

UCAS
DISCOVERY
UK TOUR

EXPLORE
AN EXCITING
WORLD OF
POSSIBILITIES

UCAS

DISCOVERY

EVENT LOCATION INFORMATION

Location specific information for
UCAS Discovery Inverness 2025

UCAS

EXHIBITING AT

EVENT:

UCAS Discovery Inverness

DATE:

18 September 2025

OPENING TIMES:

09:00-15:00

VENUE:

UHI Inverness

1 Inverness Campus

Inverness

IV2 5NA



EVENT INFORMATION

ACCESSIBILITY

Full details on accessibility can be found on [UHI Inverness's Website](#).

ACCOMMODATION

Premier Inn – Millburn Road, Inverness, IV2 3QX- 0333 003 1736

AC Hotel Inverness – Glebe Street, Inverness, IV1 1RF – 01463 211955

Kingsmills Hotel - Culcabock Road, Inverness, IV2 3LP – 01463 237166

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

CARPARKING

There are drop-off points at the main entrance to UHI Inverness, available for exhibitors to unload materials. Exhibitors should ensure their car is moved to a parked bay by 9am, to allow coaches carrying visitors to drop off safely.

Disabled parking is available.

EVENT INFORMATION

CATERING

Refreshments - We will provide each exhibition stand with four refreshment vouchers. These will entitle exhibitors to a complimentary tea, coffee, or soft drink, on arrival or throughout the day. Refreshment vouchers can be redeemed from a range of facilities on-site.

The event will not close for lunch, but food is available to purchase on campus. A selection of sandwiches, snacks, meals, and hot and cold drinks are available from the refectory.

If you are a lone exhibitor and do not want to leave your stand, event staff will be happy to fetch your refreshments, if they can. UHI Inverness is committed to reducing single use plastic on campus. Please bring your own bottle and refill it from water fountains on-site. There are two water fountains in the corridor between the top of the stairs and the café, outside the exhibition hall. Event ambassadors can direct you, if needed.

FIRST AID

If you have a medical emergency or require any first aid during the build-up, event, or breakdown, please go to UHI Inverness's reception desk and a first aider will be called.

INTERNET

Wi-Fi access will be available. If you are from another education provider, you can use your own sign in details on the Eduroam domain.

Alternatively, you can register for WiFi through [UHI Visitor](#).

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 licence 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 licence 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.

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 send this through to Emily Bibby e.bibby@ucas.ac.uk least 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event.

LOGISTICS

UCAS

SCHEDULE:

BUILD DAY: Wednesday 17 September

16:00-18:00 – Exhibitor/contractor set-up

EVENT DAY: Thursday 18 September

08:00 – 09:00 – Exhibitor/contractor set-up

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

15:10 – 17:00 – Exhibitor/contractor breakdown.

ARRIVAL

On arrival, exhibitors should enter through the main reception. The exhibition takes place in the sports hall on the second floor. On the day of the exhibition, please sign in and collect your exhibitor lanyard from the general information desk, outside the exhibition hall. You must wear this at all times while in the venue.

BUILD-UP

Wednesday 17 September:

16:00-18:00 – Exhibitor/contractor set-up

Thursday 18 September:

08:00 – 09:00 – Exhibitor/contractor set-up

BREAKDOWN

Thursday 18 September:

15:10 – 17:00 – Exhibitor/contractor breakdown.

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

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.

LOGISTICS

UCAS

DELIVERIES

Advance storage of exhibition materials at UHI Inverness before Wednesday 18 September 2025 is limited.

If you wish to deliver materials before the event, please arrange for all deliveries to be made between 09:00 and 17:00 on Tuesday 17 September 2025.

Any deliveries arriving earlier than this will not be accepted at the venue.

All deliveries should be clearly marked with the following information:

Inverness UCAS higher education exhibition

Exhibitor name and stand number

FAO Martin Whyte

Goods-In

UHI Inverness

1 Inverness Campus

Inverness

IV2 5NA

Please get in touch with heini.apajainen@uhi.ac.uk if you need to send materials in advance. The venue will not be responsible for signing for deliveries. Any deliveries not clearly addressed, as above, are likely to be returned to the sender

ORGANISERS

If you have any queries before or during the event, please contact: Heini Apajainen at heini.apajainen@uhi.ac.uk or +44 1463 279738 or +44 7552 211643

STORAGE

A section of the event space will be partitioned off for cardboard waste and large items that may need stored 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.

Please familiarise yourself with the onsite organisers office at each event for any questions you have or help you need

