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VERY

UCAS Colchester Exhibition 2025

Thursday 12 June
University of Essex
Sport Arena

UCAS

EXHIBITING AT

EVENT: UCAS Colchester Exhibition

DATE: Thursday 12 June 2025

OPENING TIMES: 9.30am – 3.00pm

VENUE: Sport Arena, University of Essex, Colchester, Essex, CO4 3SQ



EVENT INFORMATION

ACCESSIBILITY

Information on our accessible campus route can be found [here](#). Accessible toilets are located on the ground floor of the Sport Arena

ACCOMMODATION

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

Located at the University of Essex – [Wivenhoe House](#)

Located at the University of Essex – [on campus accommodation](#) - £40.00 per night based on room only for ensuite student accommodation for single use

[Premier Inn – Colchester A12](#)

[Premier Inn – Cowdray Avenue](#)

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

CARPARKING

Exhibitors will need to enter campus via the Boundary Road entrance using the satnav postcode CO4 3FA or what3words [///marinated.directive.streamers](#)

Car parking will be free of charge in the multideck car park

FAITH CENTRE

Our Faith Centre will be open during the exhibition for worship, prayer and quiet reflection and is located on Square 2.

EVENT INFORMATION

CATERING

Time Out Café, on the first floor of the Sport Arena, is where you can find the exhibitors lounge for free tea and coffee. A tuck shop to purchase lunch will also be available from 11.00am – 2pm. Other catering outlets will be open throughout campus.

FIRST AID

First Aid can be found in the first aid room on the ground floor of the Sport Arena.

INTERNET

You should automatically connect to Eduroam, however you can also connect to UCAS25Exhibitor, with the password 'ColchUCAS25'

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/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 to Andrew Mitchell-Stead a.mitchellstead@ucas.ac.uk at 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: Wednesday 11 June

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

15:00 – 18:00 Exhibitor/contractor access.

EVENT DAY: Thursday 12 June

08:00 – 09:00 Exhibitor access.

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.

LOGISTICS

ARRIVAL

Please head to the Sport Arena where you will be directed to the main exhibition

BUILD-UP

Build-up times: 15:00 – 18:00

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

Build day and time: Wednesday 11 June

Event day and build time – Thursday 12 June, 08:00 – 09:00

We will not be able to provide trolleys or assistance unloading vehicles with items for the exhibition.

LOGISTICS

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BREAKDOWN

Breakdown time: 15:15 – Thursday 12 June

Vehicles cannot be brought to the exhibition entrances, however the multideck car park is only a short walk from the Sport Arena

DELIVERIES

If you are sending items for the exhibition, please send them for the attention of Zoe Pomfret, Student Recruitment, Central Stores, University of Essex, CO4 3SQ. If you are sending items in advance, please email opendays@essex.ac.uk to let us know so they can be brought to the exhibition for Thursday 12 June. We are unable to locate items on the day of the exhibition.

ORGANISERS

University of Essex staff will be based in the Sport Arena wearing red 'Essex' uniform and can be contacted on 07384242362 during the exhibition.

STORAGE

Unfortunately, we have limited storage during the exhibition so items will need to be left on the stands. We do have small lockers for personal items, and they can be accessed with £1 coin or a trolley token. Staff will be able to direct you to these when you arrive.



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

