

UCAS exhibitions

Visitor information pack

Date:

Tuesday 21st June 2022

Venue:

University of Hull



Contents

A.....	3
Accidents and near misses.....	3
Arrivals.....	3
C.....	3
Cars.....	3
Cash machines.....	4
Catering.....	4
Coaches.....	4
D.....	5
Directions.....	5
E.....	5
Emergency procedures.....	5
Event Staff.....	6
F.....	6
First aid.....	6
I.....	6
Insurance.....	6
Internet.....	6
L.....	7
Lost property.....	7
O.....	7
Organisers.....	7
P.....	7
Parking.....	7
R.....	8
Risk assessment.....	8
S.....	8
Security.....	8
Student talks.....	8
Smoking.....	8

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 Allam Sports Centre (6 on the map). We kindly request that visitors use the footpath for queuing, and enter through the double doors. Event staff and ambassadors will be on hand to direct you.

The Hull Campus map can be found at: <https://www.hull.ac.uk/editor-assets/docs/campus-map.pdf>.

To avoid long queues for the exhibition we will be operating a timed entry system. For group bookings, as in previous years, coloured wrist bands will be sent to the main school contact for your students based on your booking. You will receive these week commencing 6th June. Visitors who have booked individually will not require a coloured wrist band.

Please have your ticket and coloured wrist bands ready for inspection when you arrive. If you don't have a ticket on arrival, please report to the registration desk at the exhibition hall entrance.

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

Car parking is available for visitors in the **Wilberforce Multi-Storey Car Park** (36 on the map). To access this, please use the **North Entrance** on **Inglemire Lane** (for Satnav use the postcode **HU6 7DF**). The campus map can be found at: <https://www.hull.ac.uk/editor-assets/docs/campus-map.pdf>

Upon entering the car park, visitors will receive a parking ticket. For **free parking**, please bring this ticket with you to the Allam Sports Centre Reception and we will exchange it for a ticket that will allow you to park free of charge.

Please note that this car park is a short walk from the venue and anyone with physical difficulties should contact the organiser before the day of the event to organise alternative parking arrangements.

Cash machines

Cash machines are located on the wall outside Student Central (48 on the map) and inside the building. The campus map can be found here: <https://www.hull.ac.uk/editor-assets/docs/campus-map.pdf>.

Catering

There will be a large variety of food stalls on campus outside the Brynmor Jones Library from 9:30-14:30. Most food stalls do accept credit or debit cards as well as cash.

Alternatively, there will be other outlets on campus, including the Student Central shop selling sandwiches, snacks and drinks and the Library Café selling a variety of hot drinks, soups and paninis.

The University of Hull will provide each visitor with a lunch voucher to the value of £7.50 which can be used to purchase food/drink from all food stalls and selected catering outlets on campus. For school groups, vouchers will be sent to the main school contact in advance of the event. Individuals attending the event can pick up their voucher on the day from the Exhibition registration point.

Water stations are situated around the campus, including in the exhibition space. Please bring your refillable water bottles with you and help reduce our carbon footprint.

Coaches

In the interests of health & safety the official coach drop-off and collection point will be **outside the Main Entrance to the University on Cottingham Road**. For Satnav, please use the post code **HU6 7RX**. Please note, coaches will not be able to park on campus.

There are a limited number of parking spaces that can be reserved for **mini buses**. Please contact the organiser of the event to obtain a parking permit and further information

regarding use of these spaces (Amy.Newton@hull.ac.uk). Please use postcode: **HU6 7RX** for SatNav.

D

Directions

Directions to the campus can be found [here](#).

For visitors travelling by train there is a taxi rank at the railway station.

Buses - the EYMS 104 and 105 all leave from the transport interchange and stop immediately outside the University on Cottingham Road, Main Entrance. It is then a short walk through the campus to the exhibition and student talks.

