

UCAS
DISCOVERY
UK TOUR

EXPLORE
AN EXCITING
WORLD OF
POSSIBILITIES

UCAS

DISCOVERY

EXHIBITOR INFORMATION

Location specific information for
UCAS Discovery East London

UCAS

**YOUR FUTURE
STARTS HERE**

LIVE LOUNGE - What's on?

10:30 - 11:30
11:30 - 12:30
12:30 - 13:30
13:30 - 14:30

SUBJECTS LIVE

10:30 - 10:30	Nursing and
10:40 - 11:00	Law
11:10 - 11:30	Leeds and
	Apprenticeship
11:40 - 12:00	STEM
12:10 - 12:30	Applying to
12:40 - 13:00	Apprenticeship
13:10 - 13:30	Business &
13:40 - 14:00	Creative and
14:10 - 14:30	

1

**LISTEN TO
SPECIALIST TALKS**

Take part in talks, chat
to experts and hear about
your different options in the
Live Lounge.

2

**GET EXPERT
ADVICE**

Speak to universities,
employers, and UCAS to
discuss your future choice.

**OPEN DAYS
OPEN DAYS
OPEN DAYS**

UPCOMING OPEN DAYS

10:30 - 11:30	11:30 - 12:30	12:30 - 13:30	13:30 - 14:30	14:30 - 15:30
10:30 - 11:30	11:30 - 12:30	12:30 - 13:30	13:30 - 14:30	14:30 - 15:30

UCAS
DISCOVERY
PRESENTS

**STEM
MEDICINE
BUSINESS**

Take a closer look at the
latest in science, medicine, and
business. Hear from experts and
explore the possibilities for your
future. Don't miss this opportunity!

www.ucasdiscovery.co.uk

**I AM
BCU**

**WELCOME
AREA**

**MAKE
IT REAL**

EXHIBITING AT

EVENT:

UCAS Discovery East London

DATE: 4-5 June 2025

OPENING TIMES: 9:30 – 14:30

VENUE:

University of East London
Docklands Campus
SportsDock Arenas
University Way
London
E16 2RD



EVENT INFORMATION

ACCESSIBILITY

Please visit our [website](#) for our all our accessibility information.

ACCOMMODATION

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

Hotel Novotel London Excel

Premier Inn London Docklands Excel

Hotel ibis London Excel Docklands

Please note that these hotels are just a guide for exhibitors and are not recommended by UCAS.

CAR PARKING

Parking for exhibitors will be available on campus, in the Residential car park (first left after the barriers), **on a first-come, first-served basis**.

You will need to print the exhibitor parking permit, and display this on your dashboard.

There will be no charge for parking, However, parking will be limited, and on a first-come, first-served basis. Parking is not guaranteed.

There are a few car parks nearby accessible by public transport:

Gallions Reach Shopping Park (Free): E6 7ER (///prefer.fill.wins) - Typically 4-hour limit. Check signage for confirmation.

Asda Beckton Superstore (Free): E6 5JP (///honey.honey.rather) - Typically 3-hour limit. Check signage for confirmation.

EVENT INFORMATION

CATERING

Complimentary tea and coffee will be available at the Arena 2 tuck shop and the Exhibitors' Lounge (first floor). Each stand will receive one water carton per person, per day, and water fountains are available in various locations in the SportsDock. Food can be purchased from the café, the Arena 2 tuck shop, and the food stalls outside Arena 2. Please note, the campus is cashless.

FIRST AID

Designated first aid staff will be on hand at the venue for the duration of the event. If a first aider is required, please alert an event staff, security officer, or SportsDock reception.

INTERNET

Free Wi-Fi is available across the campus via The Cloud. Eduroam is also available in the SportsDock.

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 to support you at the event or you can call 01242 544808 or email 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 send this through to Liz Ray Lray@ucas.ac.uk least 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event which is available to via via ENet.

LOGISTICS

SCHEDULE:

BUILD DAY: Tuesday 3 June 2025

08:00 – 15:00 Event set up and deliveries can be made during this time

12:00 – 18:00 Exhibitor/contractor access.

EVENT DAY 1: Wednesday 4 June 2025

08:00 – 09:15 Exhibitor access.

09:30 – 14:30 Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.

14:30 – 15:30 Stand replenishment.

EVENT DAY 2 Thursday 5 June 2025

08:00 – 09:15 Exhibitor access.

09:30 – 14:30 Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.

14:30 – 16:30 Exhibitor/contractor breakdown.

16:30 Event breakdown

LOGISTICS

ARRIVAL

On arrival, please make your way to the SportsDock. Event staff will be able to guide you around the campus throughout the day.

To gain entry to the venue, exhibitor lanyards must be worn at all times. Your lanyard will be ready to collect when you arrive, from registration desk in Sports Dock Foyer.

To gain entry to the venue, you must register details of who will be attending before the event, through your ENet account – instructions on how to do this will be emailed to the lead booker.

BUILD-UP

Build-up times:

Tuesday 3rd June, 15.00 – 18.00

Wednesday 4th June, 08.00 – 09.15

Exhibitors can drop off materials on Tuesday 3rd June at the entrance to sports arena 2. The postcode for the SportsDock is E16 2RD, and upon arrival you will be directed to the drop off area. Once you have dropped off your items you must move your car to the main car park.

LOGISTICS

BREAKDOWN

Breakdown time: Thursday 5th June, 14.30 – 16.30

Please note, trolleys are not provided, and will not be allowed on the hall floor once the exhibition has opened.

Exhibitors must remain on their stands, and not start dismantling them until the exhibition is clear of visitors. We anticipate this to be 5 to 10 minutes after the exhibition closes, at 14:30 on 5th June. To help facilitate this, and ensure health and safety is maintained, the loading doors will stay closed until the venue is clear of visitors.

DELIVERIES

Exhibitor name

Stand number

East London UCAS

University of East London

SportsDock

Docklands Campus

University Way

London E16 2RD

Deliveries can be made from Tuesday 3rd June between 08:00-18:00. Any deliveries made before this time will not be accepted by the venue and returned to the sender. They should be sent to the University of East London' SportsDock, and be clearly labelled with your organisations full name, your stand number, and venue address

If you are expecting goods to be delivered by courier, please make sure they are aware of the dates of the event, and venue opening times. All deliveries not clearly addressed, or those which arrive prior to the stated time, are likely to be lost or returned to the sender.

LOGISTICS

ORGANISERS

The organisers and event staff can be found at the exhibitor helpdesk located in arena 1.

If you need to contact us prior to the event please contact Kazi Yunaisa Ehsan, k.ehsan@uel.ac.uk

STORAGE

Storage will be provided in arena 2. Items left in this area will be at your own risk and we can't take responsibility to lost or damaged items.

Trolleys are not provided at the venue, so please bring your own if you need one to deliver goods to your stand.

Trolleys are only permitted on the exhibition floor outside event opening hours, for the safety of visitors.



CONTACT DETAILS

UCAS Events Team

E: events@ucas.ac.uk

T: 01242 544 808

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

