

UCAS
DISCOVERY
UK TOUR

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EVENT LOCATION INFORMATION

Location specific information for
UCAS DISCOVERY NEWCASTLE 2025

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

EXHIBITING AT

EVENT: UCAS DISCOVERY NEWCASTLE

DATE: FRIDAY 13 JUNE 2025

OPENING TIMES: 09:30-15:00

VENUE:

UTILITA ARENA NEWCASTLE,
ARENA WAY,
NEWCASTLE UPON TYNE,
NE4 7NA



EVENT INFORMATION

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Accessibility

Full details on accessibility can be found on the Utilita Arena website here: [Accessibility | Utilita Arena](#)

Accommodation

Please find below details of hotels in the vicinity of Utilita Arena:

[Leonardo Hotel Newcastle](#) Tel: 01912 014400

[Crowne Plaza Newcastle](#) Tel: 01915 623333

[Hampton by Hilton](#) Tel: 01915 005001

[Holiday Inn Express](#) Tel: 03719 021625

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. All exhibitors will have their ticket scanned on arrival (manage your exhibitor tickets via your ENet account) and will be given lanyard to wear 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.

EVENT INFORMATION

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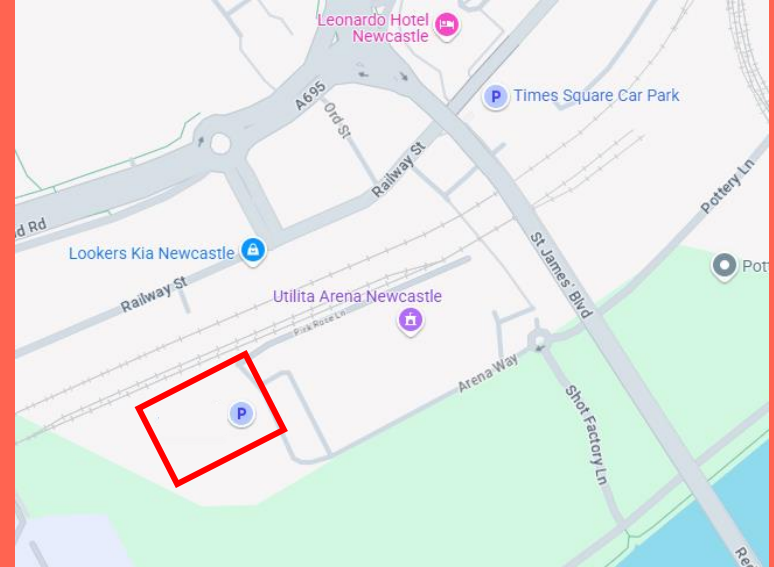
Carparking - ANPR Cameras are in use at this venue.

Onsite parking is available at the rear of the venue. Please note, this is a public car park and Automatic Number Plate Recognition cameras (ANPR) are in use to monitor car park usage.

For the build day (12 June) and event day (13 June), the venue will create a **unique event code** for UCAS Exhibitors/Visitors to use on arrival, which will void the parking costs for your visit. Parking registration must be completed via the [RingGo App](#) within 30-minutes of your arrival, otherwise parking charges will apply. The [RingGo App](#) can be downloaded before arriving onsite.

Parking instructions, including the **unique event code**, will be emailed to exhibitors one week prior to the event. There will be signage on display at the entrance of the car park with steps how to register your free exhibitor parking. If assistance is required, the venue traffic team will be able to assist.

The venue car park post code is NE4 7NA or what 3 words [/w3w.co/share.event.labels](https://w3w.co/share.event.labels). More information can be found on the venue [website here](#). An alternative car park is the [Times Square Car Park](#) approximately 5-minute walk, parking charges apply.



EVENT INFORMATION



Catering

The Staff Room (café for exhibitors and teachers) will be open 08:00-15:30 on 13 June, serving tea, coffee, and refreshments – please note that card payments are accepted only (no cash). There are two exhibitor cafés open during the event, Utilita Lounge and Hospitality Live Lounge, accessed via the stairs to the left and right at the back of the event hall. Signage will be in place to assist wayfinding. Please note, drinks and snacks will be available at both cafés, with hot food only available in Utilita Lounge.

