

# Visitor information pack

Date:

# 28 June 2022

## Venue:

**Exhibition Centre  
Liverpool, L3 4PF**



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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, located at the front of the hall.

### Accessibility

Full details on accessibility can be found on the Exhibition Centre Liverpool [website](#).

### Arrival

On arrival, please head to the main entrance of Exhibition Centre Liverpool – you will see the UCAS flags. Please have your ticket ready for inspection. If you don't have a ticket, please report to the registration desk inside the hall entrance.

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, we will be conducting random bag searches upon entry.

## C

### Car parking

Visitors can easily reach Exhibition Centre Liverpool by car. Full directions can be found on the venue website at [www.accliverpool.com/organising-an-event/travelling-here](http://www.accliverpool.com/organising-an-event/travelling-here).

Parking is available nearby, with various car parking facilities. Parking charges do apply. Further details about parking can be found at the back of this pack.

## Catering

Catering will be available during the event. Hot and cold food and drink will be available, although this area may be busy at times, due to the number of visitors attending. The venue only accepts card payments.

## Cloakroom

There are no cloakroom facilities at this event.

## Coaches

If you're travelling by coach, there is a designated drop-off and pick-up area located on the water side of the Exhibition Centre Liverpool. Traffic marshals will direct your coach driver and tell you when to disembark. If you have informed UCAS you will be travelling by coach, a coach pass will be emailed to you before the event to display.

When you're ready to leave the exhibition, please make sure 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. Due to the large number of coaches and small space available, it is essential the traffic marshals' instructions are followed at all times.

## Covid-19 Precautions

### Face coverings

We highly recommend that you wear a face covering inside the venue and the hall unless you are exempt. We will have a provision of these at the registration area but advise that you bring your own.

### Social distancing

We will be promoting a recommended social distancing of 1m+ within the public areas in the venue and our event hall.

### Self-scan for tickets and onsite registration

This year we will be operating a self-scan service to gain entry into the event hall. Support will be available for this service if required.

### Cleaning

Liverpool will be regularly cleaning high traffic and touchpoint areas throughout the event.

### Hygiene

There are hand sanitiser stations located throughout the venue and in our event hall. but we also advise you to bring your own hand gel, if possible.

***Please note that the information and advice in the COVID 19 precautions section is based on the latest government advice as of 28 January 2022.***

## D

### Directions

#### **By road**

Delegates can easily reach Exhibition Centre Liverpool by car. Full directions can be found on the venue website at [www.accliverpool.com/organising-an-event/travelling-here](http://www.accliverpool.com/organising-an-event/travelling-here).

#### **By rail**

Exhibition Centre Liverpool is a short taxi or bus-ride away from Liverpool Lime Street.

## E

### Emergency procedures

In the event of an emergency please follow the instructions of our security staff.

### 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 UCAS Discovery t-shirts.

## F

### First aid

If you require any first aid during the build-up, event, or breakdown, please go to the organiser's office. The venue also has a medical room, which is in the atrium by the organiser's office.

## I

## Insurance

The organiser has adequate public and employee liability cover.

While the organisers take every precaution to protect visitor property during an event, they aren't 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 the venue, via an open network.

## L

### Lost property

All property found in the hall will be handed to the venue's reception desk in the foyer, and will be retained for 12 weeks. If, after 12 weeks, no claim in respect of that property has been made by any person, the venue has the right to dispose or donate the item.

## O

### Organisers

The organiser's office is located by the entrance of the hall and can be accessed from the hall or atrium. It is signposted by a large flag. A member of the Events Team will be in the office throughout the event.

## P

### Parking

Please see the information in the 'Cars' and 'Coaches' section for details.

## R

## Risk assessment

The organiser has completed a risk assessment for the event. A copy of this can be requested by emailing [events@ucas.ac.uk](mailto:events@ucas.ac.uk).

## S

### Security

Security is provided for the event at all times. If you are a victim of theft, please report it to the organiser's office immediately.

### Student talks – Live Lounge

Live Lounge - Student talks will run throughout the event within our main stage and subject live stage. These can all be found in the main hall and will be signposted. A full programme of events can be found on the [event webpage](#).

### Smoking

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



## Car Parking at ACC Liverpool

### Directions to ACC Liverpool

From the North - Leave the M6 at junction 26 and follow signs for M58 Liverpool. Follow to end of M58 and then take signs for A59 Liverpool. Continue to follow Liverpool City Centre until picking up signs for Arena & Convention Centre Liverpool.

