



EXPLORE  
AN EXCITING

# EXHIBITOR INFORMATION

Location specific information for  
UCAS Discovery Farnborough

**UCAS DISCOVERY UK TOUR**

# EXHIBITING AT

**Event:** UCAS Discovery Farnborough

**Date:** Wednesday 23 and Thursday 24 April 2026

## **Opening times:**

Wednesday 23 April, 09:30 – 15:00

Thursday 24 April, 09:30 – 15:00

## **Venue:**

Farnborough International  
Exhibition & Conference Centre  
Gate F, Hall 1  
Farnborough, GU14 6TQ



# EVENT INFORMATION

UCAS

## Accessibility

Full details on accessibility can be found on the venue website: <https://www.farnborough.com/accessibility/>

## Accommodation

There are several hotels located near the venue and the Farnborough International website can help you look at special rates. Please note that these hotels are just a guide for exhibitors and are not recommended by UCAS.

## Arrival and registration

Exhibitor and contractor registration will take place at the loading bay doors (What 3 Words: //dates.runner.wacky), and in the main entrance of the venue. All exhibitors must wear a lanyard throughout the duration of their attendance on-site. Contractors will be provided with a wristband that must be worn throughout the duration of their attendance on-site. Please see further details about build-up and break-down later in this document.

## Car parking and drop off

All exhibitors should enter the venue via Gate F whether parking or being dropped off - Sat Nav: GU14 6TQ. What 3 Words: //remind.clap.decreased. Please note that Gate B will be closed and we request that those using a taxi service instruct the driver to use Gate F to take you to the venue. There is free parking available for exhibitors in Car Park 2, this can also be accessed via Gate F and is a short walk from the main entrance.

# EVENT INFORMATION

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## Catering

Please note that for 2026 events, free tea and coffee for exhibitors will no longer be available.

The Staff Room (available for exhibitors and teachers) is located to the right of the main exhibition hall, serving hot and cold food and drink. For guidance, the average price for a deli sandwich, crisps and drink is £9.75. Sushi, salads and sweet treats will also be available to purchase.

There are 2 lunch options available for delivery to your stand: Sandwich bag £16.25, Salad bag £19.25 (each includes sandwich/salad, crisps, water, snacks and fruit). You will need to pre-order this by emailing [cecile.morrison@levy.co.uk](mailto:cecile.morrison@levy.co.uk).

This is a cashless venue, only card payments will be accepted. Please bring a reuseable water bottle to help yourselves to wa ter using the towers available.

## Filming and photography

If you are planning on undertaking any filming, or taking any photographs at the event, you must inform the organiser, preferably at least seven working days prior to the event by emailing [l.ray@ucas.ac.uk](mailto:l.ray@ucas.ac.uk). A form may need to be completed.

## First Aid

If you require any first aid during the build-up, event or break-down, please alert a member of event or venue staff. There is a designated first aid room located in the main corridor, down from visitor catering on the left-hand side.

## Internet

Exhibitor Wi-Fi will be available at the exhibition and access information will be available on your stand upon arrival. It is prohibited for exhibitors to create their own wireless networks on or around their stand location.

# EVENT INFORMATION

UCAS

## Organisers

The Organiser's Office is in the main corridor, down from visitor catering on the right-hand side and will be labeled. There is an Exhibitor Helpdesk at the back of the hall, close to the storage area with a member of event staff available to assist with queries.

The main organiser is Liz Ray, and she can be contacted on [l.ray@ucas.ac.uk](mailto:l.ray@ucas.ac.uk) (pre-event) and 07884 234465 (during the build, event hours and breakdown).

## Risk Assessment

All exhibitors need to provide a risk assessment for your stand build and any activities that will be happening on your stand. If you have third parties building your stand, you will need to submit a copy of their risk assessment, stand drawings and public liability along with your risk assessment. Please upload these to your e-net account no later than 4 weeks before the exhibition date. If this date has passed, please email Liz Ray on [l.ray@ucas.ac.uk](mailto:l.ray@ucas.ac.uk). The Event Risk Assessment is available to download by logging into your e-net account and accessing the useful documents. There are also helpful templates and risk assessment advice here for exhibitors.

## Scanning

To take advantage of lead scanning at this event, you need to download the Smartlead UCAS app 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 Exhibitor Helpdesk to support you at the event or you can call 01242 544808 or email [events@ucas.ac.uk](mailto:events@ucas.ac.uk).

# LOGISTICS

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## Schedule:

### Tuesday 22 April

08:00 – 16:00 Stand build (PPE area – no exhibitor access).  
16:00 – 18:00 Exhibitor / contractor access.

### Wednesday 23 April

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 – 16:00 Stand replenishment.

### Thursday 24 April

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 – 16:00 Exhibitor / contractor breakdown.  
16:00 onwards Stand breakdown (PPE area – no exhibitor access).

## **Build-up**

Build-up times: Tuesday 22 April 16:00 – 18:00, Wednesday 23 April 08:00 – 09:00, Thursday 24 April 08:00 – 09:00

Upon arrival, please follow the direction of the traffic marshals to the loading bay where you can register your arrival and unload your items for your stand. Once you have unloaded your vehicle, please move to exhibitor parking in Car Park 2 to keep the loading bays clear for other exhibitors.

What 3 Words

Loading Bay: ///dates.runner.wacky

Exhibitor Parking: ///broke.hello.lately

If you think you (or your stand contractor) might need extra time to build your stand (outside the build-up times stated above), please contact the organiser by emailing [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 (16:00 on Tuesday 22 April).

## **Breakdown**

Breakdown time: Thursday 24 April 15:10 – 16:00

When leaving the venue, please remove any waste – this includes literature not in a box, and not being collected by your courier – e.g. spare prospectuses. Removal of any excess waste will be charged for. After 16:00 on Thursday 24 April, UCAS contractors will have access to dismantle the event. If exhibitors are still breaking down their stands, they must wear a high-vis vest.

# LOGISTICS

UCAS

## **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 Tuesday 22 April will not be accepted as UCAS tenancy with the venue does not begin until this time.

### **Delivery times are as follows:**

Tuesday 22 April 08:00 – 18:00

Wednesday 23 April 08:00 – 09:00

Thursday 24 April 08:00 – 09:00

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

Name and number of stand

UCAS Discovery exhibition

Farnborough International Exhibition and Conference Centre

Farnborough International, Trenchard Way Farnborough, Hampshire, GU14 6TQ

## **GES contacts and ordering portals**

When ordering through GES, if your stand number has not been released, please use "TBC" as your stand number.

**Online Orders:** <https://ordering.ges.com/000033361>

**Telephone:** 02476 380 190

**Email:** [ucasdiscoveryfarnborough@ges.com](mailto:ucasdiscoveryfarnborough@ges.com)

**Early Bird deadline:** Tuesday 24 March



# CONTACT DETAILS

## UCAS Events Team

E: [events@ucas.ac.uk](mailto:events@ucas.ac.uk)  
T: 01242 544 808

## GES

E: [ucasdiscoveryfarnborough@ges.com](mailto:ucasdiscoveryfarnborough@ges.com)  
T: 02476 380 190  
W: <https://ordering.ges.com/000033361>

## Onsite general enquiries:

Event staff wearing UCAS t-shirts will be available to help with queries. You can also visit the Exhibitor Helpdesk or Organiser's Office for further assistance.

