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# EVENT LOCATION INFORMATION

Location specific information for  
Bangor

UCAS



# EXHIBITING AT

**EVENT:** Bangor

**DATE:** Tuesday 27 June 2023

**OPENING TIMES:** 10:00 – 13:00

**VENUE:** Prichard Jones and Powis Halls  
Main University Building  
Bangor University  
Bangor  
Gwynedd  
LL57 2DG



# EVENT INFORMATION

## ACCESSIBILITY

Prichard Jones Hall and Powis Hall are accessible. There is a ramp up to the Main University Building entrance. Accessible parking is available at the bottom of this ramp. If you would like to visit other areas of the building during the event, please ask event staff for assistance. Full details on accessibility can be found on the [Bangor University website](#).

## ACCOMMODATION

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

[The Management Centre](#) - College Road, Bangor, LL57 2DG

[Premier Inn Bangor](#) - Menai Business Park, Ffordd y Parc, Bangor, LL57 4FA

[Bangor Travelodge](#) - A5/A55 Junction, Llys-y-gwynt, Bangor, LL57 4BG

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

## CAR PARKING

You will be able to unload any materials from the car park in front of the Main University Building. Parking will be free of charge and staff will be on hand to direct you to the designated car parks once you have unloaded.

There is a Civil Parking Notice system in place in the University car parks. Please make sure you display the parking permit in your car, otherwise you may be fined.

# EVENT INFORMATION

## CATERING

All exhibitors will be provided with water during the exhibition. Complimentary tea and coffee will be available in the exhibitor lounge, located in the main foyer. The exhibitor lounge will be open from 08:30 until the exhibition closes. **Please note** that there is a water fountain in the Main University Building foyer in the exhibitor lounge to fill up water bottles, no plastic water bottles will be provided on the stands.

Other refreshments and snacks can be purchased from Café Teras, which is on the lower ground floor of the Main University Building, please ask event staff for directions. For information on other catering outlets near the exhibition, see the [Bangor University website](#).

## FIRST AID

If you require first aid during the build-up or exhibition, please inform event staff who will be able to contact the Security Team.

## INTERNET

Wi-Fi access is available at the exhibition free of charge. If you require internet access during the exhibition, please connect using The Cloud network. No password or username is required.

## 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](#) 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).

## 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 [emily.bibby@ucas.ac.uk](mailto:emily.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: Monday 26 June**

13:00 – 15:00 Event set up – deliveries can be made during this time

15:00 – 17:00 Exhibitor/contractor access.

### **EVENT DAY: Tuesday 27 June**

08:00 – 09:00 Exhibitor access

10:00 – 13:00 Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.

13:15 – 14:15 Exhibitor/contractor breakdown.

14:30 Event breakdown

## **ARRIVAL**

On arrival, exhibitors should enter the Main University Building via the main entrance and proceed to the foyer where the exhibitor help desk is situated. Event ambassadors will be on hand to show you to your stand.

You will be able to unload any materials from the car park in front of the Main University Building. Parking will be free of charge and staff will be on hand to direct you to the designated car parks. You will be able to access the building through the fire doors just outside Prichard Jones Hall, which connect the car park to the building.

# LOGISTICS

## BREAKDOWN

Breakdown time: 13:15 Tuesday 27 June. Please ensure the hall is clear of guests before you begin breakdown.

If you think you might need extra time to build your stand (outside the build times stated), please contact [events@ucas.ac.uk](mailto:events@ucas.ac.uk). 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. If advance permission has not been granted, exhibitors will be turned away from the venue until the exhibitor build session starts.

## DELIVERIES

There are no facilities for the advance storage of exhibition material at Bangor University and exhibitors are requested to arrange for all deliveries to be made at either of the following times: Monday 26 June, 13:00 – 17:00 or Tuesday 27 June, 08:00 – 09:00. Deliveries made before 13:00 on Monday 26 June will not be accepted by the venue.

Any deliveries for the event should be clearly marked with the following information:

Exhibitor Name, Stand Number and Contact Name, UCAS Discover Bangor, Prichard Jones Hall, Main University Building, Bangor University, Bangor, LL57 2DG.

We advise you to ensure the staff who man your stand know who your courier is, what has been ordered for the event and the courier's contact details in case any problems should arise on the day.

## ORGANISERS

If you need to speak to one of the event organisers during the event, please head to the exhibitor help desk.

## STORAGE

There is limited storage at the event and all boxes of literature and merchandise will need to be stored on your stand. Stand cases can be stored on the stage in both halls.



# CONTACT DETAILS

UCAS

## UCAS Events Team

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

