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# EVENT LOCATION INFORMATION

Location specific information for  
UCAS Discovery Moray 2025

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# EXHIBITING AT

## EVENT:

UCAS Discovery Moray

## DATE:

17 September 2025

## OPENING TIMES:

9:30-15:00

## VENUE:

UHI Moray  
Moray Street  
Elgin IV30  
1JJ



# EVENT INFORMATION

## ACCESSIBILITY

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

## ACCOMMODATION

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

Premier Inn - 15 Linkwood Way, Elgin, Moray, IV30 1HY - 0333 777 7926

Travel Lodge - 5 Coxton Park A96, Elgin, IV30 8AZ - 08719 846560

Laichmoray Hotel - Laichmoray Hotel Maisondieu Road, Elgin, IV30 1QR - 01343 540045

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

## CARPARKING

Car parking on campus is limited.

Spaces 1 – 15 are at the front of the campus on Moray Street [opposite Elgin Police Station], and spaces 16 – 27 are at the back of the campus, which can be accessed through Hay Street [opposite Elgin Fire Station].

Disabled parking is available, please contact [heini.apajainen@uhi.ac.uk](mailto:heini.apajainen@uhi.ac.uk) prior to the event should you require this.

# EVENT INFORMATION

## CATERING

We will be providing complimentary tea and coffee to exhibitors. provide each exhibition stand with four refreshment vouchers. The event will not close for lunch, but food is available to purchase on campus. A selection of sandwiches, snacks, 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. Snacks and drinks can also be purchased from the vending machines situated around the campus. UHI Moray is committed to reducing single use plastic on campus. Please bring your own bottle and refill it from taps or water fountains on-site. 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 come to UHI Moray's reception desk at the front of the building 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](mailto: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](mailto:e.bibby@ucas.ac.uk) least 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event.

# LOGISTICS

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## SCHEDULE:

### **BUILD DAY: Tuesday 16 September**

11:00 – 20:00 - Exhibitor/contractor access. Building closes at 17:00.

### **EVENT DAY: Wednesday 17 September**

08:00 – 09:00 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.

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

## ARRIVAL

On arrival, exhibitors should enter through the main reception. Visitors are required to sign in and out of the campus. 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

**Tuesday 16 September**

**11:00 – 20:00** - Exhibitor/contractor access. Building closes at 17:00.

**Wednesday 17 September**

**08:00 – 09:00** Exhibitor access

## BREAKDOWN

**Tuesday 17 September 2024**

**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](mailto: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

### DELIVERIES

There are no facilities for the advance storage of exhibition materials at UHI Moray before Tuesday 17 September 2025.

If you wish to deliver materials before the event, please arrange for all deliveries to be made between 08:00 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:

Moray UCAS higher education exhibition

Exhibitor name and stand number

Kirsty Fraser,

UHI Moray

Moray Street

Elgin

IV30 1JJ

Please notify [Heini.Apajainen@uhi.ac.uk](mailto:Heini.Apajainen@uhi.ac.uk) if you are sending 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](mailto:heini.apajainen@uhi.ac.uk) or +44 1463 279738 or +44 1463 279 738





# CONTACT DETAILS

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## UCAS Events Team

E: [events@ucas.ac.uk](mailto: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

