

# VISITOR INFORMATION GUIDE

**DATE:** Wednesday 3 May 2023

**VENUE:** Teesside University, Olympia Building

UCAS



# GETTING HERE



## GETTING HERE

The exhibition is being held at Olympia Building, Teesside University, Middlesbrough. The postcode for the allocated parking is TS1 3QJ  
what3words:///waving.tight.proper

[Car park map](#) – Woodlands (number 9)

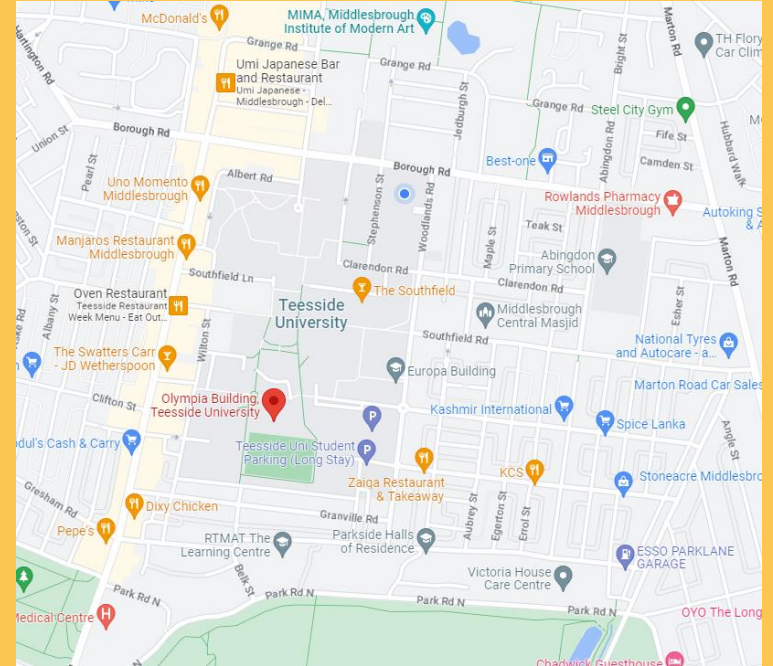
[Campus map](#) - Olympia Building (number 8)



## TRAVELLING BY CAR OR COACH?

Cars – the allocated car park for this event is the Woodlands car park, postcode TS1 3QJ. Please display a valid permit which can be found in the back of this manual

Coaches – the coach drop off point is Woodlands car park, coaches will also be able to park here. Under no circumstances must coaches drop off students anywhere other than the Woodlands car park. Please follow directional signage on the day. Please display a valid permit which can be found in the back of this manual.



# WHILST YOU'RE HERE

## WHEN YOU ARRIVE



On arrival, please head to the **Olympia Building**. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk **at the Olympia Building**



Your exhibition ticket is personal to you and should not be passed on to other group members, as this could 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 register again to be readmitted.



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## WIFI

Wi-Fi details will be displayed on posters on the day of the event inside the venue.

## ACCESSIBILITY

All venues at the event are wheelchair accessible, however if you require any further information, please contact the event organisers prior to the day on 01642 342962.

## CATERING

There will be refreshments available for visitors to purchase in various catering outlets on campus. Complimentary teachers refreshments will be available in the teachers and exhibitors lounge (situated upstairs near the entrance of the venue).

## EVENT STAFF

For general queries during the event (e.g. directions to facilities), ask any of the event staff, who can be identified by their UCAS-branded t-shirts.

## The Big Q&A and Subject Talks

Student talks will be running throughout the day. These will be signposted but please ask member of staff for directions. A full programme of events can be found on the [event webpage](#).



# JUST IN CASE

UCAS

## ORGANISERS

If you wish to speak to the event organiser, they will be based in the Olympia building reception, and can also be identified by UCAS branded t-shirts. If you need to speak to the organiser by phone prior to the event, please call 07796707648.

## ACCIDENTS & 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

## EMERGENCY PROCEDURES

Should an evacuation of the building occur, please follow the instruction of the event staff, and leave the build via the nearest exit.

## FIRST AID

If you require any treatment, please inform a member of the events team who will arrange for a first aider. Alternatively, you can telephone the security control room on ext. 01642 342086 to arrange for a first aider. If you or someone requires an ambulance, phone 999, stating the building where required. Make sure to also inform the event staff and security control room on 01642 342086 that you have called one.



# FREQUENTLY ASKED QUESTIONS

- **WHAT INSURANCE IS IN PLACE FOR THE EVENT?**

The organiser has adequate public and employee liability cover. While the organisers take every precaution to protect visitors' 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.

- **WHAT HAPPENS TO ANY LOST PROPERTY?**

If any property is lost or found in the venue, please report it to the Olympia building's main reception. After the event all property found at the venue will be handed in to the lost property department, 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 title to that property has been abandoned.

- **CAN I SMOKE/VAPE ON SITE?**

Please note, throughout the build-up, duration, and break down of the exhibition, there is a strict policy of no smoking/vaping or drinking of alcohol on the University campus.

- **WHAT SECURITY IS THERE?**

Security is present at the event throughout. If you are a victim of theft, please report it to the event manager immediately.

- **WHERE CAN I GET A COPY OF THE RISK ASSESSMENT FOR THE EVENT?**

The organiser has completed a risk assessment for the event and this will be uploaded to the group bookers enet account.

# CONTACT DETAILS

## VENUE

Carl Williams  
carl.williams@tees.ac.uk  
01642342962/  
07796707648

## CONTACT DETAILS

Prior to the exhibition  
01242 544 808 or email  
events@ucas.ac.uk

## ON SITE GENERAL ENQUIRIES

Event ambassadors, wearing UCAS t-shirts, will also be available to offer help and advice if you have any queries

Thank you for registering to attend the **Event** UCAS Discovery exhibition.





**VISITOR PARKING PERMIT**  
**WOODLANDS CAR PARK (Visitor)**

DATE: Wednesday 3 May 2023

Valid for dates of issue only

Please display this permit in your vehicle throughout your stay