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EXHIBITOR INFORMATION

Location specific information for
UCAS Aberdeen 2025

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EXHIBITING AT

EVENT:

UCAS Discovery Aberdeen

DATE:

Wednesday 3 September 2025

OPENING TIMES:

09:30 – 15:00

VENUE:

Elphinstone Hall,
King's Campus,
University of Aberdeen
AB24 3FX



EVENT INFORMATION

ACCESSIBILITY:

Blue badge parking is available on campus in designated bays without a permit. The event will be ramp accessible via the side of the building
What3 words: ///manual.juices.grain. Our campus access guides for all buildings can be found here:
<https://www.accessable.co.uk/university-of-aberdeen/old-aberdeen-campus>.

Prayer facilities are available in the multi-faith chaplaincy located on the opposite side of the quad on the High Street. Exhibitors are also welcome to use this as a quiet space away from the event. An exhibitor and staff lounge will also be available in the Far Linklater Room.

ACCOMMODATION

Please note, there are lots of hotels located in Aberdeen City Centre or in Dyce. There is regular direct transport links from Aberdeen City Centre to King Street which is a couple of minutes walk from the venue.

As the event "Offshore Europe" is taking place this week, hotels in Aberdeen will book up quickly so we recommend you book early!

We may have some availability in our student accommodation. Please email hillheadstudentvillage@abdn.ac.uk to enquire about availability/prices.

CAR PARKING

Exhibitors can park on Campus by displaying the UCAS Aberdeen parking permit on their dashboard. We would recommend parking in one of the car parks located off King Street or the Car Park next to the Arches at the bottom of Dunbar Street. More information on page 6.

EVENT INFORMATION

CATERING

Tea and Coffee will be available in the Far Linklater room for exhibitors. There are also shops and food outlets located on the High Street across the Quad from the venue. You can also find a food court with lots of options around a 5 minute walk away from the venue in our Student Union Building. A map of campus is available [here](#).

FIRST AID

First Aid can be found at the first aid desk in Elphinstone Foyer.

INTERNET

Eduroam is available on campus. Aberdeen City Connect is also available for those unable to use eduroam.

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 L.Ray@ucas.ac.uk at least 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event which is available to view on Enet.

SCHEDULE:

BUILD DAY: 2nd September 2025

14:00 – 17:00 Event set up – deliveries can be made during this time

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

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

EVENT DAY: 3rd September 2025

08:00 – 09:00 Exhibitor access/ delivery access.

09:30 – 15:00 Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.

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

BUILD & BREAKDOWN

Exhibitors may park in any of the car parks off King Street What3words (///clock.curvy.zips) or in the car park on Dunbar Street next to the arches What3words (///bound.feed.region). Both are a very short walk to the venue. **Please display your UCAS parking pass when parking.**

Contractors may park in the small car park behind the venue. This is accessed from Regent Walk through the black gates next to the playing fields What3words (///stay.dull.cars). There is ramped access into the building from Regent Walk for trolleys.

If arriving on the 2nd to set up, contractors/exhibitors may temporarily park in front of Elph Hall to unload What3words (///glare.trails.linked) however, this road will be shut at 8.30am on the 3rd in preparation for the event and after this, parking will only be in designated car parks.

DELIVERIES

We do not have much storage available so please email ukteam@abdn.ac.uk to enquire about delivering anything in advance of the event via post.

UCAS Aberdeen exhibition [include name of exhibitor]

C/O of UK Student Recruitment Team,

University Office

University of Aberdeen

AB24 3FX

ORGANISERS

Organisers will be on site all day or can be reached via the staff at the University of Aberdeen stand or any of the student ambassadors working the day.

STORAGE

We will have a small amount of space for luggage or nomadic containers on the day.



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.

