

A photograph showing the backs 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:

23 – 24 March 2020

Venue:

ExCeL London

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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 a member of ExCeL security at the entrances of the building immediately.

Arrivals

On arrival, please head to the east entrance of ExCeL London, and make your way to Entrance S5. Please have your ticket ready for inspection. If you don't have a ticket, on arrival please report to the on-site registration desk inside the hall entrance.

Your exhibition ticket is personal to you, and should not be passed on to other group members, as this could 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 readmitted.

C

Cars

The multi-storey car park is underneath the venue. The car park is pay and display, and is allocated on a first come, first served basis. There are payment machines (which accept card payment) in the car park, with a standard fee of £20 per day, per vehicle.

More information can be found on the [ExCeL London website](#).

Disabled badge holders can pre-book online and park in a disabled bay, subject to availability. If a disabled bay isn't available, the venue's traffic team will find a space as near as possible to the venue entrance.

Cash machines

There are cash machines located along the boulevard within the venue. Refreshments can also be purchased by card.

Catering

There will be refreshments available for visitors to purchase in the boulevard area of the venue, and in the teachers' and exhibitors' lounge, which can be found at the back of the hall next to the interactive workshops. The teachers' and exhibitors' lounge will be serving snacks and sandwiches – cash and card payments are accepted.

There are water refill stations located along the boulevard and by the east and west entrances.

Cloakroom

The main cloakroom is located centrally on level 0 (below the level of the boulevard). All items are charged at £1 each. There is a lift adjacent to entrance N4 to access level 0. Normal operating hours are 30 minutes before the event opens, and 30 minutes after it closes. Please be aware, the cloakroom cannot store cameras, laptop equipment, or any other electronic devices.

Coaches

If you're travelling by coach, there's a designated drop off and pick up area located at the east entrance – please follow the directions of the traffic marshals. **Please note, coach parking is extremely limited at the ExCeL this year, and we recommend that where possible, coaches find alternative off-site parking.** If parking on-site at ExCeL, there is a fee of £30 per coach. Once students are dropped off, coaches will be directed by the traffic marshals, and if there is availability, to the car park.

If arriving by minibus, parking is available at the east entrance, and the directions of the traffic marshals must be followed at all times. Minibuses will be charged £20 to park, and tickets can be obtained from the orange car park, located close to the minibus parking area.

Please see the map at the end of this document for directions.

D

Directions

Directions by car and coach:

It's easy to get to ExCeL London from many of the main routes into London, including the M25 and M11, the North Circular, A406, and the A13. As you get closer, you'll pick up signs for Royal Docks, City Airport, and ExCeL. When using a satnav, use the postcode E16 1XL to get to the car parks.

Directions by rail and tube:

The Docklands Light Railway (DLR) is part of the London Underground network. Two of the stations, Custom House and Prince Regent, are the closest to the venue, leaving visitors with less than a two-minute walk to the entrance. Exit at Prince Regent for the east entrance to access the event.

The Jubilee Line and the DLR are the quickest routes to ExCeL London. Exit at Canning Town on the Jubilee Line, and change to a Beckton-bound DLR train for the quick two-stop journey to ExCeL at Custom House. Tube trains generally run between 05:00 and midnight.

Timetables depend on the station and the line, so it's worth checking the [Transport for London website](#).

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.

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

The venue has a medical room, staffed by qualified first aiders. Should you require medical assistance, please contact the organisers or visit the medical room – located on level 0 on the boulevard, and down the stairs by N4/S4.

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, 'ExCeL FREE WiFi', is available at this event. However, a reliable connection can't be guaranteed.

L

Lost property

All property found should be handed to the venue or the organiser's office, where it will be retained during the event, or until the owner comes forward. If no owner is found for the duration of the event, the property will be left with the venue. If after one to two months, no claim in respect of that property has been made, the licensor shall consider the property to have been abandoned, and shall receive the rights to offer that property for sale.

O

Organisers

The organiser's office is located at the front of the hall, and is signposted by a large flag.

P

Parking

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

Prayer room

The prayer room can be accessed through the grey door next to the S8 entrance on the boulevard near the Wrapid retail space.

R

Risk assessment

The organiser has completed a risk assessment for the event, and a copy of this is available upon request. Please email events@ucas.ac.uk.

S

Security

Security is provided for the event. 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 if needed. The full programme can be found on the [event webpage](#).

