

UCAS
DISCOVERY
UK TOUR

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AN EXCITING

UCAS

EVENT LOCATION INFORMATION

Location specific information for
UCAS Discovery Bristol Exhibition

UCAS **DISCOVERY** UK TOUR



EXHIBITING AT

Event: UCAS Discovery Bristol

Date: Friday 18 October 2024

Opening times: 09:30 – 15:00

Venue:

Enterprise Park 1,
Longdown Avenue,
Stoke Gifford,
Bristol,
BS34 8QZ



EVENT INFORMATION



Please note: Google Maps automatically directs who search for UWE Bristol Frenchay campus to our East Entrance, whereas visitors will only be able to access EP1 via our North or West Entrances. Please use the given address on the front of this manual to access the North and West entrance.

Accessibility

For details on accessibility; these can be found on the UWE website or by getting touch with them [here](#).

Accommodation

Please find below details of hotels in the vicinity of the Norfolk Showground:

Holiday inn Express – Filton
0871 902 1604

Holiday Inn – Filton
0871 942 9014

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

Arrival, Set Up and Registration

Load-in and set up for exhibitors and contractors takes place from 16:00 – 19:00 on Thursday 17 October 2024, and from 08:00 – 09:00 on Friday 18 October 2024.

Exhibitor and contractor registration will take place at the loading bay doors and at the entrance to the venue. There will be no access to the loading bay doors after 09:00 on Friday 18 October, and all vehicles will need to be parked in the exhibitor parking area by this time. 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 more information about build-up and break-down further in the document.

Car Parking

There is limited free parking available on-site. We strongly recommend the use of car sharing or public transport. Parking for exhibitors will be sign posted, and there will be traffic marshals on duty to direct you. Disabled parking facilities are available at the venue. Traffic marshalls will direct any exhibitors requiring disabled parking to the relevant area.

EVENT INFORMATION

Catering

There will be a catering unit specifically for use by Exhibitors and Teachers (signposted Staff Room) where you will be able to purchase refreshments. Each single stand (irrespective of the number of staff) will be provided with four free tea and coffee vouchers per day, for the duration of the event. If you are on a double stand or larger we will provide eight vouchers per day, which can be redeemed at the catering outlet in the Staff Room area. We recommend bringing your own reusable bottle which can be refilled at the catering outlets.

Filming and photography

If you are planning on undertaking any filming or taking any photographs at the event you must inform the organiser, preferably seven working days prior to the event, by emailing events@ucas.ac.uk well in advance. A form may need to be completed.

First Aid

If you require any first aid during the build up, event, or break down, please alert a member of the event or venue/security staff. There will be a dedicated first aider onsite, located in the entrance area.

Internet

Free wifi is available to all. However, this is an **BT WIFI guest** open network and cannot be guaranteed – details of how to log on will be provided on the day in the Exhibitor welcome pack.

It is prohibited for exhibitors to create their own wireless networks on or around their stand location.

EVENT INFORMATION

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Organisers

The organisers desk is located at the front of the venue near the entrance. You will be able to obtain your tea and coffee vouchers from the Organisers desk from 08:00 on the event day, and there will be a member of the event staff there to assist with any queries.

The main organiser is Holly Foster h.foster@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 upload via your e-net account or send directly to Holly Foster h.foster@ucas.ac.uk at least 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event which can be found via your e-net 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 Organisers desk to support you at the event, or you can call 01242 544808 or email events@ucas.ac.uk.

Schedule:

Thursday 17 October 2024

16:00 – 19:00 Exhibitor access for set up

Friday 18 October 2024

08:00 – 09:00 Exhibitor access for set up

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

Build-up

Build-up times:

Thursday 17 October 16:00 – 18:00

Friday 18 October 08:00 – 09:00

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact Holly Foster h.foster@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.

Breakdown

Breakdown time: 15:15 – 16:15 on Friday 18 October

Exhibitors should remain on their stands and refrain from dismantling until the exhibition closes and the announcement is made to say it is safe to do so. When leaving the venue, please remove any waste – this includes literature not in a box, and not being collected by your courier – e.g. spare prospectuses. **Removal of any excess waste will be charged for.**

Deliveries

If you are expecting goods to be delivered by courier, please ensure they are aware of the dates of the show and venue opening times. Deliveries made before 16:00 on Thursday 17 October may not be accepted as UCAS tenancy with the venue does not begin until this time.

Delivery times are as follows:

Thursday 17 October 16:00 – 19:00

Friday 18 October 08:00 – 09:00

The venue address for couriers is:

Exhibitor Name and number of stand

UCAS exhibition

University of the West of England,
Frenchay Campus,
E Block,
Bristol,
BS16 1QY,



CONTACT DETAILS UCAS

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 desk at each event for any questions you have, or help you need assistance with.

