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EVENT LOCATION INFORMATION

Location specific information for
UCAS Discovery Inverness 2024

UCAS

EXHIBITING AT

EVENT:

Inverness

DATE:

Wednesday 18 September 2024

OPENING TIMES:

9.30am - 3pm

VENUE:

UHI Inverness

1 Inverness Campus

Inverness

IV2 5NA



EVENT INFORMATION

ACCESSIBILITY

Full details on accessibility can be found on [UHI Inverness's Website](#)

ACCOMMODATION

Please find below details of hotels in the vicinity of the venue:

Premier Inn – Millburn Road, Inverness, IV2 3QX- 0333 003 1736

AC Hotel Inverness – Glebe Street, Inverness, IV1 1RF – 01463 211955

Kingsmills Hotel - Culcabock Road, Inverness, IV2 3LP – 01463 237166

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

CAR PARKING

There are drop-off points at the main entrance to UHI Inverness, available for exhibitors to unload materials. Exhibitors should ensure their car is moved to a parked bay by 9am, to allow coaches carrying visitors to drop off safely. Disabled parking is available.

There are 575 parking spaces, arranged over three car parks:

Car park 1 - Jura (includes space for blue badge holders)

Car park 2 - Copper

Car park 3 - Granite

EVENT INFORMATION

CATERING

Refreshments - We will provide each exhibition stand with four refreshment vouchers. These will entitle exhibitors to a complimentary tea, coffee, or soft drink, on arrival or throughout the day. Refreshment vouchers can be redeemed from a range of facilities on-site.

The event will not close for lunch, but food is available to purchase on campus. A selection of sandwiches, snacks, meals, and hot and cold drinks are available from the refectory.

If you are a lone exhibitor and do not want to leave your stand, event staff will be happy to fetch your refreshments, if they can. UHI Inverness is committed to reducing single use plastic on campus. Please bring your own bottle, and refill it from water fountains on-site. There are two water fountains in the corridor between the top of the stairs and the café, outside the exhibition hall. Event ambassadors can direct you, if needed.

FIRST AID

If you have a medical emergency or require any first aid during the build-up, event, or breakdown, please go to UHI Inverness's reception desk and a first aider will be called.

INTERNET

Wi-Fi access will be available. If you are from another education provider, you can use your own sign in details on the Eduroam domain.

Alternatively, you can register for WiFi through [UHI Visitor](#)

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.

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 Emily Bibby e.bibby@ucas.ac.uk least 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event.

LOGISTICS

SCHEDULE:

SET-UP

Tuesday 17 September 2024

17:00 – 19:00 Exhibitor/contractor set-up

Wednesday 18 September 2024

08:00 – 09:30 Exhibitor/contractor set-up

EVENT DAY

Wednesday 18 September 2024

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 – 17:00 Exhibitor/contractor breakdown.

LOGISTICS

ARRIVAL

On arrival, exhibitors should enter through the main reception. The exhibition takes place in the sports hall on the second floor. On the day of the exhibition, please sign in and collect your exhibitor lanyard from the general information desk, outside the exhibition hall. You must wear this at all times while in the venue.

BUILD-UP

Tuesday 17 September 2024

17:00 – 19:00 Exhibitor access.

Wednesday 18 September 2024

08:00 – 09:30 Exhibitor/contractor set-up

BREAKDOWN

Wednesday 18 September 2024

15:00 – 17:00 Exhibitor/contractor breakdown.

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

LOGISTICS

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DELIVERIES

Advance storage of exhibition materials at UHI Inverness before Wednesday 18 September 2024 is limited.

If you wish to deliver materials before the event, please arrange for all deliveries to be made between 09:00 and 17:00 on Tuesday 17 September 2024.

Any deliveries arriving earlier than this will not be accepted at the venue.

All deliveries should be clearly marked with the following information:

Highlands UCAS higher education exhibition
Exhibitor name and stand number
FAO Martin Whyte
Goods-In
UHI Inverness
1 Inverness Campus
Inverness
IV2 5NA

Please notify heini.apajainen@uhi.ac.uk if you are sending materials in advance. The venue will not be responsible for signing for deliveries. Any deliveries not clearly addressed, as above, are likely to be returned to the sender.

ORGANISERS

If you have any queries before or during the event, please contact: Heini Apajainen +44 1463 279738 or +44 7552 211643



CONTACT DETAILS

UCAS Events Team

E: events@ucas.ac.uk

T: 01242 544 808

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

