

UCAS
DISCOVERY
UK TOUR

EXPLORE
AN EXCITING

UCAS

EVENT LOCATION INFORMATION

Location specific information for
Borders

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	Business & Creative

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

10 JAN	10 JAN	10 JAN
10 JAN	10 JAN	10 JAN
10 JAN	10 JAN	10 JAN

WELCOME AREA

MAKE IT REAL

EXHIBITING AT

Event: Borders

Date: 24th September 2024

Opening times: 10:00 – 14:00

Venue:

Borders Event Centre,
Springwood,
Kelso,
TD5 8LS



EVENT INFORMATION

UCAS

Accessibility

The venue is fully accessible.

Accommodation

There are several hotels located near the venue. More information can be found on the [Visit Kelso website](#).

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

Car parking

There is ample free exhibitor parking close to the venue. Cars should display a parking permit at all times – this can be found at the back of this manual.

EVENT INFORMATION

Catering

Catering will be on-site at the event, which will be shared between visitors and exhibitors.

UCAS will provide exhibitors with tea and coffee vouchers, which will enable exhibitors to redeem a complimentary tea or coffee from the catering area.

Please note that the caterers are only able to accept cash, not card.

Exhibitors that require an ATM can find one at the following locations:

- [Sainsbury's Kelso](#) (3-minute drive from the venue)
- [Royal Bank of Scotland](#) (3-minute drive from the venue)

Internet

Free WiFi is available to all. However, this is an open network and cannot be guaranteed – details of how to log on will be provided on the day.

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 Megan Melvin-Green at Megan.mg@ucas.ac.uk at least 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event.

Schedule:

Monday 23rd September

No access for exhibitors on Monday. For any courier or logistics queries, please contact Megan Melvin-Green @ Megan.mg@ucas.ac.uk

Tuesday 24th September

08:00 – 09:30 Exhibitor access.

10:00 – 14:00 Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.

14:10 – 16:00 Exhibitor and contractor breakdown

Build-up

Build-up time:

Tuesday 24th September: 08:00 – 09:30

When you arrive at the venue, please proceed to the loading bay to unload. There will be no vehicle access to the loading bay after 09:30 on Tuesday 24th September. The loading bay doors will close, without exception, at 09:30 and all vehicles must be removed by 09:45.

Please note that there will be no access to the venue for build-up on Monday 23rd September.

Breakdown

Breakdown time:

Tuesday 26 September: 14:10 – 16:00

Exhibitors should remain on their stands and refrain from dismantling until the exhibition closes at 14:00 on Tuesday 24th September, and all visitors have left the hall.

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 14:10. 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.

Deliveries

Please refer to the build-up and breakdown sections, in addition to the below information.

There are no facilities for the advanced storage of exhibition material at Borders Event Centre, meaning deliveries arriving before 15:00 on Monday 23rd September will be refused and returned to the sender. Exhibitors are requested to arrange all deliveries to be made during the above access times. Deliveries won't be accepted once the event is open. UCAS staff will sign for deliveries when in tenancy, but delivery of stock to your stand remains your responsibility.

Any deliveries to your stand on event open days must be completed, and your vehicle removed from the loading areas, no later than 09:30. 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 are aware of the dates of the event, and hall opening times.

Delivery times are as follows:

Monday 23rd September No access for exhibitors on Monday. For any courier or logistics queries, please contact Megan Melvin-Green @ megan.mg@ucas.ac.uk

Tuesday 24th September 08:00 – 09:30

The venue address for couriers is:

Name and number of stand,
UCAS Discovery Borders exhibition,
Borders Event Centre,
Springwood,
Kelso, TD5 8LS

Any deliveries not clearly addressed, or that arrive before build-up, are likely to be lost or returned to sender. Please make sure the staff working on your stand know: who your courier is; your courier's contact details; and 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.



CONTACT DETAILS UCAS

UCAS Events Team

E: events@ucas.ac.uk

T: 01242 544 808

On-site general enquiries:

Look out for event staff wearing coloured t-shirts, they can offer advice and answer any questions about the event.

Please familiarise yourself with the on-site organiser's desk at each event for any questions you have or help you need assistance with.

