

VISITOR INFORMATION GUIDE

Date: Tuesday 4 & Wednesday 5 March 2025

Venue: Manchester Central Convention Complex

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



GETTING HERE

Travelling by car or coach?

Manchester is at the heart of a comprehensive motorway network. Manchester's M60 orbital motorway provides easy access from north, south, east and west. If using sat-nav, please follow the postcode M2 3GX. For further directions please click [here](#).

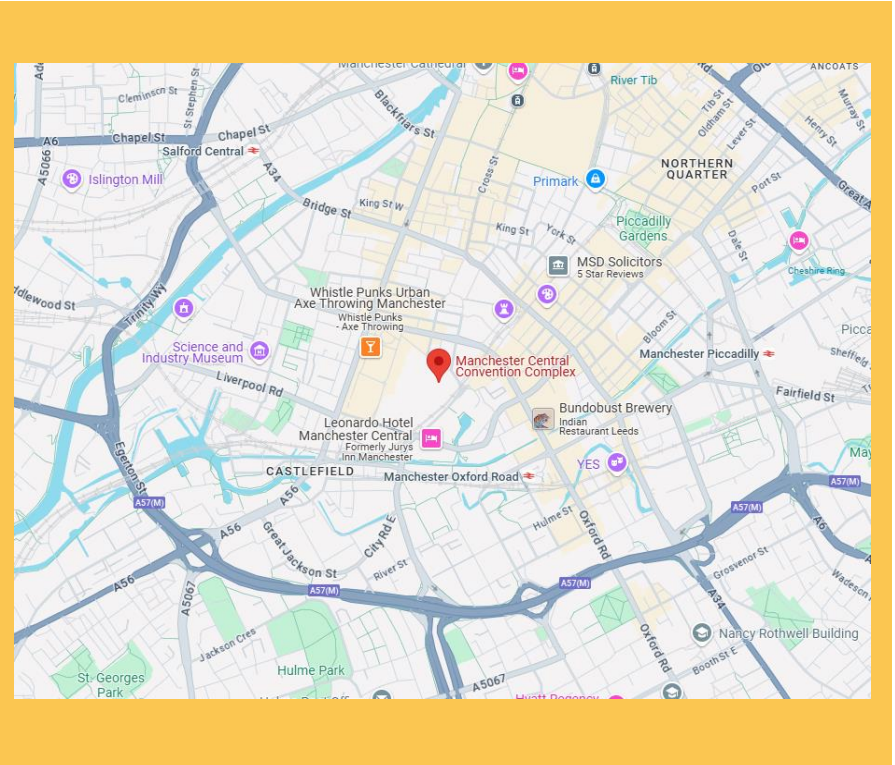
Where can I park my car?

Manchester Central has a 24-hour NCP car park located directly below the building, holding 720 cars, including 18 disabled bays. The maximum height of this car park is 1.98m. The postcode for navigation is M2 3GX.

Work is currently taking place in the car park to replace the escalators leading to the venue with a new lift system. As a result, existing escalators and lifts are temporarily out of use. Signage will direct visitors to alternative stairs and accessible routes.

The venue has made us aware of some break-ins in this car park, so vigilance is required. Take possessions with you and leave nothing in sight. There are several alternative car parks close to the venue.

More information can be found on the Manchester Central [website](#).



GETTING HERE

UCAS



Where can I park a coach or minibus?

Please follow the directions of the traffic marshals on arrival. If you're travelling by coach, there is a designated drop-off and pick-up area located to the rear of Manchester Central. This is accessed via the ramp on Albion Street. Traffic marshals will direct your coach driver and tell you when to disembark. You will be given a number for your coach – please make a note of it for when you're collected. Please note, there is **no on-site coach parking on-site at Manchester Central**. If arriving by minibus, please speak to the traffic team once you arrive on-site with regards to parking.

Coaches must pick-up within 30 minutes of the end of your timeslot; you will not be able to be picked up from the designated point after this time. When you are ready to leave the exhibition, please ensure all your students are together and proceed along the walkway, back to the coach pick-up point. The traffic marshals will ensure your coach is ready, using the number you were given when you arrived. Due to a large number of coaches and the small space available, **it is essential to follow the traffic marshals' instructions at all times**.

Further information will be emailed to you 1 week prior to the event, including a coach pass; please ensure this is displayed. For information regarding coach parking, please see the [Manchester City Council website](#).



Travelling by Train?

Manchester has direct rail connections to most major UK cities. Services arrive at Piccadilly or Victoria stations, where passengers can connect with Metrolink trams for easy access to the city centre.

Manchester Central is a 20-minute walk from Piccadilly station, or just five minutes by taxi. Alternatively, catch a connection train to Oxford Road Station, which is five minutes from Manchester Central on foot.

Further information on train services can be found at www.nationalrail.co.uk.

WHILST YOU'RE HERE

UCAS

When you arrive



On arrival, please head to the main entrance of Manchester Central. Please have your ticket ready for inspection. 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 all individuals at our exhibitions use their own personal 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

UCAS

WIFI

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 Manchester Central Webpage, by simply clicking [here](#).

CATERING

There will be refreshments available for visitors to purchase in the main foyer, and the Staff Room (exhibitor and teacher lounge) at the back of the hall which will be serving snacks and sandwiches. Only card payments are accepted in both areas.

There will also be a seated area for those who would rather bring a packed lunch with them.

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 Big Q&A stage. This is located 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

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 call **01242 544 808**.

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

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

The venue has a medical room, staffed by qualified first aiders. If you need medical assistance, please contact the organiser's office at the front of the hall in the foyer.



FREQUENTLY ASKED QUESTIONS

UCAS

- **IS THERE ANYWHERE I CAN STORE MY COAT AND BAGS?**

Unfortunately, cloakrooms are not available for visitors at our events, we advise visitors to avoid bringing large bags and rucksacks into the event.

- **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 hall and handed to the reception desk in Manchester Central's foyer, will be kept for four weeks. After four weeks, if no claim in respect of that property has been made by any person, Manchester Central reserves the right to donate the item to Manchester Central Social Committee's designated charity.

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

Manchester Central operates a strict no smoking policy in the venue and would ask for your full cooperation in ensuring this is complied with. This includes 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 and this will be uploaded to the group bookers enet account.



UCAS

CONTACT DETAILS

VENUE

Manchester Central
Convention Complex
Windmill St
Petersfield
Manchester
M2 3GX

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 Manchester
UCAS Discovery exhibition.

