



UCAS

**UCAS exhibitions**

# Visitor information pack

**Date:**

**3 - 4 March 2020**

**Venue:**

**Manchester Central**

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**A****Accidents and near misses**

If you are involved in or witness an accident or near miss while on-site, please report it to the organiser's office immediately.

**Arrivals**

On arrival, please head to the main entrance of Manchester Central, and have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk in the foyer. **Please be aware that the venue will be conducting bag searches. We thank you for your patience while this takes place.**

Your exhibition ticket is personal to you and should not be passed on to other group members, as this would compromise the security of your data.

To comply with data protection regulations, it's essential that individuals at our exhibitions use their own ticket – both on entering, and when visiting exhibitors stands. Anyone found to be in breach of this will be asked to leave the event, and re-register to gain re-admittance.

**C****Cars**

Manchester Central has a 24 hour NCP car park directly below the building, holding 720 cars, including 18 disabled bays. The maximum height of this car park is 1.98m.

The car park address is:  
Lower Mosley Street  
Manchester  
M2 3GX

**Cash machines**

There is a Cashzone cashpoint in the central foyer, which charges 50p to use.

Refreshments can be purchased by card.

## Catering

Catering will be available from the foyer. There will be hot and cold food and drink available, although this area may be busy at times, due to the number of visitors attending.

## Coaches

If you're travelling by coach, there is a designated drop-off and pick-up area located to the rear of Manchester Central. This is accessed via the ramp on Albion Street. Traffic marshals will direct your coach driver, and tell you when to disembark. You will be given a number for your coach – please make a note of this for when you're collected. Please note, **there is no coach parking on-site at Manchester Central.**

When you're ready to leave the exhibition, please make sure all of your students are together and proceed along the walkway, back to the coach pick-up point. The traffic marshals will ensure your coach is ready, using the number you were given when you arrived. Due to the large number of coaches and small space available, it is essential the traffic marshals' instructions are followed at all times.

For information regarding coach parking, please see the [Manchester City Council website](#), or [Visit Manchester](#).

## D

### Directions

#### By road

##### **M6 (from south – Stoke-on-Trent, Birmingham)**

Leave the M6 at junction 19, just after Knutsford Services. Follow the A556 towards Altrincham, and pick up the M56 towards Manchester Airport. Follow the motorway onto the A5103 (Princess Parkway), then follow signs for Manchester Central, Petersfield.

##### **M6 (from north – Preston, Blackpool, Carlisle)**

Leave the M6 at junction 21a, for the M62 towards Manchester. At junction 12, join the M602 and continue to the end of the motorway (Regent Road Roundabout, Salford). Follow signs to the city centre along Regent Road, then to Manchester Central, Petersfield.

##### **M62 (from west – Liverpool)**

At M62 junction 12, join the M602 and continue to the end of the motorway (Regent Road Roundabout, Salford). Follow signs to the city centre along Regent Road, then to Manchester Central, Petersfield.

##### **M62 (from east – Leeds, Yorkshire)**

At M62 junction 18, join the M60 westbound. Take junction 17 onto the A56 (Bury New Road), and follow signs to the city centre, then to Manchester Central, Petersfield.

### **M56 (from west – North Wales, Chester, Ellesmere Port)**

Follow the M56 past Manchester Airport. Continue onto the A5103 (Princess Parkway), then follow signs for Manchester Central, Petersfield.

### **By rail**

Manchester has direct rail connections to most major UK cities. Services arrive at Piccadilly or Victoria stations, where passengers can connect with Metrolink trams for easy access to the city centre. Manchester Central is a 20 minute walk from Piccadilly station, or just five minutes by taxi. Alternatively, catch a connection train to Oxford Road Station, which is five minutes from Manchester Central on foot. Further information on train services can be found at [www.nationalrail.co.uk](http://www.nationalrail.co.uk).

