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VERY

# EXHIBITOR INFORMATION

Location specific information for  
UCAS Discovery Fife

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# EXHIBITING AT

**EVENT:** UCAS Discovery Fife

**DATE:** Tuesday 23 September 2025

**OPENING TIMES:** 10:00 - 14:30

**VENUE:**

Carnegie Conference Centre,  
Halbeath,  
Dunfermline,  
KY11 8DY



# EVENT INFORMATION

## ACCESSIBILITY

Carnegie Conference Centre is an accessible venue. There are disabled parking spaces at the front of the building and there is a lift located in the inside of the building.

## ACCOMMODATION

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

Holiday Inn Express Dunfermline, Halbeath Rd, Dunfermline, KY11 8JH

Premier Inn Dunfermline Hotel, Fife Leisure Park, 4-12 Whimbrel Pl, Dunfermline, KY11 8EX

Travel Lodge Dunfermline, Halbeath Junction, Kingseat Rd, Dunfermline, KY11 8RY

Please note that these hotels are just a guide for exhibitors, and are in no way recommended by UCAS.

## CAR PARKING

There is a free car park located at the front of the building. [What 3 Words](#) [///warnings.hillsides.shrug](#)

There are no height or time restrictions on this car park. Exhibitors can also unload in this car park.

# EVENT INFORMATION

## CATERING

A tea and coffee station will be available. There are vending machines available to purchase snacks but exhibitors are advised to bring lunch with them.

## FIRST AID

First aiders will be on site. Please make a member of the events team aware if you require first aid.

## INTERNET

WiFi is available at the venue. The password will be given on arrival.

## 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 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 Liz Ray [l.ray@ucas.ac.uk](mailto:l.ray@ucas.ac.uk) least 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event which will be available to view via Enet.



# LOGISTICS

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## **SCHEDULE: Tuesday 12 September**

08:00 – 09:30 Exhibitor access and build.

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 – 18:00 Exhibitor Breakdown

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact Johanne Bruce on 07715358237. In some circumstances, early access to the venue 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.

You can load in from the car park or pull a bit close to this What 3 Words location: [///broads.pots.different](#)

## **DELIVERIES**

Deliveries can be made to Carnegie Conference Centre ahead of the event if necessary. Please mark these clearly FAO Joyce Gordon, UCAS Event.

Carnegie Conference Centre, Halbeath, Dunfermline, KY11 8DY

## **ORGANISERS**

Fife College staff will be on hand through the event and will be identifiable by their lanyards. If you cannot see a member of staff, please call Johanne Bruce on 07715358237.



# 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

