

UCAS
DISCOVERY
UK TOUR

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EVENT LOCATION INFORMATION

Location specific information for
UCAS Discovery Dumfries & Galloway 2025

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

EXHIBITING AT

Event: UCAS Discovery Dumfries & Galloway 2025

Date: 25 September 2025

Opening times: 09:30 – 14:00

Venue: Easterbrook Hall
The Crichton
Bankend Road
Dumfries, DG1 4TL

Google Maps ref: [Easterbrook Hall](#)

What3Words ref: [Easterbrook Hall](#)



EVENT INFORMATION



Accessibility

There is level access to the venue which can be accessed ramps, there are also disabled parking bays.

Accommodation

Please find below details of hotels in the vicinity of Easterbrook Hall:

[Holiday Inn Dumfries](#)

Tel: 01387 272410

[Mercure Dumfries](#)

Tel: 01387 216758

[Premier Inn Dumfries Hotel](#)

Tel: 0333 777 4654

UCAS does not recommend any hotel or have preferential rates with any accommodation provider. This list is provided for your information only.

Arrival and Registration

Please enter using the main doors at the front of the building. To gain entry to the venue, you must register the details of who will be attending before the event. This should be done via your ENet account – instructions on how to do this will be sent to the lead booker, by email.

All exhibitors must wear a lanyard throughout the duration of build-up, and the lanyard must be worn during event opening hours. Contractors will be provided with a wristband which must be worn throughout build up and breakdown. Exhibitor and contractor registration will take place at the entrance to the hall. Please see further build-up and break-down information further in this document.

Car Parking

There is ample free exhibitor car parking at the venue. Disabled parking facilities are available at the venue. Traffic marshals will direct any exhibitors requiring disabled parking to the relevant area. You do not require a pass for parking at this event.

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Catering

The staff room can be found just off to the side of the exhibition hall, in Duncan Room 2 & 3— please see the floor plan for the location. This will be open whilst the exhibition is open to the public. Tea and coffee will be available in the staff room area, please help yourself. Each stand will also receive 2 containers of water.

Please note there will be no lunch provision provided within the venue, however the Easterbrook Bistro in the adjoining building and Crichton Central, a short walk from the event hall, both serve lunches, snacks and hot and cold drinks. Please ask us for directions on the day of the event.

Contractors

If you're employing a contractor to build or design the interior of your stand, please ensure they receive a copy of this manual. Please let us know your contractor's company name so our security team is aware. They must also adhere to the venue's rules and regulations, which are contained in the eGuide. Please also ensure you (or your contractor) send the stand's risk assessment, method statement, and stand plans to a.mitchellstead@ucas.ac.uk at least two weeks before the event. For security reasons, all contractor staff must wear a wristband to gain entry to the venue. This will be provided on arrival at the venue.

Filming and photography

If you are planning on undertaking any filming or photography at the event, you must inform us seven working days prior to the event at a.mitchellstead@ucas.ac.uk

First Aid

There will be first aid assistance at the exhibition. If you require first aid, please alert a member of the event staff, or come to the organiser's helpdesk.

Internet

Free WiFi is available to all. However, this is an open network and cannot be guaranteed – details of how to log on will be provided on the day.

Organisers

The organiser's helpdesk will be located just inside in the entrance hall. The lead organiser for this event is Andrew Mitchell-Stead a.mitchellstead@ucas.ac.uk

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 Enet account or send this through to Andrew Mitchell-Stead at a.mitchellstead@ucas.ac.uk by 28th August. 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 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. For any onsite scanning queries, please call 01242 545725 or email our team at events@ucas.ac.uk

Taxis

Taxis have limited availability around 3pm – 4pm in the region due to school pick ups. We recommend you book any taxis well in advance of the event.

Schedule:

Wednesday 24 September

17:00 – 19:00 Stand mark out and set up (PPE area – no exhibitor or contractor access)

Thursday 25 September

07:30 – 09:00 Exhibitor/contractor access

09:30 – 14:00 Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public

14:15 – 16:00 Exhibitor/contractor breakdown

Build-up

Build-up times:

Thursday 25 September

07:30 – 09:00 (access for couriers, stand builders and exhibitors only)

For large vehicles, please proceed to the rear of the venue and use the loading bay at the rear of the venue to load. For cars and other small vehicles, where possible, please park your vehicle in the car park and bring your goods by foot via the front of the venue. For on site directions please click [here](#).

There will be no access to the loading bays after 9am on the day of the event, the doors will remain closed outside of the build-up and breakdown times. No access will be given, and no exceptions will be made. All vehicles must be removed. No trolleys will be permitted in the hall once the event has opened to visitors; after this time, all goods will need to be carried by hand.

Access is limited, and if it becomes too busy, you may be asked by traffic marshals to wait before you can unload. As soon as you have unloaded, please relocate and park your vehicle in the car park.

If you think you might need extra time to build your stand (outside the build-up times stated above), please contact event organiser Andrew Mitchell-Stead, at a.mitchellstead@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 at 7.30am on Thursday 25 September.

Breakdown

Breakdown time: 14:15 – 16:00 on Thursday 25 September.

Exhibitors should remain on their stands, and refrain from dismantling, until the exhibition closes and is cleared of all visitors, at which time 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 to the entrance of the doors, until the venue is clear of visitors – we expect this to be by 14:10. If exhibitors start to dismantle stands while the event is still open, there will be no alternative but to close the exhibition, no matter how many visitors are still in the venue.

If you have a courier arriving to collect goods, please do not ask them to arrive any earlier than 14:10, or they may be turned away.

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

Please see build up and breakdown section in addition to the following information. Any delivery to stands on the event open days must be completed, and vehicles removed from loading areas no later than 30 minutes before the event open time; the venue will not allow the event to open if vehicles are blocking fire exit routes.

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 17:00 on Wednesday 24 September will not be accepted as UCAS tenancy with the Event Centre does not begin until this time.

Delivery times are as follows:

Wednesday 24 September 17:00 – 19:00

Thursday 25 September 08:00 – 09:00

The venue address for couriers is:

Name and number of stand,
UCAS Discovery Dumfries exhibition,
Easterbrook Hall
The Crichton,
Bankend Rd,
Dumfries
DG1 4TA



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 onsite organisers' office at each event for any questions you have or help you need assistance with.

