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WORLD OF
POSSIBILITIES

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MIDDLESBROUGH EXHIBITOR INFORMATION

UCAS Discovery Middlesbrough
2025

UCAS

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 Academy
11:40 - 12:00	Apprenticeships
12:10 - 12:30	STEM
12:40 - 13:00	Applying to University
13:10 - 13:30	Apprenticeships
13:40 - 14:00	Business & Finance
14:10 - 14:30	Creative Arts

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 EMPLOYMENT ADVICE
Speak to universities, employers, and UCAS about your future choices.

OPEN DAYS

UPCOMING OPEN DAYS

20 JAN 10:00	20 JAN 10:00	20 JAN 10:00	20 JAN 10:00
20 JAN 10:00	20 JAN 10:00	20 JAN 10:00	20 JAN 10:00

STEM MEDICINE BUSINESS

I AM BCU

WELCOME AREA

MAKE IT REAL

EXHIBITING AT

EVENT: **Middlesbrough**

DATE: **Wednesday 30 April
2025**

OPENING TIMES: **9:30 – 15:00**

VENUE: **Olympia Building,
Teesside University, Middlesbrough,
TS1 3AP**



EVENT INFORMATION

ACCESSIBILITY

All venues at the event are wheelchair accessible, however if you require any further information, please contact the event organisers on 01642 342962.

ACCOMMODATION

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

[Holiday Inn Express](#)

[Premier Inn Middlesbrough Town Centre](#)

[Travelodge Middlesbrough](#)

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

CAR PARKING

Please note that car parking space is limited, and exhibitors are encouraged to car share where possible. Exhibitors can park in the **Woodlands car park**, number 14 on the car parking map, which can be found [here](#). This is located close to the venue. If you are using a sat nav the postcode for this car park is TS1 3QJ. Please display a valid parking permit, you can access this from the exhibitor zone and at the end of this pack.

Getting to the car park

- Follow direction signage to Middlesbrough town centre from the A66
- Leave the A66 at the Marton Road roundabout (signposted A172) and take the second exit
- Continue up the road. Go straight on at traffic lights (Cineworld, Pizzahut should be on your left) and continue along the road for next 500 yards
- You will come to another set of traffic lights. Proceed straight on at these lights – Continue another 500 yards before turning right onto Southfield Road (tyre garage should be on right hand side)
- Carry on along Southfield Road, turn left at Woodlands Road At the second mini roundabout turn right onto Waterloo Road. Follow this road to the Woodlands car park. Student helpers will direct you to the allocated area for visitor parking.

You will need to display a parking pass which can be collected from the organiser at the event or downloaded and printed before arrival.

EVENT INFORMATION

CATERING

There are various catering outlets on campus. The closest outlets to the Olympia Building are located in The Library Cafe, Centuria Building, Students' Union shop (ground floor) and the Curve. Please note, all of the University catering services are cashless facilities. Other catering outlets can be found [here](#).

Complimentary tea and coffee will be available in the teachers' and exhibitors' lounge, located on the first floor of the Olympia Building. The lounge will be clearly signposted but please ask a member of staff for directions if needed. The event will not close for lunch. If you're a lone exhibitor and don't want to leave your stand during the day, we have event staff who will be happy to fetch you any refreshments, if they are able to do so.

FIRST AID

If you sustain any personal injuries, or are present when an accident happens, please ask for assistance from the organisers office.

There are many trained first aiders throughout the University campus. If you require any treatment, please inform a member of the events team who will arrange for a first aider (organisers office). Alternatively, you can telephone the security control room on ext. 01642 342086 to arrange for a first aider. If you require an ambulance, phone 999, stating the building where required. Make sure to also inform the event staff and security control room on 01642 342086 that you have called one.

INTERNET

Exhibitors will have access to the guest WIFI. The password will be displayed on posters throughout the venue on the day of the event. Please note that if you work at an institution that is part of Eduroam, you will be able to access this on campus using your usual credentials.

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 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 least 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event, which is available to view via ENet.

LOGISTICS

SCHEDULE:

BUILD DAY: Tuesday 29 April 2025

13:00 – 18:00 Event set up – contractor access and deliveries can be made during this time. Please note, due to assessments we cannot allow earlier deliveries.

16:00 – 18:00 Exhibitor access.

EVENT DAY: Wednesday 30 April 2025

07:30 – 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 – 18:00 Event breakdown. 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 Wednesday 30 April 2025. To help facilitate this, and ensure health and safety is maintained, the loading doors will stay closed until the venue is clear of visitors.

LOGISTICS

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ARRIVAL

The exhibition is being held in Teesside University's Olympia Building, located at number 8 on the map: <https://www.tees.ac.uk/docs/docrepo/about/campusmap.pdf>

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 the Olympia building entrance.

BUILD-UP

Build-up times:

Tuesday 29 April: 16:00-18:00

Wednesday 30 April 07:30-09:00

LOGISTICS

DELIVERIES

Please refer to the build-up and breakdown section in addition to the information below. Deliveries can be made from 13:00 – 18:00 the day before the event. 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.

The venue address for couriers is:

Exhibitor name (c/o Carl Williams)

Stand Number

UCAS Discovery Middlesbrough

Olympia Building

Teesside University

Middlesbrough

TS1 3BF

ORGANISERS

The organisers can be found at the Olympia Building reception. The lead organiser is Carl Williams.

LOGISTICS

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ORGANISERS

The organisers can be found at the Olympia Building reception. The lead organiser is Carl Williams.

During the exhibition, Carl can be contacted on 07385144406

Before the exhibition, please contact Carl on 01642 342962, or at carl.williams@tees.ac.uk



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 WOODLANDS CAR
PARK (Visitor)**

DATE: Tuesday 29 & Wednesday 30 April 2025

Valid for dates of issue only

Please display this permit in your vehicle throughout your stay