

UCAS
DISCOVERY
UK TOUR

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EXHIBITOR INFORMATION

Location specific information for
UCAS Discovery Borders

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

EXHIBITING AT

Event: UCAS Discovery Borders

Date: Wednesday 23 September 2026

Opening times:
10:00 – 14:00

Venue:
Borders Event Centre
Springwood
Kelso
TD5 8LS



EVENT INFORMATION



Accessibility

The Borders Event Centre is fully accesible. Please contact us if you have any concerns.

Accommodation

The following link gives a list of hotels that are in the vicinity of the Borders Event Centre:

[Visit Kelso / Accommodation](#)

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 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

Once on site, follow signs to the car park where there is ample free parking close to the venue. Parking is free of charge.

What 3 Words: [///shop.dates.bends](#)

Catering

Please note that for 2026 events, free tea and coffee vouchers for exhibitors will no longer be available. There is catering at this event which is shared between visitors and exhibitors and serving hot drinks from 09:00. Food items such as pies, sausage rolls, toasties, soup and sweet treats will also be available to purchase using card or cash. Please bring a reuseable water bottle to help yourselves to water.

EVENT INFORMATION

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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. 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.

Internet

Exhibitor Wi-Fi will be available at the exhibition. To access, please scan the QR code available on your stand and around the venue. It is prohibited for exhibitors to create their own wireless networks on or around their stand location.

Organisers

The Organisers will be located to the right as you enter through the main entrance and are available to assist with exhibitor queries.

The main organiser is Liz Ray, and she can be contacted on 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. 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.

EVENT INFORMATION



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

Schedule:

Tuesday 22 September

Please note there will be no access for exhibitors on Tuesday.

Wednesday 23 September

08:00 – 09:30 Exhibitor / contractor access.

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

14:10 – 16:00 Exhibitor / contractor breakdown.

Build-up

Build-up times: Wednesday 23 September, 08:00 – 09:30

Upon arrival, please follow signage 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 to keep the loading bays clear for other exhibitors.

What 3 Words

Loading Bay: ///shop.dates.bends

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. 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 (08:00 on Wednesday 23 September).

Breakdown

Breakdown time: Wednesday 23 September 14:10 – 16:00

Exhibitors should remain on their stands and refrain from dismantling until the exhibition is closed and all visitors have left the hall. To help facilitate this and ensure health and safety is maintained, the loading bay doors will not be opened until the hall is clear of visitors, we estimate this will be 14:10. 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.

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 15:00 Tuesday 22 September will not be accepted as the UCAS tenancy with the venue does not begin until this time.

Delivery times are as follows:

Tuesday 22 September 15:00 – 16:00

Wednesday 23 September 08:00 – 09:30

The venue address for couriers is:

Name and number of stand

UCAS Discovery exhibition

Borders Event Centre, Springwood, Kelso, TD5 8LS

CONTACT DETAILS

UCAS Events Team

E: events@ucas.ac.uk

T: 01242 544 808

Onsite general enquiries:

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