From the South - Leave the M6 at junction 21A and take the M62 to Liverpool. At the end of the M62 follow signs for Liverpool City Centre along Edge Lane, picking up and following signs for Arena & Convention Centre Liverpool.

For Sat Nav please use L3 4BX or the co-ordinates - LAT: 53.396007 LONG: -2.99118

The on-site car parks can be seen on the map below numbered 1 and 2, as well as the Liverpool Waterfront and Kings Dock Multi-Storey Car Parks. Should the car parks be full upon your arrival to the venue, we recommend using one of the Q-Parks detailed in the table below:

Car Park	Pricing & Opening Hours	Spaces	Height Restrictions
<b>Liverpool Waterfront Car Park</b> Monarchs Quay, Liverpool, L3 4FP Payment: Cash/Card	Monday – Sunday 24 Hours Up to 1 hour - £2.40 Up to 2 hours - £6.00 Up to 5 hours - £8.00 Up to 9 hours - £12.00 Up to 24 hours - £18.00	530 spaces + 30 accessible spaces	Ground Floor – 2.4m Levels 1, 2 & 3 – 2.1m
<b>Liverpool Kings Dock Car Park</b> Monarchs Quay, Liverpool, L3 4FP Payment: Cash/Card	Monday – Sunday 24 Hours Up to 1 hour - £2.40 Up to 2 hours - £6.00 Up to 5 hours - £8.00 Up to 9 hours - £12.00 Up to 24 hours - £18.00	1,450	Ground Floor - 3.1m
<b>Car Parks 1 &amp; 2</b> Monarchs Quay, Liverpool, L3 4FP Payment: Car Park 1: Cash Car Park 2: Cash/Card	Monday – Sunday 24 Hours Up to 1 hour - £2.40 Up to 2 hours - £6.00 Up to 5 hours - £8.00 Up to 9 hours - £12.00 Up to 24 hours - £18.00	200	No height restrictions



