

UCAS  
**DISCOVERY**  
UK TOUR

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AN EXCITING

UCAS

# EVENT LOCATION INFORMATION

Location specific information  
UCAS Discovery Liverpool 2025

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

# EXHIBITING AT

**Event: UCAS Discovery Liverpool 2025**

**Date: Tuesday 17 June 2025**

**Opening times: 09:30 – 15:00**

**Venue:** Exhibition Centre Liverpool  
Kings Dock  
Liverpool Waterfront  
Liverpool  
L3 4FP



# EVENT INFORMATION



## Accessibility

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

## Accommodation

There are several hotels located near the venue. Please see the ECL website for some suggestions. Please note that these hotels are just a guide for exhibitors and are not recommended by UCAS.

UCAS recommends booking a hotel for this event as soon as possible due to a large event taking place at a nearby stadium during the event.

## Arrival and registration

Exhibitor and contractor registration will take place at the loading bay doors and at the contractor entrance to the hall. All exhibitors must wear a lanyard throughout the duration of their attendance on-site. Contractors will be provided with a wristband that must be worn throughout the duration of their attendance on-site. Please see further details about build-up and break-down further in the document.

## Carparking

There are several car parks close to the venue available on a pay and display basis.

Please see the [ECL website](#) for the nearest car park and charges.

For unloading, please follow postcode L3 4FP and signage to Loading Bay 3.

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## Catering

The Staff Room (Exhibitor and Teacher lounge) can be found to the top right 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. Note that this is a cash-less venue, only card payments will be accepted.

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 (located on the right of the hall, adjacent Chill & Charge) to collect these. Exhibitors will also be able to help themselves to water using the tower s in the Staff Room. Whilst there will be a limited number of cups available, we request you bring your own reusable bottles.

## 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 Organiser's office is located along the corridor.

## Filming and photography

If you are planning on undertaking any filming, or taking any photographs at the event, you must inform the organiser, preferably at least seven working days prior to the event at [r.charles@ucas.ac.uk](mailto:r.charles@ucas.ac.uk). A form may need to be completed.

## Internet

the ECL has an open, free of charge Wi-Fi network suitable for browsing. There will also be additional Wi-Fi available for exhibitors with connection details available on site.

# EVENT INFORMATION



## Organisers

The organiser's office is located along the corridor. The exhibitor help desk is located at the right of the hall, and will be able to provide you with drinks vouchers and will have a member of event staff there to assist with any queries.

The main organiser is Bec Charles, and she can be contacted on 07435 632355 (during the build, event hours and breakdown).

## Scanning

To take advantage of lead scanning at this event, you need to download the Smartlead UCAS 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/scanner help desk to support you at the event or you can call 01242 544808 or email [events@ucas.ac.uk](mailto:events@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 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 [r.charles@ucas.ac.uk](mailto:r.charles@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.

## Schedule:

### Monday 16 June

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

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

### Tuesday 17 June

08:00 – 09:15 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 – 16:00 Exhibitor/contractor breakdown.

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

## Build-up

Build-up times:

Monday 16 June 16:00 – 18:00

Tuesday 17 June 08:00 – 09:15

On arrival, you may access Loading Bay 3 (Sat Nav – L3 4FP/ [what3words://trucks.sage.united](https://what3words://trucks.sage.united)) to unload your vehicles. The ECL main entrance doors can be used for any late deliveries during opening times of the event. No trolleys will be permitted in the hall once the event opens at 09:30. After this, goods will need to be carried by hand.

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact the organiser Bec Charles ([r.charles@ucas.ac.uk](mailto:r.charles@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 (16:00 on Tuesday 17 June).

## Breakdown

Breakdown time: 15:15 – 16:100 on Tuesday 17 June.

Exhibitors should remain on their stands, and refrain from dismantling, until the exhibition closes and is cleared of all visitors on Tuesday 17 June, at which time an announcement will confirm when it is safe to start dismantling stands.

No vehicles will be permitted into the loading bay until all visitors have left the hall and surrounding area, and it is safe to allow vehicles into the pedestrian areas. 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 17 June, **UCAS contractors will have access to dismantle the event. If exhibitors are still breaking down their stands, they must wear a high-visibility vest.**

## Deliveries

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 Monday 16 June will not be accepted as UCAS tenancy with the ECL does not begin until this time.

Delivery times are as follows:

Monday 16 June      08:00 – 18:00

Tuesday 17 June      08:00 – 09:00

### The venue address for couriers is:

Name and number of stand  
UCAS Discovery Liverpool  
Loading Bay 3,  
Exhibition Centre Liverpool  
Kings Dock  
Liverpool Waterfront  
Liverpool  
L3 4FP

## 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: by 19 May for the best prices

T: +44 (0) 2476 380 190

Email: [ucasdiscoveryliverpool@ges.com](mailto:ucasdiscoveryliverpool@ges.com)

Expresso: <https://ordering.ges.com/000032638>





# CONTACT DETAILS UCAS

## UCAS Events Team

E: [events@ucas.ac.uk](mailto:events@ucas.ac.uk)

T: 01242 544 808

## GES

E: [ucasdiscoveryliverpool@ges.com](mailto:ucasdiscoveryliverpool@ges.com)

T: +44 (0) 2476 380 190

Expresso Link: <https://ordering.ges.com/000032638>

## 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.

