

EXHIBITING AT

EVENT:

Tayside

DATE:

Wednesday 25 September 2024

OPENING TIMES:

9.30am - 3pm

VENUE:

UHI Perth Crieff Rd Perth PH1 2NX



EVENT INFORMATION

ACCESSIBILITY

Full details on accessibility can be found on <u>UHI Perth's website</u>

ACCOMMODATION

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

Mercure Perth Hotel – West Mill Street, Perth, PH1 5QP – 01738481607

Holiday Inn Express – 200 Dunkeld Road, Perth, PH1 3AQ - 02039668654

Travelodge Perth - Broxden Trunk Road Service Area, Perth, PH2 0PX - 08719846250

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

CARPARKING

Car parking on campus is limited during term-time and parking spaces are available on a first-come-first-served basis. Exhibitors will have access to the venue from 8am to assist with parking on campus before classes commence.

Disabled parking is available.

EVENT INFORMATION

CATERING

Refreshments We will provide each exhibition stand with four refreshment vouchers. These will entitle exhibitors to a complimentary tea, coffee, or soft drink, on arrival or throughout the day.

The event will not close for lunch, but food is available to purchase on campus. A selection of sandwiches, snacks, and hot and cold drinks are available from the refectory.

If you are a lone exhibitor and do not want to leave your stand, event staff will be happy to fetch your refreshments, if they can.

A variety of food is also available from the from the Starbucks café across from the Academy of Sport and Wellbeing Building. UHI Perth is committed to reducing single use plastic on campus. Please bring your own bottle and refill it from water fountains on-site. Event ambassadors can direct you, if needed.

FIRST AID

If you have a medical emergency or require any first aid during the build-up, event, or breakdown, please come to UHI Perth's reception and a first aider will be called.

INTERNET

Wi-Fi access will be available. If you are from another education provider, you can use your own sign in details on the Eduroam domain.

Alternatively, you can register for WiFi through <u>UHI Visitor</u>

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 licence 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 licence codes. You will find a guide to setting up your device and how to manage your data in the Exhibitor zone here, 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.

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 4 weeks before the exhibition date. The event organiser has completed a risk assessment for the event.

LOGISTICS



SCHEDULE:

BUILD DAY:

Tuesday 24 September 2024

15:00 – 19:00 Exhibitor/contractor access.

EVENT DAY:

Wednesday 25 September 2024

08:00 – 09:00 Exhibitor access.

09:30 – 15:00 Exhibition open – trolleys will not be allowed on the exhibition floor once the exhibition has opened to the public.

15:00 – 17:00 Exhibitor/contractor breakdown.

LOGISTICS

UCAS

ARRIVAL

On arrival, please enter through the main reception of the Academy of Sport and Wellbeing building, follow directions to the exhibition area, located on the ground floor.

On the day of the exhibition, please sign in and collect your exhibitor lanyard from the general information desk, you must wear this at all times while in the venue.

BUILD-UP

Tuesday 24 September 2024

15:00 – 19:00 Exhibitor/contractor access.

Wednesday 25 September 2024

08:00 - 09:00 Exhibitor access.

BREAKDOWN

Wednesday 25 September 2024

15:00 – 17:00 Exhibitor/contractor breakdown.

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.

LOGISTICS



DELIVERIES

There are no facilities for the advance storage of exhibition materials at UHI Perth before Wednesday 25 September 2024.

If you wish to deliver materials before the event, please arrange for all deliveries to be made between 08:00 and 17:00 on Tuesday 24 September 2024.

Any deliveries arriving earlier than this will not be accepted at the venue.

All deliveries should be clearly marked with the following information:

Exhibitor name
Stand number
UCAS Discovery Tayside
FAO: Christine Paton
Academy of Sport and Wellbeing
UHI Perth
Crieff Road
Perth

PH1 2NX

Please notify <u>Heini.apajainen@uhi.ac.uk</u> if you are sending materials in advance. The venue will not be responsible for signing for deliveries. Any deliveries not clearly addressed, as above, are likely to be returned to the sender.

ORGANISERS

If you have any queries before or during the event, please contact: Heini Apajainen, +44 7552 211643





CONTACT DETAILS

UCAS Events Team

E: <u>events@ucas.ac.uk</u>
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









