

# Visitor information pack

Date:

8 September 2022

Venue:

Easterbrook Hall, The Crichton,  
Bankend Road, Dumfries DG1  
4TA



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## A

### Accidents and near misses

If you are involved in an accident or near miss, please report the incident to a member of staff at the general information desk, where a member of the UCAS team and the event organiser will be situated.

### Arrival

On arrival, please follow the direction of the event staff, wearing red t-shirts. Please ensure you have printed your ticket, or have it available on your smartphone. Your ticket is unique to you, and must not be used by anyone else, as all data collected by exhibitors must comply with data protection regulations.

**Please note**, with over 700 students expected to attend during the day, and in the interests of health and safety, it is vital you adhere to your booked time slot.

## C

### Car parking

There is ample parking available in the main car park outside the main entrance to Easterbrook Hall. No parking charges apply.

### Catering

Tea/coffee will be available for sale throughout the day in Duncan Room 4. This is for teachers and exhibitors only.

### Cloakroom

There is no cloakroom at this venue.

## Coaches

Coaches dropping off/collecting school students attending the exhibition, can do so in the main car park area at Easterbrook Hall.

There is ample space in main car park area to enable coaches to park while visitors are attending the exhibition. No parking charges apply.

## D

### Directions

#### By road

Easterbrook Hall is situated on The Crichton site, located approximately 2km south of Dumfries town centre. It is bounded to the east and west by Bankend Road and the B725 Glencaple Road.

#### By bus

There are four bus stops in The Crichton, all of which are within walking distance of the business park and campus buildings. The existing bus service serving The Crichton is the D5, which provides a service every 20 minutes between the town centre and The Crichton.

## E

### Emergency procedures

All emergency exits are clearly marked in the Main Hall.

If an alarm sounds, all visitors should vacate the premises via the nearest fire exit, and wait outside Easterbrook Hall until further instruction is received from venue 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 sustain any injuries, or are present when an accident occurs, please report to the general information desk in the first instance, where a member of the UCAS team and the event organiser will be situated.

## 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

Free WiFi is available. If you require access to WiFi on the day, please contact the event organiser.

## L

### Lost property

All property found at the exhibition will be handed in to the organiser's desk. If items have not been claimed during tenancy, they will be passed to the venue personnel.

## O

### Organisers

The organisers will be at the help desk at the front of the hall. The lead organiser is Danielle Swain and Emily Bibby and can be reached before the event by emailing [events@ucas.ac.uk](mailto:events@ucas.ac.uk).

## 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) or viewing your e-net account.

## S

### Security

All valuables are the responsibility of the owner. There are no lockers available at the venue.

### Student talks – Live Lounge

Student talks will run throughout the event. These can all be found in the main hall and will be signposted. A full programme of talks will be detailed in the event guide.

### Smoking

Smoking is prohibited in all areas in Easterbrook Hall.