

UCAS
DISCOVERY
UK TOUR

EXPLORE
AN EXCITING

UCAS

EVENT LOCATION INFORMATION

Location specific information for UCAS
Discovery London Exhibition

UCAS **DISCOVERY** UK TOUR

YOUR FUTURE STARTS HERE

LIVE LOUNGE - WHAT'S ON?

10:30 - 11:30	Law
11:30 - 12:30	Leedsville apprenticeship
12:30 - 13:30	STEM
13:30 - 14:30	Apprenticeship
14:30 - 15:30	Business & Creative arts

SUBJECTS LIVE

10:10 - 10:30	Nursing and
10:40 - 11:00	Law
11:10 - 11:30	Leedsville apprenticeship
11:40 - 12:00	STEM
12:10 - 12:30	Apprenticeship
12:40 - 13:00	Business &
13:10 - 13:30	Apprenticeship
13:40 - 14:00	Business &
14:10 - 14:30	Creative arts

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

OPEN DAYS OPEN DAYS OPEN DAYS

UPCOMING OPEN DAY

15 JAN	16 JAN	16 APR
10 NOV	10 NOV	10 DEC

WELCOME AREA

MAKE IT REAL

EXHIBITING AT

Event: UCAS Discovery London

Date: Monday 18th & Tuesday 19th March
2024

Opening times:

Monday 18th March: 09:30 – 15:00

Tuesday 19th March: 09:30 – 15:00

Venue:

Hall entrance N8 (Boulevard entrance)

ExCeL London

One Western Gateway

Royal Victoria Dock

London E16 1XL



EVENT INFORMATION

Accessibility

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

Accommodation

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

[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 10 (between N7 and N8).

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.

EVENT INFORMATION

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Car parking

If you are travelling to ExCeL London by road please use postcode E16 1XL. It is recommended that those who are planning to drive to the venue to pre-book their 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](#).

Catering

The Staff Room (for exhibitors and teachers) can be found to the rear of the hall. This will be open from 8:00 on each of the days the event is open, and will serve snacks and sandwiches, and hot and cold drinks.

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 Staff Room. Please go to the Exhibitor Help Desk at the back of the hall to collect these.

There will be water refill stations located in the staff room, around the hall and on the boulevard. We recommend bringing your own reusable bottle which can be refilled.

EVENT INFORMATION

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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 h.bailey@ucas.ac.uk. A form may need to be completed.

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 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, fast 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. 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 two weeks before the exhibition at: ITCOrgServices@excel.london or via the online shop [here](#).

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 organiser for this event is:
Hannah Bailey, h.bailey@ucas.ac.uk, 07833237033 (during the build, event hours and breakdown).

EVENT INFORMATION

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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 Hannah Bailey at h.bailey@ucas.ac.uk by **19th February** 2024. 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.

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 17 March

08:00 – 17:00 Stand build (PPE area – no exhibitor access).

17:00 – 19:00 Exhibitor/contractor access. ***In accordance with the code of conduct, all exhibitors must be set up for the event the day before the exhibition is due to start (unless agreed with the event organiser [Hannah Bailey – h.bailey@ucas.ac.uk] prior to build)***

Monday 18 March

08:00 – 09:00 Exhibitor access for stand-dressing ONLY. All stands ready for 9am.

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 19 March

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 Exhibitor/contractor breakdown.

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

Boulevard Contractor entrance 10 is in use for this event (located between N7 & N8 entrances).

Build-up

Build-up times:

Sunday 17 March 17:00 – 19:00

Monday 18 March 08:00 – 09:00 – access for stand-dressing ONLY

Tuesday 19 March 08:00 – 09:00 -- access for stand-dressing ONLY

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact the organiser Hannah, at h.bailey@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. *****Please note that in accordance with the code of conduct, all exhibitors must be set up for the event by 19:00 on Sunday 17 March (unless agreed with the event organiser [Hannah Bailey – h.bailey@ucas.ac.uk] prior to build).*****

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, use the East entrance of the venue and head to Hall entrance N8; outside of the event opening times, please use Boulevard Contractor entrance 10, located between halls N7 and N8.

Venue Loading Door Access Procedure:

All vehicles requiring access to the loading doors must be pre-booked on the London ExCeL Vehicle Booking System in advance. By booking into the event delivery system, it allows the loading bays not to become congested, so please ensure your arrival corresponds with your booked time. You will need a credit card to register, but this is only charged if you do not remove your vehicle by your allotted time. The booking system will open for this event from 26th February onwards. All exhibitors, contractors and show suppliers must make a booking for every time they need to access the lorryway/loading doors, whether during build-up, break-down or in exceptional circumstances during show open. To book your vehicle 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.

Cars will be given 15 minutes to unload, vans will be given 45 minutes, rigid lorries 7.5 and 15 tonnes will be given 60 minutes and articulated lorries will be given 90 minutes. Once you have unloaded, you will need to remove your vehicle by the time stated on your pass, and park in the carpark if required (please note that parking charges apply in the car park). If you fail to remove your vehicle by the allotted time, a penalty charge may occur. 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. UCAS staff will sign for deliveries when in tenancy, but delivery of stock to your stand will remain your responsibility.

For further information, please see the [ExCeL London vehicle management website here](#), or contact the event organiser: Hannah Bailey, h.bailey@ucas.ac.uk or 07833237033 (during the build, event hours and breakdown).

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 17 March will not be accepted as UCAS tenancy with the venue does not begin until this time.

Delivery times are as follows:

Sunday 17 March, 08:00 – 19:00

Monday 18 March, 08:00 – 09:00

Tuesday 19 March, 08:00 – 09:00

The venue address for couriers is:

Name and number of stand,

UCAS Discovery London Exhibition

Halls N12 – N16, ExCeL London, Royal Victoria Dock, 1 Western Gateway, London, E16 1XL

GES contacts and ordering portals

Deadlines: order by 17 February for best pricing

Telephone: 02476 380 190

Email: ucasdiscoverylondon@ges.com

Espresso link: <https://ordering.ges.com/000032158>

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

Breakdown

Breakdown time: 15:10 – 16:00 on Tuesday 19 March.

Exhibitors should remain on their stands, and refrain from dismantling anything until the exhibition closes and is cleared of all visitors on Tuesday 19 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 19 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.

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



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/000032158>

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 organiser's office and Exhibitor Help Desk 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