## **E**

### Emergency procedures

Please ensure you're familiar with the procedures to be followed in the event of an emergency at the venue. In the event of an emergency, please make your way to the nearest exit and follow the instructions of the security staff.

### Event staff

For general queries during the event (e.g. directions to facilities), ask any of the event staff, who can be identified by their red UCAS t-shirts.

## **F**

### First aid

The venue has a medical room, staffed by qualified first aiders. Should you require medical assistance, please contact the organiser's office, located in the main foyer.

**I****Insurance**

The organiser has adequate public and employee liability cover. A copy of the certificate can be found at the back of this pack.

While the organisers take every precaution to protect visitors' property during an event, they are not responsible for any loss or damage. All group leaders should ensure they have adequate public and employers' liability cover, in line with the booking terms and conditions.

**Internet**

An open WiFi network is available at this event, but a reliable connection cannot be guaranteed.

**L****Lost property**

If any property is lost or found in the venue, please report it to the organiser's office or the reception desk in Manchester Central's main foyer. The property will be retained for four weeks. If after four weeks no claim has been made by any person, Manchester Central reserves the right to donate the item to Manchester Central Social Committee's designated charity.

**O****Organisers**

The organiser's office is located in the foyer, beside the main reception, and is signposted by a large flag. A member of the Events Team will be in the office throughout the event.

**P****Parking**

Please see the information in the 'Cars' and 'Coaches' sections for details.

**R****Risk assessment**

The organiser has completed a risk assessment for the event, and a copy of this can be found at the back of this pack.

**S****Security**

Security is provided for the event at all times. If you are a victim of theft, please report it to the organiser's office immediately.

**Student talks**

Student talks will be running throughout the day, and are available on a first-come first-served basis. These are located in the Cobden rooms. They will be signposted, but please ask a member of the team for directions. The full seminar programme can be found on the [event web page](#).

**Smoking**

Manchester Central operates a strict **no smoking** policy in the venue, and would ask for your full cooperation in ensuring this is complied with.

