



UCAS higher education exhibitions

Visitor information pack

Venue address NEC Birmingham
Hall 3A
Birmingham
B40 1NT

Event date Monday 24 & Tuesday 25 June 2019

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A

Accidents and 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.

Arrivals

On arrival, please make your way through the main piazza entrance. Look out for the UCAS signs directing you straight ahead to hall 3a. If you are arriving by train, please follow the NEC signs from the platform, and follow the UCAS signs. You will see UCAS higher education welcome banners outside the hall. Please enter through the correct registration avenue, and have your ticket ready for scanning. If you do not have a ticket, please report to the registration desk which will be clearly signposted.

C

Cars

There is plenty of parking at the NEC. You will be directed to the East Car Park which is chargeable. You can pre-book your car parking and pay before you arrive at a discounted rate. Please see link here: <http://www.thenec.co.uk/visitors/parking/>

Catering

There will be refreshments available for visitors in the hall on the right-hand side. There are also other catering outlets out in the main piazza.

Cash machines

Cash machines are available onsite and are located opposite Hall 2, and refreshments can be purchased by card.

Coaches

If you are travelling by coach, there is a designated drop-off and pick-up area at the front of the piazza entrance. Traffic marshals will direct your coach driver. There is coach parking available, which is chargeable at £20 a coach, or £15 a minibus.

Please ensure you print of the Coach pass at the bottom of this document and fill out clearly your timeslot in order to assist the traffic marshals with the amount of coaches entering the venue.

When you are ready to leave the exhibition, please make sure that all of your students are together and proceed to the piazza entrance for collection at the agreed time with your coach driver.

D

Directions

The NEC is in the perfect location for car travel – eight miles east of Birmingham city centre, and at the heart of the UK motorway network. It is just off the M42.

Postcode: B40 1NT

Directions by rail

The NEC is right next to Birmingham International rail station. You can get to any of the halls quickly and conveniently, without having to step outside!

The NEC entrance is on the right-hand side as you exit the station, and is clearly signposted. Many services run direct to Birmingham International. If yours doesn't, you can catch a connecting train at Birmingham New Street. There are regular services, and the journey only takes 10-15 minutes. Buses to the NEC can be caught at Birmingham Moor Street and Solihull stations.

For further information call National Rail enquiries on 0345 748 4950.

E

Emergency procedures

If for any reason it becomes necessary to evacuate the venue, there will be a clear announcement to that effect. Please leave the building by the nearest exit, and follow instructions of the venue staff who will direct you to your nearest assembly area.

Event staff

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

F

First aid

Should you require medical assistance please contact the organisers via the organiser's office.

I

Insurance

The organiser has adequate public and employee liability cover. A copy of the certificate can be found at the back of this pack.

While the organisers take every precaution to protect visitor's 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

WiFi is available at this event via an open network.

L

Lost property

All property found in the exhibition hall will be handed in to the NEC security desk at the top of the stairs by Hall 1. Should any visitor lose an item, please come to the organiser's office to report it.

O

Organisers

The organiser's office is located at the front of the exhibition hall, on the right-hand side as you enter. There will be a member of the UCAS Events Team there at all times.

P

Parking

Please see 'Cars' and 'Coaches' above.

R

Risk assessment

The organiser has completed a risk assessment for the event, and a copy of this can be found at the back of this pack. The venue also have their own schools risk assessment which can be found here: <http://www.thenec.co.uk/media/2648/schools-and-colleges-ra-2018-v41.pdf>

S

Security

Security is provided for the show from 24 – 25 June 2019. The venue will conduct random bag searches, and have a working sniffer dog in place for the duration of event. Please do not be alarmed by these, they are standard practices for a venue of this size.

If you are a victim of theft, please report it immediately to the organiser's office.

Seminars

Seminars will run throughout the event and can be found at the front of the hall in the inflatable pods. A seminar programme can be found on the event web page.

Smoking

Smoking is prohibited in all internal areas of the NEC venue, in accordance with current

legislation. If you become aware of anyone disregarding these regulations, please make it known to a member of NEC security staff or the organiser.

Smoking is permitted in the designated smoking areas, outside the piazza main entrance, Piazza North Gardens, and atrium entrances 1-4.

