

UCAS  
**DISCOVERY**  
UK TOUR

# EXHIBITOR INFORMATION

Location specific information for  
[UCAS Discovery Exeter](#)

UCAS **DISCOVERY** **UK TOUR**

# EXHIBITING AT

Event: UCAS Discovery Exeter

Date: Monday 16 & Tuesday  
17 March 2026

Opening times:

Monday 16 March, 09:30 – 15:00

Tuesday 17 March, 09:30 – 15:00

Venue:

Westpoint Centre

Clyst St Mary

Exeter, Devon, EX5 1DJ



# EVENT INFORMATION



## Accessibility

Full details on accessibility can be found on the [Westpoint Exeter website](#)

## Accommodation

Please find below details of hotels in the vicinity of Westpoint Exeter:

[Premier Inn Exeter](#)

[Travelodge Exeter](#)

[Hampton by Hilton Exeter Airport](#)

[Holiday Inn Express Exeter](#)

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

## Arrival and registration

Exhibitor and contractor registration will take place at the loading bay doors (What 3 Words: ///jumbled.pushing.dries). 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 breakdown later in the document.

## Car Parking

There is ample free parking for exhibitors at the rear of the venue. Please follow the direction provided by the traffic marshals and the signs to 'Exhibitor Parking'. Disabled parking facilities are available at the venue. Traffic marshals will direct any exhibitors requiring disabled parking to the relevant area. Please ensure you display a valid blue badge.

# EVENT INFORMATION

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## Catering

Please note that for 2026 events, free tea and coffee for exhibitors will no longer be available.

The Staff Room (available for exhibitors and teachers) is at the rear of the exhibition hall in the Lime Tree Café, serving hot and cold food and drink. There is also a catering area outside the entrance to the building, primarily for visitors, which you are welcome to use but it may get busy. The average price for a cold lunch is £7.50 (baguette and crisps) and hot lunch is £9.00 (jacket potato or pasty and chips).

There is a water cooler situated in the Lime Tree Cafe, we recommend bringing your own reuseable bottle which can be refilled here.

## Filming and photography

If you are planning on undertaking any filming, or taking any photographs at the event, you must inform the organiser at least seven working days prior to the event at [l.ray@ucas.ac.uk](mailto: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 breakdown of the event, please go to the organisers office or alert a member of event staff. The venue has a dedicated room for first aid which is located at the back of the hall.

## Internet

Exhibitor Wi-Fi will be available at the exhibition and access information will be available on your stand upon arrival. It is prohibited for exhibitors to create their own wireless networks on or around their stand location.

## Organisers

The organisers office is located at the front of the hall accessed via the entrance foyer and there is an exhibition help desk at the back of the hall by the storage area with a member of event staff available to assist with queries.

The main organiser is Liz Ray, and she can be contacted on [l.ray@ucas.ac.uk](mailto:l.ray@ucas.ac.uk) (pre-event) and 07884 234465 (during the build, event hours and breakdown).

# EVENT INFORMATION



## Risk Assessments

All exhibitors need to provide a risk assessment for your stand build and any activities that will be happening on your stand. If you have third parties building your stand, you will need to submit a copy of their risk assessment, stand drawing and public liability along with your exhibitor risk assessment. Please upload this to your E-net account at least 4 weeks before the exhibition date (Monday 16 February), or if this date has passed, please send this through to [l.ray@ucas.ac.uk](mailto:l.ray@ucas.ac.uk). 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 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 helpdesk to support you at the event or you can call 01242 544808 or email [events@ucas.ac.uk](mailto:events@ucas.ac.uk).

## Temperature

Please note that this venue is typically cool in the Springtime. Whilst new heating has been installed for 2026, we suggest wearing layers.

## Schedule:

### Sunday 15 March

08:00 – 16:00 Stand build (PPE area – no exhibitor access).

16:00 – 18:00 Exhibitor / contractor access.

### Monday 16 March

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.

15:10 – 16:00 Stand replenishment

### Tuesday 17 March

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.

15:10 – 16:00 Exhibitor/contractor breakdown.

16:30 onwards Stand breakdown (PPE area – no exhibitor access).

## Build-up

**Build-up times:** Sunday 15 March 16:00 – 18:00, Monday 16 March 08:00 – 09:00, Tuesday 17 March 08:00 – 09:00

Upon arrival, please follow the direction of the traffic marshals to the loading bays where you can register your arrival and unload your items for your stand. Once you have unloaded your vehicle, please move to the exhibitor parking area to keep the loading bays clear for other exhibitors.

## What 3 Words

Loading Bay: ///cans.nerves.cheese

Exhibitor Parking: ///divide.flush.spaceship

If you think you (or your stand contractor) might need extra time to build your stand (outside the build-up times stated above), please contact the organiser [l.ray@ucas.ac.uk](mailto: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 Sunday 15 March).

## Breakdown

**Breakdown time:** Tuesday 17 March 15:10 – 16:00

When leaving the venue, please remove any waste – this includes literature not in a box, and not being collected by your courier – e.g. spare prospectuses. Removal of any excess waste will be charged for. After 16:00 on Tuesday 17 March, 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

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 Sunday 15 March will not be accepted as UCAS tenancy with the venue does not begin until this time.

Delivery times are as follows:

Sunday 15 March 08:00 – 18:00

Monday 16 March 08:00 – 09:00

Tuesday 17 March 08:00 – 09:00

## The venue address for couriers is:

Name and number of stand

UCAS Discovery exhibition

Westpoint Centre, Clyst St Mary, Exeter, Devon, EX5 1DJ

## GES contacts and ordering portals

When ordering through GES, if your stand number has not been released, please use "TBC" as your stand number.

**Online Orders:** <https://ordering.ges.com/000033356>

**Telephone:** 02476 380 190

**Email:** [ucasdiscoveryexeter@ges.com](mailto:ucasdiscoveryexeter@ges.com)

**Early Bird deadline:** Monday 16 February





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## CONTACT DETAILS

### UCAS Events Team

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

T: 01242 544 808

### GES

E: [ucasdiscoveryexeter@ges.com](mailto:ucasdiscoveryexeter@ges.com)

T: 02476 380 190

W: <https://ordering.ges.com/000033356>

### Onsite general enquiries:

Event staff wearing UCAS t-shirts, will be available to help with queries. You can also visit the Exhibitor Helpdesk or Organiser's Office for further assistance.





For more information and step by step guide to exhibiting please see 2026 exhibitor manual



[CLICK HERE](#)  
TO VIEW IN THE  
EXHIBITORS ZONE