# AT YOUR SERVICE...

## EXCELLENCE AS STANDARD

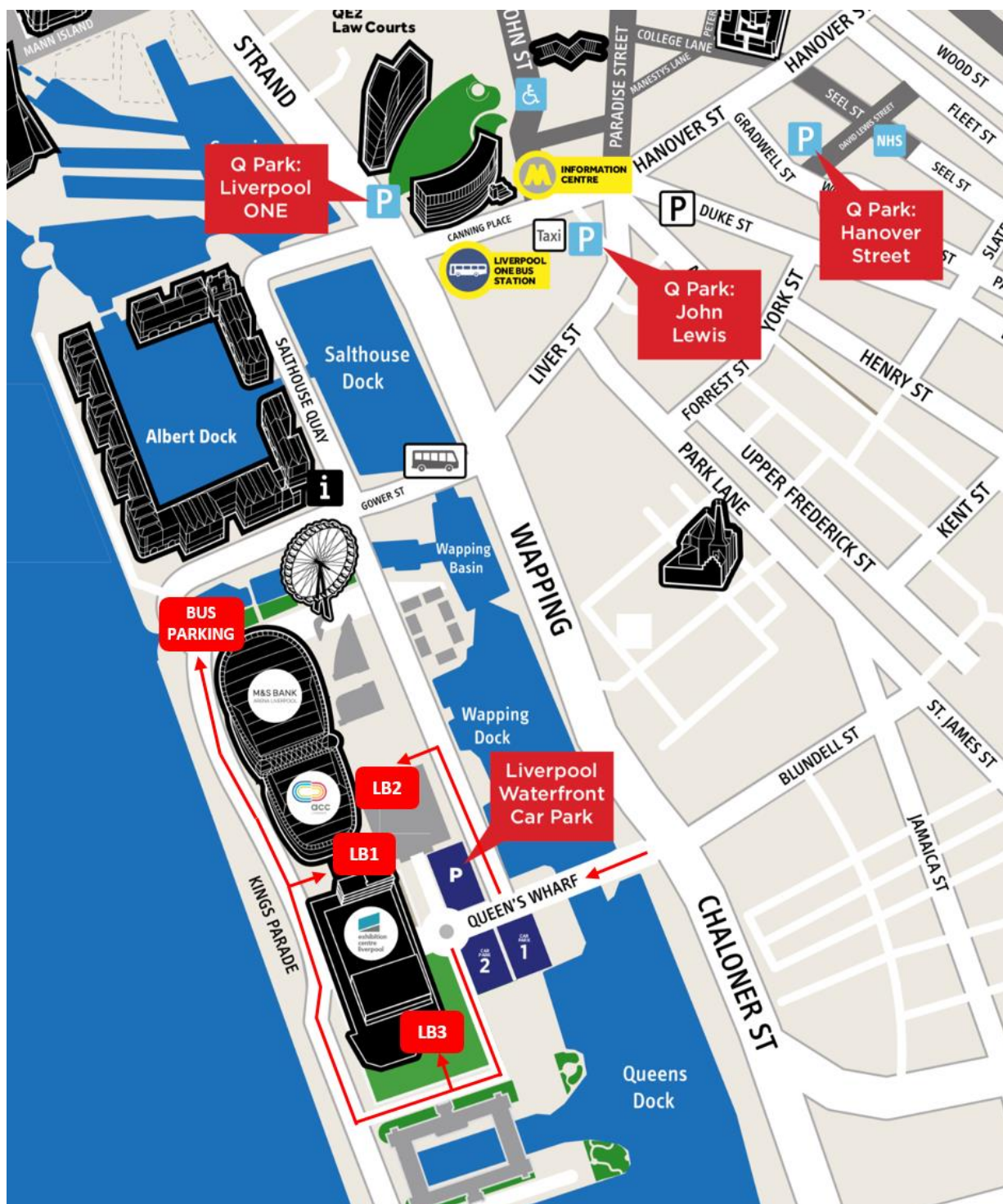


<b>Q-Park John Lewis (Liver Street)</b> Liver Street, Liverpool, L1 8DH	Monday – Sunday 24 Hours Up to 1 hour - £2.70 Up to 2 hours - £5.60 Up to 3 hours - £8.50 Up to 4 hours - £11.50 Up to 5 hours - £14.00 Up to 6 hours - £15.00 Up to 10 hours - £16.00 Up to 11 hours - £17.00 Up to 12 hours - £18.00 Up to 24 hours - £19.00	281	Maximum vehicle height 2.1m
<b>Q-Park Liverpool One (Strand)</b> The Strand, Liverpool, L1 8LT	Monday – Sunday 24 Hours Up to 1 hour - £2.70 Up to 2 hours - £5.60 Up to 3 hours - £8.50 Up to 4 hours - £11.50 Up to 5 hours - £14.00 Up to 6 hours - £15.00 Up to 10 hours - £16.00 Up to 11 hours - £17.00 Up to 12 hours - £18.00 Up to 24 hours - £19.00	1.900	Maximum vehicle height 2.1m
<b>Q-Park (Hanover Street)</b> Seel Street, Liverpool, L1 4AF	Monday – Sunday 24 Hours Up to 1 hour - £2.70 Up to 2 hours - £5.60 Up to 3 hours - £8.50 Up to 4 hours - £11.50 Up to 5 hours - £14.00 Up to 6 hours - £15.00 Up to 10 hours - £16.00 Up to 11 hours - £17.00 Up to 12 hours - £18.00 Up to 24 hours - £19.00	500	Maximum vehicle height 2.m

Map attached on the next page:

