

UCAS
DISCOVERY
UK TOUR

EXPLORE
AN EXCITING
WORLD OF
POSSIBILITIES

UCAS

VERY

EVENT LOCATION INFORMATION

Location specific information for
UCAS Discovery Lincoln 2025

UCAS



EXHIBITING AT

EVENT: UCAS Discovery Lincoln 2025

DATE: Thursday 26 June 2025

OPENING TIMES: 9.30 – 14.30

VENUE: Engine Shed
University of Lincoln
Rope Walk
Lincoln
LN6 7DQ



EVENT INFORMATION

ACCESSIBILITY

All venues are accessible for all visitors. If you have any specific accessibility requirements or concerns then please contact the event organiser, Sam Biggs who will be happy to accommodate to any requirements and requests. Sam can be contacted on events@lincoln.ac.uk or 07503 646401.

ACCOMMODATION

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

- Premier Inn, Lincoln City Centre Hotel, Broadgate, Lincoln, LN2 5AQ
- Holiday Inn Express, Brayford Enterprise Park, Ruston Way, Lincoln, LN6 7DB
- DoubleTree by Hilton Lincoln, Brayford Wharf N, Lincoln, LN1 1YW

Additional accommodation can be booked at www.enjoylincoln.co.uk/accommodation.

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

CAR PARKING

There is no parking available on campus. Once exhibitors have unloaded, they should park in one of the car parks in the city centre. These are chargeable car parks – a city centre and car parking map is available on the University of Lincoln website on www.lincoln.ac.uk/maps.

EVENT INFORMATION

CATERING

There are several catering outlets on the university campus including the Tower Bar, as well as usual high street outlets within a 10-minute walk of the venue, where lunch can be purchased. Mobile caterers will be available outside of the exhibition hall where catering may be purchased.

The event will not close for lunch. If you're a lone exhibitor and don't want to leave your stand during the day, we have event staff who will be happy to fetch you any refreshments, if they are able to do so. You will also have access to a table sign to state that you are on a break and will be back shortly. Please contact a student helper/member of staff for any assistance.

Tea, coffee, and water will be available free of charge to exhibitors located in the Platform of the Engine Shed, or the Green Room of the Lincoln Arts Centre. Ask a student helper/member of staff for directions if you are unable to locate the spaces.

FIRST AID

If you sustain any personal injuries, or are present when an accident happens, please ask for assistance from the organisers.

Trained first aid staff will be on site during the event, at the entrance of the Engine Shed.

Should emergency care be required, please call 999 immediately, and then inform the Event Manager on 07503 646401.

INTERNET

Eduroam WiFi will be available within the venue. Exhibitors already registered with eduroam at other participating institutions will be able to log in using these details.

There is visitor internet access at the exhibition. Please follow the instructions on www.ict.lincoln.ac.uk/how-to-wifi-access/.

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 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 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 Liz Ray Lray@ucas.ac.uk at least 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event.

LOGISTICS

UCAS

SCHEDULE:

BUILD DAY: Wednesday 25 June 2025

Engine Shed & Lincoln Arts Centre

09:00 – 17:00 Event set up – deliveries can be made during this time

10:00 – 17:00 Contractor access

15:00 – 17:00 Exhibitor access

EVENT DAY: Thursday 26 June 2025

08:00 – 09:00 Exhibitor access.

09:30 – 14:30 Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.

EVENT BREAKDOWN: Thursday 26 June 2025

14:30 – 17:00 Exhibitor/contractor breakdown.

ARRIVAL

To gain entry to the venue, exhibitor lanyards must be worn at all times. Your lanyard will be ready to collect when you arrive, from the Engine Shed.

To gain entry to the venue, you must register details of who will be attending before the event, through your ENet account – instructions on how to do this will be emailed to the lead booker.

Exhibition stands are in two buildings (Engine Shed and Lincoln Arts Centre). Please check before arriving which building your stand is in and use the main entrances of each building to enter.

BUILD-UP

Build day: Wednesday 25 June 2025

Contractor Build-up times: 10:00 – 17:00

Exhibitor Build-up times: 15:00 – 17:00

Event day: Thursday 26 June 2025

Deliveries can be made from 11:00 on Wednesday 25 June 2025. Any deliveries made before this time may not be accepted by the venue and returned to the sender. The venue can be accessed through delivering doors in which vehicles can drive up to. If you are expecting goods to be delivered by courier, please make sure they are aware of the dates of the event, and venue opening times. All deliveries not clearly addressed, or those which arrive prior to the stated time, are likely to be lost or returned to the sender. Please make sure the staff on your stand are aware of:

- who your courier is
- your courier's contact details
- what is being delivered

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact Sam Biggs, sbiggs@lincoln.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.

Exhibitors may park on the Brayford Campus for a maximum of 45 minutes while unloading. Please see the Lincoln City Centre and Parking map on www.lincoln.ac.uk/maps for details regarding nearby pay-and-display car parks.

BREAKDOWN

Breakdown time: 14:30 – 17:00 on Thursday 26 June.

Exhibitors must remain on their stands, and not start dismantling them until the exhibition is clear of visitors. We anticipate this to be 5 to 10 minutes after the exhibition closes, at 14:30 on Thursday 26 June. To help facilitate this, and ensure health and safety is maintained, the loading doors will stay closed until the venue is clear of visitors.

DELIVERIES

The venue address for couriers is:

Exhibitor name *Stand number*

Recruitment Events Office / Sam Biggs

UCAS Discovery Lincoln 2025

Engine Shed, University of Lincoln

Rope Walk

Lincoln, LN6 7DQ

ORGANISERS

The organisers can be found in the exhibition venue. The lead organiser is Sam Biggs. During the exhibition, Sam can be contacted on 07503 646401.

Before the exhibition, please contact Sam on 01522 83 7103 or 07503 646401. Sam can also be emailed on sbiggs@lincoln.ac.uk.

STORAGE

Engine Shed storage is located on the stage.

Lincoln Arts Centre storage is in the ground floor green room.

Please ask a member of the event team or student ambassador if you require any items storing or retrieving.



CONTACT DETAILS

UCAS

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

