

UCAS  
**DISCOVERY**  
UK TOUR

EXPLORE  
AN EXCITING

UCAS

# EVENT LOCATION INFORMATION

Location specific information for Lisburn

**YOUR FUTURE STARTS HERE**

**LIVE LOUNGE - WHAT'S ON?**

10:30 - 13:00	13:30 - 15:30	14:00 - 14:30
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**SUBJECTS LIVE**

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

**LISTEN TO SPECIALIST TALKS**  
Take part in the UKAs, chat to experts and hear about your different careers in the Live Lounge.

**OPEN DAYS**  
OPEN DAYS  
OPEN DAYS  
OPEN DAYS

**UPCOMING OPEN DAY**

15 JAN 2022	16 JAN 2022	19 JAN 2022
16 FEB 2022	16 MAR 2022	19 DEC 2022

**WELCOME AREA**

**MAKE IT REAL**

UCAS **DISCOVERY** UK TOUR

# EXHIBITING AT

**Event:** UCAS Discovery Lisburn 202

**Date:**

Thursday 25 & Friday 26 April 2024

**Opening times:**

Thursday 25 April: 10:00 - 15:00

Friday 26 April: 09:30 – 13:30

**Venue:**

Eikon Exhibition Centre

Sprucefield,

Halftown Road

Lisburn

BT27 5RF



# EVENT INFORMATION

## Accessibility

Full details on accessibility can be found on the Eikon Exhibition Centre web page: <https://www.eikonexhibitioncentre.co.uk/visitors>

## Accommodation

Hotels within a three-mile radius of The Eikon Exhibition Centre are:

[Premier Inn Lisburn Hotel](#)      Tel: 0871 527 8606

[Crowne Plaza Belfast](#)      Tel: 0289 092 3500

[The Haslem Hotel](#)      Tel: 028 9244 4940

Alternatively, you can find discounted partner hotels on the [Eikon Exhibition Centre website](#). This is a general list provided for information only and is not a recommendation from 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 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.

## Car parking

On arrival at the Eikon Exhibition Centre, security at the gate will direct you to the exhibitor parking area, located at the front of the exhibition hall. Disabled parking is available on request. Please follow the directions of the security team. Car parking is free for this event.

# EVENT INFORMATION

UCAS

## Catering

The Staff Room (exhibitor and teacher lounge) can be found to the rear of the hall. The lounge will be open while the exhibition is open to the public, serving snacks and sandwiches – cash and card payments are accepted.

UCAS will provide each stand with four tea and coffee vouchers per 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.

Water towers will be available in the exhibitors lounge, please bring along a reusable water bottle.

## 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 [m.melvingreen@ucas.ac.uk](mailto:m.melvingreen@ucas.ac.uk). A form may need to be completed.

## First Aid

If you have a medical emergency or require any first aid during the build-up, event, or breakdown, please come to the organiser's office at the front of the hall, or to the first aid room near the main entrance.

## Internet

Internet access is available for exhibitors – you will need to select the UCAS Exhibitor Network, and a password will be provided when you arrive at the exhibition.

UCAS can offer a TV AV hire package – for more information and to book, please sign in to your ENet account. The items will be on your stand during build-up day, and on-site technical support will be available. If you require further information, please call the Events Sales Team on 01242 544 645. If you would like to order any additional WiFi packages, please email [m.melvingreen@ucas.ac.uk](mailto:m.melvingreen@ucas.ac.uk) for the Wifi packages available.

# EVENT INFORMATION

UCAS

## Organisers

The organiser's office is located at the front of the hall. The main organiser is Megan Melvin-Green, [m.melvingreen@ucas.ac.uk](mailto:m.melvingreen@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 or send this through to [m.melvingreen@ucas.ac.uk](mailto:m.melvingreen@ucas.ac.uk) at least 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event. A copy of this can be found via your e-net account in useful documents along with some helpful templates and risk assessment advice.

## 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 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 [here](#), 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 to support you at the event or you can call 01242 544808 or email [events@ucas.ac.uk](mailto:events@ucas.ac.uk).

## Taxis

It is strongly advised that you pre-book any taxis you may require for the arrival and departure from the Eikon Centre. It is highly unlikely you will be able to book taxis when you are ready to leave the venue. The venue has recommended the following taxi companies:

Premier Taxis (Lisburn – local): 028 9266 6666 and Value Cabs (Regional): 028 9080 9080

## Schedule:

### Wednesday 24 April

08:00 – 16:00	Stand build (PPE area – no exhibitor access).
16:00 – 18:00	Exhibitor/contractor access. ***In accordance with the updated code of conduct, all exhibitors must be set up and ready for the event 30 minutes prior to the commencement of the Event. Therefore, you should arrive in sufficient time to allow your exhibition stand space and exhibition materials to be fully erected, no later than one hour before the commencement of the Event.

