

VISITOR INFORMATION GUIDE

Date: Wednesday 3 + Thursday 4 July 2024

Venue: Motorpoint Arena Nottingham

UCAS **DISCOVERY** **UK TOUR**



GETTING HERE

Travelling by coach or minibus as a group?

Visiting coaches or minibuses need to head to a drop-off and pick-up parking bay close to the venue in **Belward Street (What3Words reference wishes.beside.bets)**. Once your group has been dropped off, the vehicle will need to vacate the drop-off bay until returning for prompt pick-up at the end of your visit. Further info about coach parking in Nottingham here: [Coach Parking - Nottingham City Council](#)

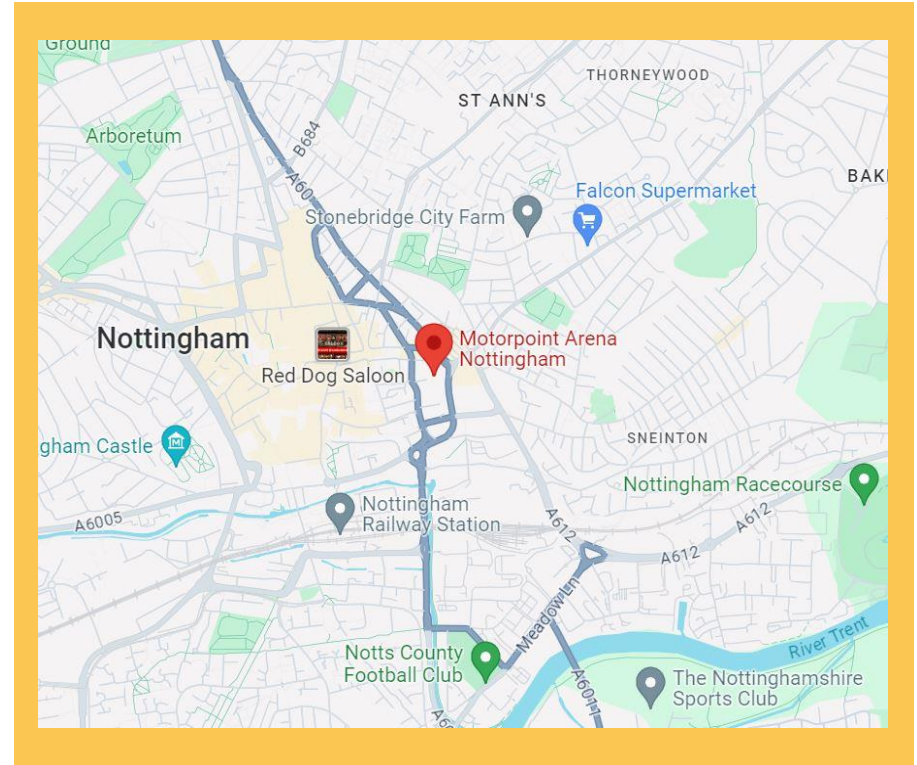
Where can I park my car?

A range of car parks are available close to the venue. Further details can be found here: [Car Parking - Motorpoint Arena Nottingham](#)

Public Transport

Nottingham has great public transport links. A park and ride and tram facility operates in the city, with Lacemarket being the nearest tram stop for the Motorpoint Arena (5 min walk). Further info can be found here: [Park and Ride \(thetram.net\)](#)


Venue website and full travel information: [Getting Here - Motorpoint Arena Nottingham](#)





WHILST YOU'RE HERE

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When you arrive

 On arrival, please head to the main entrance of the arena, via Bolero Square. Please have your ticket ready to scan into the event. Every person attending the event will need to have pre-registered and 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. This is for your own safety and that of other visitors, and we thank you for your patience while this takes place.



WHILST YOU'RE HERE

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Wi-Fi



An open Wi-Fi network is available at this event; however, a reliable connection cannot be guaranteed.



Accessibility

Full details on accessibility can be found on the Motorpoint Arena website: [Accessibility - Motorpoint Arena Nottingham](#)

Catering

There will be refreshments available for visitors to purchase in the venue's café, Encore, in the main foyer. There is also a seated area, the Green Room Garden, for those who would rather bring a packed lunch with them.

There is a Staff Room (for exhibitor and teacher catering) available at the event, serving snacks and sandwiches.

Event staff

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

The Big Q&A and Subject Tasters

Talks will run throughout the event on our Main Stage. 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: [UCAS Discovery Nottingham 2024 | Exhibition | UCAS](#)



JUST IN CASE

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Organisers

The organiser's office is located under seating block 1, directly off the main arena, and will be 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 under seating block 1, directly off the main arena. This location will be signposted.

Emergency procedures

Should an evacuation of the building occur, please follow the instructions of the venue security staff, and leave the building via the nearest exit.

First aid

Qualified first aiders will be on-site throughout the event. If you need medical assistance, please contact the organiser's office or alert a member of venue staff.



FREQUENTLY ASKED QUESTIONS

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- **Is there anywhere I can store my coat and bags?**

Unfortunately cloakrooms are not available for visitors at our events and no large bags or rucksacks are allowed in the venue. Only small bags no bigger than 35cm x 40cm x 19cm will be permitted.

- **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 property found in the venue and handed to the venue security will be kept for 1 month. Should you have any lost property queries, please contact the venue.

- **Can I smoke/vape on site?**

Motorpoint Arena Nottingham operates a strict no smoking policy in the venue and would ask for your full cooperation in ensuring this is complied with. This includes the use of e-cigarettes.

- **What security is there?**

Security is present at the event throughout. 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 emailing events@ucas.ac.uk



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CONTACT DETAILS

Venue

Motorpoint Arena
Nottingham
Bolero Square
The Lace Market
Nottingham
NG1 1LA

During the event

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

Our Organiser's Office is located under seating block 1 off the main arena and will be signposted

Pre-Event

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

Thank you for registering to attend
UCAS Discovery Nottingham

