

EXHIBITING AT

EVENT: UCAS Discovery Northampton

DATE: Thursday 10 October

OPENING TIMES: 9.30am – 3pm

VENUE: University of Northampton

Waterside Campus

University Drive

Northampton

Northamptonshire

NN1 5PH



EVENT INFORMATION

ACCESSIBILITY

Please contact the event organisers if you have any accessibility needs.

We have worked with AccessAble to provide informative Access Guides for the University estate, enabling all users to make an informed choice about how they interact with the built environment and the services we have available. These Access Guides will give you information to help you plan your journey around campus and get you to where you need to be in a way that is easiest and safe for you.

https://www.accessable.co.uk/university-of-northampton

ACCOMMODATION

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

Sunley Hotel, University of Northampton Waterside Campus, New South Bridge Rd, Northampton NN4 8RR. https://www.sunleyhotel.com/

Premier Inn Town Centre, Swan Street, Northampton, NN1 1FA

Travelodge Town Centre, 15 Gold St, Northampton NN1 1RA

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

CAR PARKING

Please use car parks 1 and 2 which are accessed from Bedford road. Sat Nav postcode NN1 5PH.

Car park 1 Google Map Link

Car park 2 Google Map Link

If both of these car parks are full, please use car park 4 which is accessed via New South bridge road. Sat Nav postcode NN4 8RR. Access through the campus is not permitted.

Car park 4 Google Map Link

Car parking is free of charge.

EVENT INFORMATION

CATERING

Water refill stations can be found on the ground floor of the Learning Hub near to the Waterside Bar and Restaurant and the ground floor of the Creative Hub near to the lifts. Please bring a refillable water bottle with you to help us reduce the use of single use plastics.

Exhibitor Tea and Coffee will be available on the ground floor of the Learning Hub, in the area down the steps near to the IT desk and Student Information Desk and on the ground floor of the Creative Hub, to the right past the stairs.

The Market restaurant and Waterside Bar and Grill restaurant are available in the Learning Hub. The Exchange café is available in Senate and The Pit Stop café is available in the Engine Shed. A pop-up Exhibitor only retail point for grab and go sandwiches will be available in Sunley Hotel adjacent to the Learning Hub.

Please note that we are a cashless campus.

FIRST AID

First aid is available from our Security Team. Please call 01604 892269 or speak to an Event Ambassador.

INTERNET

Connecting to Eduroam is recommended. Guest Wi-Fi is available. Users will need to register for guest access by clicking the link underneath the orange sign on button.

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 [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. Note: all electrical items must be PAT tested. Please send this through to Emily Bibby e.bibby@ucas.ac.uk least 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event.

LOGISTICS



SCHEDULE:

BUILD DAY: (Wednesday 9 October 2024)

08:00 – 16:00 Event set up – deliveries can be made during this time

14:00 – 18:00 Exhibitor/contractor access.

EVENT DAY: (Thursday 10 October 2024)

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.

15:00 – 18:00 Breakdown.

LOGISTICS



ARRIVAL

Please report to the event help desk to the right of the big screen on the ground floor of the Learning Hub when you arrive on the event day.

Exhibitor stands will be within either the Learning Hub (stands 1 – 41) or the Creative Hub (stands 42 – 69 and subject demonstrations) which is the adjacent building.

BUILD-UP

BUILD DAY: (Wednesday 9 October 2024)

08:00 – 16:00 Event set up – deliveries can be made during this time. Slots are 9am until 12noon, 12noon until 3pm and 3pm until 6pm. One vehicle can be accommodated at each loading bay. Courier companies are asked to confirm their delivery slot and registration plate details to events@ucas.ac.uk at least 2 weeks prior to the event.

14:00 – 18:00 Exhibitor/contractor access.

Car park 4 Google Map Link is the closest car park to the Creative Hub and Learning Hub

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

EVENT DAY: (Thursday 10 October 2024)

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.

15:00 - 18:00 Breakdown.

Service yards and drop off point access is limited to delivery companies in the first instance. Please speak to an Event Ambassador if you need to borrow a trolley (available on a first come first served basis) to help with transporting items to the car park.

Car park 4 Google Map Link is the closest car park to the Creative Hub and Learning Hub

UCAS

BREAKDOWN

Breakdown time: 3pm on Thursday 10 October

Service yards and drop off point access is available no earlier than 3pm and is limited to delivery companies in the first instance. One vehicle can be accommodated at each loading bay. Courier companies are asked to confirm their delivery slot and registration plate details to events@ucas.ac.uk at least 2 weeks prior to the event.

Please speak to an Event Ambassador if you need to borrow a trolley (available on a first come first served basis) to help with transporting items to the car park.

DELIVERIES

Red route stands 42 - 69 in the Creative Hub and any subject demonstrations. Use on time in designated bays for unloading.

Orange route stands 1 - 41 in the Learning Hub. Use NN1 5PH, turn right before Senate building and ask for access through barrier. 1 vehicle at a time. Note: loading lift access route.

Green route stands 1 - 41 in the Learning Hub. Use NN1 5PH, turn right after Senate building and ask for access through barrier. Access from Senate is along a pedestrian route and bollards will need to be lowered.

5 MPH campus speed limit applies. Unless on green route there is no through route through campus.



LOGISTICS



ORGANISERS

The event organisers will be available on campus throughout the build, event and breakdown times. During the event, an event organiser will be on the event help desk to the right of the big screen on the ground floor of the Learning Hub. The below contact numbers can also be used:

Alexandra Parramore 07734 968722

Meryl Couper 07712 698558

Leena Ladwa 07751970347

STORAGE

For exhibitors in the Creative Hub there is an open storage area on the ground floor close to the service yard entrance.

For exhibitors in the Learning Hub, there is a room on the ground floor behind the Student Information Desk and room LH108 within the first-floor staff open office which has been booked. Please speak to an Event Ambassador at the yellow desk to the right of the big screen to access these spaces.





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 help desk for any questions you have or help you need