### Thursday 25 April

08:00 – 09:30	Exhibitor access.
10:00 – 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.

### Friday 26 April

08:00 – 09:00	Exhibitor access.
09:30 – 13:30	Exhibition open – Trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.
13:40 – 14:30	Exhibitor/contractor breakdown.
14:30	Contractor breakdown (PPE area – no exhibitor access).

## Build-up

Build-up times:

Wednesday 24 April	16:00 – 18:00
Thursday 25 April	08:00 – 09:30
Friday 26 April	08:00 – 09:00

\*\*\*In accordance with the updated code of conduct, all exhibitors must be set up and ready for the event 30 minutes prior to the commencement of the Event. Therefore, you should arrive in sufficient time to allow your exhibition stand space and exhibition materials to be fully erected, no later than one hour before the commencement of the Event.

When you arrive, please proceed to the loading bays to unload. There will be no vehicle access to the loading bay after 09:30 on event open day 1, and from 09:00 on event open day 2.

The loading bay doors will close, without exception, at 09:30 on open day 1, and at 09:00 on open day 2. All vehicles must be removed from the loading bay by 09:40 on open day 1, and by 09:10 on open day 2. Exhibitors should remain on their stands and refrain from dismantling until the exhibition closes at 13:30 on Friday 26 April.

To help facilitate this, and ensure health and safety is maintained, the loading bay doors will not open, and vehicles will not be permitted in the hall until the venue is clear of visitors, which we expect to be by 13:40. 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 hall.

## Breakdown

Breakdown times:

### Friday 26 April

13:30	Exhibition closes
13:30 – 14:30	Exhibitor breakdown
14:30	Contractor breakdown (PPE area – no exhibitor access).

Exhibitors should remain on their stands, and refrain from dismantling, until the exhibition closes and is cleared of all visitors on Friday 26 April, at which time an announcement will confirm when it is safe to start dismantling stands.

Please ensure all materials are removed from the exhibition and loading bay areas by the closing time. It is the exhibitors' responsibility to liaise directly with the venue and pay any fines concerned. If any materials are left in the exhibition hall after this time, UCAS is not responsible for any items left behind.

If you have a courier arriving to collect goods, please do not ask them to arrive any earlier than 14:00 or they may be turned away.

**After 14:30 on Friday 26 April, UCAS contractors will have access to dismantle the event. If exhibitors are still breaking down their stands, they must wear a high-vis vest.**



## Deliveries

Please see build-up and breakdown section in addition to the following information. Any deliveries to your stand on event open days must be completed, and your vehicle removed from the loading areas, no later than 30 minutes before the show opening time. The venue will not allow the event to open if vehicles are blocking fire exit routes. Trolleys are not permitted on the exhibition floor during open hours, in consideration of public safety.

If you are expecting goods to be delivered by courier, please ensure they're aware of the dates of the event, and hall opening times. Deliveries made before 08:00 on build day (Wednesday 24 April) will not be accepted by the venue.

### **Deliveries can be made on Wednesday 24 April 08:00 – 18:00**

The venue address for couriers is:

UCAS/Discovery Lisburn Exhibition  
*\*\*Exhibitor name and number of stand\*\**  
Eikon Exhibition Centre  
Balmoral Park  
Sprucefield  
Halftown Road  
Lisburn  
BT27 5RF

Any deliveries not clearly addressed, or that arrive before build-up, are likely to be lost or returned to sender.

## Deliveries (continued)

Please make sure the staff working on your stand know:

- Who your courier is
- Your courier's contact details
- What the delivery consists of

If using a delivery company, they're responsible for delivering your prospectuses and any other items safely to your stand, and placing surplus materials in the on-site storage area. Please check with your courier about movement of your exhibition materials in and out of Northern Ireland as new guidance has been released on this – you can find more information [here](#).

## GES contacts and ordering portals

**Deadlines:** Order by the 27 March for best prices

**Email:** [ucasdiscoverylisburn@ges.com](mailto:ucasdiscoverylisburn@ges.com)

**Telephone** : 02476 380 190

**Espresso:** <https://ordering.ges.com/000032154>

Forms for ordering GES services can be found on your e-net account.



# CONTACT DETAILS UCAS

## UCAS Events Team

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

T: 01242 544 808

## GES

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

T: 02476 380 190

Expresso Link: <https://ordering.ges.com/000032154>

## On-site general enquiries:

Look out for event ambassadors wearing coloured t-shirts, they can offer advice and answer any questions. Please familiarise yourself with the on-site organiser's 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

