

UCAS exhibitions

Visitor information pack

Date: Monday 24th October 2022

Venue: UHI Moray, Elgin, IV30 1JJ



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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, located outside the exhibition hall. The accident or near miss will be logged and a first aider called, if required.

Arrivals

On arrival, please head to the main reception area and follow directions to the exhibition hall. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk which is located outside the exhibition 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

Car parking at the exhibition is extremely limited. For car parking facilities in Elgin, please visit the [Moray council website](#).

Cash machines

There are no cash machines on campus – the nearest is at the Royal Bank of Scotland, 209 High Street, Elgin, IV30 1DL.

Catering

There will be refreshments available for visitors to purchase. A selection of sandwiches, snacks, and hot and cold drinks are available from the refectory and vending machines – **card payment only**.

Coaches

Coaches should drop-off and collect visitors at the large car park at the back of the building, accessed via Hay Street [opposite the fire station].

An event representative will greet you at the drop-off point and direct your group safely to the exhibition. **Please note, there is no available coach parking.**

D

Directions

Public transport

UHI Moray is located in Elgin city centre, with easy access from Elgin railway station (five-minute walk) and Elgin bus station (ten-minute walk).

By road

There are a variety of routes to access Elgin city centre, where the college is located. The postcode for satnav use is IV30 1JJ.

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 and proceed to the nearest meeting point. Event staff will be available to guide you.

Event Staff

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

F

First aid

If first aid is needed, the exhibitor or witness needs to report the incident to reception. A first aider will be called, and the incident logged, if necessary.

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

Visitors can register for WiFi through [UHI visitor](#).

L

Lost property

If any property is lost or found in the venue, please report it to a member of staff at the general information desk, located at the entrance to the exhibition hall.

O

Organisers

If you wish to speak to the event organiser, they can be located at the general information desk, in the entrance to the exhibition hall.

P

Parking

Please see the 'Cars' and 'Coaches' sections above.

Risk assessment

The organiser has completed a risk assessment for the event, a copy of this can be obtained 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

Individual bookings – a copy of the risk assessment can be requested by emailing events@ucas.ac.uk.

S

Security

Any theft or loss of items should be reported to staff at the main reception, in the main entrance beside the exhibition hall.

Student talks

Student talks will be running throughout the day 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 programme of student talks can be found on the [event webpage](#)

Smoking

UHI Moray operates a strict **no smoking** policy. There are designated smoking areas outside the venue, which are clearly signposted.

