

UCAS
DISCOVERY
UK TOUR

EXPLORE
AN EXCITING
WORLD OF
POSSIBILITIES

UCAS

VERY

EVENT LOCATION INFORMATION

Location specific information for
Hartpury University

UCAS



EXHIBITING AT

EVENT: UCAS Discovery Hartpury

DATE: Friday 13 June 2025

OPENING TIMES: 09:30 – 14:30

VENUE:

Hartpury University
Hartpury Sports Academy
Gloucestershire
GL19 3BE
United Kingdom



EVENT INFORMATION

ACCESSIBILITY

The sports academy hall is fully accessible. Accessible toilets are available in the main corridor heading to the exhibition hall. Disabled parking is available in the Sports Academy car park. A designated classroom will be available upstairs as a quiet room. Please ask at the registration desk, and they'll be happy to direct you to the room.

ACCOMMODATION

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

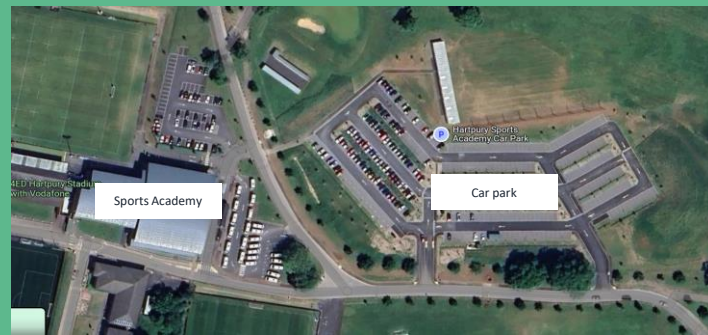
- [Travelodge Gloucester](#)
- [Premier Inn Gloucester \(Quayside\) hotel](#)
- [Premier Inn Gloucester \(Longford\) hotel](#)

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

CAR PARKING

Exhibitor car parking will be available in the car park next to the exhibition venue. Exhibition staff will do their best to park exhibitors as close as possible to the venue.

You will need to display your exhibitor parking permit on Thursday 12 June, this can be found on the last page.



EVENT INFORMATION

CATERING

A selection of complementary hot drinks will be available from the Exhibitor Staff Room situated in the corridor as you enter the exhibition hall.

Exhibitors can purchase food and drink from the catering outlets located on the hard standing outside the exhibition hall or from our Graze restaurant. Please ask a member of staff or a student ambassador if you require assistance.

Water fountains are available, please bring a refillable bottle.

FIRST AID

Our first aid team will be located in the main corridor as you enter the exhibition.

INTERNET

Exhibitors will be able to access Eduroam or guest WiFi. Details of guests WiFi will be available on your stand when you arrive.

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: Thursday 12 June 2025

- 13:00 – 17:00 Contractor access.
- 15:00 – 17:00 Exhibitor access.

We are unable to allow early access to the venue, those arriving early will be turned away from the venue until the exhibitor build-up session starts.

EVENT DAY: Friday 13 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.

IMPORTANT INFORMATION

On both Thursday and Friday, the bus park and road adjacent to the venue will be very busy between 3pm-4pm as our daily buses collect Hartpury students. Please keep this in mind when planning your arrival and departure. We will monitor the area and may have to limit access until it is safe to do so. Your patience and understanding are greatly appreciated.

ARRIVAL

On arrival you will need to sign in at the Sports Academy reception before entering the exhibition space.

Exhibitors will be issued their lanyard whilst contractors will be issued a visitor badge which must be worn at all times whilst on campus.

BUILD-UP

- **Build day:** Thursday 12 June
- **Build times:** 15:00 – 17:00
- **Event day:** Friday 13 June
- **Event day build up:** 08:00 – 09:00

Exhibitors should park in the Sports Academy car park and walk items across to the sports hall, event staff will be on hand to direct you to your stand and assist you. If you need to get closer to the exhibition hall to unload please speak to a member of the traffic team.

Only lorries will be allowed to unload in the loading bay. There is no access to the loading bay at the front of the building between 3pm-4pm (see important information on previous page), during this time smaller lorries (e.g. Luton Van) can unload pitch side via the fire exits.

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.

BREAKDOWN

Breakdown time: Friday 13 June, 14:40 – 16:00.

Access to the hall for breakdown will only be granted once the event has finished and all visitors have left the event space.

DELIVERIES

Deliveries can be made from 13:00 – 17:00 on Thursday 12 June and should be fully labelled with your organisation's full name and stand number.

Deliveries arriving outside of these hours will not be accepted.

Hartpury University - Sports Academy Reception
Gloucestershire
GL19 3BE
United Kingdom

ORGANISERS

If you need to contact the organisers of the exhibition please contact either Stephanie Tait (01452 702595) or Emily Smith (01452 702490).

On the day, please report to the Exhibitor Help Desk in the exhibition hall.

STORAGE

Unfortunately, we are unable to provide a designated storage area however there will be additional space behind your stand for this.



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.



Exhibitor parking permit

UCAS Discovery Hartpury 2025

Valid for parking at:
Sports Academy Car Park

Date valid: 12 June 2025

Please ensure this pass is displayed in the windscreen of your vehicle during your stay