

UCAS
DISCOVERY
UK TOUR

EXPLORE
AN EXCITING

UCAS

EVENT LOCATION INFORMATION

Location specific information for UCAS
Discovery Birmingham Exhibition

UCAS **DISCOVERY** UK TOUR

YOUR FUTURE STARTS HERE

LIVE LOUNGE - WHAT'S ON?

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

SUBJECTS LIVE

10:10 - 10:30	Nursing and
10:40 - 11:00	Law
11:10 - 11:30	Leeds & Leeds 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

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	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
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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
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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: Birmingham

Date: Monday 24 & Tuesday 25 June 2024

Opening times:

Monday 24 June: 09:30 – 15:00

Tuesday 25 June: 09:30 – 15:00

Venue:

Hall 12

The NEC

Birmingham

B40 1NT



EVENT INFORMATION

Accessibility

Full details on accessibility can be found on the [NEC's website](#).

Accommodation

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

[Premier Inn Birmingham NEC/Airport](#)

[Moxy Birmingham NEC](#)

[Crowne Plaza Birmingham NEC](#)

[ibis Styles Birmingham NEC and Airport](#)

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 12.2 or 12.3, and at the main entrance shutters at the front of the hall.

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

UCAS

Car parking

Exhibitor car parking is in car park North 2-5. Parking is free of charge for exhibitors on Sunday 23 June. The NEC has allocated a number of passes for Monday and Tuesday (the event days) which gives free car parking. These passes need to be displayed in your car when you leave the car park at the end of each day. Please collect your pass from the Exhibitor Help Desk in the hall from 08:00 on Monday 24 June. Please note that we can offer 2 parking passes per stand as a maximum. If additional parking is needed then booking in advance offers a better rate than paying on the day. [Here is the link](#) to pre book parking at NEC.

Catering

The Staff Room (Exhibitor and Teacher lounge) is located at the back of the hall and will be open from 08:00 on Monday 24 and Tuesday 25 June, and will serve snacks and sandwiches, and hot and cold drinks. Only card payments are accepted here.

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 only. Please go to the Exhibitor Help Desk to collect these.

You will be provided with a couple of cans of water on your stand, and there will be water refill stations located in the staff room, and on the atrium. We recommend bringing your own reusable bottle which can be refilled.

EVENT INFORMATION

UCAS

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, first aid room or alert a member of event or venue staff. First aiders from the venue will be available during the duration of the event.

Internet

The NEC 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 '_NEC Free WiFi' following the standard log in. UCAS will provide exhibitor only Wi-Fi and details of how to connect to this will be included in your on-site pack. Should you require a hardwire connection, or higher bandwidth, please order this directly through the venue via the products team at the NEC by calling 0121 767 32 53, emailing eventorders@thenec.co.uk, or visiting the [NEC's website](#).

Organisers

The organiser's office is signposted at the front of the hall. The Exhibitor help desk can be found at the back of the hall next to Chill & Charge. A member of staff will be there to provide you with drinks vouchers, car parking passes, and to assist with any queries.

The organiser for this event is:

Hannah Bailey, h.bailey@ucas.ac.uk, 07833 237033 (during the build, event hours and breakdown).

EVENT INFORMATION

UCAS

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 **Friday 24th May** at the absolute latest. 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 23 June

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

17:00 – 20:00 Exhibitor/contractor access. ***In accordance with the updated 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 24 June

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 25 June

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).

Build-up

Build-up times:

Sunday 23 June 17:00 – 20:00

Monday 24 June 08:00 – 09:00 – access for stand-dressing ONLY

Tuesday 25 June 08:00 – 09:00 – access for stand-dressing ONLY

*****Please note that in accordance with the updated code of conduct, all exhibitors must be set up for the event by 20:00 on Sunday 23rd June (unless agreed with the event organiser [Hannah Bailey – h.bailey@ucas.ac.uk] prior to build).*****

Loading door access procedure, including deliveries and collections – All vehicles requiring access to the loading doors must register on the NEC's event delivery system in order to obtain an Event Delivery Pass. This includes any deliveries on event open days as well. (See more information on the following page).

www.voyagecontrol.com/necbirmingham

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 (and the organiser will provide a code for you to book your vehicle access for this time on the NEC's vehicle booking system). If advance permission has not been granted, exhibitors will be turned away from the venue until the exhibitor build-up session starts (17:00 on Sunday 23 June).

Venue Loading Door Access: Deliveries & Collections Procedure

Please book your loading door access: www.voyagecontrol.com/necbirmingham

All vehicles requiring access to the loading doors must register on the NEC's event delivery system in order to obtain an Event Delivery Pass. This includes any deliveries on event open days as well. If you are booking access during the standard build/breakdown times a code will not be needed (select 'Shell scheme Exhibitor'). If you need early access please contact the event organiser to arrange this and an access time and code will be provided (Hannah Bailey, h.bailey@ucas.ac.uk).

When you arrive on site, electronic signage for UCAS will direct you to the dedicated lorry park. You will need to visit the lorry park if you have goods to unload, whether you are in a car or a lorry/van. The traffic officer will check you are displaying a printed copy of your Event Delivery Pass, and direct you to the appropriate gate. This pass is not a parking pass. Cars and vehicles up to two tonnes will be given 1 hour to unload. Vehicles over two tonnes will be given 2 hours, and articulated lorries will be given 3 hours. 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.

Once you have unloaded, you will need to remove your vehicle by the time stated on your pass, and park in an outer area car park. The traffic team will be able to direct you to the free outer car park to make space for other vehicles. Please note that the venue may charge you if you overstay your allocated time in the loading bay. 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 exhibitor parking where you will have a short walk with your goods.

Please note that the NEC 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. Couriers (just dropping off goods to stands briefly) 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 contact the event organiser:

Hannah Bailey, h.bailey@ucas.ac.uk or 07833 237033 (during the build, event hours and breakdown).

Breakdown

Breakdown time: 15:15 – 16:00 on Tuesday 25 June.

On breakdown (Tuesday 25th June) 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 around 15:15. No vehicles will be allowed to enter the hall until the carpet has been removed.

Exhibitors should remain on their stands, and refrain from dismantling, until the exhibition closes and is cleared of all visitors on Tuesday 25 June, 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.

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 Tuesday 25 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. High-vis vests are available to purchase from Londis.

** Any vehicles requiring access to the loading bay for breakdown must register with the NEC's event delivery system (as per the previous page). Any cars needing access to the loading bay should report to the inner access gate with their exhibitor lanyard as proof of ID. Any vans or larger vehicles needing access should please report to the lorry park to be given access to the loading bay. Vehicles will be queued on a first come, first served basis. On Tuesday 25 June, the lorry park is open from 07:15.

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 45 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 Sunday 23 June will not be accepted as UCAS tenancy with the venue does not begin until this time.

Delivery times are as follows:

Sunday 23 June 08:00 – 20:00

Monday 24 June 08:00 – 08:45

Tuesday 25 June 08:00 – 08:45

The venue address for couriers is:

Name and number of stand,
UCAS Birmingham Discovery Exhibition,
Hall 12
The NEC
Birmingham
B40 1NT

GES contacts and ordering portals

Deadlines: All orders must be placed by 20th June

Telephone: 02476 380 180

Email: ucasdiscoverybirmingham@ges.com

Espresso link: [Expresso by GES](#)

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



CONTACT DETAILS UCAS

UCAS Events Team

E: events@ucas.ac.uk

T: 01242 544 808

GES

E: ucasdiscoverybirmingham@ges.com

T: 02476 380 180

Expresso Link: <https://ordering.ges.com/000032165>

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

