

UCAS  
**DISCOVERY**  
UK TOUR

EXPLORE  
AN EXCITING

UCAS

# EVENT LOCATION INFORMATION

Exhibitor information for  
UCAS Discovery Dundee

UCAS **DISCOVERY** **UK TOUR**



# EXHIBITING AT

Event: UCAS Discovery Dundee

Date: 30 September 2025

Opening times: 10:00 – 14:30

## Venue:

University of Dundee

Bonar Hall

Park Place

Dundee

DD1 4HN

What3Words: [///behaving.peroxide.inherit](https://www.what3words.com/behaving.peroxide.inherit)



# EVENT INFORMATION



## **Accessibility**

Full details on accessibility can be found [here](#).

## **Accommodation**

Please find below details of hotels in the vicinity of the exhibition

Best Western Queens Dundee Hotel

Travelodge Dundee Central

Malmaison Dundee

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

## **Arrival and registration**

Exhibitor registration will take place at the main entrance to Bonar Hall. All exhibitors must wear a lanyard throughout the duration of their attendance on-site. Please see further details about build-up and break-down further in the document.

# EVENT INFORMATION

## Car parking

Car parking is unavailable on University Campus, however there are numerous public car parks available within close walking distance. Please see a map of local car parks [here](#). The venue suggest the following public parking:

Hunter street car park; W3W ///cases.force.steps

Greenmarket car park; W3W ///video.instructs.flamenco

South Tait street car park; W3W ///worry.kicks.vocal

Please note parking charges apply.

## Catering

Tea / Coffee will be available within the Bonar Hall along with a tuck shop. There is a café opposite the Bonar Hall in the Tower building and several shops available nearby in the city centre.

## First Aid

If you require any first aid during the build-up, event, or break-down, please alert a member of staff.

## Internet

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

# EVENT INFORMATION



## Organisers

If you wish to speak to the event organiser, they will be based in the exhibition venue, and can also be identified by UCAS branded t-shirts. If you need to speak to the organiser by phone prior to the event, please call 07884234465.

## 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 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 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.ray@ucas.ac.uk](mailto:L.ray@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.

## Schedule:

### Monday 29 September

08:00 – 16:00 Event set up – deliveries can be made during this time

14:30 – 16:00 Courier/ Stand Builder access only

16:00 – 18:00 Exhibitor / Contractor access

Please load in you can pull up at the Main Entrance. What 3 Words [///toxic.coconuts.supporter](http://toxic.coconuts.supporter)

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact the organiser [l.ray@ucas.ac.uk](mailto:l.ray@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.

### Tuesday 30 September

08:00 – 09:30 Exhibitor access.

10:00 – 14:30 Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.

14:40 – 16:00 Exhibitor/contractor breakdown.

16:00 Event breakdown

## **Deliveries**

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 29 September 2025 will not be accepted.

Delivery times are as follows:

Deliveries will be accepted at Bonar Hall main entrance from 08:00 on Monday 29 September.

### **The venue address for couriers is:**

Name and number of stand  
UCAS exhibition  
University of Dundee  
Bonar Hall  
Park Place  
Dundee  
DD1 4HN





# CONTACT DETAILS UCAS

## 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 assistance with.

