EVENT LOCATION INFORMATION

Location specific information for UCAS Discovery Nottingham

UCAS DISCOVERY **UK TOUR**

EXHIBITING AT

Event: UCAS Discovery Nottingham

Date: Wednesday 2 July 2025

Opening times: 9:30 – 15:00

Venue: Motorpoint Arena
Nottingham
Bolero Square
Nottingham
NG1 1LA

EVENT INFORMATION

UCAS

Accessibility

Full details on accessibility can be found here: __Accessibility - Motorpoint Arena Nottingham__

Accommodation

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

- Premier Inn Nottingham Arena (London Road)

- Leonardo Hotel Nottingham

- Mercure Nottingham City Centre George Hotel

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

Arrival and registration
On Tuesday 1 July (build day) exhibitor and contractor registration will take place at the loading-bay/service yard entrance at the rear of the venue. This area can be accessed via Woolpack Lane, NG1 1FP, **What3Words reference __///pink.king.rope__**. Please note the main entrance of the venue will not be open for exhibitors/contractors on build day.

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 break-down further in the document. On live event days – the front entrance of the venue will be open for exhibitor access and registration.

Carparking

There is no onsite parking at the Motorpoint arena Nottingham. There are car parks in the local area and more information can be found on the Nottingham City website.

Lace Market car park is a 6 minute walk to the venue. There is an early bird tariff (Tues – Thurs) available at Broad Marsh (£7), Trinity Square (£8), Lace Market (£8), and Curzon Street Car Park (£6). Enter before 09:30 and leave before 18:30., further details can be found on the Nottingham City website.

For deliveries – venue traffic marshals will manage access to the loading bay. Due to the limited space available, once unloaded vehicles will need to be moved to an offsite car park, before staff return to build stands and/or set-up.

EVENT INFORMATION

Catering

There is a designated Staff Room (Exhibitor and Teacher lounge) at this event. Please see signage onsite for the location. The Staff Room will be open whilst the exhibition is open to the public, and will serve snacks and sandwiches, including gluten-free and vegan options, and hot and cold soft drinks. Note that this is a cash-less venue, only card payments will be accepted.

Each single stand (irrespective of the number of staff) will be provided with four free tea and coffee vouchers per day, which can be redeemed in the Staff Room. Please go to the Exhibitor Help Desk in the exhibition hall to collect your drinks vouchers. Please bring a reusable water bottle with you to the event which can be re-filled at the Staff Room and at water towers backstage.

First Aid

If you require any first aid during the build-up, event, or break-down, please go to the organiser's office or alert a member of event or venue staff. The Organiser's office will be signposted in the venue and on event guides and staff will be happy to help. The first aid room is located under seating block 16.

Filming and photography

If you are planning on undertaking any filming, or taking any photographs at the event, you must inform the organiser, preferably at least seven working days prior to the event at d.reading@ucas.ac.uk. A form may need to be completed.

Internet

Free WiFi is available to all – more information can be found in your onsite pack on your stand on your arrival at the venue.

It is prohibited for exhibitors to create their own wireless networks on or around their stand location.

Organisers

The organiser's office is located directly off the main arena under seating block 18 and will be signposted. The exhibitor help desk is located in the exhibition hall and will be signposted, as well as being marked on the map in the event guide. Here you can collect your drinks vouchers and speak to a member of event staff if you have any queries.

The event organiser for the Nottingham event is Debbie Reading (d.reading@ucas.ac.uk) and can be contacted pre-event via email or 07435 632351 during the build, event hours and breakdown.

EVENT INFORMATION

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 [link] 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 [not sure what this is called] 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 upload this to your E-net account at least 4 weeks before the exhibition date, or if this date has passed, please send this through to d.reading@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.

LOGISTICS

UCAS

Schedule:

Tuesday 1 July

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

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

Wednesday 2 July

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.

16:10 – Stand breakdown (PPE area – no exhibitor access).

LOGISTICS

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Build-up

Build-up times:

Tuesday 1 July 16:00 – 18:00

Wednesday 2 July 08:00 – 09:00

On arrival, all contractor and exhibitor vehicles need to access the venue via the load-in area, entry via **What3Words reference ///pink.king.rope**. Due to the number of vehicles and space available in the load-in area, venue traffic marshals will manage access to the loading bay. Please unload equipment and then move your vehicle to nearby offsite car parks, before returning to build your stands.

Please note - the main entrance doors of the venue will not be in use on build day Tuesday 1 July. No trolleys will be permitted in the hall once the event opens at 09:30 daily.

Early Access Requests
If you think you might need extra time to build your stand (outside the build-up times stated above), please contact the organiser **d.reading@ucas.ac.uk** as soon as possible.

In some circumstances, early access to the venue on the build day may be given, but this is only with the advance permission of the organiser. Please request early access in writing, at least 10 days' notice before the build day. 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 Tuesday 1 July).

LOGISTICS

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Breakdown

Breakdown time:
Wednesday 2 July   15:10 – 16:00

Exhibitors should remain on their stands, and refrain from dismantling, until the exhibition closes and is cleared of all visitors on Wednesday 2 July, at which time an announcement will confirm when it is safe to start dismantling stands.

No vehicles will be permitted into the loading bay until all visitors have left the hall and surrounding area, and it is safe to allow vehicles into the pedestrian areas.
If you have a courier arriving to collect goods, please do not ask them to arrive any earlier than 15:10, or they may be turned away.

When leaving the venue, please remove any waste – this includes literature not in a box, and anything not being collected by your courier – e.g., spare prospectuses. **Removal of any excess waste will be charged for.**

After 16:00 on Wednesday 2 July, UCAS contractors will have access to dismantle the event. If exhibitors are still breaking down their stands, they must wear a high-vis vest while in all event areas (including loading and parking areas).

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Deliveries

Please see the build and breakdown section in addition to the following information. Any delivery to stands on the event open days must be completed, and vehicles removed from loading areas by 09:00; the venue will not allow the event to open if vehicles are blocking fire exit routes.

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 Tuesday 1 July will not be accepted as the venue have no facilities for the advance storage of exhibition materials.

Delivery times are as follows: **Tuesday 1 July** from 08:00-18:00 and **Wednesday 2 July** from 08:00 – 09:00

The venue address for couriers/deliveries is:
<Name of organisation and number of stand>
FAO: XXXX
UCAS Discovery Nottingham
Motorpoint Arena Nottingham
Bolero Square
Nottingham
NG1 1LA

GES contacts and ordering portals

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

Deadlines: By 3 June for best prices

T: (0)2476 380 190

Email: ucasdiscoverynottingham@ges.com

Espresso: https://ordering.ges.com/000032641

CONTACT DETAILS UCAS

UCAS EVENTS TEAM
E: events@ucas.ac.uk
T: 01242 544 808

GES
E: ucasdiscoverynottingham@ges.com
T: (0)2476 380 190
Expresso Link: https://ordering.ges.com/000032641

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
assistance with.