

# VISITOR INFORMATION GUIDE

## CREATE YOUR FUTURE MANCHESTER

Tuesday 11 November 10:00 - 15:00  
Wednesday 12 November 10:00 - 15:00

**Location:** Manchester

**Venue:** Manchester Central,  
Petersfield, Manchester, M2 3GX

[what3words.com/prime.deaf.sound](https://what3words.com/prime.deaf.sound)

UCAS



# GETTING HERE



## Travelling by public transport?

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](http://www.nationalrail.co.uk).



## 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.

**Please note:** The venue has made us aware of a series of break-ins in this carpark, so extra care should be taken if using this carpark. Take any possessions with you and leave nothing in sight. There are several alternative carparks in the vicinity of the venue.

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



# GETTING HERE



## Travelling by coach or minibus?

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 a satellite navigation systems - please follow the postcode M2 3GX. For further directions please click [here](#).

**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](#).




# WHILST YOU'RE HERE

## When you arrive

 On arrival, please head to the main entrance of Manchester Central (What3words:///prime.deaf.sound). Please have your ticket ready to scan into the event. 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 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, the venue will be conducting random bag and wand searches. We thank you for your patience while this takes place.



# WHILST YOU'RE HERE

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## Wi-Fi

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

Refreshments will be available for visitors to purchase in the main foyer, and the Staff Room will be serving snacks and sandwiches at the back of the hall. Only card payments are accepted in both areas. Please see menus for pricing at the end of this manual. 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), please ask any of the event staff, who can be identified by their UCAS branded t-shirts.

## EXPLORE CREATIVE COURSES, APPRENTICESHIPS AND CAREERS – ALL IN ONE PLACE.

- Talk to universities, colleges, conservatoires and employers about your creative choices
- Speak to current students and employees about their experiences
- Watch performances and student talks on the live stage
- Chat to UCAS experts and careers advisors

For the full event programme and more information please visit the [event webpage](#)





# JUST IN CASE

## Organisers

The organiser's office is located at the front of the hall and is signposted. A member of the Events Team will be in the office throughout the event.

## 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 back of the hall.

## Emergency procedures

Should an evacuation of the building occur, please follow the instructions of the venue security staff, and leave the building 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 or alert a member of security.



# FREQUENTLY ASKED QUESTIONS

- **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 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.

- **What happens to any 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 30 days, no claim in respect of that property has been made, the licensor shall consider the property to have been abandoned and shall receive the rights to donate the item.

- **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. A copy of this can be found via your group booking account or by requesting via email at: [events@ucas.ac.uk](mailto:events@ucas.ac.uk).



# CATERING PRICES

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## GRAND CENTRAL GRILLED CHEESE

**The Ultimate Grilled Cheese**  
Manchester sourdough,  
mature Cheddar and Lancashire cheese mix, salted butter  
**£6.90**

**The Ultimate Grilled Cheese**  
With sliced fresh plum tomatoes and basil  
**£7.20**

**The Ultimate Grilled Cheese**  
With spiced chorizo  
**£7.50**

**The Ultimate Grilled Cheese**  
With smokey BBQ pulled chicken  
**£7.50**

\* All served with red slaw and gherkin

**ANY TOASTIE AND ANY SOFT  
DRINK £9.00**

Drinks included: Coke Zero, Coca Cola, Diet Coke, Fanta,  
Fanta Zero, Sprite, Sprite Zero, Still Water, Sparkling Water



## PIES & PASTIES

**Sausage Roll**  
Contains: Gluten, Milk

**£2.50**

**Cornish Pasty**  
Contains: Gluten, Milk, Eggs

**£4.50**

**Cheese & Onion  
Pasty**  
Contains: Gluten, Milk, Eggs,  
Mustard  
**£4.50**

A full list of allergen information is available on request.  
All our food is produced in an environment where all known allergens are present

We Only Accept Card Payments

**£6.50**

## MEAL DEAL

Includes:

Simply Cheese or  
Simply Ham  
Sandwich

Lancashire  
Crisps

Fruit

Bottle of Water

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We only accept card payments





# CONTACT DETAILS

## Venue

Manchester Central Convention Complex  
Windmill St  
Petersfield  
Manchester  
M2 3GX

## Pre-event

The event organiser can be contacted on 01242 544 808 or email [events@ucas.ac.uk](mailto:events@ucas.ac.uk) prior to the event

## During the event

Event ambassadors, wearing UCAS t-shirts, will be available to offer help and advice if you have any queries whilst at the event.

**Thank you for registering to attend Create Your Future.**

