

UCAS
DISCOVERY
UK TOUR

EXPLORE
AN EXCITING

UCAS

EVENT LOCATION INFORMATION

Location specific information for
Discovery Newport Exhibition

UCAS **DISCOVERY** UK TOUR

YOUR FUTURE STARTS HERE

LIVE LOUNGE - WHAT'S ON?

10:30 - 11:30	Law
11:30 - 12:30	Leapskills accommo
12:30 - 13:30	Apprenticeships
13:30 - 14:30	STEM
14:30 - 15:30	Apprenticeships
15:30 - 16:30	Business & Creative

SUBJECTS LIVE

10:10 - 10:30	Nursing an
10:40 - 11:00	Law
11:10 - 11:30	Leapskills accommo
11:40 - 12:00	Apprenticeships
12:10 - 12:30	STEM
12:40 - 13:00	Apprenticeships
13:10 - 13:30	Business &
13:40 - 14:00	Creative
14:10 - 14:30	

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

OPEN DAYS OPEN DAYS OPEN DAYS

UPCOMING OPEN DAY

20 JAN	20 JAN	20 JAN
10:00 - 12:00	10:00 - 12:00	10:00 - 12:00
13:00 - 15:00	13:00 - 15:00	13:00 - 15:00

WELCOME AREA
Meet our experts and apprentices and get your questions answered.

MAKE IT REAL

EXHIBITING AT

Event: UCAS Discovery Newport

Date: Monday 7 & Tuesday 8 April 2025

Opening times:

Monday 7 April: 09:30 – 15:00

Tuesday 8 April: 09.30 – 15:00

Venue:

International Convention Centre Wales
The Coldra
Catsash Road
Newport
NP18 1HQ



EVENT INFORMATION

Accessibility

Full details on accessibility can be found on the [ICC Wales website](#)

Accommodation

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

[Holiday Inn Newport](#)

[The Celtic Manor Resort](#)

[Premier Inn Newport Wales](#)

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

Arrival and registration

Exhibitor registration if arriving by car will take place at the car park entrance to the venue. Contractor registration will take place at the loading bay doors and at the entrance to the hall from the atrium. 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. Please be aware that all vehicles wishing to access and unload through the loading bay must have a completed vehicle pass which can be found at the back of this manual.

Carparking

There is ample parking for exhibitors in the carpark underneath the venue. Parking can be pre-paid via [this link](#), which is a discounted daily rate, or alternately parking can be paid upon arrival (1-5 hours £7, 5-8 hours £12, 8-12 hours £16, 12-24 hours £20). Please note that there is a height restriction of 2.1m within the carpark. Please follow the direction provided by the traffic marshals and the signs to 'Exhibitor Parking'. Disabled parking facilities are available at the venue. Traffic marshals will direct any exhibitors requiring disabled parking to the relevant area. Please ensure you display your disabled parking badge.

EVENT INFORMATION

Catering

The Staff Room (available for exhibitors and teachers) can be found upstairs and will be clearly signposted. The Staff Room will be serving hot and cold food and drinks. There will also be a catering area inside the main hall which is primarily for visitors, which you are welcome to use but may be busy at times.

Please be aware the ICC Wales is a cashless venue.

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 in the exhibitor's lounge and visitor catering area within the hall.

There are water refill stations located around the venue, please bring refillable bottles with you.

First Aid

If you require any first aid during the build up, event, or break down, please go to the first aid room or alert a member of the event or venue/security staff. The venue has a dedicated room for first aid, which is located near the entrance to the hall (accessed via the atrium) and will be sign posted.

Filming and photography

If you are planning on undertaking any filming, or taking any photographs at the event, you must inform the organiser, preferably at least seven working days prior to the event at d.reading@ucas.ac.uk. A form may need to be completed.

Internet

Free WiFi is available to all – more information can be found in your onsite pack on your stand on your arrival at the venue.

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

EVENT INFORMATION

UCAS

Organisers

The organisers office is located by the entrance to the hall accessed via the atrium. The exhibitor help desk is located at the entrance to the storage area, and will be able to provide you with your drinks vouchers, a member of event staff will be located there to assist with any queries.

The main organiser is Debbie Reading, and she can be contacted on 07435 632351 (during the build, event hours and breakdown).

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 Help Desk 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 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 d.reading@ucas.ac.uk. 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.

Schedule:

Sunday 6 April

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

16:00 – 18:00 Exhibitor/contractor access.

Monday 7 April

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 – 16:00 Stand replenishment.

Tuesday 8 April

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.

15:10 – 16:00 Exhibitor/contractor breakdown.

16:15 Stand breakdown (PPE area – no exhibitor access).

Build-up

Build-up times:

Sunday 6 April 16:00 – 18:00

Monday 7 April 08:00 – 09:00

Tuesday 8 April 08:00 – 09:00

If arriving by car, please park in the car park under the venue and unload via lifts and escalators. If you are arriving in a vehicle larger than a car please follow the directions of the traffic marshals to the loading bay where you can register your arrival and unload your items to your stand. **All names and vehicle registrations will need to be provided to the event organiser d.reading@ucas.ac.uk at least 1 week prior to the event.** Once you have unloaded your vehicle please move it promptly to the car park to keep the loading bay as clear as possible for other exhibitors. Please note there is just one loading bay, so the traffic team will direct you up to it once there is space available.

***IMPORTANT* Please print and complete the Exhibitor Onsite Vehicle Pass at the back of this manual and display it in your windscreen whilst onsite. Please also pass this on to your stand builder/contractor if necessary.**

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact the organiser d.reading@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 (16:00 on Sunday 6 April).

Breakdown

Breakdown time: 15:15 – 16:15 on Tuesday 8 April.

If arriving by car, please park in the car park under the venue and load via lifts and escalator. If you are arriving in a vehicle larger than a car please follow the direction of the traffic marshals to the loading bay where you can register your arrival and prepare to load your items into your vehicle. **All names and vehicle registrations will need to be provided to the event organiser d.reading@ucas.ac.uk at least 1 week prior to the event.** Once you have loaded your vehicle please move it promptly to keep the loading bay as clear as possible for other exhibitors. Please note there is just one loading bay, so the traffic team will direct you up to it once there is space available.

***IMPORTANT* Please print and complete the Exhibitor Onsite Vehicle Pass at the back of this pack, and display it in your windscreen whilst onsite. Please also pass this on to your stand builder/contractor if necessary.**

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. After 16:15 on Tuesday 8 April, UCAS contractors will have access to dismantle the event. If exhibitors are still breaking down their stands, they must wear a high-vis vest.**

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 08:00 on Sunday 6 April will not be accepted as UCAS tenancy with the ICC Wales Newport does not begin until this time.

Delivery times are as follows:

Sunday 6 April 08:00 – 18:00

Monday 7 April 08:00 – 09:00

Tuesday 8 April 08:00 – 09:00

The venue address for couriers is:

Name and number of stand

UCAS exhibition

ICC Wales

The Coldra

Catsash Road

Newport

NP18 1HQ

GES contacts and ordering portals

When ordering through GES, if your stand number has not been released, please use "TBC" as your stand number.

Deadlines: Early bird 10 March, cut off date to order is 3 April

T: 02476 380 190

Email: ucasdiscoverynewport@ges.com

Espresso: <https://ordering.ges.com/000032633>



CONTACT DETAILS UCAS

UCAS Events Team

E: events@ucas.ac.uk

T: 01242 544 808

GES

E: ucasdiscoverynewport@ges.com

T: 02476 380 190

Expresso Link: <https://ordering.ges.com/000032633>

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 assistance with.

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

