

UCAS
DISCOVERY
UK TOUR

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AN EXCITING

UCAS

EVENT LOCATION INFORMATION

Location specific information for UCAS
Discovery Manchester Exhibition

UCAS **DISCOVERY** UK TOUR



EXHIBITING AT

Event: Manchester

Date: Tuesday 28 February & Wednesday 1 March 2023

Opening times:

Tuesday 28 February: 09:30 – 15:00

Wednesday 1 March: 08:30 – 17:00

(The opening times for Wednesday have been extended to accommodate visitors that may be affected by teacher strikes on Tuesday)

Venue:

Manchester Central,
Petersfield, Manchester, M2 3GX



EVENT INFORMATION

Accessibility

Full details on accessibility can be found on the [Manchester Central website](#).

Accommodation

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

[Premier Inn Manchester Central](#)

[Leonardo Hotel Manchester Central](#)

[Premier Inn Manchester City Centre \(Portland Street\)](#)

[Moxy Manchester City](#)

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

Arrival and registration

Exhibitor and contractor registration will take place at the loading bay doors, and at the contractor entrance to the hall. 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.

EVENT INFORMATION

Car parking

Manchester Central has a 24-hour NCP car park directly below the building. This has a height restriction of 1.98m.

Exhibitors are offered a discounted code for parking; this offers a Monday-Friday daily capped rate of £14.00. To access this discount, exhibitors must pre-book their parking space via the NCP Pre-book website (www.ncp.co.uk/prebook) and enter the code **MCEXHIB14**. The site will then calculate the total to pay with the discount applied.

If exhibitors would rather pay on the day, the NCP Park Pass App can be downloaded. To access a discount, an account needs to be set up, car registration details and card details added to the account, and the AUTOPAY is turned on prior to entering the car park. The code **MCEXHIB14** can be added to the account as a Saver ID. The discount code will only work if the app is set up and code added prior to entering the car park; otherwise, the full amount will be charged.

Please note: the venue have made us aware of a series of recent break-ins in the NCP car park beneath the venue. They strongly advise not leaving any possessions in vehicles or anything in sight; please take extra care if you choose to park in this carpark. The venue are working with the NCP and Greater Manchester Police to address the issue and are taking additional measures. There are several other carparks in the vicinity of the venue that are also available to use.

Catering

The Staff Room (Exhibitor and Teacher lounge) can be found to the rear of the hall. This will be open whilst the exhibition is open to the public, and will serve snacks and sandwiches, and hot and cold drinks. Cash and card payments are accepted here.

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 in the Staff Room. Please go to the Exhibitor Help Desk at the back of the hall to collect these. Each stand will also receive some bottles/cans of water however, we recommend bringing your own reusable bottle which can be refilled at catering outlets and the drinks fountain in the main foyer.

Manchester Central offer a stand delivery service, which you can use to pre-order food and drink. To utilise this facility, please visit: www.manchestercentral.co.uk/online-ordering.

EVENT INFORMATION

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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 at h.golden@ucas.ac.uk. A form may 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 venue have a medical room, which is behind the Central Foyer reception desk.

Internet

Manchester Central is a fully Wi-Fi enabled venue. Free Wi-Fi is available to all exhibitors (up to 5MB). Should you require a hardwire connection, or higher bandwidth, please order this directly through the venue, no later than two weeks before the exhibition at www.manchestercentral.co.uk/online-ordering.

Organisers

The organiser's office is in the front foyer, behind the main reception. The exhibitor help desk is located at the back of the hall, and will be able to provide you with drinks vouchers and will have a member of event staff there to assist with any queries.

The main organiser is Holly Golden, h.golden@ucas.ac.uk, and she can be contacted on 07741 313 319 (during the build, event hours and breakdown).

EVENT INFORMATION

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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 Holly Golden at h.golden@ucas.ac.uk ASAP. 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 Exhibitor Help Desk, at the back of the hall, to support you at the event, or you can call 01242 544808 or email events@ucas.ac.uk.

