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VERY

EVENT LOCATION INFORMATION

Location specific information for
UCAS Discovery Stornoway 2025

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EXHIBITING AT

EVENT:

Stornoway

DATE:

02 October 2025

OPENING TIMES:

10am - 1pm

VENUE:

The Town Hall
20 South Beach
Stornoway
HS1 2BJ



EVENT INFORMATION

ACCESSIBILITY

For full accessibility information please contact the venue via townhall@cne-siar.gov.uk.

ACCOMMODATION

There are several hotels located near the venue. More information can be found on the [visit Outerhebrides website](#)

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

CARPARKING

South Beach Car Park, Stornoway HS1 2BE. This is a free of charge, public car park opposite the Town Hall. (What 3 Words <https://w3w.co/tunnel.tradition.zone>). Disabled parking spaces are available. Please see page 5 for further information on vehicle-free pedestrian zones around the venue.

EVENT INFORMATION

CATERING

There are no public catering facilities at the event. There is a sink/small kitchenette available for exhibitors to re-fill water bottles. Please bring your own refillable bottle.

FIRST AID

If you have a medical emergency or require any first aid during the build-up, event, or breakdown, please visit alert a member of venue staff who can call for assistance.

INTERNET

Free wi-fi is available at the venue. Log-in details will be available in the hall.

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 here, 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 01242544808 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 Chloe Lemon c.lemon@ucas.ac.uk least 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event.

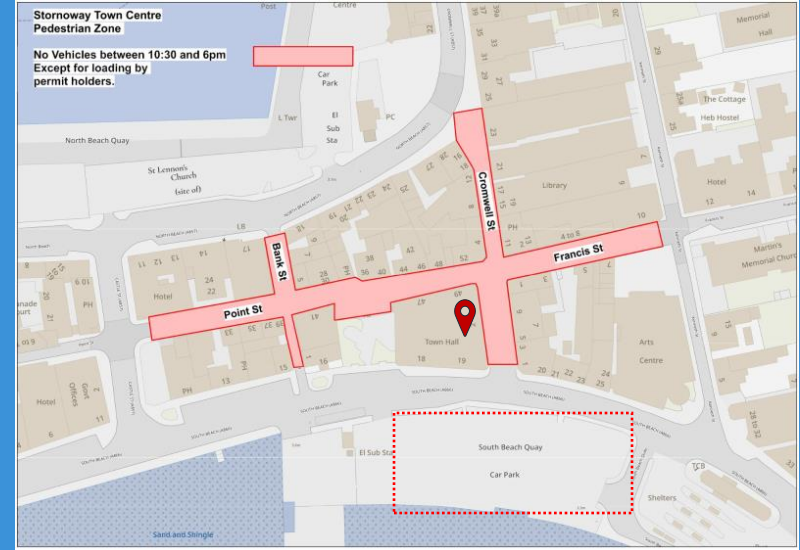
LOGISTICS

VEHICLE ACCESS

Please note, the Town Hall building is within a pedestrian zone. Vehicle access between 10:30-18:00 is restricted to permit holders only.

Driving in the pedestrian zone during restricted times without a permit or exemption can result in a £100 fine and 3 penalty points from Police Scotland. For permits and more information, visit: [Stornoway Town Centre - Pedestrian Area | Comhairle nan Eilean Siar](#)

An alternative option for exhibitor deliveries and couriers is to use the South Beach public car park opposite the Town Hall and transport goods to the venue by foot.



LOGISTICS

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SCHEDULE:

BUILD DAY:

Wednesday 01 October 2025

15:00 – 17:00 Exhibitor/contractor access.

EVENT DAY:

Thursday 02 October 2025

09:00 – 09:45 Exhibitor access.

10:00 – 13:00 Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.

13:00 – 16:00 Exhibitor/contractor breakdown.

Please note, the venue building is within a pedestrian zone and there is no vehicle access without a permit. Instead, please use the South Beach public car park opposite the Town Hall and transport goods to the venue by foot.

LOGISTICS

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ARRIVAL

Exhibitor lanyards to be worn at all times while in the venue.

BUILD-UP

Wednesday 01 October

15:00 – 17:00 Exhibitor/contractor access.

Thursday 2 October

09:00 – 09:45 Exhibitor access.

BREAKDOWN

Thursday 02 October

13:00 – 16:00 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.

LOGISTICS

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DELIVERIES

There are no facilities for the advance storage of exhibition materials at The Town Hall before Wednesday 01 October.

If you wish to deliver materials before the event, please arrange for all deliveries to be made between 09:00 and 17:00 on Wednesday 1 October.

All deliveries should be clearly marked with the following information:

Your Exhibitor name
Your Stand number
UCAS Discovery Stornoway 2025
The Town Hall
South Beach
Stornoway
HS1 2BJ

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: the UCAS events team 01242 544 808



CONTACT DETAILS

UCAS

UCAS Events Team

E: events@ucas.ac.uk

T: 01242 544 808

Onsite general enquiries:

Please visit the help desk or speak to a member of event staff if you have any queries.

