

VISITOR INFORMATION GUIDE

Date: 25 – 26 April 2024


Venue: Eikon Exhibition Centre, Sprucefield, Lisburn

UCAS DISCOVERY UK TOUR




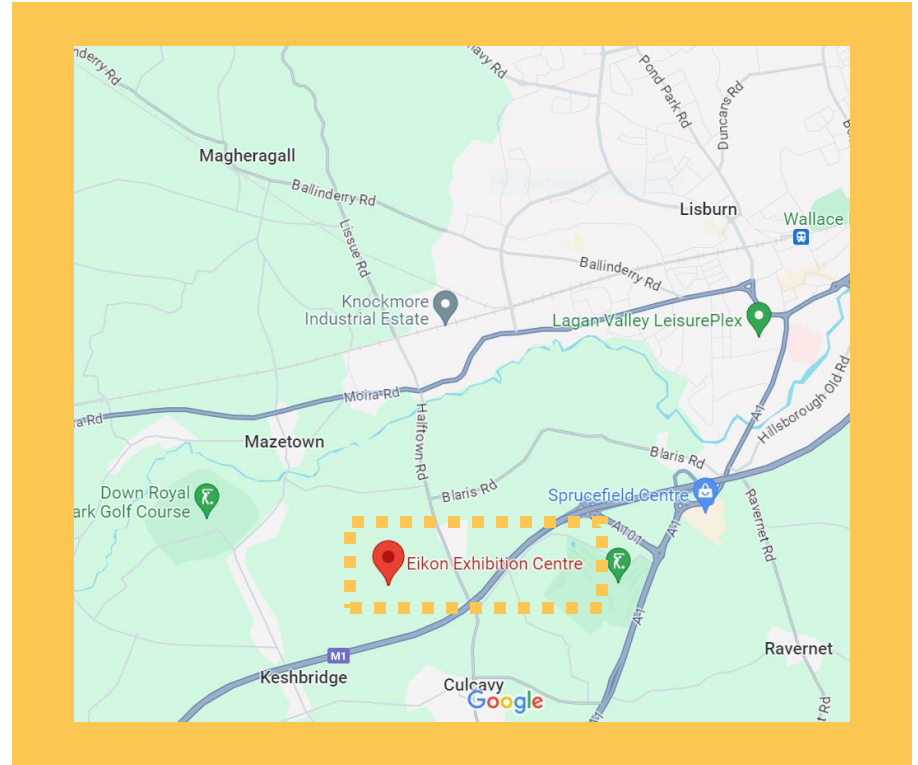
GETTING HERE

Travelling by car or coach?

 Eikon Exhibition Centre is located just 2 miles from Sprucefield at Junction 7 on the M1. Just 10 minutes from Belfast and 85 minutes from Dublin. If using a satellite navigation systems - please follow the postcode BT27 5RL. For further directions please click [here](#)

Where can I park my car?

 There is free car parking at the front of the Eikon Exhibition Centre, with over 4,000 free car parking spaces available, including designated parking areas for blue badge holders (available on a first come, first served basis). Please follow the direction of the on-site traffic team.



GETTING HERE

UCAS

Where can I park a coach or minibus?



Please follow the directions of the traffic marshals on arrival.

There is coach parking at the venue. Coaches will be directed by the on-site traffic team to the drop-off point, and car park. To ensure the smooth and safe running of the exhibition, it is imperative the traffic marshals' instructions are followed at all times.

Travelling by public transport?



Bus service 325G goes to the venue. This operates from Lisburn, Sprucefield, and Hillsborough.

The Eikon Exhibition Centre is also only a short taxi ride from Lisburn train and bus stations. The rail route offers access to travellers from all over Ireland, with links running from Belfast and Dublin.

It is strongly advised that you pre-book any taxis you may require for the arrival and departure from the Eikon Centre.

The venue has recommended the following taxi companies:

Premier Taxis (Lisburn – local): 028 9266 6666

Value Cabs (Regional): 028 9080 9080



WHILST YOU'RE HERE

UCAS

When you arrive



On arrival, please head to the main entrance of the Eikon. When you get to the main entrance, you will see signs for the UCAS event – please enter through the glass door. Please have your ticket ready to scan into the event. Everyone will need to have pre-registered and have downloaded their ticket before they enter the venue. If you have issues with a cracked phone screen, please bring a printed copy of your ticket to be scanned.



