

UCAS
DISCOVERY
UK TOUR

EXPLORE
AN EXCITING
WORLD OF
POSSIBILITIES

UCAS
DISCOVERY

YOUR FUTURE STARTS HERE

LIVE LOUNGE - WHAT'S ON?

10:30 - 12:00	12:00 - 13:30	13:30 - 14:00	14:00 - 14:30
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SUBJECTS LIVE

10:10 - 10:30	Nursing and Health
10:40 - 11:00	Law
11:10 - 11:30	Leeds University Business School
11:40 - 12:00	Apprenticeships
12:10 - 12:30	STEM
12:40 - 13:00	Applying to University
13:10 - 13:30	Apprenticeships
13:40 - 14:00	Business & Finance
14:10 - 14:30	Creative Arts

1 LISTEN TO SPECIALIST TALKS
Take part in the Q&As, chat to experts and hear about your different careers in the Live Lounge.

2 GET EXPERT ADVICE
Speak to university, employers, and UCAS about your future plans.

OPEN DAYS

UPCOMING OPEN DAYS

10 JAN	10 JAN	10 JAN	10 JAN	10 JAN	10 JAN
10 JAN	10 JAN	10 JAN	10 JAN	10 JAN	10 JAN

STEM MEDICINE BUSINESS

I AM BCU

WELCOME AREA

MAKE IT REAL

EVENT LOCATION INFORMATION

Location specific information for UCAS Discovery Lincoln 2024

UCAS

EXHIBITING AT

EVENT: UCAS Discovery Lincoln 2024

DATE: Thursday 6 June 2024

OPENING TIMES: 9.30 – 14.30

VENUE: Engine Shed
University of Lincoln
Rope Walk
Lincoln
LN6 7DQ



EVENT INFORMATION

ACCESSIBILITY

All venues are accessible for all visitors. If you have any specific accessibility requirements or concerns then please contact the event organiser, Sam Biggs who will be happy to accommodate to any requirements and requests. Sam can be contacted on events@lincoln.ac.uk or 07503 646401.

ACCOMMODATION

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

- Premier Inn, Lincoln City Centre Hotel, Broadgate, Lincoln, LN2 5AQ
- Holiday Inn Express, Brayford Enterprise Park, Ruston Way, Lincoln, LN6 7DB
- DoubleTree by Hilton Lincoln, Brayford Wharf N, Lincoln, LN1 1YW

Additional accommodation can be booked at www.enjoylincoln.co.uk/accommodation.

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

CAR PARKING

There is no parking available on campus. Once exhibitors have unloaded, they should park in one of the car parks in the city centre. These are chargeable car parks – a city centre and car parking map is available on the University of Lincoln website on www.lincoln.ac.uk/maps.

EVENT INFORMATION

CATERING

There are several catering outlets on the university campus including the Tower Bar, as well as usual high street outlets within a 10-minute walk of the venue, where lunch can be purchased. Mobile caterers will be available outside of the exhibition hall where catering may be purchased.

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 fetch you any refreshments, if they are able to do so. You will also have access to a table sign to state that you are on a break and will be back shortly. Please contact a student helper/member of staff for any assistance.

Tea, coffee, and water will be available free of charge to exhibitors located in the Platform of the Engine Shed, or the Green Room of the Lincoln Arts Centre. Ask a student helper/member of staff for directions if you are unable to locate the spaces.

FIRST AID

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

Trained first aid staff will be on site during the event, at the entrance of the Engine Shed.

Should emergency care be required, please call 999 immediately, and then inform the Event Manager on 07503 646401.

INTERNET

Eduroam WiFi will be available within the venue. Exhibitors already registered with eduroam at other participating institutions will be able to log in using these details.

There is visitor internet access at the exhibition. Please follow the instructions on www.ict.lincoln.ac.uk/how-to-wifi-access/.

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 [\[link\]](#) 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/scanner help desk [\[not sure what this is called\]](#) 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 through to Emily Bibby e.bibby@ucas.ac.uk least 2 weeks before the exhibition date. The event organiser has completed a risk assessment for the event.

LOGISTICS

SCHEDULE:

BUILD DAY: (Wednesday 5th June)

Venue 1: Engine Shed

10:00 – 14:00: Event set up – deliveries can be made during this time

14:00 – 18:00: Exhibitor/contractor access.

EVENT DAY: (Thursday 6th June)

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.

EVENT BREAKDOWN: (Thursday 6th June)

14:30 – 17:00 Exhibitor/contractor breakdown.

Venue 2: Lincoln Arts Centre

10:00 – 15:00: Event set up – deliveries can be made during this time

16:00 – 19:00: Exhibitor/contractor access.

ARRIVAL

To gain entry to the venue, exhibitor lanyards must be worn at all times. Your lanyard will be ready to collect when you arrive, from the Engine Shed.

To gain entry to the venue, you must register details of who will be attending before the event, through your ENet account – instructions on how to do this will be emailed to the lead booker.

Exhibition stands are located in two buildings (Engine Shed and Lincoln Arts Centre). Please check before arriving which building your stand is in and use the main entrances of each building to enter.

BUILD-UP

Build day: Wednesday 5 June 2024

Build-up times (Engine Shed): 14:00 – 18:00

Build-up times (Lincoln Arts Centre): 16:00 – 19:00

Event day: Thursday 6 June 2024

Deliveries can be made from 11:00 on Wednesday 5th June 2024. Any deliveries made before this time may not be accepted by the venue and returned to the sender. The venue can be accessed through delivering doors in which vehicles are able to drive up to. There will be no access to the Lincoln Arts Centre until 16:00 during the build day (Wednesday 5 June 2024), please factor this into any build time if you are positioned in this venue.

If you are expecting goods to be delivered by courier, please make sure they are aware of the dates of the event, and venue opening times. All deliveries not clearly addressed, or those which arrive prior to the stated time, are likely to be lost or returned to the sender. Please make sure the staff on your stand are aware of:

- who your courier is
- your courier's contact details
- what is being delivered

Please make the organiser aware of any deliveries expected on the day by emailing Sam Biggs, Event Manager on sbiggs@lincoln.ac.uk.

Exhibitors may park on the Brayford Campus for a maximum of 45 minutes while unloading. Please see the Lincoln City Centre and Parking map on <https://www.lincoln.ac.uk/maps> for details regarding nearby pay-and-display car parks.

BREAKDOWN

Breakdown time: 14:30 – 16:30 on Thursday 6 June.

Exhibitors must remain on their stands, and not start dismantling them until the exhibition is clear of visitors. We anticipate this to be 5 to 10 minutes after the exhibition closes, at 14:30 on Thursday 6th June. To help facilitate this, and ensure health and safety is maintained, the loading doors will stay closed until the venue is clear of visitors.

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.

DELIVERIES

The venue address for couriers is:

Exhibitor name *Stand number*
UoL Events Office / Sam Biggs
UCAS Discovery Lincoln 2024
Engine Shed, University of Lincoln
Rope Walk
Lincoln, LN6 7DQ

ORGANISERS

The organisers can be found in the exhibition venue. The lead organiser is Sam Biggs. During the exhibition, Sam can be contacted on 07503 646401.

Before the exhibition, please contact Sam on 01522 83 7103 or 07503 646401. Sam can also be emailed on sbiggs@lincoln.ac.uk.

STORAGE

Engine Shed storage is located on the stage.

Lincoln Arts Centre storage is located in the ground floor green room.

Please ask a member of the event team or student ambassador if you require any items storing or retrieving.



CONTACT DETAILS

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

