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EXHIBITOR INFORMATION

Location specific information for
UCAS Discovery Stoke-on-Trent

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EXHIBITING AT

EVENT: Stoke-on-Trent

DATE: 20 June 2025

OPENING TIMES: 09:30 - 14:30

VENUE:

University of Staffordshire,
Sir Stanley Matthews Sports Centre,
Leek Road,
Stoke-on-Trent,
ST4 2DF



EVENT INFORMATION

ACCESSIBILITY

All venues at the event are wheelchair accessible, however if you require any further information please contact the event organisers on 01782 292774.

ACCOMMODATION

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

Premier Inn, Trentham Gardens – 0333 321 9055

Premier Inn, Stoke-on-Trent (Hanley) – 0333 321 9337

Holiday Inn Express, Stoke-on-Trent – 0800 8080 0800

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

CAR PARKING

Parking permits will be suspended on Friday 20 June 2025. However, all other parking conditions will still apply, whereby a charge will be incurred if the parking conditions are breached. Please refer to the noticeboards on campus for parking conditions and only park in a designated parking bay. Student ambassadors will be around from 08:00 to assist you with any unloading.

Car park 3 will be reserved for exhibitors only so all exhibitors are asked to print off the parking pass and display it in the windscreen of your vehicle. Please note that as this is a working day, parking close to the event after 09:00 may prove difficult.

CATERING

Exhibitors will be provided with one free bottle of water. During the day, free tea and coffee will be available for you to collect from the mezzanine in the Sports Centre and the Catalyst Kitchen.

Food may be purchased on the day from the Catalyst Kitchen, Catalyst Café and the Student's Union Shop . The event will not close for lunch.

EVENT INFORMATION

FIRST AID

If you sustain any personal injuries, or are present when an accident happens, please ask for assistance from the organisers.

If you feel unwell during your visit, please contact a member of event staff, who will call the nominated first aider for this event. All accidents, no matter how trivial, must be reported on a university accident report form (please request a form from a member of staff).

INTERNET

To access the free Wi-Fi on campus, you will need to connect to Eduroam or to the 'Wi-Fi Guest' network. When you open an internet window, you will be asked to complete a short registration form. Once registered, you will have unlimited access to the internet.

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 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 19 June 2025

13:00 – 16:00 Event set up – deliveries can be made during this time

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

Exhibitors will be able to unload in the layby outside the Sir Stanley Matthews Sports Centre. Following this they will then need to move their vehicle to Car Park 3, which has been reserved for exhibitor parking. If you think you might need extra time to build your stand (outside the build-up times stated above), please contact the event organiser on 01782 292774. 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.

EVENT DAY: Friday 20th 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.

14:30 – 15:30 Event breakdown

Exhibitors must remain on their stands and not start dismantling them until the exhibition is clear of visitors. To help facilitate this, and ensure health and safety is maintained, the loading doors will stay closed until the venue is clear of visitors. If exhibitors start dismantling stands while the event is still open, there will be no alternative but to close the exhibition, irrespective of how many visitors remain in the hall, due to health and safety.

ARRIVAL

On arrival at the event, exhibitors should head to the organisers desk in the Sir Stanley Matthews Sports Centre, where they will need to register and obtain their exhibitor lanyard, which must be worn at all times. To gain entry to the venue, 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.

DELIVERIES

The venue address for deliveries is:

Exhibitor name, Stand number, UCAS Discovery Staffordshire, University of Staffordshire, Sir Stanley Matthews Sports Centre, Leek Road, Stoke-on-Trent, ST4 2DF

Deliveries can be made from 08:00 on Thursday 19 June 2025. Any deliveries made before this time will not be accepted by the venue and returned to the sender.

ORGANISERS

If you need to speak to one of the event organisers during the event, please head to the organisers desk in the Sir Stanley Matthews Sports Centre. The event organisers will be wearing navy blue t-shirts/hoodies at the event.

STORAGE

There is limited storage at the event so all boxes of literature and merchandise will need to be stored on your stand. We will endeavour to find storage for any large stand cases.



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

