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EVENT LOCATION INFORMATION

Location specific information for
Bedford UCAS Discovery

UCAS

EXHIBITING AT

EVENT: Bedford UCAS Discovery

DATE: 16/17 June 2025

OPENING TIMES: 09:30 – 14:30

VENUE: The University of Bedfordshire
Bedford Campus
Polhill Avenue
Bedford
MK41 9EA

Please note that the University of Bedfordshire has multiple campuses – the UCAS Exhibition is hosted at the Bedford campus.



WELCOME

Thank you for supporting the Bedford UCAS Discovery Exhibition 2025. This event, the largest campus-based UCAS event in the UK, is organised by the University of Bedfordshire in collaboration with UCAS and takes a year to plan. We have over a hundred staff members working on the site to ensure that all visitors have an enjoyable and valuable experience.

After the exhibition, UCAS will send you an evaluation that will help us to identify areas where we can improve and optimise future events. We take all feedback seriously and value your opinions greatly, so we encourage you to complete the evaluation.

It is important to note that the Bedford UCAS Discovery Event is unique in that the majority of the activities take place outside and/or in marquees. Exhibitors in the exhibition marquee may be asked to park on a field, so we recommend wearing appropriate footwear.

Apart from the main exhibition halls, the Bedford UCAS Discovery event features several impartial interactive, event enhancement zones. These include the Demonstration Zone, Student Culture Zone, and Live Music Stage, which provide students with a diverse range of opportunities to learn, engage and explore their post-18 options. If your institution is interested in participating in any of these zones, please do not hesitate to contact us at scl@beds.ac.uk.

Thank you once again for supporting the 2025 exhibition. We are looking forward to welcoming you to the University of Bedfordshire in June.

Kindest Regards,

David Seaton

Director of Student Engagement, Recruitment & Admissions

EVENT MAP



EVENT INFORMATION

ACCESSIBILITY

All venues at the event are wheelchair accessible, however, if you require any further information, please email the event organisers at scl@beds.ac.uk.

ACCOMMODATION

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

- **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)
- **Mercure Hotel:** 2 St Mary's Street, Bedford, MK42 0AR (5 min drive)
- **The Bedford Swan Hotel:** The Embankment, Bedford, MK40 1RW (5 min drive)

Please note that these hotels are just a guide for exhibitors, and are not recommended by 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 on the UCAS website
- Please be aware that those exhibitors in the Exhibition Marquee and/or Demonstration Zone will be asked to park on a field.

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 teachers and exhibitors lounges; located at the rear of the main marquee and next to the Sports Hall. Within the teachers and exhibitors lounges, there will also be a shop and lounge area for exhibitors to buy light refreshments and take a break.

- Campus Restaurant: Located next to the main campus theatre in D Block (10am – 2.30pm)
- Gateway Café: Located in the main Gateway Building (10am – 2.30pm)
- Catering Marquee: Next to the demonstration zone, we will be setting up three temporary catering outlets serving:
 - Breakfast Rolls (9.30am – 10am)
 - Lunch (10am – 2.30pm).

ELECTRICAL SERVICES & POWER SUPPLY

- Electricity supply cannot be guaranteed but the University of Bedfordshire will try to arrange a power supply to those exhibitors who have requested it, where possible.
- Use of the venue's electrical sockets is not permitted, unless authorised, and cables must not cross gangways.
- Where power can be supplied to exhibitors' stands, it will be switched off each night, including the build-up night. Power to your stand will be switched off 30 minutes after the exhibition closes each day and will not be switched back on until the following morning.

EVENT INFORMATION

FIRST AID

First Aid facilities are available across the site, with a designated team of first aiders on hand throughout the exhibition. Should medical assistance be required, please request this from a member of staff or one of the student ambassadors.

INTERNET

Wi-Fi internet can be accessed on campus through Eduroam (if you work for a University that also supports this scheme). Please note that Wi-Fi access is not guaranteed.

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.

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

SCHEDULE:

BUILD DAY: Sunday 15 June 2025

12:00 – 18:00 Event set up – deliveries can be made during this time

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

EVENT DAY: Monday 16 June 2025

08:00 – 09:00 Exhibitor access.

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

14:30 – 16:00 Stand replenishment.

EVENT DAY 2: Tuesday 17 June 2025

08:00 – 09:00 Exhibitor access.

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

14:40 – 16:00 Exhibitor/contractor breakdown.

16:00 event breakdown

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 are as follows:

- Sunday 15 June 2025: 14.00-18.00
- Monday 16 June 2025: 08:00-09.00
- Tuesday 17 June 2025: 08:00-09.00

Please note that from Monday 16 June 2025 (all day) to Tuesday 17 June 2025 (until 14:30), no vehicles will be allowed to directly access the exhibition halls. All unloading activities must be carried out from the main car parks (a 2-minute walk to the Exhibition venues). Exhibitors who require easy access to the exhibition halls, for example, to unload heavy items, are requested to set up on Sunday 15 June 2025, where we can park vehicles directly outside the exhibition venues.

BREAKDOWN

Breakdown time: Tuesday 17 June 2025: 14:40 - 16:00

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, at 14:30 on 17 June 2025. 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 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.

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

ORGANISERS

The UCAS exhibition is being supported by more than 100 staff members from the University of Bedfordshire. Each exhibition area has its own designated support team led by a senior member of university staff. You can easily identify the team leaders as they will be wearing black University of Bedfordshire polo shirts. If you need to speak to your area's team leader, simply approach any member of the staff team, and they will be happy to arrange this for you.

To speak to the event manager directly, please visit the organiser's office (located in the main exhibition marquee) or contact David Seaton on 07568 130527.

STORAGE

The University of Bedfordshire has made sure that exhibitors have adequate storage available for their use. If, on the build day, we have placed any of your literature or materials into a storage facility, we will inform you upon arrival where this is located. Your designated Student Ambassador will be able to collect these items for you when required.

If you need to store any suitcases, please speak to a member of staff who will be happy to arrange this for you.

DELIVERIES

Please refer to the build-up and breakdown section in addition to the information below.

The venue address for couriers is:

Stand Number

FAO: Student Recruitment Team (BEDFORD CAMPUS)

The University of Bedfordshire

Polhill Avenue

Bedford

MK41 9EA

Deliveries can be made from Sunday 15 June 2025.

Any deliveries made before this time will not be accepted by the venue and returned to the sender.

If you are expecting goods to be delivered by courier, please make sure they are aware of the dates of the event, and venue opening times. All deliveries not clearly addressed, or those which arrive before the stated time, are likely to be lost or returned to the sender. Please make sure the staff on your stand are aware of:

- who your courier is
- your courier's contact details
- what is being delivered



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

