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VERY

EXHIBITOR INFORMATION

Location specific information for
UCAS Discovery Carlisle 2025

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EXHIBITING AT

EVENT: UCAS Discovery Carlisle

DATE: Tuesday 1 July 2025

OPENING TIMES: 9:30 – 2:30

VENUE:

University of Cumbria Sports Hall

Fusehill Street, Carlisle

CA1 2HH



EVENT INFORMATION

ACCESSIBILITY

Our campus is fully accessible, with disabled toilets in every building

ACCOMMODATION

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

[Travelodge Carlisle City Centre](#) 08719 846374

[Ibis Carlisle City Centre](#) 01228 587690

[The Crown and Mitre Hotel](#) 01228 525491

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

CAR PARKING

Limited exhibitor car parking is available around the sports hall, within reserved bays which will be clearly identified by signage.

The sports hall is located at the rear of the campus and can be accessed via the one-way entry system to the campus from Fusehill Street.

Additional pay and display parking is available at Cecil Street Car Park, 12 Aglionby Street, Carlisle, CA1 1NX.

Please print off the parking pass at the back of this pack and display in the windscreen of your vehicle if parking onsite.

CATERING

The exhibitor lounge (staff room) is located within the sports hall where you can access free hot drinks.

Seating in this space will be limited. You will also find a grab and go snack facility on campus, where you can purchase food and drinks such as sandwiches, snacks, cold drinks and a small selection of hot items. Cashless purchasing only.

The event will not close for lunch. If you're a lone exhibitor and don't want to leave your stand during the day, we have event staff who will be happy to bring you any refreshments, if they are able to do so.

EVENT INFORMATION

FIRST AID

If you sustain any personal injuries, or are present when an accident happens, please ask for assistance from the organisers.

Please go to the sports hall reception desk immediately if you require first aid assistance.

INTERNET

Internet access is available free via Eduroam and via the University of Cumbria conference network. You will be required to create a login to our cloud-based conference network of which details will be provided to you on your stand and via the sports hall reception desk.

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.

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 to Liz Ray (L.Ray@ucas.ac.uk), at least 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event.

LOGISTICS

BUILD DAY: Monday 30th June

15:30 – 17:00 Event set up – deliveries can be made during this time

15:30 – 17:00 Exhibitor/contractor access.

Access is available to the sports hall through both the entrance door and the double exit doors that will open directly into the sports hall. Trolley access is available via a small ramp. Any deliveries must be brought into the sports hall by you or your courier and left within your allocated stand space. Any deliveries left outside the sports hall will not be accepted. Parking and drop-off facilities for couriers are available next to the sports hall.

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact events@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.

EVENT DAY: Tuesday 1st July

08:00 – 09:00 Exhibitor access.

09:30 – 14:30 Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.

14:40 – 17:00 Exhibitor/Contractor Breakdown

Event helpers will be available to remove any empty cardboard boxes from your stand area and there are skips directly located outside next to the sports hall for any rubbish. Access is available to the sports hall through both the entrance door and the double exit doors that will open directly into the sports hall. Trolley access is available via small ramp.

ARRIVAL

If you are arriving by vehicle, please access the campus through the one-way entry system, following the road round to the sports hall at the rear of the campus. Limited reserved parking bays are available for exhibitors immediately in the sports hall vicinity on a first-come, first-served basis and these will be clearly marked. See Parking section for more information. If you are arriving on foot, please follow the same one-way system road round to the rear of the campus where the sports hall is located.

DELIVERIES

The venue address for couriers is:

Exhibitor name

Stand number

UCAS Discovery Carlisle

University of Cumbria Sports Hall, Fusehill Street, Carlisle, CA1 2HH

Deliveries can be made from Monday 30 June from 15:30 – 17:00. Any deliveries made before this time will not be accepted by the venue and returned to the sender.

ORGANISERS

The organisers can be found at the sports hall reception desk. The lead organisers are Shannon May Blaylock and Carly Scott. During the exhibition, Shannon can be contacted on 07791511888 and Carly can be contacted on 07841339563. Before the exhibition, please contact Shannon on 01228 27 9 305, or at

Shannon-May.Blaylock@cumbria.ac.uk / studentrecruitment@cumbria.ac.uk

STORAGE

There is limited storage space at this event, please ask staff for access to store your items.



CONTACT DETAILS

UCAS

UCAS Events Team

E: 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 on-site organisers office at each event for any questions you have or help you need