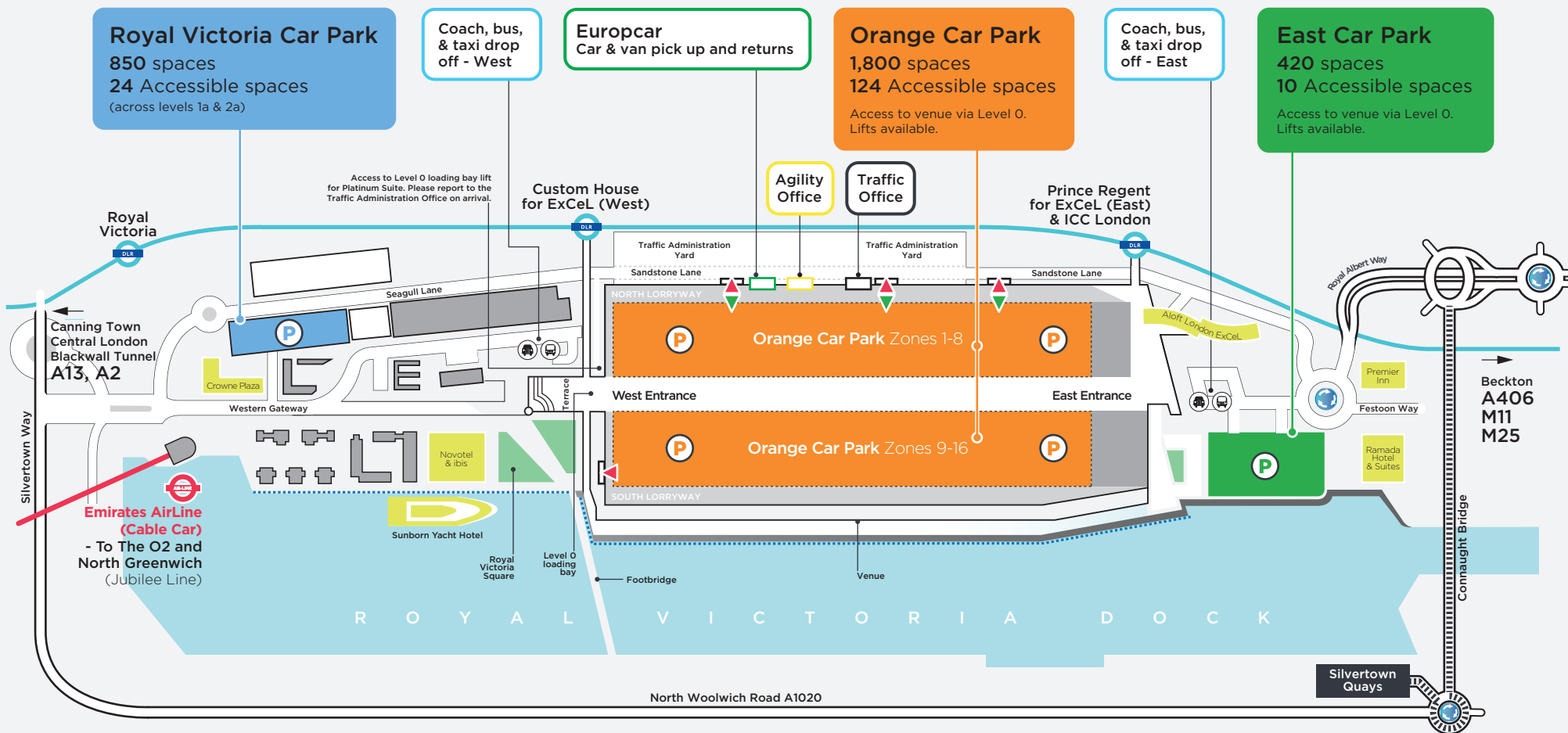
Smoking

ExCeL London operates a strict no smoking policy in the venue. This includes e-cigarettes.

