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EVENT LOCATION INFORMATION

Location specific information for
UCAS Discovery Bedford

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EXHIBITING AT

EVENT: UCAS Bedford

DATE: 20 – 21 June 2023

OPENING TIMES: 9.30am – 2.30pm

VENUE: University of Bedford

Polhill Avenue

Bedford

MK41 9EA



EVENT INFORMATION

ACCESSIBILITY

The University of Bedfordshire campus is fully accessible.

ACCOMMODATION

Premier Inn: Priory Country Park, Barkers Lane, Bedford, MK41 9DJ (3 min drive, 18 min walk)

Travelodge Bedford: Goldington Road Hotel, 403 Goldington Rd Bedford MK41 0DS (2 min drive, 16 min walk)

Park Inn Bedford: 2 St Mary's Street, Bedford MK42 0AR (5 min drive)

The Bedford Swan Hotel: The Embankment, Bedford, MK40 1RW (5 min drive)

This is a general list for information only, and not a recommendation from UCAS.

CAR PARKING

The University of Bedfordshire has ample parking for those wishing to travel to the exhibition by car

- Please follow directions to the University of Bedfordshire (postcode MK41 9EA)
- On campus, please follow the signs to the car parks then proceed to the exhibition registration area
- Please print out (in colour) and display the approximate parking permit which can be found in the exhibitor zone.

EVENT INFORMATION

CATERING

Please note that the exhibition will not close for lunch on either day. All catering outlets on campus will be open during the event but are expected to be busy. Free tea/coffee will be available for teachers and exhibitors throughout the exhibition in the teacher and exhibitor's lounges; located at the rear of the main marquee and next to the Sports Hall. Within the teachers and exhibitor's lounges, there will also be a shop and lounge area for exhibitors to buy light refreshments and take a break.

Catering outlets which will be open: Campus restaurant, located in D block, Gateway Café in the Gateway Building, the marquee next to the demonstration zone, Food vans next to the sports hall.

FIRST AID

First aid is available across the site. Should medical assistance be required, please request this from a member of staff or a student ambassador.

INTERNET

Staff from other universities can use Eduroam.

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 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 events@ucas.ac.uk least 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event.

LOGISTICS

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SCHEDULE:

BUILD DAY: Monday 19 June

08:00 – 14:00 Event set up – deliveries can be made during this time

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

EVENT DAY: Tuesday 20 June

08:00 – 09:00 Exhibitor access/build up.

09:30 – 14:30 Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.

Wednesday 21 June

14:30 – 17:00 Exhibitor breakdown

LOGISTICS

ARRIVAL

The UCAS Exhibition is split across two venues – the Sports Hall and Exhibition Marquee. On arrival, you are asked to register at the main entrances to the exhibition halls. You will be issued with a wristband, which will allow you access to the exhibition site. To gain entry to the venue, you must register details of who will be attending before the event, through your ENet account – instructions on how to do this will be emailed to the lead booker. To access the Teacher/Exhibitor lounges, please ensure you present your Exhibitor lanyard which will be provided for you at your stand.

BUILD-UP

Build-up times: 14:00 – 18:00 on Monday 19 June

Event day and build time: 08:00 – 09:00 on Tuesday 20 & Wednesday 21 June

STORAGE

Unfortunately there is no exhibitor storage available.

LOGISTICS

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BREAKDOWN

Breakdown time: 14:30 – 17:00

Exhibitors must remain on their stands, and not start dismantling them until the exhibition is clear of visitors. We anticipate this to be 5 to 10 minutes after the exhibition closes. To help facilitate this, and ensure health and safety is maintained, the loading doors will stay closed until the venue is clear of visitors.

If exhibitors start dismantling stands while the event is still open, there will be no alternative but to close the exhibition, irrespective of how many visitors remain in the hall – this is standard industry practice, in line with guidance in the eGuide. This is because stands which are broken down while visitors are still in the hall pose a health and safety risk. As stated in the exhibitors' code of conduct, all issues raised will be logged and reviewed regularly by UCAS and HELOA. The same principles apply for dismantling, as accessing.

ORGANISERS

The University of Bedfordshire key event contacts



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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 office at each event for any questions you have or help you need

