

UCAS
DISCOVERY
UK TOUR

EXPLORE
AN EXCITING

UCAS

EVENT LOCATION INFORMATION

Location specific information for
UCAS Discovery Norwich Exhibition

UCAS **DISCOVERY** UK TOUR

YOUR FUTURE STARTS HERE

LIVE LOUNGE - WHAT'S ON?

10:30 - 11:30	11:30 - 12:30	12:30 - 13:30	13:30 - 14:30

SUBJECTS LIVE

10:10 - 10:30	Nursing and Health
10:40 - 11:00	Law
11:10 - 11:30	Leisure and Accommodation
11:40 - 12:00	Apprenticeships
12:10 - 12:30	STEM
12:40 - 13:00	Applying to Apprenticeships
13:10 - 13:30	Business & Finance
13:40 - 14:00	Creative Arts
14:10 - 14:30	

LISTEN TO SPECIALIST TALKS
Take part in the UK's first of its kind...
Find out more about the Live Lounge.

OPEN DAYS
OPEN DAYS
OPEN DAYS
OPEN DAYS

UPCOMING OPEN DAY

10 JAN	10 JAN	10 JAN
10 JAN	10 JAN	10 JAN
10 JAN	10 JAN	10 JAN

WELCOME AREA

MAKE IT REAL

EXHIBITING AT

Event: UCAS Discovery Norwich

Date: Monday 10 June 2024

Opening times: 09:30 – 15:00

Venue:

Norfolk Showground Arena

Dereham Road

Norwich

NR5 0TP



EVENT INFORMATION

Accessibility

For details on accessibility; these can be found on the Norfolk Showground's website or by getting touch with them [here](#).

Accommodation

Please find below details of hotels in the vicinity of the Norfolk Showground:

[Premier Inn Norwich West](#)

[Travelodge Norwich Cringleford](#)

[Mercure Norwich Hotel](#)

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

Arrival, Set Up and Registration

Load-in and set up for exhibitors and contractors takes place from 16:00 – 18:00 on Sunday 9 June, and from 08:00 – 09:00 on Monday 10 June. Exhibitors and contractors who have pre-agreed early access with UCAS on Sunday can access the venue no earlier than 13:00.

Exhibitor and contractor registration will take place at the loading bay doors and at the entrance to the hall. There will be no access to the loading bay doors after 09:00 on Monday 10 June, and all vehicles will need to be parked in the exhibitor parking area by this time. 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 more information about build-up and break-down further in the document.

Car Parking

There is ample free exhibitor parking close to the venue. Parking for exhibitors will be sign posted, and there will be traffic marshals on duty to direct you. Disabled parking facilities are available at the venue. Traffic marshalls will direct any exhibitors requiring disabled parking to the relevant area.

EVENT INFORMATION

Catering

There will be a catering unit specifically for use by Exhibitors and Teachers (signposted Staff Room) where you will be able to purchase refreshments. Each single stand (irrespective of the number of staff) will be provided with four free tea and coffee vouchers per day, for the duration of the event. If you are on a double stand or larger we will provide eight vouchers per day, which can be redeemed at the catering outlet in the Staff Room area. Each stand will also receive a bottle of water however, we recommend bringing your own reusable bottle which can be refilled at the catering outlets.

Filming and photography

If you are planning on undertaking any filming or taking any photographs at the event you must inform the organiser, preferably seven working days prior to the event, by emailing events@ucas.ac.uk well in advance. A form may need to be completed.

First Aid

If you require any first aid during the build up, event, or break down, please alert a member of the event or venue/security staff. There will be a dedicated first aider onsite, located in the entrance area.

Internet

Free wifi is available to all. However this is an open network and cannot be guaranteed – details of how to log on will be provided on the day in the Exhibitor welcome pack.

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

EVENT INFORMATION

UCAS

Organisers

The organisers desk is located at the front of the hall. You will be able to obtain your tea and coffee vouchers from the Organisers desk from 08:00 on the event day, and there will be a member of the event staff there to assist with any queries.

The main organiser is Andrew Mitchell-Stead a.mitchellstead@ucas.ac.uk and can be contacted on 07767 810465 (during build, event hours and breakdown).

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 via your e-net account or send directly to Andrew Mitchell-Stead a.mitchellstead@ucas.ac.uk at least 4 weeks before the exhibition date. 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.

Scanning

To take advantage of lead scanning at this event, you need to download the Smartlead UCAS app 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 Organisers desk to support you at the event, or you can call 01242 544808 or email events@ucas.ac.uk.

Schedule:

Sunday 9 June

08:00 – 16:00 Stand mark out and set up (PPE area – no exhibitor access)

16:00 – 18:00 Exhibitor access for set up

Monday 10 June

08:00 – 09:00 Exhibitor access for set up

09:30 – 15:00 Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public

15:15 – 16:15 Exhibitor/contractor breakdown

Build-up

Build-up times:

Sunday 11 June 16:00 – 18:00 Monday 12 June 08:00 – 09:00

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact Andrew Mitchell-Stead a.mitchellstead@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: 15:15 – 16:15 on Monday 12 June

Exhibitors should remain on their stands and refrain from dismantling until the exhibition closes and the announcement is made to say it is safe to do so. When leaving the venue, please remove any waste – this includes literature not in a box, and not being collected by your courier – e.g. spare prospectuses. **Removal of any excess waste will be charged for.**

Deliveries

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 09:00 on Sunday 11 June will not be accepted as UCAS tenancy with the venue does not begin until this time.

Delivery times are as follows:

Sunday 9 June 09:00 – 18:00

Monday 10 June 08:00 – 09:00

The venue address for couriers is:

Name and number of stand

UCAS exhibition

Norfolk Showground Arena

Dereham Road

Norwich

NR5 0TP



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 desk at each event for any questions you have, or help you need assistance with.

