

UCAS
DISCOVERY
UK TOUR

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AN EXCITING

UCAS

EVENT LOCATION INFORMATION

Location specific information for
Discovery Birmingham Exhibition 2025

UCAS **DISCOVERY** **UK TOUR**



EXHIBITING AT

Event: UCAS Discovery Birmingham

Date: Monday 23 & Tuesday 24 June 2025

Opening times:

Monday 23 June: 09:30 – 15:00

Tuesday 24 June: 09:30 – 15:00

Venue:

Hall 9

The NEC

Birmingham

B40 1NT

What3Words:

Venue - Liability.slips.ever



EVENT INFORMATION

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Accessibility

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

Accommodation

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

[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 9.3, 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 from Sunday 22 June to Tuesday 24 June. The NEC has allocated a limited 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 at the exhibitor helpdesk 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.](#)

The Post code and What3Words will not take you directly to the car park, once on site, please ignore your Sat Nav and follow NEC Digital signage to the event carpark instead.

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 I.howlett@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.

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 23 and Tuesday 24 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.

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



Internet

NEC offers a free blanket WiFi network in the hall ' _NEC Free WiFi.' If the internet is crucial to your stand activity, we recommend purchasing a dedicated connection. Exhibitors requiring internet access, PCs, and network services on their stand should contact the products team at the NEC on 0844 338 833 or eventorders@thenec.co.uk.

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:

Lisa Howlett, l.howlett@ucas.ac.uk, 07502 741 948 (during the build, event hours and breakdown).

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 upload this to your E-net account at least 4 weeks before the exhibition date, or if this date has passed, please send this through to l.howlett@ucas.ac.uk. 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 licence 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 licence 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 22 June

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

17:00 – 20:00 Exhibitor/contractor access.

Monday 23 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 Stand replenishment.

Tuesday 24 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.

15:15 – 16:15 Exhibitor/contractor breakdown.

16:30 Stand breakdown (PPE area – no exhibitor access).

Build-up

Build-up times:

Sunday 22 June 17:00 – 20:00

Monday 23 June 08:00 – 09:00

Tuesday 24 March 08:00 – 09:00

All vehicles requiring access to the loading bay must register on the NEC's event delivery system, Voyage Control, in order to obtain an Event Delivery Pass. This includes any deliveries on event open days as well.

www.voyagecontrol.com/necbirmingham

Electronic traffic 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. By booking into the event delivery system, it allows the loading bays to not 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.

Please click [here](#) for further information on Voyage Control and how to book. Please use password Shell Exhib25 for exhibitor access from 17:00 – 20:00.

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact the organiser I.howlett@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 22 June).

Breakdown

Breakdown time: 15:15 – 16:15 on Tuesday 24 June.

On breakdown (Tuesday 24 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 24 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 16:30 on Tuesday 24 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.**

Any vehicles requiring access to the loading bay for breakdown must register with the NEC as above on arrival. 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 the last day of the show and Breakdown, the lorry park is open from 07:15.

Deliveries

Any vehicle needing access to the loading bay will need to register via the NEC event delivery system: [NEC \(voyagecontrol.com\)](https://voyagecontrol.com) Upon arrival to the NEC site, they will need to go via the lorry park to be granted access to the loading bay. Please see build up and breakdown section for further 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 22 June will not be accepted as UCAS tenancy with the NEC does not begin until this time.

Delivery times are as follows:

Sunday 22 June 08:00 – 18:00

Monday 23 June 08:00 – 09:00

Tuesday 24 June 08:00 – 09:00

The venue address for couriers is:

Name and number of stand
Contact name and telephone number
UCAS exhibition
Hall 9
NEC
Birmingham
B40 1NT

GES contacts and ordering portals

When ordering through GES, if your stand number has not been released, please use "TBC" as your stand number.

Deadlines:

T: 02476 380 190

Email: ucasdiscoverybirmingham@ges.com

Espresso: <https://ordering.ges.com/000032640>



CONTACT DETAILS UCAS

UCAS Events Team

E: events@ucas.ac.uk

T: 01242 544 808

GES

E: ucasdiscoverybirmingham@ges.com

T: 02476 380 190

Expresso Link: <https://ordering.ges.com/000032640>

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 at the front of the hall, open during build-up only

