

UCAS
DISCOVERY
UK TOUR

EXPLORE
AN EXCITING

UCAS

EVENT LOCATION INFORMATION

Location specific information for UCAS
Discovery London Exhibition

UCAS **DISCOVERY** UK TOUR



EXHIBITING AT

Event: London

Date: Monday 27th & Tuesday 28th March
2023

Opening times:

Monday 27 March: 09:30 – 15:00

Tuesday 28 March: 09:30 – 15:00

Venue:

Hall N4 (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 6 (between N4 and N5).

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

Car parking

If you are travelling to ExCeL London by road please use postcode E16 1XL. Pay and display parking is available on a first-come, first-served basis. Parking for cars costs £25 for up to 24-hours (height limit 1.9m). All machines in the car park accept card payments only.

More parking information, including for vehicles over 1.9m, can be found on the ExCeL London webpage [here](#).

Catering

The Staff Room (Exhibitor and Teacher lounge) can be found to the rear of the hall. This will be open whilst the exhibition is open to the public, and will serve snacks and sandwiches, and hot and cold drinks. Cash and 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. Please go to the Exhibitor Help Desk at the back of the hall to collect these.

Each stand will also receive some complementary bottles/cans of water in the morning of each day; however, we recommend bringing your own reusable bottle which can be refilled at water stations in the hall and on the boulevard.

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.golden@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 venue have a medical room, located on level 0 of the boulevard.

Internet

ExCeL have 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, or via LinkedIn, Facebook, or Twitter. 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 organisers for this event are:

Holly Golden, h.golden@ucas.ac.uk, 07741 313 319 (during the build, event hours and breakdown).

Chloe Lemon, c.lemon@ucas.ac.uk, 07917078890 (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 Holly Golden at h.golden@ucas.ac.uk ASAP. 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 26 March

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

17:00 – 19:00 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 [Holly Golden – h.golden@ucas.ac.uk] prior to build)***

Monday 27 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 28 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 N6 is in use for this event.

Build-up

Build-up times:

Sunday 26 March 17:00 – 19:00

Monday 27 March 08:00 – 09:00 – access for stand-dressing ONLY

Tuesday 28 March 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 19:00 on Sunday 26th March (unless agreed with the event organiser [Holly Golden – h.golden@ucas.ac.uk] prior to build).*****

To access to the hall from the boulevard, use the West entrance of the venue and head to Hall N4; outside of the event opening times, please use Boulevard Contractor entrance 6, located between halls N4 and N5.

Loading door access procedure for deliveries and collections – All vehicles requiring access to the loading doors must go to the Gallions Reach traffic office to gain their access document for deliveries/collections. (See more information on the following page).

All vehicles must be moved from the loading bay promptly, as the venue traffic team operates a strict time limit. 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 (under the venue) where you will have a short walk with your goods.

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact the organiser Holly, at h.golden@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 (17:00 on Sunday 26 March).

Venue Deliveries & Collections Procedure:

To access to the hall from the boulevard, use the West entrance of the venue and head to Hall N4; outside of the event opening times, please use Boulevard Contractor entrance 6, located between halls N4 and N5.

Loading door vehicle access procedure for deliveries and collections– the below must be followed for all vehicles needing access to the loading doors.

All vehicles will need a Lorryway Access Document from the venue's traffic office. Due to an expansion project at the venue, the traffic office is located off-site for this event, 2 miles away, at Gallions Reach. The traffic team at Gallions Reach will facilitate your access, directing you to the appropriate parking area, and then to the traffic management office. At the office, they will provide you with your Lorryway Access Document; once you have the document, speak to a member of the traffic team outside about your time slot. The what3words location for Gallions Reach is Senior.Winter.Simply.

If you're employing a contractor to deliver/collect goods, please ensure they are aware of this access procedure. All vehicles requiring access to the loading doors must go to the Gallions Reach traffic office to gain their access document for deliveries/collections. All vehicles must be moved from the loading bay promptly, as the venue traffic team operates a strict time limit.

On event open days - there will be no vehicle access to the loading bay after 08:45 – 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 (under the venue) where you will have a short walk with your goods.

On breakdown (Tuesday 28th March) 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.

For further information, please contact event organisers:

Holly Golden, h.golden@ucas.ac.uk or 07741 313 319 (during the build, event hours and breakdown).

Chloe Lemon, c.lemon@ucas.ac.uk or 07917078890 (during the build, event hours and breakdown).

Breakdown

Breakdown time: 15:00 – 16:00 on Tuesday 28 March.

Exhibitors should remain on their stands, and refrain from dismantling, until the exhibition closes and is cleared of all visitors on Tuesday 28 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.**

After 16:00 on Tuesday 28 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.

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 Sunday 26 March will not be accepted as UCAS tenancy with the venue does not begin until this time.

Delivery times are as follows:

Sunday 26 March 08:00 – 19:00
Monday 27 March 08:00 – 09:00
Tuesday 28 March 08:00 – 09:00

The venue address for couriers is:

Name and number of stand,
UCAS London Discovery Exhibition,
Hall N6-N9 (lorry way)
ExCeL London
One Western Gateway
Royal Victoria Dock
London E16 1XL

GES contacts and ordering portals

Deadlines: By 23rd March

Telephone: 02476 380 180

Email: ucasdiscoverylondon@ges.com

Espresso link: <https://ordering.ges.com/000031148>

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: ucasdiscoverylondon@ges.com

T: 02476 380 180

Expresso Link: <https://ordering.ges.com/000031148>

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

