

UCAS
DISCOVERY
UK TOUR

EXPLORE
AN EXCITING
WORLD OF
POSSIBILITIES

UCAS
DISCOVERY

YOUR FUTURE STARTS HERE

LIVE LOUNGE - WHAT'S ON?

10:30 - 12:00	Open days
13:30 - 13:50	Open days
14:00 - 14:20	Open days

SUBJECTS LIVE

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

1 LISTEN TO SPECIALIST TALKS
Take part in the Q&As, chat to experts, and hear about your different options in the Live Lounge.

2 GET EXPERT ADVICE
Speak to university representatives, and UCAS about your future choice.

OPEN DAYS
UPCOMING OPEN DAYS

20 JAN	20 JAN	20 JAN	1 OCT
20 OCT	20 NOV	20 DEC	2 JAN

STEM MEDICINE BUSINESS

I AM BCU

WELCOME AREA

MAKE IT REAL

Bournemouth

Location specific information for Bournemouth University

UCAS

EXHIBITING AT

EVENT: Bournemouth University

DATE: Monday 30 June

OPENING TIMES: 9.30am – 3pm

VENUE: Talbot Campus,
Fern Barrow
Poole, BH12 5BB



EVENT INFORMATION

ACCESSIBILITY

Full accessibility information can be found [here](#)

ACCOMMODATION

There are a wide range of hotels and guest houses available in Bournemouth and Poole. Up to date information is available from Bournemouth Tourist Information:

Website: www.bournemouth.co.uk

Tel: 01202 451734

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

CAR PARKING

There is **one** on-site parking space available per institution exhibiting. All exhibitors must display a valid parking permit. A copy of this permit can be found at the back of this exhibitor manual.

Couriers may drop off and pick up only, there is no on-site parking available.

EVENT INFORMATION

CATERING

Tea and coffee can be found in the Exhibitors Lounges in Dylan's Bar (first floor of Poole House) and on the 3rd floor of the Student Centre (Hall 3).

FIRST AID

First aid is located at Poole House Reception

INTERNET

WI-FI is provided by The Cloud. Please locate the provider and register your details.

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 [\[Discovery exhibitor zone | Undergraduate | UCAS\]](#) 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 in the Sports Hall (Hall 3) 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.

LOGISTICS

BUILD DAY: Sunday 29 June

Stand Builder access is from 12 – 4pm.

Exhibitor access is from 4pm – 6pm.

Deliveries can be made during these times. Please note that trolley's are not permitted inside the venue. Student Ambassadors will be on hand to assist couriers and exhibitors on arrival.

EVENT DAY: Monday 30 June

8 – 9am Exhibitor access. Stands must be ready by 9am.

9:30am – 3pm Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.

3pm – 4pm breakdown

ARRIVAL

To gain entry to the venue, exhibitor lanyards must be worn at all times. Your lanyard will be ready to collect when you arrive.

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.

If you have items to unload, please take the first turning on the left on Fern Barrow to the stand delivery point at the rear of the Sports Hall (Hall 2). After dropping off your stand and prospectuses, please move vehicles as quickly as possible to the exhibition parking area – Car Park H.

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.

LOGISTICS

BREAKDOWN

Breakdown time: Monday 30 June 3 – 4.30pm

Exhibitors must remain on their stands, and not start dismantling them until the exhibition is clear of visitors. We anticipate this to be 5 to 10 minutes after the exhibition closes, at 15:00 on Monday 30 June. 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 – this is standard industry practice, in line with guidance in the eGuide. This is because stands which are broken down while visitors are still in the hall pose a health and safety risk. As stated in the exhibitors' code of conduct, all issues raised will be logged and reviewed regularly by UCAS and HELOA. The same principles apply for dismantling, as accessing.

ORGANISERS

The BU Events team can be contacted via 07734 226474 or 07834 678211.

STORAGE

Storage for Exhibitors in Hall 1 can be found in Hall 1.

Storage for Exhibitors in Halls 2 and 3 can be found in the Lees Lecture Theatres, located on the ground floor of Poole House.

LOGISTICS

UCAS

Deliveries

The venue address for couriers is:
Bournemouth UCAS Discovery Event
Exhibitor name
Stand number

Bournemouth University
Talbot Campus
Fern Barrow
Poole
Dorset
BH12 5BB

Deliveries can be made from 12pm on Sunday 29 June. Any deliveries made before this time will not be accepted by the venue and returned to the sender.

If you are expecting goods to be delivered by courier, please make sure they are aware of the dates of the event, and venue opening times. All deliveries not clearly addressed, or those which arrive prior to the stated time, are likely to be lost or returned to the sender. Please make sure the staff on your stand are aware of:

who your courier is , your courier's contact details , what is being delivered

*Please note that any pallets left behind will incur a charge for disposal



CONTACT DETAILS

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



Visitor parking permit

UCAS Discovery Bournemouth UCAS 2025

Valid for parking at:
Bournemouth University
Fern Barrow
Poole
BH12 5BB

Date valid: Sunday 29 June and Monday 30 June