to the lifts. Please bring a refillable water bottle with you.

Exhibitor Tea and Coffee will be available in the Learning Hub, room number to be confirmed.

The Market restaurant, Waterside Bar and Grill restaurant and The Ground café are available in the Learning Hub. The Exchange café is available in Senate and The Pit Stop café is available in the Engine Shed.

Please note that we are a cashless campus.

#### **FIRST AID**

First aid is available from our Security Team. Please call 01604 892269 or speak to an Event Ambassador.

## **INTERNET**

Guest Wi-Fi is available. Users will need to enter their details to create an account.

## **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. Note: all electrical items must be PAT tested. 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: (Wednesday 9 October 2024)** 

08:00 – 16:00 Event set up – deliveries can be made during this time

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

**EVENT DAY: (Thursday 10 October 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.

15:00 – 18:00 Breakdown.

# LOGISTICS



# **ARRIVAL**

Please report to the event help desk to the right of the big screen on the ground floor of the Learning Hub when you arrive. Exhibitor stands will be within either the Learning Hub or the Creative Hub which is the adjacent building.

## **BUILD-UP**

# **BUILD DAY: (Wednesday 9 October 2024)**

08:00 – 16:00 Event set up – deliveries can be made during this time

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

# **EVENT DAY: (Thursday 10 October 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.

15:00 - 18:00 Breakdown.

Service yards and drop off point access is limited to delivery companies in the first instance. Please speak to an Event Ambassador if you need to borrow a trolley (available on a first come first served basis) to help with transporting items to the car park.

# LOGISTICS



## **BREAKDOWN**

Breakdown time: 3pm on Thursday 10 October

Service yards and drop off point access is available from 3pm and is limited to delivery companies in the first instance. Please speak to an Event Ambassador if you need to borrow a trolley (available on a first come first served basis) to help with transporting items to the car park.

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**

Please enter the delivery address with timings and dates.

## **ORGANISERS**

The event organisers will be available on campus throughout the build, event and breakdown times. During the event, an event organiser will be on the event help desk to the right of the big screen on the ground floor of the Learning Hub. The below contact numbers can also be used:

Alexandra Parramore 07734 968722

Meryl Couper 07712 698558

Leena Ladwa 07751970347

## **STORAGE**

For exhibitors in the Creative Hub there is an open storage area on the ground floor close to the service yard entrance.

For exhibitors in the Learning Hub, there is a room LH109 within the first-floor staff open office has been booked. Please speak to an Event Ambassador to access this space.





# 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 help desk for any questions you have or help you need







