

UCAS exhibitions

Visitor information pack

Date:

Friday 8 July 2022

Venue:

University of Cumbria
Sports Hall, Fusehill
Street Campus



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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.

Arrivals

On arrival, please head to the University of Cumbria sports hall. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk at the sports hall.

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

Limited free parking is available on campus in the area next to the sports hall. Disabled parking bays can also be found to the front and rear of the campus. Please follow the one-way system around the campus to access the parking area at the rear.

Additional pay and display parking is available at Cecil Street Car Park, 12 Aglionby Street, Carlisle CA1 1NX.

Please print off the parking pass at the back of this pack and display in the windscreen of your vehicle if parking onsite.

Cash machines

A free to use cash machine can be found on campus within the foyer to the Bowscale building. Please note that food and drinks require cashless purchasing.

Catering

There will be refreshments available for visitors to purchase outside the Sports Hall in a grab and go facility where snacks, cold drinks and a small selection of hot food can be found. Vending machines can also be found in The Learning Gateway building for snacks, cold and hot drinks.

Coaches

To ensure a smooth and steady flow of coach traffic in and around the University of Cumbria site, the university has produced an important set of guidelines for teachers and coach drivers bringing students to the North and West Cumbria higher education exhibition. Please ensure these guidelines are read by your school representative and coach company.

- There is currently no parking for coaches onsite. Please ensure your coach company is aware of this.
- On arrival, there will be event staff waiting outside the campus to help. The drop off point is on the road outside the campus.
- You must stick to your pre-arranged arrival and pick up slot, as it is a fully booked day, with many coaches arriving over the duration of the event.
- If your coach is significantly early, you will be asked to drive away until your allocated arrival time. Please ensure your coach driver is aware of this. You will not be allowed to enter the venue until your booked time, due to capacity numbers that can be held in the venue at any one time.
- On arrival at the University of Cumbria, each coach will receive a short briefing from a member of the University of Cumbria event staff before the students disembark. At this time, the university will need to collect the following pieces of information from a member of school staff on each coach, so please ensure they have this information to hand:
 - School/college name
 - Number of students on board
 - Departure time – please remember, you can only book a two-hour slot
 - Coach company name
- It is essential that coaches arrive as close to their allocated pick up time as possible, and all students know the time the coach will be picking them up, and are ready to depart. Please help ensure their safety by making students aware of this, to keep a smooth flow of traffic through the Sports Park, and avoid crowding on the roadside.
- If you have any questions regarding travel logistics prior to the event, please contact studentrecruitment@cumbria.ac.uk or call on 01228 616 333.

Directions

Travel and directions to the Fusehill Street campus can be found here on our website:
<https://www.cumbria.ac.uk/student-life/locations/carlisle---fusehill-street/>

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.

Fire exits are clearly marked in all buildings. Please make your way to the exits immediately if you hear the fire alarm sound and UCAS event staff will guide you to the assembly points located in the sports hall car park.

Event Staff

For any general queries during the event (e.g. directions to facilities), ask any of the event staff.

F

First aid

In the event of required first aid assistance, please go to the sports hall reception desk where the UCAS events team will be able to assist you.

I

Insurance

The organiser has adequate public and employee liability cover.

While the organisers take every precaution to protect visitor's 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

Free internet access is available via the University of Cumbria Conference system. To use the account, you must follow the registration instructions. The password is available at the sports hall help desk upon request.

L

Lost property

If any property is lost or found in the venue, please report it to the sports hall help desk.

O

Organisers

If you wish to speak to the event organiser, they can be located at the sports hall help desk.

P

Parking

Please see cars/coaches section.

R

Risk assessment

The organiser has completed a risk assessment for the event, if you would like to request a copy please email events@ucas.ac.uk


S

Student talks

Student talks will be running throughout the day in the live lounge 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 live lounge programme can be found on the [event webpage](#).

Smoking

A non-smoking policy is in place within all buildings and directly outside all building including the sports hall.



Visitor parking permit

UCAS Discovery North & West Higher Education Fair 2022

Valid for parking at:
University of Cumbria
Fusehill Street
Carlisle

Date valid: Friday 8th July 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.