

UCAS
DISCOVERY
UK TOUR

EXPLORE
AN EXCITING

UCAS

EVENT LOCATION INFORMATION

Location specific information for
UCAS Discovery Newcastle 2024

UCAS **DISCOVERY** UK TOUR

YOUR FUTURE STARTS HERE

LIVE LOUNGE - WHAT'S ON?

10:30 - 11:30	Law
11:30 - 12:30	Leeds and Leeds Business School
12:30 - 13:30	Apprenticeships
13:30 - 14:30	STEM
14:00 - 14:30	Apprenticeships

SUBJECTS LIVE

10:10 - 10:30	Nursing and Health
10:40 - 11:00	Law
11:10 - 11:30	Leeds and Leeds Business School
11:40 - 12:00	Apprenticeships
12:10 - 12:30	STEM
12:40 - 13:00	Apprenticeships
13:10 - 13:30	Business & Finance
13:40 - 14:00	Business & Finance
14:10 - 14:30	Creative Arts

LISTEN TO SPECIALIST TALKS
Take part in the UK's first ever specialist talks about your different careers in the Live Lounge.

OPEN DAYS
OPEN DAYS
OPEN DAYS
OPEN DAYS

UPCOMING OPEN DAY

15 JAN	16 JAN	18 JAN
19 JAN	20 JAN	21 JAN
22 JAN	23 JAN	24 JAN
25 JAN	26 JAN	27 JAN
28 JAN	29 JAN	30 JAN
31 JAN	1 FEB	2 FEB
3 FEB	4 FEB	5 FEB
6 FEB	7 FEB	8 FEB
9 FEB	10 FEB	11 FEB
12 FEB	13 FEB	14 FEB
15 FEB	16 FEB	17 FEB
18 FEB	19 FEB	20 FEB
21 FEB	22 FEB	23 FEB
24 FEB	25 FEB	26 FEB
27 FEB	28 FEB	1 MAR
2 MAR	3 MAR	4 MAR
5 MAR	6 MAR	7 MAR
8 MAR	9 MAR	10 MAR
11 MAR	12 MAR	13 MAR
14 MAR	15 MAR	16 MAR
17 MAR	18 MAR	19 MAR
20 MAR	21 MAR	22 MAR
23 MAR	24 MAR	25 MAR
26 MAR	27 MAR	28 MAR
29 MAR	30 MAR	31 MAR
1 APR	2 APR	3 APR
4 APR	5 APR	6 APR
7 APR	8 APR	9 APR
10 APR	11 APR	12 APR
13 APR	14 APR	15 APR
16 APR	17 APR	18 APR
19 APR	20 APR	21 APR
22 APR	23 APR	24 APR
25 APR	26 APR	27 APR
28 APR	29 APR	30 APR
1 MAY	2 MAY	3 MAY
4 MAY	5 MAY	6 MAY
7 MAY	8 MAY	9 MAY
10 MAY	11 MAY	12 MAY
13 MAY	14 MAY	15 MAY
16 MAY	17 MAY	18 MAY
19 MAY	20 MAY	21 MAY
22 MAY	23 MAY	24 MAY
25 MAY	26 MAY	27 MAY
28 MAY	29 MAY	30 MAY
31 MAY	1 JUN	2 JUN
3 JUN	4 JUN	5 JUN
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30 JUN	1 JUL	2 JUL
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14 AUG	15 AUG	16 AUG
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29 AUG	30 AUG	31 AUG
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25 SEP	26 SEP	27 SEP
28 SEP	29 SEP	30 SEP
1 OCT	2 OCT	3 OCT
4 OCT	5 OCT	6 OCT
7 OCT	8 OCT	9 OCT
10 OCT	11 OCT	12 OCT
13 OCT	14 OCT	15 OCT
16 OCT	17 OCT	18 OCT
19 OCT	20 OCT	21 OCT
22 OCT	23 OCT	24 OCT
25 OCT	26 OCT	27 OCT
28 OCT	29 OCT	30 OCT
31 OCT	1 NOV	2 NOV
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27 NOV	28 NOV	29 NOV
30 NOV	1 DEC	2 DEC
3 DEC	4 DEC	5 DEC
6 DEC	7 DEC	8 DEC
9 DEC	10 DEC	11 DEC
12 DEC	13 DEC	14 DEC
15 DEC	16 DEC	17 DEC
18 DEC	19 DEC	20 DEC
21 DEC	22 DEC	23 DEC
24 DEC	25 DEC	26 DEC
27 DEC	28 DEC	29 DEC
30 DEC	31 DEC	1 JAN

I AM BCU

WELCOME AREA

MAKE IT REAL

EXHIBITING AT

Event: UCAS Discovery Newcastle 2024

Date: 21 June 2024

Opening times: 09:30 – 15:00

Venue: Utilita Arena Newcastle
Arena Way
Newcastle Upon Tyne
NE4 7NA



EVENT INFORMATION

Accessibility

Full details on accessibility can be found on the [Utilita Arena Webpage](#).

Accommodation

Please find below details of hotels in the vicinity of Utilita Arena:

[Leonardo Hotel Newcastle](#) Tel: 01912 014400

[Crowne Plaza Newcastle](#) Tel: 01915 623333

[Hampton by Hilton](#) Tel: 01915 005001

[Holiday Inn Express](#) Tel: 03719 021625

UCAS does not recommend any hotel or have preferential rates with any accommodation provider. This list is provided for your information only.

