

UCAS
DISCOVERY
UK TOUR

EXPLORE
AN EXCITING

UCAS

EVENT LOCATION INFORMATION

Location specific information for
UCAS DISCOVERY LONDON 2025

UCAS **DISCOVERY** UK TOUR



EXHIBITING AT

Event: UCAS Discovery London 2025

Date: Monday 24 & Tuesday 25 March
2025

Opening times: 09:30-15:00 both days

Venue:

Excel London

One Western Gateway

Royal Victoria Dock

London E16 1XL

[Venue website.](#)



EVENT INFORMATION

Accessibility

Full details on accessibility can be found on the London Excel [website](#).

Accommodation

[Aloft London Excel – Marriott Hotel](#)

[Doubletree by Hilton – London Excel](#)

[Hampton by Hilton London Docklands](#)

[Moxy London Excel](#)

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

Arrival and registration

Exhibitor and contractor registration will take place at the loading bay doors, and at the contractor entrance to the hall. For access from the Boulevard, please use Contractor Entrance 6 (located between N4-N5).

All exhibitors must wear a lanyard throughout the duration of their attendance on-site. Please return lanyards at the end of the event. Contractors will be provided with a wristband that must be worn throughout the duration of their attendance on-site. Please see additional details about build-up, break-down and venue procedures for vehicle access to the loading doors further in the document.

Carparking

If you are travelling to ExCeL London by road please use postcode E16 1FR ([W3W ///drip.cheese.luxury](#)). The venue advise pre-booking your parking on the [ExCeL London parking platform](#). Pre-booking is the only way to guarantee a parking space. If there is capacity, and you have not pre-booked and arrive at the car park, the vehicle's number plate will be scanned, and the barrier will rise to allow access. In this case, before exiting the car park, the driver will need to pay for their parking at the machines located in the car park lobbies. Please note the car park has a height restriction of 1.9m. For more information please visit the [ExCeL London website here](#).

EVENT INFORMATION

UCAS

Catering

The Staff Room (for exhibitors and teachers) can be found to the rear of the hall, open from 08:00-15:30 on event days, selling snacks, drinks and sandwiches. There are additional catering outlets on the main Boulevard. Please keep your ticket to hand when re-entering the event hall.

Each single stand (irrespective of the number of staff) will be provided with four free tea and coffee vouchers per event day. Double stands, or larger, will receive eight vouchers per event day. Collect your tea and coffee vouchers from the exhibitor help desk at the back of the hall and redeem them at the Staff Room catering outlet (at the rear of the hall). There will be water refill stations in the Staff Room and on the Boulevard. Please bring your own reusable bottle.

Filming and photography

If you are planning on undertaking any filming, or taking any photographs at the event, please inform the organiser c.lemon@ucas.ac.uk at least 14 days prior to the event. A form may need to be completed and submitted to the venue for approval.

First Aid

If you require any first aid during the build-up, event, or break-down, please go to the organiser's office, alert a member of event security or venue staff. The event has a dedicated first aider whose location is marked on the floorplan, and the venue has a medical room, located on level 0 of the boulevard.

Internet

ExCeL London has free WiFi which is suitable for browsing, social media, and email. When you arrive at the venue, you just need to sign in to '_ ExCeL free Wi-Fi' following the standard log in options. UCAS will provide exhibitor only WiFi and details of how to connect to this will be included in your onsite pack. Should you require a hardwire connection, or higher bandwidth, please order this directly through the venue, no later than 24 February - ITCOrgServices@excel.london or via the online shop [here](#).

EVENT INFORMATION



Organisers

The organiser's office is signposted at the front of the hall. The Exhibitor help desk is located at the back of the hall with a member of staff there to provide you with drinks vouchers and to assist with any queries.

The organisers for this event are:

Chloe Lemon c.lemon@ucas.ac.uk for pre-event enquiries or M:07917078890 (during the build, event hours and breakdown).

Andrew Mitchell-Stead a.mitchellstead@ucas.ac.uk for pre-event enquiries or M:07917 082910 (during the build, event and breakdown).

Risk Assessments

All exhibitors must provide a risk assessment for your stand build and any activities that will be happening on your stand. Please upload this to your E-net account at least 4 weeks before the exhibition date, or if this date has passed, please send this through to events@ucas.ac.uk at your earliest convenience. The event organisers have completed a risk assessment for the event.

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 Exhibitor Help Desk, at the back of the hall, to support you at the event, or you can call 01242 544808 or email events@ucas.ac.uk.

Schedule:

Sunday 23 March*

08:00 – 16:00 Stand build (PPE area – no exhibitor access).

17:00 – 20:00 Exhibitor/contractor access.

Monday 24 March

08:00 – 09:00 Exhibitor access – stand dressing only.

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 – 16:00 Stand replenishment.

Tuesday 25 March

08:00 – 09:00 Exhibitor access – stand dressing only..

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 – 16:00 Exhibitor/contractor breakdown.

16:00 - Stand breakdown (PPE area – no exhibitor access).

*For Premium Events, exhibitor set-up must be completed by 20:00 on the day prior to the event, unless prior written agreement with the UCAS Event Organiser.

For access from the Boulevard, use Contractor Entrance 6 (located between Halls N4-N5).

