EVENT LOCATION INFORMATION

Location specific information for
UCAS Discovery Edinburgh 2025

UCAS DISCOVERY UK TOUR

EXHIBITING AT

Event: UCAS Discovery Edinburgh 2025

Date: 2 September 2025

Opening times: 09:30 – 15:00

Venue:
Lowland Hall
Royal Highland Centre
Inglistons
Edinburgh
EH28 8NB

EVENT INFORMATION

Accessibility

Full details on accessibility can be found here. For any further information please contact events@ucas.ac.uk.

Accommodation

Please find below details of 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 at the contractor entrance to the hall. 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

Please enter site via Gate 6 (What 3 Words (odds.shared.tulip), car parking with be on your left 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 a map.

EVENT INFORMATION

Catering

Refreshments are available in the Heathers Bar which can be accessed via 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 exhibitor's lounge. There will be 2 cans of water per stand upon arrival.

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 staff. The organiser's office is located near the main entrance/exit, inside the main hall.

Filming and photography

If you are planning on undertaking any filming, or taking any photographs at the event, you must inform the organiser, preferably at least seven working days prior to the event at l.howlett@ucas.ac.uk.

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

Organisers

The organisers office is located inside the main hall, at the front of the hall near the entrance/exit. The exhibitor help desk is located at the back of the hall, and 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 Lisa Howlett, and she can be contacted on 07502 741948 (during the build, event hours and breakdown).

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 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 upload this to your E-net account at least 4 weeks before the exhibition date, or if this date has passed, please send this through to l.howlett@ucas.ac.uk. 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.

LOGISTICS

UCAS

Schedule:

Monday 1 September

08:00 – 16:00	Stand build (PPE area – no exhibitor access).
16:00 – 18:00	Exhibitor/contractor access.

Tuesday 2 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 09.00 (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.
16:00	Stand breakdown (PPE area – no exhibitor access).

LOGISTICS

UCAS

Build-up

Build-up times:

Monday 1 September 16:00 – 18:00
Tuesday 2 September 08:00 – 09:00

Enter site via Gate 6. 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 on the left 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 2 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 l.howlett@ucas.ac.uk. No early access will be permitted without advanced request and sign off by the organiser.

LOGISTICS

UCAS

Breakdown

Tuesday 2 September 15:10 - 16:00

Due to the management of health and safety, Exhibitors should remain on their stands, and refrain from dismantling, until the exhibition is officially closed. Once the main hall is cleared of visitors, an announcement will be made to confirm it is safe to start dismantling your stand.

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 15:10 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. There are bins provided on site for this and event ambassadors to help you. Any excess waste not cleared 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.

LOGISTICS

UCAS

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 09.00. 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 2 September will not be accepted as the venue have no facilities for the advanced storage of exhibition materials.

Delivery times are as follows:

Monday 2 September	08:00 – 18:00
Tuesday 3 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

CONTACT DETAILS

UCAS

UCAS Events Team
E: events@ucas.ac.uk
T: 01242 544 808

Lead organiser
E: l.Howlett@ucas.ac.uk
T:07502 741 948

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 assistance with.