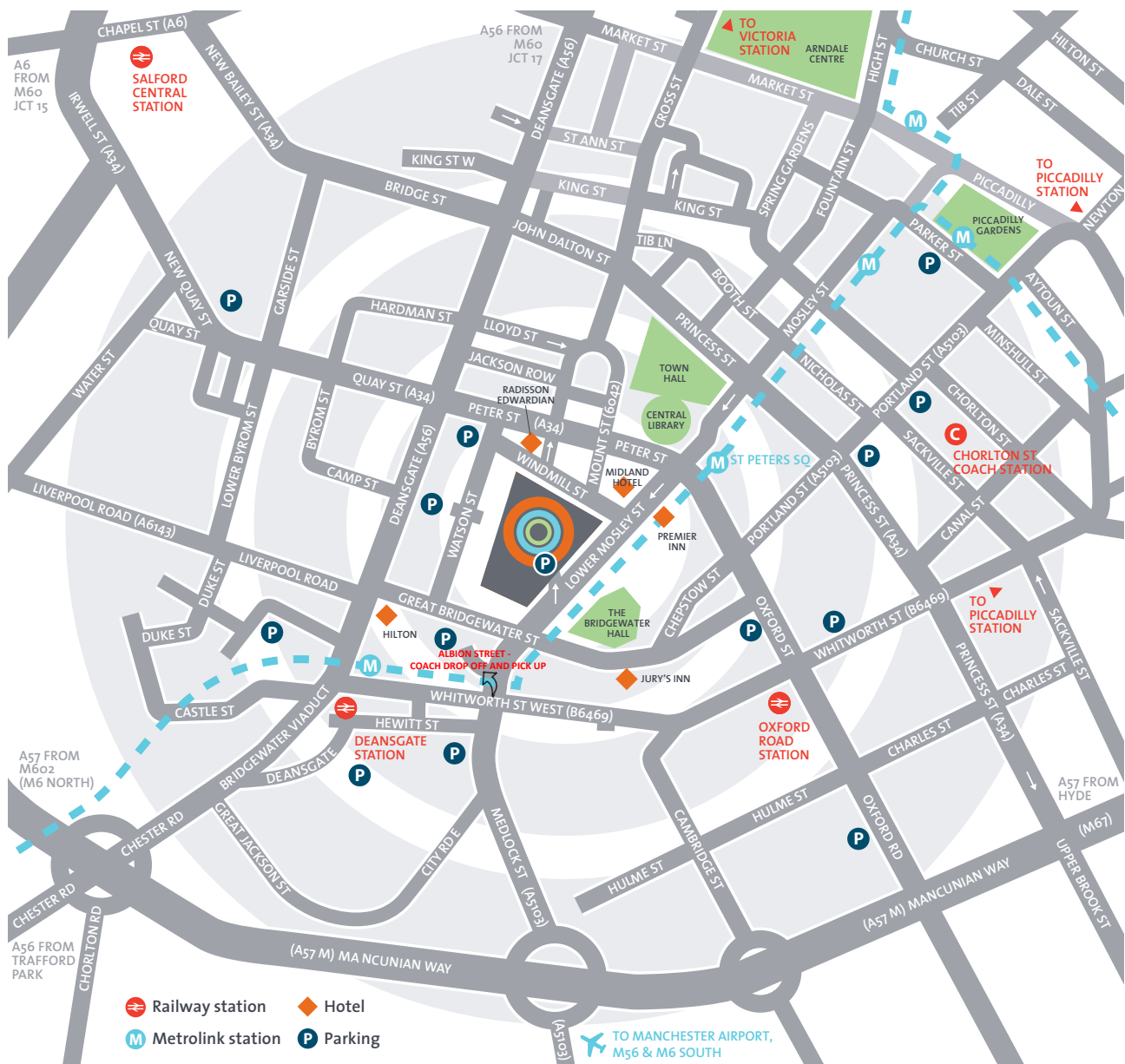
**Social media**

We will be using our Instagram, Snapchat, and Twitter accounts, with the hashtag #accelerate, #ucasexhibition, or #ucas2020. Please feel free to use these hashtags and help us share details of the event.



# Getting here

## Manchester Central



Manchester is at the heart of a comprehensive motorway network. Manchester's M60 orbital motorway provides easy access from north, south, east and west. Manchester Central's address is **Petersfield, Manchester M2 3GX**.

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TO WHOM IT MAY CONCERN

1<sup>st</sup> August 2019

Dear Sir/Madam

**UNIVERSITIES AND COLLEGES ADMISSIONS SERVICE AND ALL ITS SUBSIDIARY COMPANIES**

We confirm that the above Institution is a Member of U.M. Association Limited, and that the following covers are currently in place:

**EMPLOYERS' LIABILITY**

|                     |   |
|---------------------|---|
| Certificate No.     | Y016458QBE0119A/074                                       |
| Period of Indemnity | 1 <sup>st</sup> August 2019 to 31 <sup>st</sup> July 2020 |
| Limit of Indemnity  | £15,000,000 any one event unlimited in the aggregate      |
| Includes            | Indemnity to Principals                                   |
| Cover provided by   | QBE UK Limited and Excess Insurers                        |

**PUBLIC AND PRODUCTS LIABILITY**

|                          |   |
|--------------------------|---|
| Certificate of Entry No. | UM074/05  |
| Period of Indemnity      | 1 <sup>st</sup> August 2019 to 31 <sup>st</sup> July 2020   |
| Includes                 | Indemnity to Principals   |
| Limit of Indemnity       | £10,000,000 any one event and in the aggregate in respect of Products Liability and unlimited in the aggregate in respect of Public Liability |
| Cover provided by        | U.M. Association Limited and Excess Cover Providers led by QBE UK Limited   |

If you have any queries in respect of the above details, please do not hesitate to contact us.

Yours faithfully



Paul Cusition  
For U.M. Association Limited