

## UCAS exhibitions

# Visitor information pack

Date: Friday 2 September 2022

Venue: Forth Valley College  
Falkirk Campus  
FK2 9AD



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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, head to the reception area using the main entrance and you will be directed into the exhibition from there. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk in the Games 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

There is free parking available at the venue. However, this will be on a first come, first serve basis. Please see a Campus Map under "Directions".

Visitors should avoid parking in residential areas.

### Cash machines

There is a cash machine on-site and our refectory accepts card payments.

### Catering

There will be refreshments available for visitors to purchase in the refectory.

### Coaches

Coach drop off and collection point is located on Grangemouth Road across from the campus. Please follow directions from event ambassadors. You will not require a coach pass at this venue. View a Campus Map under "Directions". Please note that coaches cannot access the campus car park.

## Directions

Directions on how to get to the venue (including via bus or train) can be found here – <https://www.forthvalley.ac.uk/about-us/getting-here/falkirk-campus/>

### Venue address:

Forth Valley College  
Falkirk Campus  
Grangemouth Road  
Falkirk  
FK2 9AD



## 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.

The venue has a fire evacuation procedure in place.

In the case of an emergency, all exhibitors should leave the venue by the nearest exit and head to the assembly point as directed by the venue fire wardens. There is also directional signage at the venue, which identifies all fire exits.

### Event Ambassadors

For any general queries during the event (e.g. directions to facilities), ask any of the event ambassadors. Our Event Ambassadors will be visible wearing coral UCAS branded t-shirts.

## F

### First aid

There will be first aid officers in attendance. If a visitor requires first aid, contact an event ambassador or report to reception.

## I

### Insurance

The event 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

There is no guest Wi-Fi available during the exhibition however there is good mobile network signal at this venue.

## L

### Lost property

If any property is lost or found in the venue, please report it to a member of the events team.

## O

### Organisers

If you wish to speak to the event organiser, they can be located in the Games Hall.

## P

### Parking

There is free car parking available at the venue. However, this will be on a first come, first serve basis.

Coaches cannot access the campus car park, but there is a coach drop off/collection point located across from the campus on Grangemouth Road. Members of the events team will be on hand to direct coaches.

Visitors/coaches should avoid parking in residential areas.

## 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](mailto:events@ucas.ac.uk)

## S

### Security

The venue's facilities team will be on-site during the event. Visitors are responsible for looking after their personal belongings and should not leave them unattended.

## Student talks

Student talks will be running throughout the day in our Live Lounge and are available on a first come, first serve basis. The location of the Live Lounge and the full programme will be available to view on the UCAS website before the event and within the Event Guide available at the venue.

<https://www.ucas.com/events/forth-valley-ucas-exhibition-2022-403941>

## Smoking

The venue has a strictly no smoking policy on-site. However, there is a smoking area located outside the main entrance.



### Your Zurich Municipal Insurance

Our Reference    KP/IND  
Policy Number    NHE-06CB89-0013  
Customer Name    Forth Valley College


#### To Whom It May Concern

This is to confirm that Forth Valley College have in force with this Company until the policy expiry on 31 July 2023 Insurance incorporating the following essential features:

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 any one event inclusive of costs
Employers' Liability	£25,000,000	any one event inclusive of costs
Excess		
Public Liability/Products Liability/ Pollution	Nil	any one event
Employers' Liability	Nil	any one event
Indemnity to Principals	Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.	
Full Policy	The policy documents should be referred to for details of full cover.	

Yours sincerely

Zurich Municipal



**Contact Details:**

- Call us on 0800 232 1927
- We may record or monitor calls to improve our service.
- Email us at [john.branfoot@uk.zurich.com](mailto:john.branfoot@uk.zurich.com)
- Visit us at [www.zurich.co.uk/municipal](http://www.zurich.co.uk/municipal)
- Write to us at Zurich Insurance plc, Zurich House, 1 Gladiator Way, Farnborough, GU14 6GB

