

UCAS
DISCOVERY
UK TOUR

EXPLORE
AN EXCITING

UCAS

EVENT LOCATION INFORMATION

Location specific information for
UCAS Discovery Brighton Exhibition 2025

UCAS **DISCOVERY** **UK TOUR**

EXHIBITING AT

Event: Brighton

Date: Friday 4 April 2025

Opening times: 09:30 – 15:00

Venue: The Brighton Centre
Kings Road
Brighton
East Sussex
BN1 2GR



EVENT INFORMATION

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Accessibility

Full details on accessibility can be found on the [Brighton Centre website here](#).

Accommodation

Please find below details of hotels close to the Brighton Centre:

[Leonardo Royal Brighton Waterfront](#)

[Hilton Brighton Metropole](#)

[Holiday Inn Brighton Seafront](#)

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

Arrival and registration

To gain access to the venue, you must register the details of who will be attending prior to the event via your ENet account. All exhibitors must wear a lanyard throughout the duration of build-up, and during event opening hours. Contractors will be provided with a wristband that must be worn throughout. Exhibitor and contractor registration will take place at the loading bay doors, and at the contractor entrance to the hall.

Carparking

There are several multi-storey car parks located nearby, at Regency Square and The Lanes. There are also NCP car parks in the vicinity. There is a charge for these car parks.

Please be aware that whilst there are ample spaces, all car parks operate on a first-come, first-served basis. There is a height limit of 2.13m at Regency Square.

EVENT INFORMATION

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Catering

The Staff Room (Exhibitor & Teacher lounge) can be found in the restaurant on the third floor. This will be open during event opening hours, serving snacks and sandwiches, as well as hot and cold drinks. Please note: The Brighton Centre 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.

Please bring your own reusable water bottle to the event which can be refilled at water stations throughout the venue and in the Staff Room.

First Aid

If you require any first aid during the build-up, event, or break-down, please go to the organiser's office or alert a member of event or venue staff. The venue have a medical room, situated on the first floor. If you have a medical emergency, alert venue staff, security or a member of the UCAS team on site.

Filming and photography

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

Internet

The Brighton Centre provides a wireless service which is designed to facilitate the use of email, internet browsing, and accessing corporate intranets. A sustained high volume data transfer is not permitted. The public WLAN system at the Brighton Centre is run via a dedicated 10MB leased line. If the internet is crucial to your stand activity, we recommend purchasing a dedicated connection. Exhibitors requiring internet access, PCs, and network services on their stand should contact the venue on 01273 290131 or brightoncentre@brighton-hove.gov.uk. If you have any queries on internet connections, please contact us at events@ucas.ac.uk

EVENT INFORMATION



Organisers

The organiser's office is situated on the first floor.

The exhibitor help desk is located on the first floor, at the top of the stairs to the main hall. Here you will be able to collect your tea/coffee vouchers and there will be a member of event staff present to assist with any queries.

The main organiser is Becca Charles, r.charles@ucas.ac.uk, and can be contacted on 07435 632355 during 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 activity happening on your stand. Please upload this to your ENet account, or alternatively send this via email to the event organiser, Becca Charles, r.charles@ucas.ac.uk, by 6 April 2025. The event organiser has completed a risk assessment for the event which can be found via your ENet account in the Useful Documents section, along with helpful templates and risk assessment advice.

Schedule:

Thursday 3 April

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

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

Friday 4 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

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

Build-up

Build-up times:

Thursday 3 April: 16:00 – 18:00

Friday 4 April: 08:00 – 09:00. All stands to be ready by 09:00

The Venue:

Due to limited loading bay capacity, The Brighton Centre operates a strict drop-off and unloading system at the loading bay. Traffic Management will be in operation to ensure smooth operation. For larger vehicles, please proceed to the loading doors at the rear of the venue, on Russell Road. For cars and other small vehicles, where possible, please park nearby and bring your goods on foot. Otherwise, please proceed to the loading doors, where there is a 20-minute time limit for unloading. Loading bay access may be limited, and if it becomes too busy – you may be asked by traffic marshals to wait.

The front entrance of the venue can be used for small trolleys, handheld goods and small furniture etc can be loaded in through the East fire doors. Please note that no pallets are allowed. Please also note that the layby at the front of the building is a public layby and no parking spaces can be guaranteed.

Loading doors will be closed 30 minutes prior to the start of the exhibition, therefore all vehicles must be removed by 09:00 at the latest. The doors will remain closed, without exception, outside of the designated build-up/breakdown timings above.

Early Access:

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact the organiser r.charles@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 Thursday 3 April).

Breakdown

Friday 4 April: 15:15 – 16:00 Exhibitor breakdown

Friday 4 April: From 16:00 – Stand/ Contractor breakdown (PPE area, no exhibitor access)

Exhibitors should remain on their stands, and refrain from dismantling, until the **exhibition closes at 15:00 and the event hall is clear of visitors.**

The loading bay doors will not open, and vehicles will not be permitted to the entrance of the doors until the venue is cleared of visitors.

An announcement will be made to confirm the hall is clear of visitors and it is safe to breakdown. If exhibitors start to dismantle stands whilst the event is still open, there will be no choice but to close the exhibition, no matter how many visitors are still in the venue.

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To help breakdown run smoothly, please move your vehicle from the loading bay as soon as possible, to allow others to access the loading bay.

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 16:00 on Friday 4 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 Thursday 3 April will not be accepted as UCAS tenancy with The Brighton Centre does not begin until this time.

Delivery times are as follows:

Thursday 3 April: 08:00 – 18:00

The venue address for couriers is:

Name and Number of Stand

UCAS Exhibition

The Brighton Centre

Kings Road

Brighton

East Sussex

BN1 2GR

Please ensure the staff working on your stand know: who your courier is, your courier's contact details and what the delivery consists of

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 for the best prices: Thursday 6 March. Cut off deadline to order is Thursday 31 March.

T: +44 (0)2476 380 190

Email: ucasdiscoverybrighton@ges.com

Espresso: <https://ordering.ges.com/000032635>



CONTACT DETAILS UCAS

UCAS Events Team

E: events@ucas.ac.uk

T: 01242 544 808

GES

E: ucasdiscoverybrighton@ges.com

T: +44 (0)2476 380 190

Expresso Link: <https://ordering.ges.com/000032635>

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:

The exhibitor help desk is located on the first floor, at the top of the stairs to the main hall

