



UCAS

UCAS exhibitions

Visitor information pack

Date:

17 – 18 March 2020

Venue:

Westpoint Exeter

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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 Westpoint Exeter – 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 inside the hall entrance. Traffic marshals and security will be on-hand to give directions.

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 readmitted.

C**Cars**

There is ample free parking on-site. Please follow the directions of the traffic marshals, and enter the site through the main entrance, where you'll be directed to the designated car park.

Please print off the parking pass at the end of this pack and display it in the windscreen of your vehicle.

Cash machines

There is a cash machine on-site, but there is a charge to use this. Refreshments can be purchased by card at some retail points, but cash is preferred.

Catering

Catering will be available from the vans located outside the main entrance of the exhibition hall. Hot and cold food and drink will be available, although this area may be busy at times, due to the number of visitors attending.

Coaches

If you're travelling by coach, please enter the site through the main entrance, and traffic marshals will direct you to the coach drop-off and pick-up area. **Due to the expected number of visitors, please don't arrive any earlier than 15 minutes before your booked session time.**

Please ensure your students know what time and where to meet you for their return journey. When you're ready to leave the exhibition, please make sure all your students are together, and proceed back to the coach pick-up point. The traffic marshals will ensure your coach is ready. Due to the large number of coaches, it is essential the traffic marshals' instructions are followed at all times.

Coach passes will be sent around two weeks before the exhibition. Please ensure these are displayed in the front windscreen when you arrive at the venue.

D

Directions

By road

Westpoint is one mile from junction 30 of the M5. For Westpoint, exit the M5 at junction 30 and follow the A3052 Sidmouth road for one mile. Westpoint is on your left-hand side. The satnav postcode is EX5 1DJ.

By rail

Exeter St. David's provides direct rail links to all major cities in the UK. The station is six miles from Westpoint.

By taxi

If you require a taxi during your visit, please contact [Apple Taxis](#) on 01392 666 666.

E

Emergency procedures

Please ensure you're familiar with the procedures to be followed in the event of an emergency at the venue. In 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 first aid room, staffed by qualified first aiders. Should medical assistance be required, please contact the organiser's office or go to the first aid room (at the back of the hall).

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 have adequate public and employers' liability cover, in line with the booking terms and conditions.

Internet

An open WiFi network is available at the entrance to this event, but a reliable connection cannot be guaranteed in the main hall.

L

Lost property

If any property is lost or found in the venue, please report it to the organiser's office.

If an item hasn't been claimed by the end of the event, it will be passed to the venue and kept for six months. After six months, if no claim has been made, venue staff shall consider the property to be abandoned and have the right to sell it.

O

Organisers

The organiser's office is in the entrance foyer and 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 requested from 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. These are in the large white inflatable pods at the back of the exhibition hall. They will be signposted, but please ask a member of the team for directions if you need to. The full student talk programme can be found on the [event web page](#).

Smoking

Westpoint Exeter operates a strict **no smoking** policy in the venue and would ask for your full cooperation.

Social media

We will be tweeting about the event using our Twitter account, with the hashtag #accelerate, #ucasexhibition, and #ucas2020 – please feel free to use these.

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

Visitor parking permit

Exeter UCAS HE exhibition 2020

Valid for parking at:

Westpoint Exeter,

Clyst St Mary

Exeter, EX5 1DJ

Date valid: 17 – 18 March 2020

Please display this pass in the windscreen of your vehicle to avoid parking charges during your stay.
This parking permit does not guarantee a space – parking is allocated on a first-come, first-served basis.