Social media

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

ExCeL London Parking Facilities



Key

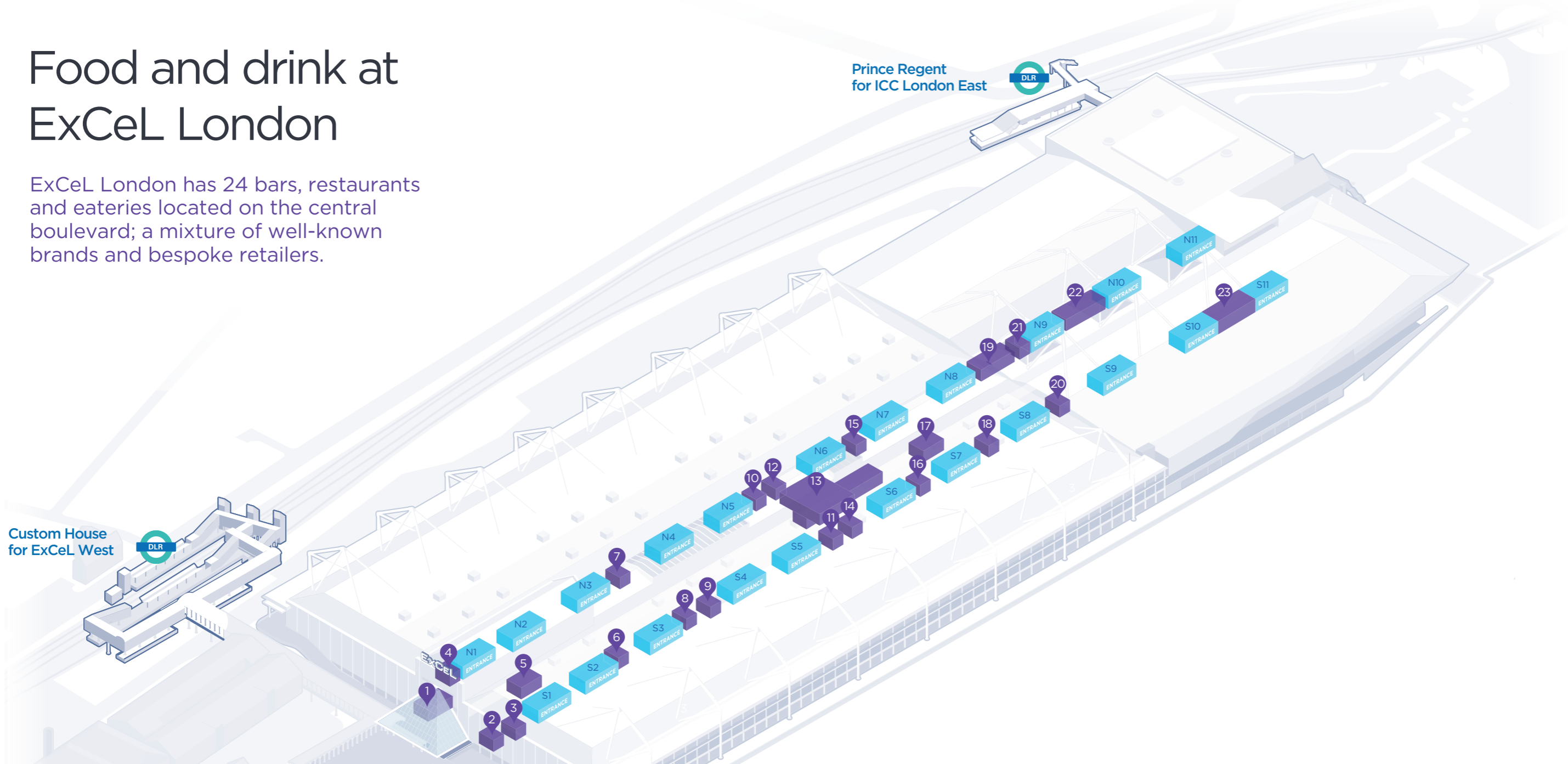
- | | | | | | |
|--|-------------------------|--|-------------------------------------|--|---|
| | Royal Victoria Car Park | | Docklands Light Rail | | Route to temporary car park at Silvertown Quays |
| | Orange Car Park | | Berthing points | | Emirates AirLine |
| | East Car Park | | Entrance / Exit for Orange Car Park | | |

Food and drink at ExCeL London
























ExCeL London has 24 bars, restaurants and eateries located on the central boulevard; a mixture of well-known brands and bespoke retailers.