The Hull Campus map can be found at: <https://www.hull.ac.uk/editor-assets/docs/campus-map.pdf>

Event ambassadors will be on hand to guide you through the campus to the exhibition venue.

Please see 'Cars' and 'Coaches' for parking direction information.

E

Emergency procedures

If you discover a fire or other similar emergency visitors should raise the alarm by activating the nearest fire alarm point and then leave the building by the nearest exit.

If you hear the fire alarm, which is a continuous high-pitched sound, visitors should immediately leave the building by the nearest exit.

Go to the nearest Assembly Point. These are located outside the Allam Sports Centre Building. Staff will direct you if necessary to the nearest Assembly point.

You should not re-enter a building until told to do so. Please do not leave the Assembly Point until the building has been checked.

Fire doors and portable extinguishers are crucial elements in fire prevention and should not be misused or, in the case of fire doors, wedged open.

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 Discovery t-shirts.

F

First aid

First aid trained staff will be on site during the event. The first aid room is located within the Allam Sports Centre, accessible via the corridor adjacent to the exhibition hall.

In the event of an accident or mishap, please seek the assistance of an event ambassador and/or contact the event organiser on 07976703826.

All security staff on campus are first aid trained and able to provide first aid assistance if needed. The security team can be contacted on 01482 465555. First aid trained staff are also available in all buildings on campus: please contact the nearest Porter's office for assistance.

Should emergency care be required, please call 999 immediately.

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 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

Guests can connect to the UoH-Guest Wi-Fi network via Eduroam. Once connected, open a browser and submit some contact details to gain full access.

L

Lost property

All property found at the venue will be handed in to the Lost Property Department there, and will be retained for six months. If, after six months, no claim in respect of that property has been made by any person, the venue shall consider that property has been abandoned and shall receive the rights to offer that property for sale. Should you find a lost item, please hand this in to event staff in the Allam Sports Centre.

O

Organisers

The organiser will be on hand in the exhibition areas throughout the day.

Contact names: Amy Newton
Email: Amy.Newton@hull.ac.uk
Onsite Tel: 07976703826

Please note: this number is only available during the set-up, opening and breakdown times for this exhibition.

P

Parking

Please see the information in the 'Cars' and 'Coaches' sections.

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

Security

Security will be available on campus all day. In case of an emergency, please contact security on: 01482 465555.

Student talks

Student talks will be running throughout the day in the Brynmor Jones Library (9 on the map) and Middleton Hall (35 on the map) - <https://www.hull.ac.uk/editor-assets/docs/campus-map.pdf>.

All talks 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 talks programme can be found on the event webpage: <https://www.ucas.com/events/humberside-ucas-exhibition-2022-403911>.

Smoking

Smoking, including e-cigarettes, is not allowed inside any building on campus. Smokers are also asked to stand away from doorways and windows.



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VERIFICATION OF INSURANCE

We, the undersigned Brokers, hereby certify that the following described Insurance is in force at this date.

NAME OF INSURED	University of Hull & Lampada Digital Solutions Ltd
TYPE OF INSURANCE	Public and Products Liability
INSURERS	Zurich Insurance Plc
POLICY NUMBER	NHE-03CA04-0013
PERIOD	26 th October 2021 – 25 th October 2022
LIMIT OF INDEMNITY	Public Liability – £25,000,000 any one event Pollution/Products Liability - £25,000,000 for all claims in the aggregate during any one period of insurance

All the insurances are subject to their specific policy terms, conditions and exceptions.

This document is furnished to you as a matter of information only. The issuance of this document does not make the person or organisation to whom it is issued an additional Insured, nor does it modify in any manner the contract of insurance between the Insured and the Underwriters. Any amendment, change or extension to such contract can only be effected by specific endorsement attached thereto.

Should the above-mentioned contract of insurance be cancelled, assigned or changed during the above policy period in such manner as to affect this document, no obligation to inform the Holder of this document is accepted by the undersigned or the Underwriters.

Dated: 02 November 2021

Signed

For Verlingue Limited