

# VISITOR INFORMATION GUIDE

**Date:** Tuesday 17 June

**Venue:** Exhibition Centre Liverpool, Kings Dock,  
Liverpool Waterfront, L3 4FP

**UCAS** **DISCOVERY** **UK TOUR**



# GETTING HERE

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## Travelling by car or coach?

There is a designated drop-off and pick-up area located on the water side of the Exhibition Centre Liverpool (Sat Nav – L3 4FP), What3Words: **potato.beard.kick**. 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, please have this to display.

When you are 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.



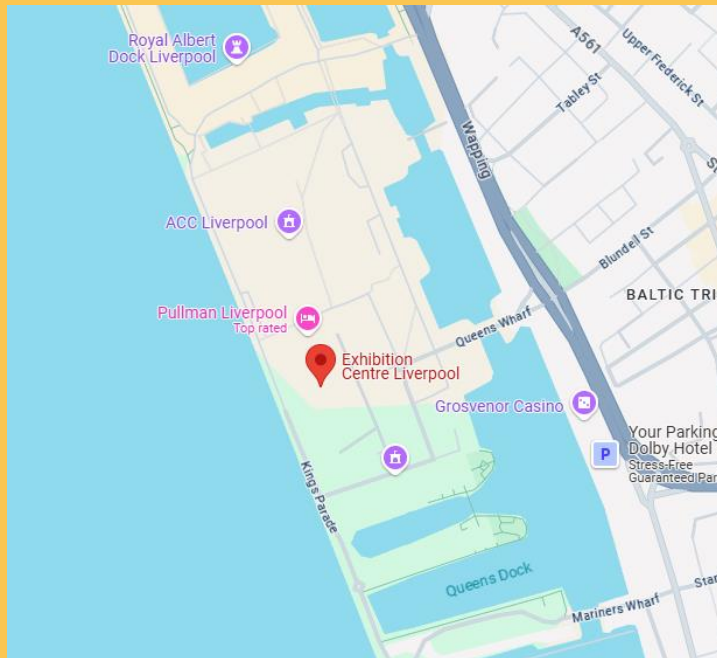
## Where can I park my car?

There are several car parks close to the venue available on a pay and display basis. Please see the ECL website for the nearest car park and charges [here](#).



## Travelling by Train?

The ECL is a short taxi or bus ride away from Liverpool Lime Street station. More information can be found [here](#).



# WHILST YOU'RE HERE

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## When you arrive



On arrival, please head to the **main entrance of the ECL.what3words: ///jumps.ports.proof**. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the onsite registration area to the right of the main entrance into the exhibition hall.



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 may be conducting random bag and wand searches. We thank you for your patience while this takes place.



# WHILST YOU'RE HERE

UCAS

## WIFI

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 Exhibition Centre Liverpool website, by simply clicking [here](#).

## CATERING

Refreshments will be available for visitors to purchase. There is a seated area for those who would rather bring a packed lunch with them.

The Staff Room is available to teachers & exhibitors and will be serving snacks & sandwiches. **This is a cashless venue, card payments only.**

## 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 UCAS-branded t-shirts.

## The Big Q&A and Subjects Talks

Student talks will run throughout the event on our stage. These can be found on the event guide.

A full programme of events can be found on the [event webpage](#).



# JUST IN CASE

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## ORGANISERS

The organiser's office is located along the corridor. A member of the Events Team will be in the office throughout the event.

## ACCIDENTS & NEAR MISSES

If you are involved in, or witness an accident or near miss while on-site, please report it to the Organisers office

## EMERGENCY PROCEDURES

Should an evacuation of the building occur, please follow the instruction of the event staff, and leave the build via the nearest exit.

## FIRST AID

Qualified first aiders will be on-site throughout the event. If you need medical assistance, please contact the organiser's office along the corridor.



# FREQUENTLY ASKED QUESTIONS

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- **Is there anywhere I can store my coat and bags?**

Unfortunately, there is no cloakroom service at this event. We advise that visitors do not bring big bags or to store them more securely on the coach or vehicle they arrive in. Bag searches will be in operation and therefore a group with many bags can cause delay to entry.

- **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 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.

- **WHAT HAPPENS TO ANY 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 the property has been made by any person, the venue has the right to dispose or donate the item.

- **CAN I SMOKE/VAPE ON SITE?**

Please note, throughout the build-up, duration, and break down of the exhibition, there is a strict policy of no smoking/vaping or drinking of alcohol on the University campus.

- **WHAT SECURITY IS THERE?**

Security is present at the event throughout. If you are a victim of theft, please report it to the event manager immediately.

- **WHERE CAN I GET A COPY OF THE RISK ASSESSMENT FOR THE EVENT?**

The organiser has completed a risk assessment for the event and this will be uploaded to the group bookers enet account.





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# CONTACT DETAILS

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Prior to the exhibition

**01242 544 808** or email  
**events@ucas.ac.uk**

## ON SITE GENERAL ENQUIRIES

Event ambassadors, wearing UCAS t-shirts, will also be available to offer help and advice if you have any queries

## VENUE

Exhibition Centre Liverpool  
Kings Dock  
Liverpool Waterfront  
L3 4FP

Thank you for registering to attend the UCAS Discovery Liverpool exhibition.

