

A photograph of four people walking away from the camera on a red carpet. From left to right: a man in a dark blue jacket with a fur-lined hood and a backpack; a woman in a dark puffer jacket with a backpack; a woman in a beige top and black hijab with a black bag; and a woman in a light-colored coat and black hijab with a black bag. The background is a solid red wall.

UCAS

**UCAS exhibitions**

# Visitor information pack

**Date:**

**26 – 27 February**

**Venue:**

**Eikon Exhibition Centre**

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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 general information desk immediately, at the front of the hall.

### Arrivals

On arrival, please head to main entrance of the Eikon Exhibition Centre– you will see the UCAS flags. Please have your ticket ready for inspection. If you don't have a ticket, please report to the registration desk, which will be clearly signposted.

**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 register again to be re-admitted.

## C

### Cars

There is free car parking at the front of the Eikon Exhibition Centre. Please follow the direction of the on-site traffic team.

### Cash machines

There is an ATM machine outside the Venue Manager's office.

### Catering

There will be refreshments available for visitors, at the rear of the exhibition hall.

### Coaches

There is coach parking at the venue. Coaches will be directed by the on-site traffic team to the drop-off point, and car park. To ensure the smooth and safe running of the exhibition, it is imperative the traffic marshals' instructions are followed at all times.

## D

### Directions

#### **From the M1 motorway**

Exit at Sprucefield, Junction 7. Exit onto Hillsborough Road, and take the A1 towards Lisburn. Take the first left on to Blaris Road and turn left on to Halftown Road. The entrance to the Eikon Exhibition Centre is on the right.

#### **From the M2 motorway (Belfast International Airport)**

Follow the Westlink to the M1, and exit at Sprucefield, Junction 7. From here, use directions as above.

#### **From Belfast City Airport**

Follow signs to Dublin on the Sydenham By-Pass, on to the Westlink, and then M1. From here, use directions as above.

#### **By Belfast Docks**

Follow signs for Westlink and M1 motorway. Exit at Sprucefield, Junction 7. From here, use directions as above.

#### **Public transport**

Bus service 325G goes to the venue. This operates from Lisburn, Sprucefield, and Hillsborough. The Eikon Exhibition Centre is also only a short taxi ride from Lisburn train and bus stations. The rail route offers access to travellers from all over Ireland, with links running from Belfast and Dublin.

## E

### Emergency procedures

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

### Event staff

For any 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

If you need first aid during your visit, help can be found at the first aid office, just inside the entrance of the hall, on the left-hand side.

## 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

The Eikon Exhibition Centre has a WiFi connection. A free 15-minute session is available, by logging into the WiFi network 'CAFE' at the venue.

## L

### Lost property

All lost property found at the Eikon Exhibition Centre will be handed in to the organiser's office. Items not claimed during the event will be passed to Eikon and kept for six months. After six months, if an item is not claimed, it will be considered abandoned, and Eikon has the right to sell it.

## O

### Organisers

If you wish to speak to the event organiser, their office will be at the front of the hall, and signposted by a large flag.

## P

### Parking

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

## R

### Risk assessment

The organiser has completed a risk assessment for the event and is available upon request. To gain a copy please email [events@ucas.ac.uk](mailto:events@ucas.ac.uk)

## 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. They will be signposted, but please ask a member of staff for directions. The full student talk programme can be found on the [event web page](#).

### Smoking

The venue operates a strict no smoking policy in the venue including e-cigarettes, and would ask for your full cooperation in ensuring this is complied with.

### Social media

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

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