

Create your future London 2017 higher education
exhibition

Visitor information pack

UCAS

ExCeL London
One Eastern Gateway
Royal Victoria Dock
London
E16 1FR

17 – 18 October 2017
09:30 – 15:00

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A

Accidents and near misses

A near miss is an incident that doesn't result in personal injury but is purely down to luck; next time, the person involved might not be so lucky! Research has shown a clear link between near misses and accidents. Reporting near misses or unsafe conditions can help prevent accidents occurring, as well as helping to promote a safer working environment, not just for employees but for anyone who visits the site. Data compiled from near misses and accident reports can help highlight trends and hazards not previously identified. Please report any incident or near miss to an event organiser, who can be found in the organiser's office.

Arrivals

On arrival, please head to the S1 entrance on the boulevard, where you will see UCAS welcome flags. Please have your ticket ready for inspection. If you do not have a ticket on arrival, please report to the registration desk inside the foyer. Please be aware the venue will be conducting bag searches.

C

Cars

There are 3,070 car parking spaces at ExCeL London. The main car park is the multi-storey car park. The orange car park is pay and display. Please note this car park is allocated on a first-come, first-served basis. A pay and display system is in operation in all areas except the multi-storey car park, where tickets are issued via a barrier system. There are car park payment machines in each car park, with a standard fee of £20.00 per day per vehicle.

Car parking for disabled visitors

Please follow the directions of the traffic staff for the disabled spaces. These are for blue badge holders only. Parking for disabled visitors is charged at the normal rate. Wheelchairs are available from the venue information desks in the boulevard. These are free of charge, however a refundable deposit will be required.

Please see map at the end of this document for directions.

Catering

There will be refreshments available for visitors to purchase in the boulevard area of the venue, with a variety of items available.

Cash machines

There are cash machines available on-site at various locations along the boulevard. Refreshments can also be purchased by card.

Coaches

If you are travelling by coach, there is a designated drop-off and pick-up area towards the rear of the ExCeL. Once students are dropped off, you will be directed by the traffic marshals to the car park. Please ensure your coach pass is visible at all times.

Due to the large number of coaches and the small space available, it is essential the traffic marshals' instructions are followed at all times. You will be directed to the drop off area and can then proceed to the Lorry car park situated next to the Royal Victoria car park. Coach parking is available at a chargeable rate of £30.00 per coach.

Please see map at the end of this document for directions.

D

Directions

Car

It's easy to get to ExCeL London from many of the main routes into London, including the M25 and M11, the North Circular, A406, and the A13. As you get closer, you'll see signs for Royal Docks, City Airport, and ExCeL. If you're using a satnav, use the postcode **E16 1DR** to get you to the car parks.

Tube

The Docklands Light Railway (DLR) is part of the London Underground network. Custom House station is currently closed until December 2017, so you will need to use either Royal Victoria or Prince Regent station. Royal Victoria is a ten-minute walk from ExCeL London, entering via the West entrance. As the event is located in the first halls just inside the West entrance, this would be the best station to stop at. Prince Regent station is located at the East entrance to ExCeL London.

Please be aware, during the closure of Custom House for ExCeL, disabled visitors are advised to access the venue via Prince Regent station and the East entrance to the venue, and make their way down the boulevard to the S1 hall entrance.

The **Jubilee Line** and the **DLR** are the quickest routes to ExCeL London. Alight at **Canning Town** on the **Jubilee Line** and change onto a **Beckton-bound DLR train** for the quick one-stop journey to ExCeL: **Royal Victoria** (for the West entrance) or **Prince Regent for ExCeL** (for the East entrance).

Tube trains generally run between 05:00 and midnight, Monday to Saturday, with reduced operating hours on Sunday. Timetables depend on the station and the line, so it's worth checking the **Transport for London website**.

Please see map at the end of this document for directions.

E

Emergency procedures

Please ensure you are familiar with the procedures to be followed in the event of an emergency at the venue.

The emergency procedures document can be found in the health and safety pack on the event website.

Event ambassadors

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

F

First aid

The venue has a medical room staffed by qualified first aiders. Should you require medical assistance, please contact the organisers via the organiser's office first.

I

Insurance

The organiser has adequate public and employee liability cover. A copy of the certificate can be found in the health and safety pack on the event webpage.

While 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.

Internet

There is free Wi Fi across the whole venue – sign in to either Excel Free.

L

Lost property

All property found should be handed to the venue or the organiser's office, where it will be retained during the event or until the owner comes forward. If no owner is found for the duration of the event, the property will be left with the venue. If, after 4 weeks, no claim in respect of that property has been made, the venue shall consider the property to have been abandoned and shall receive the right to offer that property for sale.

O

Organisers

The organiser's office is situated at the front of the exhibition as you enter the hall. It is signposted with a large flag.

