

EXHIBITING AT

EVENT: UCAS Discovery Twickenham

DATE: Tuesday 14 October 2025 OPENING TIMES: 09:30 – 15:00

VENUE:

St Mary's University, London Sport St Mary's Waldegrave Road Twickenham London Middlesex TW1 4SX



EVENT INFORMATION

ACCESSIBILITY

All access points and routes being used on the day of the event will accessible.

Please contact the friendly St Mary's Student Recruitment team before the event if you have any questions or concerns, or additional requirements that you'd like us to accommodate hello@stmarys.ac.uk

ACCOMMODATION

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

Travelodge Twickenham: https://www.travelodge.co.uk/hotels/537/London-Twickenham-hotel (next door to Twickenham train station, and located on the main high street).

Travelodge Teddington: https://www.travelodge.co.uk/hotels/542/London-Teddington-hotel?searchLocation=Teddington (located 15 minutes walk from St Mary's, or 2 minutes away via the 33 bus. Located on Teddington high street).

The Lensbury: https://www.lensbury.com/ based in Teddington and a 15-minute walk from St Mary's University.

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

CARPARKING

Exhibitors will be able to park on St Mary's main campus before the event. You must display your parking pass (available in the Exhibitor Zone) in your windscreen.

Please note however that parking is allocated on a first come first served basis. There will be no charges for parking on the day.

Please drive through the white gate entrance on Waldegrave road, where a steward will point you in the correct direction. What 3 Words: ///angel.maker.recent

If parking on campus is full when you arrive, there are free roads around the University to park on. We will advise upon your arrival if this is the case.

If you require a disabled parking bay, please contact hello@stmarys.ac.uk before the event and we will reserve you a space.

EVENT INFORMATION

CATERING

Exhibitor coffee and tea will be available in the Exhibitor lounge, located in our dance studio. This can be accessed by the registration desk in the Sport St Mary's lobby.

Food trucks will be available on campus throughout the day. Our Canteen and Dolce Vita Café will also be open. Please note that they may be busy during term time, but we will be asking visitors for the UCAS exhibition to avoid these areas if you're looking for a quieter space.

FIRST AID

The First Aid room can be found in the Sport St Mary's building. We have TeamMedic on site to support first aid, and first aiders will be around the exhibition hall too. If you require a first aider, please let someone at the registration desk know. In an emergency, always call 999 first.

INTERNET

There is free WiFi available to exhibitors. You can join Eduroam or "St Mary's Guest". If you're having any technical difficulties, just reach out to a member of staff in a UCAS top.

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 <u>Exhibitor zone</u> 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 event or you can call 01242 544808 or email events@ucas.ac.uk.

RISK ASSESSMENTS

The event organiser has completed a risk assessment for the event which is available to view via your Enet account.

LOGISTICS



SCHEDULE

BUILD DAY: Monday 13th October 2025

09:00 – 16:00 Event set up – deliveries can be made during this time

12:00 – 16:00 Courier / Stand Builder Access only

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

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact hello@stmarys.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.

EVENT DAY: Tuesday 14th October 2025

08:00 - 09:15 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 breakdown

LOGISTICS



ARRIVAL

Upon arrival, exhibitors should head to the Sport St Mary's reception, which will be clearly sign posted and pointed out to by wayfinders.

You will need to display a parking pass and following instructions from staff to be directed to park in the exhibitor car park (the training pitch). Parking passes can be downloaded from the exhibitor zone.

If you need to unload close to the exhibition hall, please inform the steward on your arrival. You will be able to drive around the back of Sport St Mary's to access the tennis centre (the exhibition hall) directly. You will then need to move your car back to the training pitch. The training pitch is right next to Sport St Mary's for exhibitors carrying smaller loads.

DELIVERIES

Deliveries should be made to the follow address. Please clearly specify the St Mary's Student Recruitment team and that this is for the UCAS Exhibition.

FAO UK STUDENT RECRUITMENT [UCAS DISCOVERY EXHIBITION]

St Mary's University, Twickenham

Waldegrave Road, London

TW1 4SX

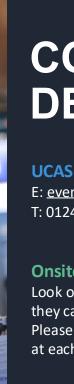
ORGANISERS

Exhibitors will be able to find an event organiser at Sport St Mary's reception if they require any support on the day.

STORAGE

Storage will be located in our Performance Hall, which is directly opposite the main exhibition hall through the fire doors. A member of staff in a UCAS top can support you with this.





CONTACT DETAILS

UCAS Events Team

E: <u>events@ucas.ac.uk</u>
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









