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DISCOVERY

UCAS DISCOVERY FORTH VALLEY EXHIBITOR INFORMATION

Location specific information for
University of Stirling

UCAS

EXHIBITING AT

EVENT: University of Stirling
DATE: 28th August 2025
OPENING TIMES: 9.30 – 15.00
VENUE: Airthrey Rd, Stirling, FK9 4LA



EVENT INFORMATION

ACCESSIBILITY

The University of Stirling is committed to catering for the needs of every individual, and we're always working to make sure our campus environment and support services provide maximum accessibility for students and visitors. Click on the following link for more details about our facilities and services, as well as information on how you can engage with us to get the best out of your experience at Stirling:

[An accessible campus | Student life | University of Stirling](#)

ACCOMMODATION

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

- Stirling Court Hotel - <https://www.stirlingcourthotel.co.uk/>
- Travelodge (Stirling City Centre) - https://www.travelodge.co.uk/hotels/636/Stirling-City-Centre_hotel
- Premier Inn (Stirling City Centre) – <https://www.premierinn.com/gb/en/hotels/scotland/central/stirling/stirling-city-centre.html>

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

CAR PARKING

Exhibitors should park in the South Car Park located to the south of the campus to the rear of The Stirling Court Hotel. There is a road to the east of the hotel leading to the South Car Park. Please see the map for this location: <http://www.stir.ac.uk/about/getting-here/getting-around-campus/> Signage will be in place to direct you. Exhibitors will be asked to share car registrations prior to the event and on the morning of the event. Please ensure that this is shared otherwise you could incur a parking fine.

GETTING HERE

General information about getting to the campus, including bus and train travel, is found here: [Getting here | About | University of Stirling](#)

EVENT INFORMATION

CATERING

Water, tea and coffee will be available throughout the event in the Exhibitor Lounge on level 3 of Campus Central. If you wish to purchase food and drink on campus, there are a variety of options available including Sup, Scrان and the supermarket at the venue. For more information, please click on this link: [Eating and drinking | Student life | University of Stirling](#)

FIRST AID

In the event of required first aid assistance, please go to the Registration Desk on level 2 Campus Central where the exhibition is taking place. This is where the UCAS events team will be able to assist you. There will be FREC 3 trained staff available.

INTERNET

Guest Wi-fi is available to exhibitors and visitors through the UoS Guest Wi-Fi network but exhibitors with eduroam access may prefer to use this network.

SCANNING

To take advantage of lead scanning at this event, you need to download the App "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. Please ensure the most up-to-date version of the App is downloaded.

You will find a guide to setting up your device and how to manage your data in the Exhibitor zone [link] 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 Registration Desk on level 2 of Campus Central 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 events@ucas.ac.uk at 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event.

LOGISTICS

SCHEDULE

BUILD DAY: (27/08/25)

13:00 – 16:00 Event set up – deliveries can be made during this time

15:00 – 17:00 Exhibitor/contractor access

Further instruction on loading can be found on the next slide

EVENT DAY: (28/08/25)

08:00 – 09:30 Exhibitor access

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

15:00 Exhibition closes

ARRIVAL

Between 08:00 and 09.15 on the day of the event exhibitors should report to the registration desk found by the entrance of Campus Central level 2. Here they can register and receive relevant information. This can be found by searching 'Registration Desk' into the toolbar of the large map found here: [Getting around campus | About | University of Stirling](#)

LOGISTICS

LOADING

Exhibitors may load and unload materials at the drop off point near the MacRobert Arts Centre which can be found by searching 'Filmhouse' into the toolbar of the large map found here: [Getting around campus | About | University of Stirling](#) There is a lift on the ground floor then will take you to level 2 and the exhibition space.

BREAKDOWN

Breakdown time: 15.00 – 17:00 (28/08/25)

For information on loading, please see the section above.

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

DELIVERIES

Student Recruitment Office
Room 2C3
University of Stirling
Airthrey Rd
Stirling
FK9 4LA

ORGANISERS

Exhibitors can find the organiser if needed during the event at level 2 of Campus Central where the exhibition is being held.

STORAGE

Level 3 Campus Central



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

