

# VISITOR INFORMATION GUIDE

**DATE:** Thursday 10 October 2024

**VENUE:** University of Northampton, Waterside Campus

UCAS



# GETTING HERE



## GETTING HERE BY CAR

If you are arriving by car, please use the postcode NN4 8RR in your Sat Nav and park in car park 4 via New South Bridge road. Registration will take place in Senate Building.

You can [view a map](#) to car park 4 if needed.

Parking is free of charge. Please press the intercom on arrival and state that you are here for the UCAS Discovery Exhibition.



## TRAVELLING BY COACH?

Coaches should use the postcode NN1 5PH and arrive via University Drive off Bedford road.


The Transport Team will greet you and direct you to the drop off area.


**PLEASE NOTE, THERE IS NO COACH PARKING ON CAMPUS.  
ALTERNATIVE PARKING WILL BE ADVISED ON THE DAY.**




# WHILST YOU'RE HERE

## WHEN YOU ARRIVE

 On arrival, please head to the **main entrance located in the Senate Building**. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk **on the ground floor of the Senate 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.

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



# WHILST YOU'RE HERE

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## WIFI

Guest Wi-Fi is available. Users will need to register for guest access by clicking the link underneath the orange sign on button.

## ACCESSIBILITY

We have worked with AccessAble to provide informative Access Guides for the University of Northampton <https://www.accessable.co.uk/university-of-northampton>

Please contact the event organisers if you or anyone in your group have any accessibility needs.

## IMAGE CAPTURE

Events and activities during the day will be photographed, filmed or otherwise captured in image form. Images will not focus on individuals and may be used for marketing purposes across a range of channels including social media. If you would prefer to not be included in photography or filming, please speak to event staff who can be identified by their UCAS-branded t-shirts at registration or at the Event Information Desk in the Learning Hub who will issue you with a lanyard which will identify you to our photography and filming teams

## 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. There is also an Event Information Desk next to the big screen in the Learning Hub.

## The Big Q&A and Subjects Talks

Student talks, workshops, and performances will run throughout the event. These can all be found within either the Learning Hub or Creative Hub and will be signposted. A full programme of events can be found on the [event webpage](#).



# WHILST YOU'RE HERE

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## STUDENT EXPERIENCE TOURS

Student Experience Tours will be available throughout the event and will depart from the Event Information Desk area in the Learning Hub.

Tours include accommodation, the Students' Union and the Library and take approximately 20 minutes.

## CATERING

The Market and Waterside Bar and Grill restaurants are available in the Learning Hub, The Exchange café is available in Senate and The Pit Stop café is available in the Engine Shed.

There is a Morrisons Daily on site and there are also numerous picnic locations around campus.

Please note that we are a cashless campus.

## QUIET SPACES

If you need a quiet space whilst you are on campus, we recommend The Engine Shed where the Pit Stop Café is based or the Student Futures area next to the Big Q&A talk room named LH017 in the Learning Hub.

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. There is also an Event Information Desk next to the big screen in the Learning Hub.

# JUST IN CASE

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## ORGANISERS

If you wish to speak to the event organiser, they will be based in the exhibition venue, 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 email [events@northampton.ac.uk](mailto:events@northampton.ac.uk) or call 01604 892568 / 07734968722.

## ACCIDENTS & NEAR MISSES

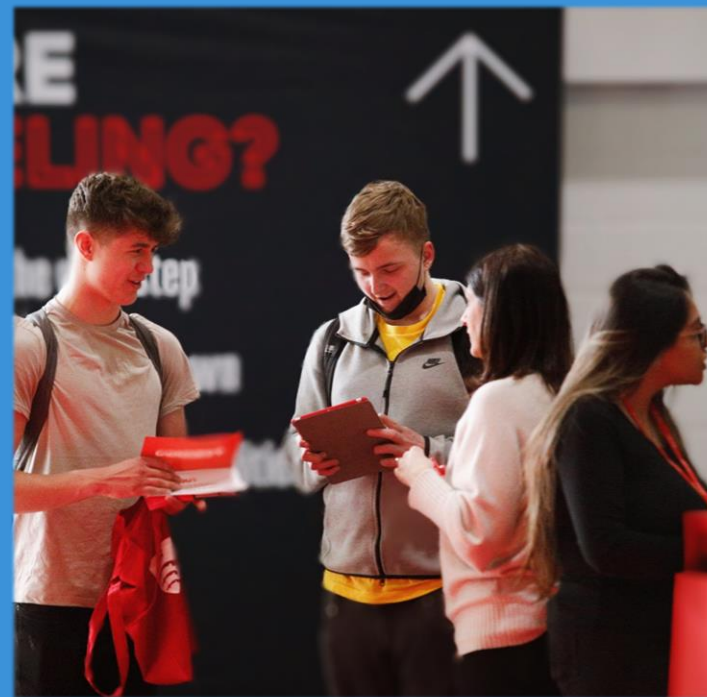
If you are involved in, or witness an accident or near miss while on-site, please report it **to the event organisers**, who can be identified by UCAS branded t-shirts or found at the Event Information Desk in the Learning Hub

## 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. If you or anyone in your group has any additional access needs, please speak to the event organisers prior to the event [events@northampton.ac.uk](mailto:events@northampton.ac.uk) / 01604 892568 / 07734968722.

## FIRST AID

First aid is available from our Security Team. Please call 01604 892269 in an emergency or for less urgent needs speak to an Event Ambassador.





# 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?**

Lost property should be reported to the Security and Community Safety Hub next to Morrisons Daily between the Learning Hub and Creative Hub buildings.

- **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. If you need to speak to Security, please call 01604 892269.

- **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

University of Northampton,  
Waterside Campus  
[events@northampton.ac.uk](mailto:events@northampton.ac.uk)  
01604 892568 / 07734968722

## CONTACT DETAILS

Prior to the exhibition  
**01242 544 808** or email  
[events@ucas.ac.uk](mailto: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.

