

# Visitor information pack

Date:

17 – 18 March 2022

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, located at the front of the hall.

### Accessibility

The venue is fully accessible. If you require further information about accessibility at the venue, please contact the organisers at [events@ucas.ac.uk](mailto:events@ucas.ac.uk).

### Arrival

On arrival, please head to the main entrance of Westpoint Exeter.

Please have your ticket ready to scan into the event. 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. Everyone will need to have pre-registered and have downloaded their ticket before they enter the venue. If you have issues with a cracked phone screen, please bring a printed copy of your ticket to be scanned.

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.

Please be aware, the venue will be conducting bag searches.

## C

### Car parking

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.

The Staff Room (exhibitor and teacher lounge) will be serving snacks and sandwiches – cash and card payments are accepted.

### 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 the week before the exhibition. Please ensure these are displayed in the front windscreen when you arrive at the venue.

### Covid-19 Precautions

#### Face coverings

We highly recommend that you wear a face covering inside the venue and the hall unless you are exempt. We will have a provision of these at the registration area but advise that you bring your own.

### **Social distancing**

We will be promoting a recommended social distancing of 1m+ within the public areas in the venue and our event hall.

### **Self-scan for tickets and onsite registration**

This year we will be operating a self-scan service to gain entry into the event hall. Support will be available for this service if required.

### **Cleaning**

The venue will be regularly cleaning high traffic and touchpoint areas throughout the event.

### **Hygiene**

There are hand sanitiser stations located throughout the venue and in our event hall. but we also advise you to bring your own hand gel, if possible.

***Please note that the information and advice in the COVID 19 precautions section is based on the latest government advice as of 17 February 2022.***

## **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**

In the event of an emergency please follow the instructions of our security staff.

## 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 UCAS t-shirts.

## F

### First aid

The venue has a medical room, staffed by qualified first aiders. If you need medical assistance, please contact the organiser's office at the front of the hall in the foyer.

## I

### Insurance

The organiser has adequate public and employee liability cover.

While the organisers take every precaution to protect visitor property during an event, they aren't 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 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 located at the front of the hall and is signposted.

## P

### Parking

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

## R

### Risk assessment

The organiser has completed a risk assessment for the event. A copy of this can be requested by:

Group bookings – the group lead can download a copy of the risk assessment by clicking the link in their confirmation email, select the manage group bookings option and then log into their booking and click the download risk assessment button (as per screenshot below).

Manage Group Bookings | Change password | Change event | Sign out

## Manage Group Bookings

You can use this area to help you manage your group booking(s).

**Session details** - on this page you can view the group bookings you have made, change the size of your group, view who has registered and add other advisers to the group.

**Email invitations** - from here you can invite your students and advisers to join your group.

[Download risk assessment](#)

Session details

Email invitations

[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 – Live Lounge

Live Lounge - Student talks will run throughout the event within our Main Live Lounge and Subjects Live stages. These can be found in the main hall and will be signposted. A full programme of events can be found on the event webpage.

### Smoking

Westpoint Exeter operates a strict no smoking policy in the venue and would ask for your full cooperation in ensuring this is complied with. This includes e-cigarettes.



# Visitor parking permit

## UCAS Discovery Exeter 2022

**Valid for parking at:**

Westpoint Exeter,  
Clyst St Mary,  
Exeter, EX5 1DJ

**Date valid: 17 – 18 March 2022**

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.