

UCAS
DISCOVERY
UK TOUR

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EVENT LOCATION INFORMATION

Location specific information for
UCAS Discovery Edinburgh 2024

UCAS **DISCOVERY** UK TOUR



EXHIBITING AT

Event: UCAS Discovery Edinburgh

Date: Tuesday 3 September 2024

Opening times: 9:30 – 15:00

Venue:

Lowland Hall

Royal Highland Centre

Inglistons

Edinburgh

EH28 8NB



EVENT INFORMATION

Accessibility

The Royal Highland Centre has accessible toilets, parking and other facilities. For full details please contact events@rhass.org.uk

Accommodation

There are several hotels located near the venue

- [Holiday Inn Express Edinburgh Airport](#)
- [Hampton by Hilton Edinburgh Airport](#)
- [Moxy Edinburgh Airport](#)
- [DoubleTree by Hilton Edinburgh 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, and in the main entrance of the venue. 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 within this document.

Car parking

Please enter site via Gate 6 (What 3 Words: odds.shared.tulip), car parking will be on your left in the Lowland Hall hard standing car park. It is within walking distance of the hall and parking is free of charge. Please click [here](#) for a map.

EVENT INFORMATION

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Catering

Refreshments are available in the Heathers Bar which can be accessed via the Strathmore Restaurant within the exhibition hall. 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 to collect these. Exhibitors will also be provided with water on their stands and we encourage the use of reusable drinking bottles.

Filming and photography

If you are planning on undertaking any filming, or plan to take photographs at the event, you must inform the organiser. This can be done by emailing l.ray@ucas.ac.uk at least 7 working days prior to the event.

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 staff. The organiser's office is located near the main entrance/exit, inside the main hall.

Internet

Royal Highlands Centre 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

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Organisers

The organiser's office is located inside the main hall, at the front of the near the entrance/exit. The lead event organiser is Liz Ray. Please contact Liz via l.ray@ucas.ac.uk in the run up to the event and on 07917 082910 during build, event hours and breakdown.

Please visit the Exhibitor Help Desk whilst on site. The team will be able to help you here with your onsite questions, scanning queries and provide you with drinks vouchers.

Risk Assessments

All exhibitors need to provide a risk assessment for your stand build and any activities that will be happening on your stand by Tuesday 6 August. This can be uploaded to your e-net account or sent via email to l.ray@ucas.ac.uk. An event risk assessment has been completed and can be found via your e-net account within Useful Documents. There is also helpful templates here 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. You will need a license code per device per event which are assigned to you when you purchase the scanning. Make sure the staff attending this event have been provided with the relevant 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 Help Desk, to support you at the event, or you can call 01242 544808 or email events@ucas.ac.uk.

Schedule:

Monday 2 September

07:00 – 15:00 Stand build (PPE area – no exhibitor access).

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

Tuesday 3 September

08:00 – 09:00 Exhibitor access. You should arrive in sufficient time to allow your exhibition stand space and exhibition materials to be fully erected no later than 09.00 (30 minutes prior to the commencement of the event at 9:30).

09:30 – 15:00 Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.

15:10 – 16:00 Exhibitor/contractor breakdown.

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

Build-up

Build-up times:

Monday 2 September 16:00 – 18:00

Tuesday 3 September 08:00 – 09:00

Enter site via Gate 6. For large vehicles, please proceed to the North loading bay. For cars and other small vehicles, where possible, please park your vehicle in the car park on the left and bring your goods by foot via the front of the venue. For on site directions please click [here](#).

Please note, the loading bay area will be closed from 09:00 for health and safety purposes on the event day (Tuesday 3 September). Should you arrive after this time, you will be directed straight to exhibitors' parking, where you will have a short walk with your goods. All vehicles must be removed from the loading bay by 09:00. Trolleys are not provided and will not be allowed on the hall floor once the exhibition has opened.

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact the lead event organiser, Liz on l.ray@ucas.ac.uk. No early access will be permitted without advanced request and sign off by the organiser.

Breakdown

Tuesday 3 September

15:10 - 16:00

Due to the management of health and safety, Exhibitors should remain on their stands, and refrain from dismantling, until the exhibition is officially closed. Once the main hall is cleared of visitors, an announcement will be made to confirm it is safe to start dismantling your stand.

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 15:10 or they may be turned away.

When leaving the venue, please remove any waste – this includes literature not in a box, and anything not being collected by your courier – e.g., spare prospectuses. There are bins provided on site for this and event ambassadors to help you. Any excess waste not cleared will be charged for.

After 16:00 UCAS contractors will have access to dismantle the event. If exhibitors are still breaking down their stands, they must wear a high-vis vest. If you do not have a high-vis, please ask a member of the UCAS team, who may be able to provide you one.

Deliveries

Please see the build up and breakdown section in addition to the following information. Any delivery to stands on the event open days must be completed, and vehicles removed from loading areas no later than 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 Monday 2 September will not be accepted as the venue have no facilities for the advanced storage of exhibition materials.

Delivery times are as follows:

Monday 2 September	08:00 – 18:00
Tuesday 3 September	08:00 – 09:00

The venue address for couriers is:

UCAS Discovery Edinburgh Exhibition
Exhibitor name, Exhibitor contact name, Stand number

Lowland Hall
Royal Highland Centre
Ingliston
Edinburgh
EH28 8NB



CONTACT DETAILS UCAS

UCAS Events Team

E: events@ucas.ac.uk

T: 01242 544 808

Lead Organiser: Liz Ray

E: l.ray@ucas.ac.uk

T: 01242 544894 (Until Friday 30 August)

T: 07917 082910 (Monday 2 and Tuesday 3 September)

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 Organiser's Office and Exhibitor Help Desk for any questions you have or help you need assistance with.

