

# VISITOR INFORMATION GUIDE

**DATE:** 21.09.2023

**VENUE:** Rothes Halls, Glenrothes

UCAS



# GETTING HERE



## GETTING HERE

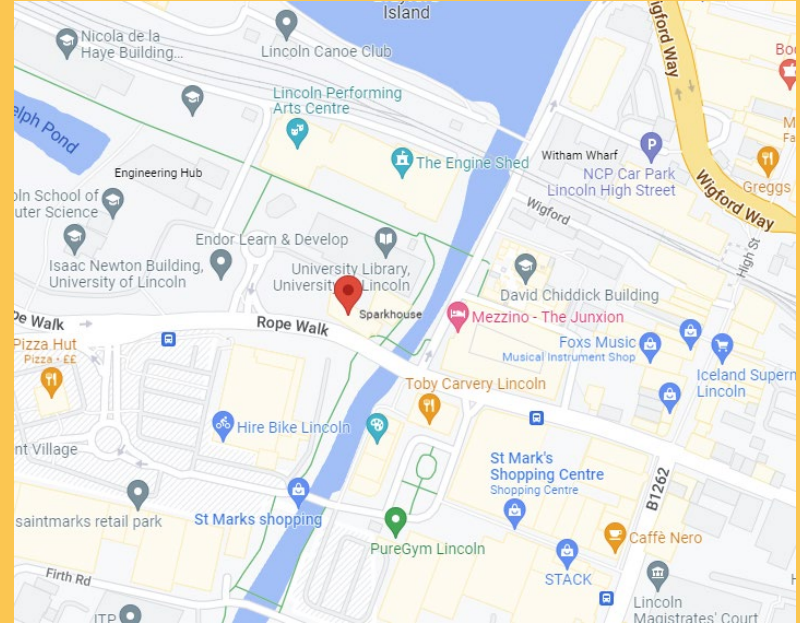
**Rothes Halls**  
**Roths Square**  
**Glenrothes**  
**KY7 5NX**



## TRAVELLING BY CAR OR COACH?

Coach drop-off is at the rear of Rothes Halls, but visitors must use the front entrance. Coaches can pick up from the same place.

There is a car park located at the Kingdom Shopping Centre which is free of charge for three hours.



# WHILST YOU'RE HERE

## WHEN YOU ARRIVE



On arrival, please head to **Roths Halls Reception** which can be accessed using the **main entrance door** located within the **Kingdom Shopping centre**. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk in the **main reception**.



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

There is free WiFi in the Kingdom Shopping Centre.

## ACCESSIBILITY

Rothes Halls is fully accessible with accessible entrances, automatic doors, adapted toilet facilities on both floors and disabled parking spaces available.

## CATERING

There is no catering at the event, but there are many outlets providing refreshments within a five-minute walk.

## 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, workshops, and performances will run throughout the event within our Main stage and Mini 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](#).



# JUST IN CASE

UCAS

## ORGANISERS

If you wish to speak to the event organiser, they will be based in the exhibition venue, and can also be identified by UCAS branded t-shirts. If you need to speak to the organiser by phone prior to the event, please call 03442480115.

## ACCIDENTS & NEAR MISSES

If you are involved in, or witness an accident or near miss while on-site, please report it to the general information desk immediately.

## 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

If you sustain any personal injuries, or are present when an accident occurs, please report it to a member of the UCAS team at the general information desk, or Rothes Halls reception. Trained first aid staff are available on the premises.





# FREQUENTLY ASKED QUESTIONS

UCAS

- **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?**

If any property is lost or found in the venue, please report it to the general information desk. If you have lost property, please visit the general information desk where a member of staff can assist you.

- **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 premises. Smoking is not permitted in Rothes Halls or the Kingdom Centre.

- **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.



UCAS

# CONTACT DETAILS

## VENUE

Rothes Halls

Email:

[boxoffice.rotheshalls@onfife.com](mailto:boxoffice.rotheshalls@onfife.com)

Telephone: 01592611101

## CONTACT DETAILS

Prior to the exhibition

01242 544 808 or email  
[events@ucas.ac.uk](mailto: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

Thank you for registering to attend the **Event** UCAS  
Discovery exhibition.

