

UCAS
DISCOVERY
UK TOUR

EXPLORE
AN EXCITING

UCAS

EVENT LOCATION INFORMATION

Location specific information for
UCAS Discovery Glasgow Exhibition

UCAS **DISCOVERY** UK TOUR



YOUR FUTURE STARTS HERE

LIVE LOUNGE - WHAT'S ON?

10:30 - 11:30	Law
11:30 - 12:30	Leisure & Accommodation
12:30 - 13:30	STEM
13:30 - 14:30	Apprenticeships
14:30 - 15:30	Business & Creative

SUBJECTS LIVE

10:10 - 10:30	Nursing and Health
10:40 - 11:00	Law
11:10 - 11:30	Leisure & Accommodation
11:40 - 12:00	STEM
12:10 - 12:30	Apprenticeships
12:40 - 13:00	Business & Creative
13:10 - 13:30	STEM
13:40 - 14:00	Business & Creative
14:10 - 14:30	STEM

LISTEN TO SPECIALIST TALKS

Take part in the UKAS chat to experts and hear about your different careers in the Live Lounge.

OPEN DAYS

UPCOMING OPEN DAY

15 JAN	16 JAN	16 APR
16 FEB	16 MAR	16 DEC

WELCOME AREA

MAKE IT REAL

EXHIBITING AT

Event: UCAS Discovery Glasgow 2024

Date:

Tuesday 10th September 2024

Opening times:

Tuesday: 09:30 - 15:00

Venue:

Scottish Event Campus, Hall 3

Exhibition Way

Glasgow

G3 8YW

United Kingdom



EVENT INFORMATION

Accessibility

Full details on accessibility can be found on the SEC webpage [here](#).

Accommodation

There are several hotels near the venue:

Crowne Plaza Glasgow	Tel: 0871 942 9091
Premier Inn Glasgow Pacific Quay SECC	Tel: 0871 527 9340
Campanile Glasgow SECC - Hydro	Tel: 0141 287 7700
Radisson Red Glasgow	Tel: 0141 471 1700
Hilton Garden Inn Glasgow City Centre	Tel: 0141 240 1002

This is a general list for information only and is not a recommendation from UCAS.

Arrival and registration

All exhibitors must wear a lanyard throughout the duration of build-up, and the lanyard must be worn during event opening hours. Contractors will be provided with a wristband which must be worn throughout build up and breakdown. Exhibitor and contractor registration will take place at the loading bay doors, and at the contractor entrance to the hall.

To gain entry to the venue, you must register the details of who will be attending before the event. This should be done via your ENet account – instructions on how to do this will be sent to the lead booker, by email.

Car parking

There is allocated free parking at the SEC for exhibitors. Please make your way to the Gate House on Stobcross road (this is directly next to Hall 3). You will then be directed to car park 5 by traffic marshals when you arrive. Please let the traffic marshals know if you need to unload your vehicle directly to the loading at the back of Hall 3, and they will direct you there and give further instructions.

EVENT INFORMATION

UCAS

Catering

The exhibitor and teacher lounge can be found to the back right corner of the hall. The lounge will be open while the exhibition is open to the public, where an urn station will be set-up that you can use throughout the day.

We've teamed up with SEC Food to offer all exhibitors a Click & Deliver service; order food & drink from their online store, and your items will be delivered direct to your stand. This service will be available during the event with pre-ordering available up to 24 hours in advance. A QR code and link to the store can be found at the back of this manual. To order, follow the link, then select the items, the delivery time and stand name and number, and then input the payment details, and await delivery.

Cloakroom

There are no cloakroom facilities at this venue.

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 events@ucas.ac.uk. A form may need to be completed.

First Aid

If you require any first aid during the build-up, event open times, or breakdown, please alert your nearest member of the security team who are all first aid trained, or make your way to the organisers office 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 onsite technical support will be available. If you require further information, please call the Events Team on 01242 544 645.

EVENT INFORMATION

Lighting

No lighting will be provided for stands.

Organisers

The organiser's office is located at the back of the hall. Please visit the organisers office if you need any assistance whilst onsite.

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 the events inbox (events@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.

Schedule:

Monday 9 September

8:00 – 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.

Tuesday 10 September

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.

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

17:00 Contractor breakdown (PPE area – no exhibitor access).

Build-up

Build-up times:

Monday 9 September 16:00 – 18:00

Tuesday 10 September 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 make your way to car park 5, where you will be able to park for free. This car park is directly next to the loading bay for the hall. There will be no vehicle access to the loading bay after 09:00 on event open days. The loading bay doors will close, without exception, at 09:00. All vehicles must be removed from the loading bay by 09:10. Exhibitors should remain on their stands and refrain from dismantling until the exhibition closes at 15:00 on Tuesday 10 September.

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 15:15. 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:

Tuesday 10 September

15:00 Exhibition closes

15:00 – 16:00 Exhibitor breakdown

16:00 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 Tuesday 10 September 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 15:15 or they may be turned away.

After 16:00 on Tuesday 10 September 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 1 hour 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 (Monday 9 September) will not be accepted by the venue.

Deliveries can be made on Monday 9 September between 08:00 – 18:00

The address for deliveries is:

**UCAS Discovery Glasgow Exhibition
Exhibitor Company/Provider Name
Exhibitor Contact Name
Stand Number
SEC Centre
Exhibition Way
Glasgow
G3 8YW
United Kingdom**

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

Please note, if using a delivery company, they are responsible for ensuring that your prospectuses, and any other items, are delivered safely to your stand, and any surplus materials are placed within the on-site storage area.

GES contacts and ordering portals

Deadlines: Order by the 12th August for best prices

Email: ucasdiscoveryglasgow@ges.com

Telephone : +44 (0) 2476 380 180

Espresso: <https://ordering.ges.com/000032168>

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



CONTACT DETAILS UCAS

UCAS Events Team

E: events@ucas.ac.uk

T: 01242 544 808

GES

E: ucasdiscoveryglasgow@ges.com

T: +44 (0) 2476 380 180

Expresso Link: <https://ordering.ges.com/000032168>

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 at the front of the hall, open during build-up only

