

EXHIBITING AT

Event: UCAS Discovery Lisburn 2026

Date:

Wednesday 11 & Thursday 12 March 2026

Opening times:

Wednesday 11 March: 10:00 – 15:00

Thursday 12 March: 09:30 – 13:30

Venue:

Eikon Exhibition Centre,
Sprucefield,
Halftown Road,
Lisburn, BT27 5RF



EVENT INFORMATION

UCAS

Accessibility

Full details on accessibility can be found on the [Eikon Exhibition Centre's website](#).

Accommodation

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

[Premier Inn Lisburn](#)

[Haslem Hotel](#)

[Crowne Plaza Belfast](#)

Alternatively, you can find discounted partner hotels on the [Eikon Exhibition Centre's website](#). 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, and at the contractor entrance to the hall. 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 further in the document.

Car parking

On arrival at the Eikon Exhibition Centre, security at the gate will direct you to the exhibitor parking area, located at the front of the exhibition hall. Disabled parking is available on request. Please follow the directions of the security team. Car parking is free for this event.

EVENT INFORMATION

UCAS

Catering

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

The Staff Room (available for exhibitors and teachers) is at the back of the hall. The Staff Room will be open while the exhibition is open to the public, serving snacks, sandwiches, and hot and cold drinks.

A water cooler is available by the front of the hall; we recommend bringing your own reuseable bottle which can be refilled.

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 at h.golden@ucas.ac.uk. A form may need to be completed.

First Aid

If you have a medical emergency or require any first aid during the build-up, event open, or breakdown, please come to the organiser's office at the front of the hall, or to the first aid room near the main entrance.

Internet

Internet access is available for exhibitors – you will need to select the UCAS Exhibitor Network; a password will be provided when you arrive at the exhibition.

UCAS can offer a TV AV hire package – for more information and to book, please sign into your Enet account. The items will be on your stand during build-up day, and on-site technical support will be available. If you require further information, please call the Events Sales Team on 01242 544 645.

Organisers

The organiser's office is located at the front of the hall, in the main foyer. The exhibitor help desk is located at the back of the hall and will have a member of event staff there to assist with any queries.

The main organiser is Holly Golden, and she can be contacted at h.golden@ucas.ac.uk prior to the event, or on 07741 313 319 (during the build, event hours and breakdown).

EVENT INFORMATION



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 by **Wednesday 11th of February**, or if this date has passed, please send this through to h.golden@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](#).

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 Exhibitor Help Desk to support you at the event or you can call 01242 544808 or email events@ucas.ac.uk.

Taxis

It is strongly advised that you pre-book any taxis you may require for the arrival and departure from the Eikon Centre. It is highly unlikely you will be able to book taxis when you are ready to leave the venue. The venue has recommended the following taxi companies:

[fonaCAB](#): 028 90 333 333

Schedule:

Tuesday 10 March

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

Wednesday 11 March

08:00 – 09:30	Exhibitor access.
10:00 – 15:00	Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.
15:00 – 16:00	Stand replenishment.

Thursday 12 March

08:00 – 09:00	Exhibitor access.
09:30 – 13:30	Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.
13:40 – 14:30	Exhibitor/contractor breakdown.
14:30	Stand breakdown (PPE area – no exhibitor access).

Build-up

Build-up times:

Tuesday 10 March	16:00 – 18:00
Wednesday 11 March	08:00 – 09:30
Thursday 12 March	08:00 – 09:00

When you arrive on-site, please proceed to the loading bays to unload. There will be no vehicle access to the loading bay after 09:30 on event open day 1, and from 09:00 on event open day 2.

The loading bay doors will close, without exception, at 09:30 on event open day 1, and at 09:00 on event open day 2. All vehicles must be removed from the loading bay 20 minutes prior to the event opening.

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact the organiser, Holly Golden at h.golden@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 10th March).

Breakdown

Breakdown times:

13:30	Exhibition closes
13:40 – 14:30	Exhibitor breakdown
14:30	Contractor breakdown (PPE area – no exhibitor access)

Exhibitors should remain on their stands and refrain from dismantling until the exhibition closes at 13:30 on Thursday 12 March. Once the hall is clear, an announcement will confirm when it is safe to start dismantling stands.

To help facilitate this, and ensure health and safety is maintained, the loading bay doors will not open, and vehicles will not be permitted in the hall, until the venue is clear of all visitors, which we expect to be by 13:40. If exhibitors start to dismantle stands whilst the event is still open, there will be no alternative but to close the exhibition, irrespective of how many visitors are still in the hall.

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.**

If you have a courier arriving to collect goods, please do not ask them to arrive any earlier than 14:00 or they may be turned away.

After 14:30 on Thursday 12 March, UCAS contractors will have access to dismantle the event. If exhibitors are still breaking down their stands, they must wear a high-vis vest.

Deliveries

Please see the build-up and breakdown sections in addition to the following information. Any deliveries to your stand on event open days must be completed, and your vehicle removed from the loading areas, no later than 30 minutes before the show opening time. The venue will not allow the event to open if vehicles are blocking fire exit routes. Trolleys are not permitted on the exhibition floor during open hours, in consideration of public safety.

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 10 March will not be accepted as UCAS tenancy with the Eikon Exhibition Centre does not begin until this time.

Deliveries can be made on Tuesday 10 March from 08:00 – 18:00.

The venue address for couriers is:

*Name and number of stand *

UCAS Discovery Lisburn Exhibition
Eikon Exhibition Centre,
Balmoral Park, Sprucefield
Halftown Road, Lisburn,
BT27 5RF

GES contacts and ordering portals

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

Deadlines: Order by 10th February for best prices

T: 02476 380 190

Email: ucasdiscoverylisburn@ges.com

Espresso: <https://ordering.ges.com/000033357>



CONTACT DETAILS UCAS

UCAS Events Team

E: events@ucas.ac.uk

T: 01242 544 808

GES

E: ucasdiscoverylisburn@ges.com

T: 02476 380 190

Expresso Link: <https://ordering.ges.com/000033357>

On-site 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.

GES Helpdesk:

Located at the front of the hall, open during build-up only.

