

UCAS exhibitions

Visitor information pack

Date:

Wednesday 7th September 2022

Venue:

Rothes Halls Glenrothes



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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 Rothes Halls reception which can be accessed using the main entrance door located within the Kingdom Shopping centre. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk at the main reception.

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 a car park located at the Kingdom Shopping Centre which is free of charge for three hours.

Cash machines

Cash machines are available in the Kingdom Shopping Centre.

Catering

There is no catering at the event, but there are many outlets providing refreshments within a five-minute walk.

Coaches

Coach drop-off is at the rear of Rothes Halls, but visitors must use the front entrance. Coaches can pick up from the same place.

D

Directions

Rothes Halls complex is in Glenrothes, at the west end of the Kingdom Shopping Centre. The [Kingdom Shopping Centre Store Guide](#) shows car parks and the location of Rothes Halls.

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.

Venue evacuation procedures for Rothes Halls are displayed throughout the building. Please familiarise yourself with these when you arrive.

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 red UCAS t-shirts.

F

First aid

If you sustain any personal injuries, or are present when an accident occurs, please report it to a member of the UCAS team at the general information desk, or Rothes Halls reception. Trained first aid staff are available on the premises.

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

There is free WiFi in the Kingdom Shopping Centre.

L

Lost property

If any property is lost or found in the venue, please report it to the general information desk.

O

Organisers

If you need to contact the event organiser on the day of the event, please visit the general information desk, where they will be on hand to answer any queries.

P

Parking

Kingdom Centre car park is available, and free of charge for three hours.

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 staff will always be on-site when the venue is open to the public. The venue is closed and locked overnight.

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

Smoking is not permitted in Rothes Halls or the Kingdom Centre.