

UCAS exhibitions

Visitor information pack

Date:

Monday 16 March 2020

Venue:

Royal Cornwall Events Centre

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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 organisers, who will be at the general information desk in the hall.

Arrivals

When you arrive, please head to the entrance of The Royal Cornwall Exhibition Halls and have your ticket ready for inspection. If you don't have a ticket, please report to the registration desk.

Your exhibition ticket is personal to you and should not be passed on to other group members, as this would compromise the security of your data. To comply with data protection regulations, it's essential 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 gain readmittance.

C**Cars**

There is free parking available on-site. Please follow the direction of the traffic marshals, and enter the site through the main entrance, where they'll direct you to the designated car park.

Cash machines

There are no cash machines on-site.

Catering

There will be refreshments for all visitors in the exhibition hall, and a small seating area for all to use.

Coaches

If you're travelling by coach, please enter the site through the main entrance, and traffic marshals will direct you to the coach drop-off and pick-up area. Please make sure students

know what time and where to meet for their return journey. Due to the expected number of visitors, please don't arrive any earlier than 15 minutes before your booked session time.

D

Directions

Directions by car and coach

The venue is approximately 1.5 miles from Wadebridge town – please follow signs along the A39. You can also use postcode PL27 7JE on a satnav.

Directions by rail

The nearest train station is Bodmin Parkway, approximately 12 miles away. Taxis and buses are available from the station, but it may be advisable to book a taxi in advance.

E

Emergency procedures

Please ensure you're familiar with the procedures to be followed in an emergency at the venue. In an emergency, please make your way to the nearest exit and follow the instructions of the security staff.

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 red UCAS t-shirts.

F

First aid

There will be a first aid team on hand during the event – if you require assistance, please ask a member of event staff to alert a first aider, or come to the organiser's office/help desk.

I

Insurance

The organiser has adequate public and employer liability cover. A copy of the certificate can

be found at the back of this pack.

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.

Internet

An open WiFi network is available at this event, but a reliable connection cannot be guaranteed.

L

Lost property

All property found at the exhibition will be handed in to the organiser's office/help desk. If items have not been claimed during tenancy, they will be passed to the venue personnel, and kept for six months. After six months, if no claim has been made the property will be considered abandoned, and venue staff have the right to sell it.

O

Organisers

The organisers will be at the help desk at the front of the hall.

P

Parking

There is free parking on-site for coaches and cars. Please follow the directions of the traffic marshals.

R

Risk assessment

The organiser has completed a risk assessment for the event, which is available on request. Please contact g.rishworth@ucas.ac.uk to request this.

S

Security

Security is provided for the exhibition on Monday 16 March 2020.

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

Student talks

Student talks will be running throughout the day, and are available on a first-come, first-served basis. These are in the exhibition hall and will be signposted, but please ask a member of the team if you need directions. The full seminar programme can be found on the [event web page](#).

Smoking

There is a strict no smoking policy in the venue (including e-cigarettes), and we ask for your full cooperation.

Social media

We will be using our Instagram, Snapchat, and Twitter accounts, with the hashtag #accelerate, #ucasexhibition or #ucas2020. Please feel free to use these hashtags and help us share details of the event.

TO WHOM IT MAY CONCERN

1st August 2019

Dear Sir/Madam

UNIVERSITIES AND COLLEGES ADMISSIONS SERVICE AND ALL ITS SUBSIDIARY COMPANIES

We confirm that the above Institution is a Member of U.M. Association Limited, and that the following covers are currently in place:

EMPLOYERS' LIABILITY

Certificate No.	Y016458QBE0119A/074
Period of Indemnity	1 st August 2019 to 31 st July 2020
Limit of Indemnity	£15,000,000 any one event unlimited in the aggregate
Includes	Indemnity to Principals
Cover provided by	QBE UK Limited and Excess Insurers

PUBLIC AND PRODUCTS LIABILITY

Certificate of Entry No.	UM074/05
Period of Indemnity	1 st August 2019 to 31 st July 2020
Includes	Indemnity to Principals
Limit of Indemnity	£10,000,000 any one event and in the aggregate in respect of Products Liability and unlimited in the aggregate in respect of Public Liability
Cover provided by	U.M. Association Limited and Excess Cover Providers led by QBE UK Limited

If you have any queries in respect of the above details, please do not hesitate to contact us.

Yours faithfully



Paul Cusition
For U.M. Association Limited

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