

VISITOR INFORMATION GUIDE

Date: 14th March 2023

Venue: The Brighton Centre

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



GETTING HERE

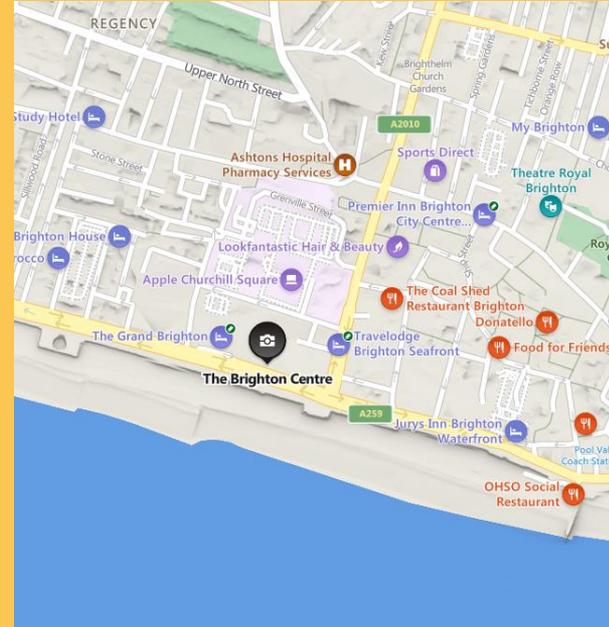
Travelling by car or coach?

The Brighton Centre is located on Brighton seafront, the postal address is Brighton Centre, Kings Road, Brighton, BN1 2GR. The coach drop-off and collection point is at the front of the venue.

Where can I park my car?

The venue does not have onsite car parking facilities, however, there are several multi-level car parks located nearby, at Regency Square and The Lanes, and there are also NCP car parks in the vicinity. There is a charge for these car parks.

More information on travel, directions and parking can be found here on the Brighton Centre [website](#).



GETTING HERE

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Where can I park a coach or minibus?

Please follow the directions of the traffic marshals on arrival.

The coach drop-off and collection point is directly in front of the venue. Due to the busy nature of the event, it is essential that coaches move on from the drop-off point as quickly as possible. There is a pay and display coach park on [Madeira Drive](#). When your group has finished at the event, please call your coach driver to pick up from the front of the venue, at the same location as drop-off point.

Further coach-drop off instructions and coach passes will follow. Your school will be sent a coach pass a week before the event – display this in the front of your coach. If you have not received a pass, please contact the organiser, at: c.lemon@ucas.ac.uk

For more information regarding coach parking options, please see the [Visit Brighton website](#).



Travelling by Train?

Brighton has direct rail links from major central London stations and has frequent services from Portsmouth, Worthing, Lewes, Seaford, Eastbourne and Hastings. For train times and prices visit the [Southern Railway website](#). Brighton Train Station is located within a 10-minute walk of the Brighton Centre.

Directions from Brighton Train Station to the Brighton Centre: Walk out of the station and head south down Queens Road, when you get to the Clock Tower cross over and follow West Street directly south until you get to the seafront. The Brighton Centre is to the right and less than a minute walk and is situated on Kings Road.

WHILST YOU'RE HERE

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When you arrive



On arrival, please head to the main entrance of The Brighton Centre. 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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WiFi

An open WiFi network is available at this event, however, a reliable connection cannot be guaranteed.



Accessibility

Full details on accessibility can be found on The Brighton Centre website, by simply clicking [here](#).

Catering

There will be refreshments available for visitors to purchase in the main foyer, on the ground floor, serving snacks and sandwiches. The staff room (exhibitors and teachers' lounge) can be found on level 3. The venue accepts card-only payments. 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), 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 within our feature zones. These can all be found on the ground floor and will be signposted. 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 on the first floor and is signposted. 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 organiser's office immediately, located on the first floor.

Emergency procedures

Should an evacuation of the building occur, please follow the instruction 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 have a medical emergency please alert venue staff, security or a member of onsite UCAS staff who will be able to help.



FREQUENTLY ASKED QUESTIONS

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

You may wish to leave additional coats/bags on the coach as there is no cloak-room service at this venue. Please, note the venue specifies visitor bags should be no larger than 21cm x 30cm x 19cm (max. A4 in size). See more information on the venue website [here](#).

- **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 at the exhibition will be handed in to the organiser's office. If items have not been claimed during tenancy, they will be passed to venue personnel, and retained for six months. If, after three months, no claim has been made, venue staff shall consider title to property has been abandoned and shall receive the rights to offer property for sale.

- **Can I smoke/vape on site?**

The Brighton Centre 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 requested by emailing events@ucas.ac.uk.



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CONTACT DETAILS

Venue

The Brighton Centre,
Kings Road,
Brighton
East Sussex,
BN1 2GR

On site general enquiries

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

Contact details

Prior to the exhibition
01242 544 808 or email
events@ucas.ac.uk

Thank you for registering to attend the UCAS Discovery Brighton Exhibition.