Custom House for ExCeL West

Prince Regent for ICC London East

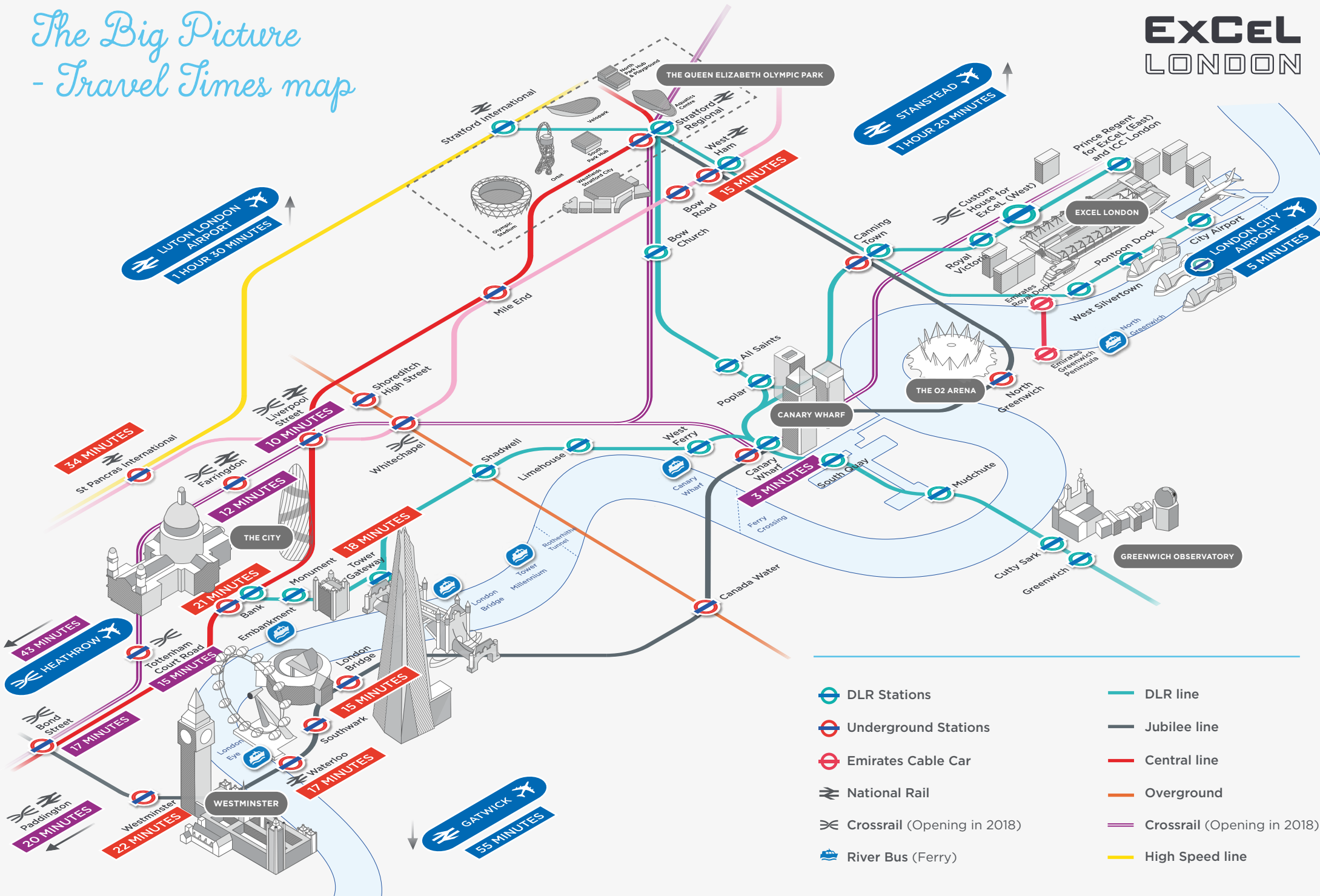


Food & Drink

- | | | | | | |
|---|----------------------|---|--------------------------------|---|------------------------|
|  | 1 The Pyramid |  | 9 Pop-up |  | 17 Costa Coffee |
|  | 2 Panini Pronto |  | 10 Rotisserie Chicken |  | 18 Subway |
|  | 3 The Potato Factory |  | 11 Viva! Burrito |  | 19 Chozen Noodle |
|  | 4 Delice de France |  | 12 Bagel Factory |  | 20 Wrapid |
|  | 5 Costa Coffee |  | 13 The Bridge Restaurant & Bar |  | 21 Mint Leaves |
|  | 6 Whistlestop |  | 14 Pummaro |  | 22 River Cottage |
|  | 7 Prime Burger |  | 15 The Bridge Burgers & Dogs |  | 23 E16 Bakery & Lounge |
|  | 8 E16 Coffee |  | 16 Upper Crust | | |

Please note that availability of units is subject to change.

The Big Picture - Travel Times map



- DLR Stations
- Underground Stations
- Emirates Cable Car
- National Rail
- Crossrail (Opening in 2018)
- River Bus (Ferry)
- DLR line
- Jubilee line
- Central line
- Overground
- Crossrail (Opening in 2018)
- High Speed line

TO WHOM IT MAY CONCERN

1st 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 st August 2019 to 31 st 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 st August 2019 to 31 st 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