Schedule:

Monday 27 February

08:00 – 16:00 Stand build (PPE area – no exhibitor access).

17:00 – 19:00 Exhibitor/contractor access. ***In accordance with the updated code of conduct, all exhibitors must be set up for the event the day before the exhibition is due to start (unless agreed with the event organiser [Holly Golden – h.golden@ucas.ac.uk] prior to build)***

Tuesday 28 February

08:00 – 09:00 Exhibitor access for stand-dressing ONLY.

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.

Wednesday 1 March

07:30 – 08:00 Exhibitor access.

08:30 – 17:00 Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.

17:00 – 18:00 Exhibitor/contractor breakdown.

18:00 Stand breakdown (PPE area – no exhibitor access).

Build-up

Build-up times:

Monday 27 February 17:00 – 19:00

Tuesday 28 February 08:00 – 09:00 – access for stand-dressing ONLY

Wednesday 1 March 07:30 – 08:00

*****Please note that in accordance with the updated code of conduct, all exhibitors must be set up for the event by 19:00 on Monday 27 February (unless agreed with the event organiser [[Holly Golden – h.golden@ucas.ac.uk](mailto:h.golden@ucas.ac.uk)] prior to build).*****

Upon arrival at venue, all large vehicles requiring access to the loading bay will need to access the venue via the ramp at the back of Central Hall; this can be found off Albion Street and is signposted. The what3words location for the entrance to the ramp is [///basket.down.rider](#). Please unload as quickly as possible, before parking your vehicles either in the NCP car park below the venue, or in another car park. Any exhibitors bringing small items should park in a car park and bring the items on foot.

The main entrance doors will not be available for the entry or removal of goods by couriers, only the loading/delivery bay doors. No trolleys will be permitted in the hall once the event has opened to visitors; after this time, all goods will need to be carried by hand.

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact the organiser Holly, at h.golden@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 (17:00 on Monday 27 February).

Breakdown

Breakdown time: 17:00 – 18:00 on Wednesday 1 March.

Exhibitors should remain on their stands, and refrain from dismantling, until the exhibition closes and is cleared of all visitors on Wednesday 1 March, at which time an announcement will confirm when it is safe to start dismantling stands.

No vehicles will be permitted onto the ramp and to the loading bay until all visitors have left the hall and surrounding area, and it is safe to allow vehicles into the pedestrian areas; we expect this to be between 17:00 – 17:30. No vehicles will be allowed to enter the hall until the carpet has been removed.

If you have a courier arriving to collect goods, please do not ask them to arrive any earlier than 17:15, or they may be turned away.

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.**

After 18:00 on Wednesday 1 March, UCAS contractors will have access to dismantle the event. If exhibitors are still breaking down their stands, they must wear a high-vis vest. High-vis vests are available to purchase from the venue's concierge desk.

Deliveries

Please see build up 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 no later than 30 minutes before the event open time; 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 Monday 27 February will not be accepted as UCAS tenancy with the venue does not begin until this time.

Delivery times are as follows:

Monday 27 February 08:00 – 19:00

Tuesday 28 February 08:00 – 09:00

Wednesday 1 March 07:00 – 08:00

The venue address for couriers is:

Name and number of stand,
UCAS Manchester Discovery Exhibition,
Central Hall 2, Manchester Central Convention Complex,
Petersfield,
Manchester, M2 3GX

GES contacts and ordering portals

Deadlines: By 3rd February for best prices

Telephone: 02476 380 180

Email: ucasdiscoverymanchester@ges.com

Espresso link: <https://ordering.ges.com/000031143>

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



CONTACT DETAILS UCAS

UCAS Events Team

E: events@ucas.ac.uk

T: 01242 544 808

GES

E: ucasdiscoverymanchester@ges.com

T: 02476 380 180

Expresso Link: <https://ordering.ges.com/000031143>

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

GES Helpdesk: Located at the front of the hall, open during build-up only