UCAS will provide each stand (irrespective of the number of staff) with four tea and coffee vouchers per live day. If you are on a double stand or larger, we will provide eight vouchers per day. These entitle you to a complimentary tea or coffee, and are redeemable in the Staff Room cafés. We recommend bringing your own reusable bottle which can be refilled at catering outlets.

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 security/venue staff. The venue have a medical room, which is located in the main foyer next to the entrance.

Filming and photography

If you are planning on undertaking any filming, or taking any photographs at the event, you must inform the organiser, at least seven working days prior to the event at c.lemon@ucas.ac.uk. A form may need to be completed for the venue.

Internet

Exhibitor WiFi will be provided and details of how to connect to this will be included in your onsite pack.

EVENT INFORMATION



Organisers

The organiser's office is located at the back of the hall by the loading bay doors. The exhibitor help desk is located at the back of the hall, with a member of the team there to assist with any queries and to provide you with drinks vouchers.

The organiser for this event is Chloe Lemon;

E: c.lemon@ucas.ac.uk for pre-event enquiries

M: 07917078890 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 events@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 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 [UCAS 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.

To view the event specific exhibitor zone please visit [UCAS Discovery Newcastle 2025 | Exhibitor Information | Undergraduate | UCAS](#).

Schedule:

Thursday 12 June

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

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

Friday 13 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 – 16:00 Exhibitor/contractor breakdown.

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

Build-up Exhibitor Access Times

Thursday 12 June 16:00 – 18:00

Friday 13 June 08:00-09:00

Additional Time:

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact the organiser c.lemon@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 is subject to the build schedule. If advance permission has not been granted, exhibitors/contractors will be turned away from the venue until the exhibitor build-up session starts (16:00 on Thursday 12 June).

Access to the loading bay:

There is a loading bay at the rear of the venue for large vehicles. Due to the limited space available, loading bay access will be managed by the venue traffic team and if the area becomes congested, vehicles may be held until space becomes available to unload. For cars and smaller vehicles, where possible, please park your vehicle in the car park to the rear of the venue and bring your goods by foot. All vehicles using the loading bay will need to be removed as soon as possible and relocated to the venue car park. **Please see page 4 of this manual for parking information, ANPR cameras are in use and all vehicles accessing the car park will need to register via the car park app.**

There will be no access to the loading bay from 09:00 on Friday 13 June, the doors will remain closed outside of the build-up and breakdown times. No access will be given, and no exceptions will be made. All vehicles must be removed from the loading bay by 09:00 on 13 June.

No trolleys will be permitted in the hall once the event has opened to visitors; after this time, all goods will need to be carried by hand.

Breakdown

Friday 13 June

15:15-16:00 Exhibitor breakdown

16:00 Contractor breakdown (PPE Zone – no exhibitors)

Exhibitors should remain on their stands, and refrain from dismantling anything until the exhibition closes and is cleared of all visitors on Friday 13 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.** UCAS is not responsible for any exhibitor goods left behind.

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 pedestrian areas. The venue traffic team will manage the loading bay, with vehicle access expected to be no earlier than 15:15. No vehicles will be allowed to enter the hall until the carpet has been removed.

After 16:00 on Friday 13 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**.

Please see page 4 of this manual for parking information, ANPR cameras are in use in the venue car park. Any vehicle accessing the car park will need to register via the car park app.

Deliveries

Please see build up and breakdown section in addition to the following information. Any delivery to stands on Friday 13 June must be completed, and vehicles removed from loading areas by 09:00; 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 Thursday 12 June will not be accepted as UCAS tenancy with Utilita Arena does not begin until this time.

Delivery times are as follows:

Thursday 12 June 08:00 – 18:00

Friday 13 June 08:00 – 09:00

Venue address for couriers:

Name and number of stand,
UCAS Discovery Newcastle Exhibition,
Utilita Arena
Arena Way
Newcastle Upon Tyne
NE4 7NA
United Kingdom

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: For best pricing order by 15 May 2025

T: +44 (0)2476 380 190

Email: ucasdiscoverynewcastle@ges.com

Espresso: [Espresso by GES](#)



CONTACT DETAILS UCAS

UCAS Events Team

E: events@ucas.ac.uk

T: 01242 544 808

GES

E: ucasdiscoverynewcastle@ges.com

T: +44 (0)2476 380 190

Expresso Link: [Expresso by GES](#)

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 in the hall on build day and pre 09:00 on the live event day.