# AT YOUR SERVICE...

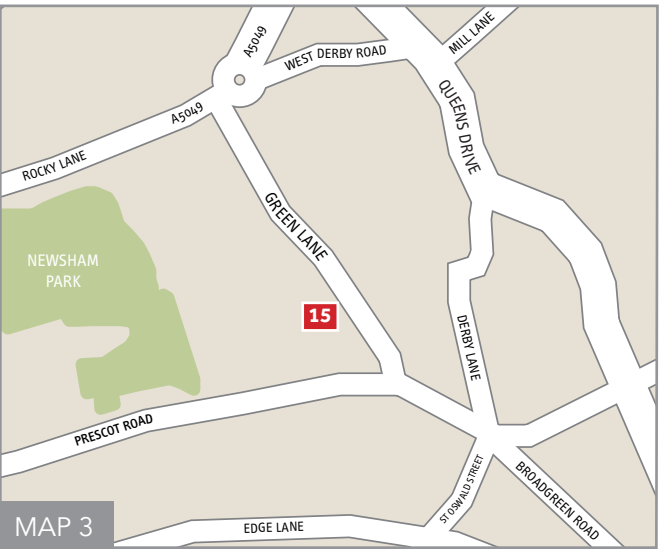
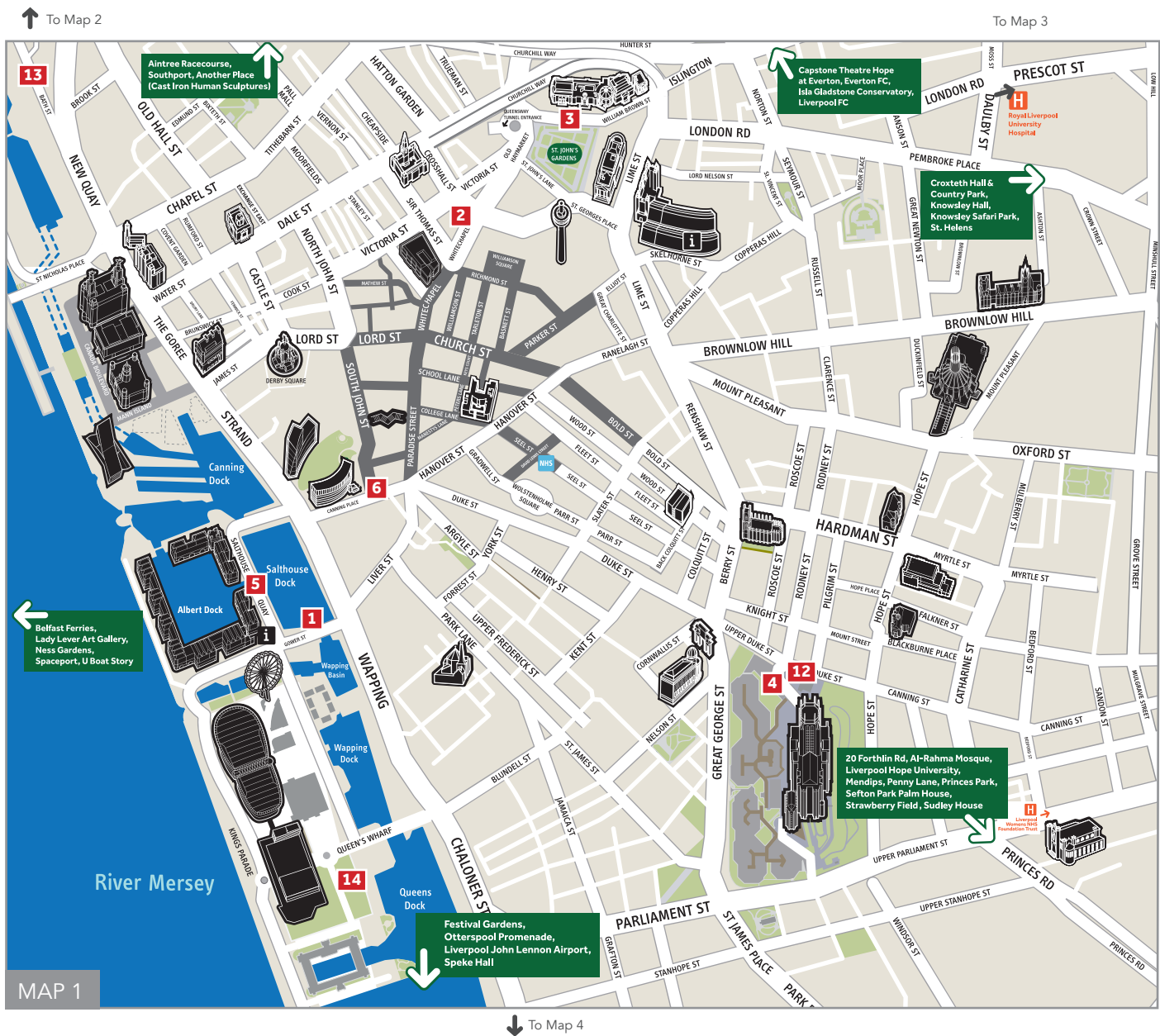
EXCELLENCE AS STANDARD