Arrival and registration

To gain entry to the venue, you must register the details of who will be attending before the event. This should be done via your ENet account – instructions on how to do this will be sent to the lead booker, by email. All exhibitors must wear a lanyard throughout the duration of build-up, and the lanyard must be worn during event opening hours. Contractors will be provided with a wristband which must be worn throughout build up and breakdown. Exhibitor and contractor registration will take at the front of the venue, and at the contractor entrance to the hall. Please see further details about build-up and break-down further in the document.

Carparking

There is car parking at Utilita Arena (at the back of the building) which is free on both 20th and 21st for the exhibition. Please note ANPR cameras are in use at the venue and registration numbers will need to be confirmed to the venue before departure. Any queries please visit the venue help desk or speak to a member of the traffic team. The full address for your sat nav is - Utilita Arena Newcastle, Arena Way, Newcastle upon Tyne, NE4 7NA. The arena is 3 minutes from the A1 North - South route. Take the A184 signposted 'City Centre', then follow the A189 over the Redheugh Bridge. When in the vicinity of the arena, follow the signs/ the security team's directions to the appropriate car park.

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Catering

The Staff Room (exhibitors & teachers) can be found to the rear of the hall, on the second floor, please follow signage onsite. The lounge will be open while the exhibition is open to the public, serving tea, coffee, and refreshments – please note that card payments are accepted only (no cash).

UCAS will provide each stand with four tea and coffee vouchers per day. If you are on a double stand or larger, we will provide eight vouchers per day. These entitle you to a complimentary tea or coffee, and are redeemable in the exhibitor lounge.

Filming and photography

If you are planning on undertaking any filming, or taking any photographs at the event, you must inform the organiser a minimum of seven working days prior to the event at s.finch@ucas.ac.uk

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 security/venue staff. The venue have a medical room, which is located in the foyer next to the entrance.

Internet

Internet access is available for exhibitors – the login details will be provided in your exhibitor welcome pack, which will be on your stand, accessed via QR code.

EVENT INFORMATION

UCAS

Organisers

The organiser's office is located at the rear of the venue, next to the loading bay. A member of event staff there will be there throughout the event to assist with any queries. The main organiser is Sam Finch, s.finch@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 Sam Finch (s.finch@ucas.ac.uk) by 24th May. 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 left of the first hall, to support you at the event, or you can call 01242 545725 or email events@ucas.ac.uk.

Schedule:

Thursday 20 June

07:00 – 16:00 Stand build (PPE area – no exhibitor access).

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

Friday 21 June

08:00 – 09:00 Exhibitor access. ****All stands must be complete by 09:00****

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).

Early access requests:

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact organiser Sam Finch (s.finch@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 and subject to the stand-builders build schedule. 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 20 June).

Build-up

Thursday 20 June 16:00 – 18:00

Friday 21 June 08:00 – 09:00

For large vehicles on arrival please proceed to the loading bay at the back of the arena to unload. For cars and other small vehicles, where possible, please park your vehicle in the car park and bring your goods by foot via the front of the venue.

There will be no access to the loading bays 30 minutes prior to the start of the exhibition, the doors will remain closed outside of the build-up and breakdown times. No access will be given, and no exceptions will be made. All vehicles must be removed. No trolleys will be permitted in the hall once the event has opened to visitors; after this time, all goods will need to be carried by hand.

Access is limited, and if it becomes too busy, you may be asked by traffic marshals to wait before you can unload. As soon as you have unloaded, please relocate and park your vehicle in the car park.

Early access requests:

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact organiser Sam Finch (s.finch@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 and subject to the stand-builders build schedule. 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 20 June).

Breakdown

Breakdown time: 15:00 – 16:00 on Friday 21 June.

Exhibitors should remain on their stands, and refrain from dismantling, until the exhibition closes and is cleared of all visitors on Friday 21 June, at which time an announcement will confirm when it is safe to start dismantling stands.

To help facilitate this, and ensure health and safety is maintained, the loading bay doors will not open, and vehicles will not be permitted to the entrance of the doors, until the venue is clear of visitors – we expect this to be by 15:10. If exhibitors start to dismantle stands while the event is still open, there will be no alternative but to close the exhibition, no matter how many visitors are still in the venue.

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.**

After 16:00 on Friday 21 June, UCAS contractors will have access to dismantle the event. If exhibitors are still breaking down their stands, they must wear a high-vis vest. If you do not have a high-vis, please ask a member of the UCAS team, who may be able to provide you one.

Deliveries

Please see build up and breakdown section in addition to the following information. Any delivery to stands on the event open days must be completed, and vehicles removed from loading areas no later than 30 minutes before the event open time; the venue will not allow the event to open if vehicles are blocking fire exit routes.

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 20 June will not be accepted as UCAS tenancy with Utilita Arena does not begin until this time.

Delivery times are as follows:

Thursday 20 June	08:00 – 18:00
Friday 21 June	08:00 – 09:00

The venue address for couriers is:

Name and number of stand,
UCAS Discovery Newcastle exhibition,
Utilita Arena
Arena Way
Newcastle Upon Tyne
NE4 7NA
United Kingdom

GES contacts and ordering portals

Deadlines: By 23rd May 2024 – for online orders

T: 02476 380 180 / +44 (0)2476 380 190

Email: ucasdiscoverynewcastle@ges.com

Espresso: [Click here](#)> [Espresso by GES](#)



CONTACT DETAILS UCAS

UCAS Events Team

E: events@ucas.ac.uk

T: 01242 544 808

GES

E: ucasdiscoverynewcastle@ges.com

T: 02476 380 180

Expresso Link: [Expresso by GES](#)

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 within the hall during build hours