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.



Please be aware, the venue will be conducting random bag and wand searches. We thank you for your patience while this takes place.



WHILST YOU'RE HERE

UCAS

WiFi

The Eikon Exhibition Centre has a WiFi connection.

A free 15-minute session is available, by logging into the Wi-Fi network 'CAFE' at the venue.

Accessibility

Full details on accessibility can be found on the Eikon Exhibition Centre webpage [here](#).

Catering

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

The exhibitor and teacher lounge will be serving snacks and sandwiches – cash and card payments are accepted.

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 Subjects Talks

Student talks will run throughout the event on our stages. These can all be found in the main hall and will be signposted.

A full programme of events can be found on the [event webpage](#).



JUST IN CASE

UCAS

Organisers

The organiser's office is located at the front of the hall and is signposted.

A member of the Events Team will be in the office throughout the event.

Accidents & near misses

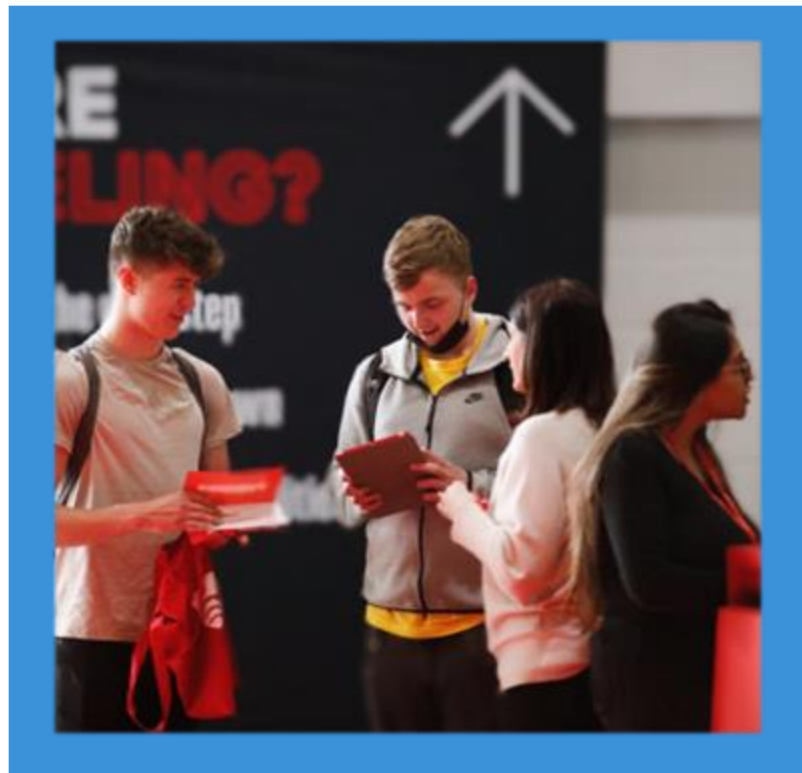
If you are involved in or witness an accident or near miss while on-site, please report it to the organiser's office immediately, located at the front of the hall.

Emergency procedures

In the event of an emergency please follow the instructions of our security staff.

First aid

If you need first aid during your visit, help can be found at the first aid office, just inside the entrance of the hall, on the left-hand side.



FREQUENTLY ASKED QUESTIONS

UCAS

Is there anywhere I can store my coat and bags?

Unfortunately, there isn't a cloakroom available.

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?

All lost property found at the Eikon Exhibition Centre will be handed in to the organiser's office. Items not claimed during the event will be passed to Eikon and kept for six months. After three months, if an item is not claimed, it will be considered abandoned, and Eikon have the right to sell it.

Can I smoke/vape on site?

The venue operates a strict no smoking policy in the venue and would ask for your full cooperation in ensuring this is complied with.

What security is there?

Security is provided for the event at all times. If you are a victim of theft, please report it to the organiser's office immediately.

Where can I get a copy of the risk assessment for the event?

The organiser has completed a risk assessment for the event. A copy of this can be requested by logging into your E-net account or emailing events@ucas.ac.uk.



CONTACT DETAILS UCAS

Venue

Eikon Exhibition Centre
Sprucefield
Halfatown Road
Lisburn
BT27 5RF

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 Lisburn UCAS
Discovery exhibition.

