

UCAS
DISCOVERY
UK TOUR

EXPLORE
AN EXCITING

UCAS

EVENT LOCATION INFORMATION

Location specific information for
UCAS Discovery Edinburgh 2023

UCAS **DISCOVERY** UK TOUR

YOUR FUTURE STARTS HERE

LIVE LOUNGE - WHAT'S ON?

10:30 - 13:30	13:30 - 14:30
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SUBJECTS LIVE

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

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 2023	16 JAN 2023	19 JAN 2023
18 JAN 2023	19 JAN 2023	19 DEC 2022

WELCOME AREA

MAKE IT REAL

EXHIBITING AT

Event: UCAS Discovery Edinburgh

Date: Tuesday 5 September 2023

Opening times: 9:30 – 15:00

Venue:

Lowland Hall

Royal Highland Centre

Inglistons

Edinburgh

EH28 8NB



EVENT INFORMATION

UCAS

Accessibility

For full details on accessibility 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 further in the document.

Car parking

Exhibitor car parking is located though Gate 6 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 more detail.

EVENT INFORMATION

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Catering

Refreshments are available in 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 (located at the back of the hall, to the left of the Subject Talks stage) to collect these. Exhibitors will also be able to help themselves to water using the towers in the Staff Room. Whilst there will be a limited number of cups available, please ensure you bring your own reusable drinking bottles.

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 d.reading@ucas.ac.uk, a form may need to be completed.

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 event or venue 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 exhibitor help desk is located at the back of hall near the storage entrance and to the left of the Subject Talks stage. will be able to provide you with drinks vouchers and will have a member of event staff there to assist with any queries.

The main organiser is Debbie Reading , d.reading@ucas.ac.uk, and can be contacted on 07435 632351 (during the build, event hours and breakdown).

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 Deborah Reading on d.reading@ucas.ac.uk by 7 August 2023 . The event organiser has completed a risk assessment for the event which can be found via your e-net account in useful documents, along with helpful templates 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 for the UCAS/Discovery events. You will need a license 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 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 4 September

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

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

Tuesday 5 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

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.

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

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

Build-up

Build-up times:

Monday 4 September 15:00 – 17:00

Tuesday 5 September 08:00 – 09:00

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 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 5 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 organiser Debbie on d.reading@ucas.ac.uk. In some circumstances, early access to the venue on the build-up day may be given, but this is only with the advance permission of the organiser. If advance permission has not been granted, exhibitors will be turned away from the venue until the exhibitor build-up session starts.

Breakdown

Breakdown time:

Tuesday 6 September 15:00 - 16:00

Exhibitors should remain on their stands, and refrain from dismantling, until the exhibition closes and is cleared of all visitors on Tuesday 6th September, at which time an announcement will confirm when it is safe to start dismantling stands.

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 15:15 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. **Removal of any excess waste 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 30 minutes before the event open time; 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 5 September will not be accepted as the venue have no facilities for the advanced storage of exhibition materials.

Delivery times are as follows:

Monday 4 September 08:00 – 19:00

Tuesday 5 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

GES contacts and ordering portals

Deadlines: 7 August

Telephone: +44 (0) 2476 380 180

Email: ucasedinburgh@ges.com

Espresso link: <https://ordering.ges.com/000031606>

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: ucasedinburgh@ges.com

T: 44 (0) 2476 380 180

Expresso Link: <https://ordering.ges.com/000031606>

Helpdesk: Located at the back of the hall near the Exhibitor Helpdesk during build-up only

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.

