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# EXHIBITOR INFORMATION

Location specific information for  
UCAS DISCOVERY IPSWICH 2025

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# EXHIBITING AT

**EVENT:** UCAS Discovery Ipswich

**DATE:** Wednesday 11 June 2025

**OPENING TIMES:** 9:30 – 14:30

**VENUE:**

University Of Suffolk

Waterfront Building

Neptune Quay

Ipswich

IP4 1QJ



# EVENT INFORMATION

## ACCESSIBILITY

All buildings are fully accessible with ramps and lifts for each floor. To discuss specific access needs, please email the event organiser- [r.douglas-head@uos.ac.uk](mailto:r.douglas-head@uos.ac.uk).

## ACCOMMODATION

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

- **Travel Lodge Ipswich (2 min walk- 15 Duke Street, IP3 0AE)**
- **Premier Inn Ipswich Town Centre - Quayside (5 min walk- 33 Key Street, IP4 1BZ)**
- **Salthouse Harbour Hotel (2 min walk- Neptune Quay, IP4 1AX)**

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

## CAR PARKING

For all exhibitors please park in Long Street car park - IP3 8AH

Although this is a permit car park, all charges have been removed for the duration of the event (11 June) and build up (10 June).

If this is full, the alternative is Duke Orwell Quay car park - Duke Street, IP3 0BF. This is a public car park and is pay per hour £1.70 per hour, or £6.50 all day.

For train or bus, please visit: <https://www.uos.ac.uk/find-us>

# EVENT INFORMATION

## CATERING

Water dispensers are available on each floor of the exhibition. Complimentary tea and coffee will be provided on floor 1 and 2 of the waterfront building. These rooms will be restricted to exhibitors only.

## FIRST AID

St Johns Ambulance will be available on the ground floor of the Waterfront Building. Please inform a member of staff if you require first aid.

## INTERNET

You can connect directly to WiFi on eduroam or by searching for SuffolkUni. If you have problems, please go to the Event Registration Desk in the Waterfront Building.

## 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](mailto:events@ucas.ac.uk).

## RISK ASSESSMENTS

The event organiser has completed a risk assessment for the event, this will be available via Enet.

# LOGISTICS

## SCHEDULE

### BUILD DAY: Tuesday 10 June

**12:00 – 16:00** Access for deliveries, couriers and stand builders only

**16:00 – 18:00** Exhibitor and contractor access

If you think you or your contractors will need extra time to build your stand outside the build-up times stated above, please contact Rosanna via email: [r.douglas-head@uos.ac.uk](mailto:r.douglas-head@uos.ac.uk). In some circumstances, early access to the venue on the build-up day may be given, but this is only with 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 starts.

Exhibitors can park in **Long Street car park (IP3 8AH)** on Tuesday 10 June, then cross over the road to the Waterfront building. Ambassadors will be available during these times to support with unloading materials. No permit or payment is needed during this time for this car park.

### EVENT DAY: Wednesday 11 June

**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

## ARRIVAL

Please arrive at the Waterfront Building (the checked curved grey and white building). You will be able to collect your lanyard (which must be worn at all times) and directed to your floor for set up from the Waterfront Building Foyer. 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.

## BUILD-UP

Build day: Tuesday 10 June

Build times: 16:00- 18:00

Event day: Wednesday 11 June

Event day build times: 08.00 - 09.00

Exhibitors can park in Long Street car park (IP3 8AH) on Tuesday 10 June, then cross over the road to the Waterfront building. Ambassadors will be available during these times to support with unloading materials. No permit or payment is needed during this time for this car park.

## BREAKDOWN

Breakdown day: Wednesday 11 June

Breakdown time: 14:40- 16:00

## DELIVERIES

Please note, we cannot store boxes in advance of the event. Please send any materials to arrive Tuesday 10 June at the earliest. Deliveries should be clearly addressed to include your organisation's full name and stand number.

**Delivery address:**

FAO- Ipswich UCAS Fair- Rosanna Douglas-Head  
University of  
Suffolk  
Waterfront  
Building  
Neptune Quay  
Ipswich  
IP4 1QJ

## ORGANISERS

For any issues, please contact the organiser- Rosanna Douglas-Head - 07545192919

## STORAGE

A limited amount of storage will be available on the first and second floor of the waterfront building. Ambassadors will be around to guide you to this room. Lifts will be available for transportation.



# CONTACT DETAILS

UCAS

## UCAS Events Team

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