# LIVERPOOL COACH WELCOME

VISITLIVERPOOL.COM/TRAVELTRADE



## PICK UP AND DROP OFF

- 1** GOWER STREET, ALBERT DOCK, L3 4AD. (See Map 1 for location). 1 bay available for pick up and drop off only with a maximum stay of 10 minutes. Available 24 hours. (Adjacent to bus stop).
- 2** CROSSHALL STREET, L1 6DQ. (See Map 1 for location). Adjacent to National Conservation Centre. 2 bays are available for pick up and drop off only. Hours of operation are 0800 - 1800 with a maximum stay of 15 minutes.
- 3** WILLIAM BROWN STREET, L3 8EN. (See Map 1 for location). Opposite World Museum. 3 bays are available for pick up and drop off only. Hours of operation are 0800 - 1800 with a maximum stay of 15 minutes.
- 4** LIVERPOOL CATHEDRAL, L1 7AZ. (See Map 1 for location) 2 bays available for pick up and drop off only. Hours of operation are 08.00 - 18.00 with a maximum stay of 15 minutes.
- 5** SALTHOUSE QUAY, ALBERT DOCK, L3 4AD. (See Map 1 for location). Located opposite the Revolution Bar. 3 pick up and drop off bays available. Maximum stay 10 minutes.
- 6** LIVERPOOL ONE BUS STATION, L1 8DA access from The Strand or Hanover Street. 1 bay available for pick up and drop off only. Maximum stay 15 minutes.

## MEDIUM STAY PARKING

A total of 39 parking bays have been allocated around the city centre. These parking bays are free to use and no advance booking is required. All parking bays are in operation 8.00am- 6.00pm.

- 7** BANKFIELD STREET, L20. (See Map 2 for location). Between Great Howard Street and Regent Road where 8 parking bays are available.
- 8** REGENT ROAD, L3. (See Map 2 for location). Between Carlton Street and Dublin Street where 4 parking bays are available.
- 9** REGENT ROAD, L5. (See Map 2 for location). Between Fulton Street and Boundary Street where 12 parking bays are available.
- 10** REGENT ROAD, L5. (See Map 2 for location). Between Walter Street and Fulton Street where 3 parking bays are available.
- 11** SANDHILLS LANE, L20. (See Map 2 for location). Between Regent Road and Derby Road where 3 bays are available.
- 12** UPPER DUKE STREET, L1 (See Map 1 for location) Adjacent to Liverpool Cathedral where 3 parking bays are available.
- 13** BATH STREET, L3. (See Map 1 for location) 6 parking bays are available.

## OFF STREET PARKING

- 14** KING'S WATERFRONT - QUEEN'S DOCK, KING'S PARADE, L3. (See Map 1 for location) Parking is currently available for up to 30 coaches on this waterfront site close to the Albert Dock, Exhibition Centre Liverpool and ACC Liverpool. Spaces cannot be booked in advance or reserved.  
Cost: Pay and Display in operation.  
Contact: Control Room 0151 707 0120
- 15** ARRIVA - GREEN LANE DEPOT, OLD SWAN, L13 7HS. (See Map 3 for location) Depot facility. There are external coach washing facilities available for an extra charge of £10. There are no toilet drop facilities.  
Operating Hours: Monday to Friday 9.00am - 5.30pm. Saturday 10.00am - 5.30pm. Coaches must be off site by 5.30pm prompt.  
Cost: £20 per day  
Contact: 0151 282 8305.  
Email: Smithd@arrivanw.co.uk  
To pre book wash facilities email Cowans@arrivanw.co.uk
- 16** RIVERSIDE DRIVE, L3. (See Map 4 for location). Free coach parking available for up to 18 vehicles.  
No pre-booking necessary.  
Contact: Ian.Cuthbert@liverpool.gov.uk

## LIVERPOOL COACH WELCOME

Coach groups can register for a special Coach Welcome, which involves a personal welcome to the city of Liverpool from one of our enthusiastic coach hosts, the latest information on what's on, complimentary maps, restroom and refreshment facilities. For drivers, there are coach drop-off and pick-up facilities, parking and traffic information and refreshments. There are three locations: Liverpool Cathedral in the city's historic Hope Street Quarter, Albert Dock on Liverpool Waterfront and at Liverpool ONE bus station. We recommend booking at least 10 days in advance.

- LIVERPOOL CATHEDRAL  
+44 (0)151 702 7284  
jenny.moran@liverpoolcathedral.org.uk
- ALBERT DOCK  
+44 (0)151 707 0729  
groups@albertdock.com
- LIVERPOOL ONE BUS STATION  
+44 (0)151 330 1354  
coachbookings@merseytravel.gov.uk