Build-up

Build-up times:

Sunday 23 March 17:00 – 20:00*

Monday 24 March 08:00 – 09:00 – stand dressing only

Tuesday 25 March 08:00 – 09:00 - stand dressing only

Additional Time:

If you need extra time to build your stand (outside the build-up times stated above), please contact the organisers. 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 and contractors will be turned away from the venue until the exhibitor build-up session starts (17:00 on Sunday 23 March). **Please note, in accordance with the code of conduct, exhibitor set-up must be completed by 20:00 on Sunday 23 March unless otherwise agreed with the organisers.**

Access:

All vehicles requiring access to the loading doors must be pre-booked on the London ExCeL Vehicle Booking System in advance – please see the next page for information.

To access to the hall from the boulevard, please use Contractor Entrance 6, located between halls N4 and N5.

Venue Loading Door Access Procedure:

All vehicles needing access to the loading doors at ExCeL must be pre-booked through the Vehicle Booking System. To prevent congestion in the loading bay, you must arrive and remove your vehicle within the allotted time. If you do not remove your vehicle by the allotted time, a penalty charge may occur. The booking system will open for this event from **07 March onwards**.

Exhibitors, contractors and show suppliers must make a booking for every time they need to access the lorry-way/loading doors, whether during build-up, break-down or in exceptional circumstances during show open. To book, please go to excellondon.voyagecontrol.com. Official couriers, such as DHL or Fedex, will not need to register as above for access to the loading bay.

Unloading time varies as follows: **Cars 15 minutes | Vans 45 minutes | Rigid lorries (7.5 and 15 tonnes) 60 minutes | Articulated lorries 90 minutes.**

After unloading, vehicles must be removed by the time on your pass. If car parking is required please pre-book this with Excel [here](#) (parking charges apply). There will be no vehicle access to the loading bay after 08:45 on the event open days – the loading bay doors will close, without exception, and all vehicles must be removed. Should you arrive after this time you will be directed straight to the car park where you will have a short walk with your goods. Please note that parking charges apply in the car park.

Any exhibitor or contractor vehicles that are not booked on the system will be denied access to the loading bay by the on-site traffic team.

Please note that ExCeL is a very busy site during build-up, so these instructions must be followed. If you are using an agency or courier, please ensure they are aware of the above instructions. Official couriers, such as DHL or Fedex, will not need to register as above for access to the loading bay.

Venue staff will not be responsible for signing for deliveries. If items are delivered to the storage area before exhibitor access, delivery of stock to stand will remain the exhibitor's responsibility.

For further information, please see the [ExCeL London vehicle management website here](#), or contact the event organisers.

Breakdown

Breakdown time: 15:15 – 16:00 on Tuesday 25 March.

Exhibitors should remain on their stands, and refrain from dismantling anything until the exhibition closes and is cleared of all visitors on Tuesday 25 March, at which time an announcement will confirm when it is safe to start dismantling stands. If exhibitors start to dismantle stands while the event is still open, there will be no alternative but to close the exhibition, irrespective of how many visitors are still in the venue.

The loading bay doors will remain closed, and vehicles will not be permitted to the loading bay until all visitors have left the hall and surrounding area, and it is safe to allow vehicles into the pedestrian areas; we expect this to be between 15:15 – 15:30. No vehicles will be allowed to enter the hall until the carpet has been removed.

If you have a courier arriving to collect goods, please do not ask them to arrive any earlier than 15:15, or they may be turned away.

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.** UCAS is not responsible for any exhibitor goods left behind.

After 16:00 on Tuesday 25 March, UCAS contractors will have access to dismantle the event. If exhibitors are still breaking down their stands, they must wear a high-vis vest. High-vis vests are available to purchase from the shop level 0 of the boulevard.

Please note, all vehicles requiring access to the loading doors must be pre-booked on the London [ExCeL Vehicle Booking System](#) (as per deliveries).

Deliveries:

Please see build up and breakdown section in addition to the following information.

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 08:00 on Sunday 23 March will not be accepted as UCAS tenancy with the venue does not begin until this time.

Delivery times are as follows:

Sunday 23 March, 08:00 – 19:00

Monday 24 March, 08:00 – 09:00

Tuesday 25 March, 08:00 – 09:00

The venue address for couriers is:

Name and number of stand,

UCAS Discovery London Exhibition

Halls N08 – N12, ExCeL London, Royal Victoria Dock, 1 Western Gateway, London, E16 1XL

GES contacts and ordering portals

Deadlines: order by 20 February for best pricing

Telephone: 02476 380 190

Email: ucasdiscoverylondon@ges.com

Espresso link: <https://ordering.ges.com/000032631>

Forms for ordering GES services can be found on your e-net account

Venue Ordering Portal – Excel London

For additional venue services such as bespoke internet connections, stand hospitality and stand services please visit:

Order by: 24 February (for best pricing)

Web-shop: <https://www.excel.london/webshop>

Email: ExhibitorOrders@excel.london



CONTACT DETAILS UCAS

UCAS Events Team

E: events@ucas.ac.uk

T: 01242 544 808

GES

E: ucasdiscoverylondon@ges.com

T: 02476 380 180

Expresso Link: <https://ordering.ges.com/000032631>

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 location of the organiser's office and Exhibitor Help Desk, at each event, should you need any assistance onsite.

GES Helpdesk: Located at the front of the hall, open during build-up only