P

Parking

Please see the Coaches and Cars sections above.

R

Risk assessment

The organiser has completed a risk assessment for the event, and a copy of this can be found in the health and safety pack on the event web page.

S

Security

Security will be provided for the event on Tuesday 17 and Wednesday 18 October. If you are a victim of theft, please report it immediately to the organiser's office. Please note the venue will be conducting bag searches upon entry to the venue.

Seminars

Seminars, workshops, and performances will be taking place throughout both event days. A full timetable can be found on the [event website](#).

Smoking

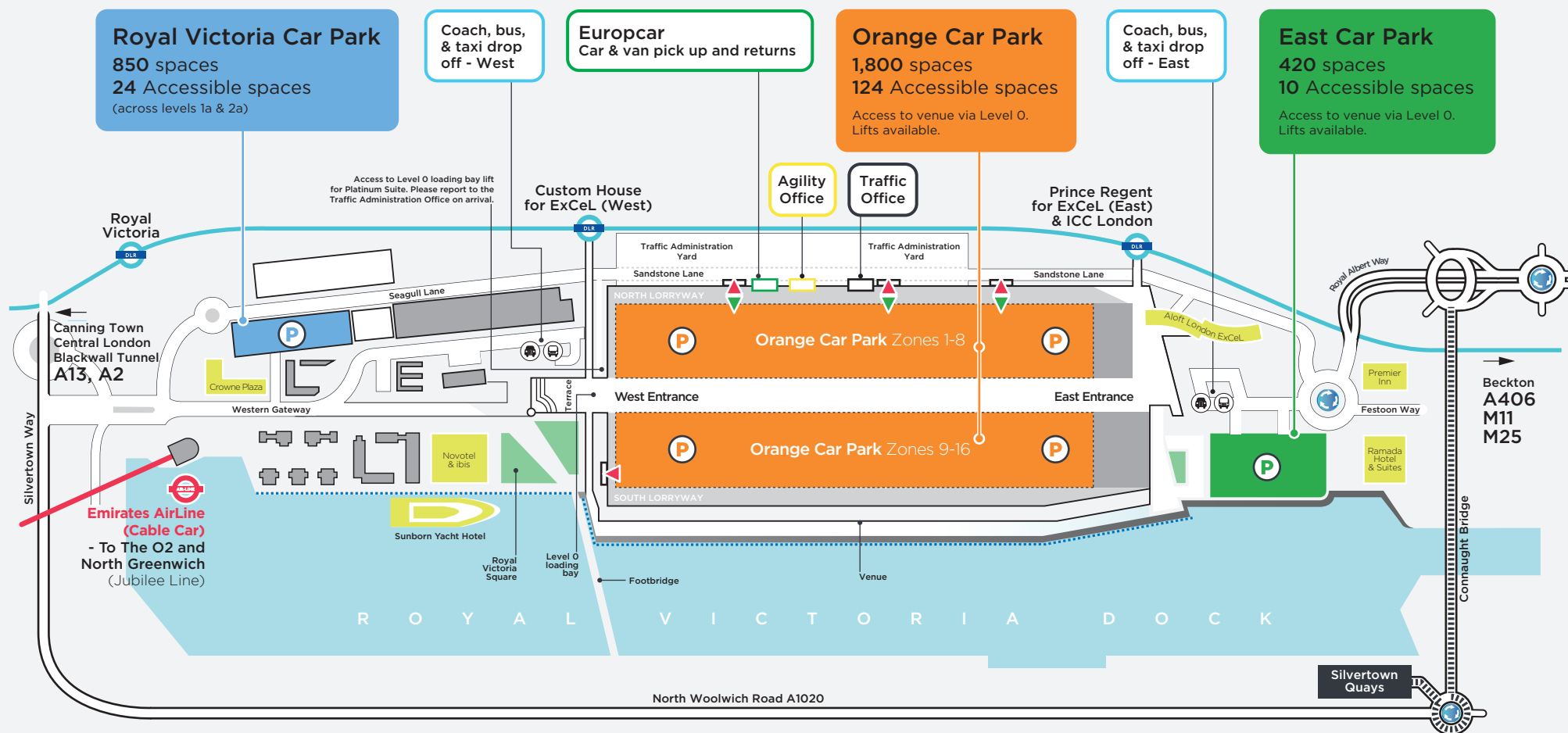
The ExCeL operates a strict **no smoking** policy within the venue, and would ask for your full cooperation in ensuring this is complied with.

ExCeL London

Parking Facilities

EXCEL

LONDON



Key



Royal Victoria Car Park



Orange Car Park



East Car Park



Docklands Light Rail



Berthing points



Entrance / Exit for Orange Car Park



Route to temporary car park at Silvertown Quays



Emirates AirLine