PST 23-277 Expression of Interest

UCLan UK Student Recruitment Team

**Recruitment Exhibitions and Logistics**

* Liaison with UCLan UK Student Recruitment team and Marketing team, and creative agency, to receive and respond to student recruitment campaign, including face to face meeting in Preston in November 2023
* Concept and Design for bespoke exhibition equipment, including stands, flooring and furniture, and associated hardware, for use at multiple venues across the UK over a 12-month period, taking into account that exhibition spaces vary in size – by end of November 2023
* Manufacture and print of stands, flooring, furniture, and hardware – by mid-January 2024 – with spec to include back-lit panels to fit various exhibition spaces, light boxes with battery power where mains unavailable, counters with internal storage, and digitally printed vinyl flooring
* Storage of stands, flooring, furniture, and hardware throughout 2024
* Repair or replacement of any stands, flooring, furniture, and hardware that is damaged over the period of the year
* Delivery, installation and breakdown of exhibition stands, flooring and furniture at 43 UCAS and UKUNI national events (UK-wide), including checking in with UK Student Recruitment team colleagues during every event, and noting that some events last two days
* Storage and delivery of prospectuses and other recruitment materials/merchandise at all events, with collection and return of unused stock
* Account management, maintaining frequent contact with UK Student Recruitment team to advise on stock levels, new opportunities, or issues