

EVENT LOCATION INFORMATION

Location specific information for UCAS Discovery Liverpool

UCAS DISCOVERY UK TOUR

EXHIBITING AT

Event: Liverpool

Date: Friday 9 June 2023

Opening times:

Friday 9 June: 09:30 – 15:00

Venue:

Exhibition Centre Liverpool (ECL)

ACC Liverpool

Kings Dock

Liverpool Waterfront

Liverpool

L3 4FP



EVENT INFORMATION

UCAS

Accessibility

Full details on accessibility can be found on the [ACC Liverpool Website](#).

Accommodation

There are several hotels located near the venue. Please see the ACC Liverpool website for some suggestions. Please note that these hotels are just a guide for exhibitors and are not recommended by UCAS.

<https://www.accliverpool.com/visiting-us/visiting-liverpool/hotels/>

Arrival and registration

Exhibitor and contractor registration will take place at the loading bay doors, and in the main entrance of the venue. 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.

Car parking

There are several car parks close to the venue available on a pay and display basis.

Please see the ACC Liverpool website for the nearest car park and charges: <https://www.accliverpool.com/visiting-us/travelling-here/parking/further-information/>

For unloading, please follow postcode L3 4FP and signage to Loading Bay 3.

EVENT INFORMATION

UCAS

Catering

The Staff Room (Exhibitor and Teacher lounge) can be found to the top right 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. Note that this is a cash-less venue, only card payments will be accepted.

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 (top right of the hall, behind Chill & Charge) to collect these. Exhibitors will also be able to help themselves to water using the towers in the Staff Room. Whilst there will be a limited number of cups available, we request you bring your own reusable bottles.

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 l.ray@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 Organiser's office is located along the corridor.

Internet

ACC Liverpool has an open, free of charge wifi network suitable for browsing. There will also be additional wifi available for exhibitors with connection details available on site.

EVENT INFORMATION



Organisers

The organiser's office is located along the corridor. The exhibitor help desk is located at the top right 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 Liz Ray, L.ray@ucas.ac.uk, and she can be contacted on 07917 082910 (during the build, event hours and breakdown).

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 Liz Ray on L.ray@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, to support you at the event, or you can call 01242 5448 08 or email events@ucas.ac.uk.

Schedule:

Thursday 8 June

08:00 – 16:00	Stand build (PPE area – no exhibitor access).
16:00 – 18:00	Exhibitor/contractor access.

Friday 9 June

08:00 – 09:00	Exhibitor access. You should arrive in sufficient time to allow your exhibition stand space and exhibition materials to be fully erected no later than 30 minutes prior to the commencement of the event.
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.
16:30	Stand breakdown (PPE area – no exhibitor access).

Build-up

Build-up times:

Thursday 8 June	16:00 – 18:00
Friday 9 June	08:00 – 09:00

On arrival, you may access Loading Bay 3 (Sat Nav – L3 4FP) to unload your vehicles. The ECL main entrance doors can be used for any late deliveries during opening times of the event. No trolleys will be permitted in the hall once the event opens at 09:30. After this, 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 Liz on L.ray@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 (16:00 on Wednesday 19 April).

Breakdown

Breakdown time:

Friday 9 June 15:15 – 16:15

Exhibitors should remain on their stands, and refrain from dismantling, until the exhibition closes and is cleared of all visitors on Friday 9 June, at which time an announcement will confirm when it is safe to start dismantling stands.

No vehicles will be permitted into the loading bay until all visitors have left the hall and surrounding area, and it is safe to allow vehicles into the pedestrian areas. If you have a courier arriving to collect goods, please do not ask them to arrive any earlier than 15:15, or they may be turned away.

When leaving the venue, please remove any waste – this includes literature not in a box, and anything not being collected by your courier – e.g., spare prospectuses. **Removal of any excess waste will be charged for.**

After 16:30 on Friday 9 June, UCAS contractors will have access to dismantle the event. If exhibitors are still breaking down their stands, they must wear a high-vis vest.

Deliveries

Please see the 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 Thursday 8 June will not be accepted as the venue have no facilities for the advanced storage of exhibition materials.

Delivery times are as follows:

Thursday 8 June 08:00 – 19:00

Friday 9 June 08:00 – 09:00

The venue address for couriers is:

Name and number of stand,

UCAS Discovery Liverpool

Loading Bay 3, Exhibition Centre Liverpool (ECL)

Kings Dock, Liverpool Waterfront, Liverpool, L3 4FP

GES contacts and ordering portals

Deadlines: By 11 May for best prices

Telephone: +44 (0) 2476 380 180

Email: ucasdiscoveryliverpool@ges.com

Espresso link: <https://ordering.ges.com/000031152>

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: ucasdiscoveryliverpool@ges.com

T: 02476 380 180

Expresso Link: <https://ordering.ges.com/000031152>

Helpdesk: Located at the far right of the hall during build-up only

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 for any questions you have or help you need assistance with.

