

(Event name)

higher education exhibition 2018

Visitor information pack

Venue address

(Editable section)

Event date and other details

(Editable section)

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# A

## Accidents and near misses

What should a visitor do if they are involved in an accident or a near miss?

## Arrivals

Give details of what a visitor should do when they arrive – which door to use, and where to go.

# C

## Coaches

Where can coaches drop off and collect visitors to the event? Include details of any coach parking available, and charges.

## Cars

Where can visitors park? Include details of charges.

## Catering

Specify what, if any, catering is available at the exhibition.

## Cash machines

Are there any cash machines at the venue?

# D

## Directions

Please give details of how visitors can find the venue.

# E

## Emergency procedures

Give details of emergency procedures, including the evacuation process.

## Event ambassadors

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

# F

## First aid

Give clear details of the location of the first aid room and officers, and what a visitor should do if they need first aid.

# 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 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

Is internet access available? If applicable, please give details of how this can be ordered or accessed. Include the price, if there is a charge.

# L

## Lost property

Give the venue’s procedure on lost property. What should a visitor do if they find lost property, or they lose an item?

# O

## Organisers

Where can a visitor find the organiser if they need to speak to them?

# P

## Parking

What are the parking details for coaches, cars etc?

# R

## Risk assessment

The organiser has completed a risk assessment for the event. A copy of this can be found at the back of this pack.

# S

## Security

Give details of security arrangements on-site during the exhibition.

## Seminars

Give details of your seminar programme, and where the seminar rooms are located.

## Smoking

What is the venue’s smoking policy, and where are any smoking areas?

#

**To be inserted: risk assessment and public liability insurance certificate, plus any additional documents needed**