

# VISITOR INFORMATION GUIDE

**Date:** Monday 12 June

**Venue:** Norfolk Showground Arena

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



# GETTING HERE

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## Travelling by car or coach?

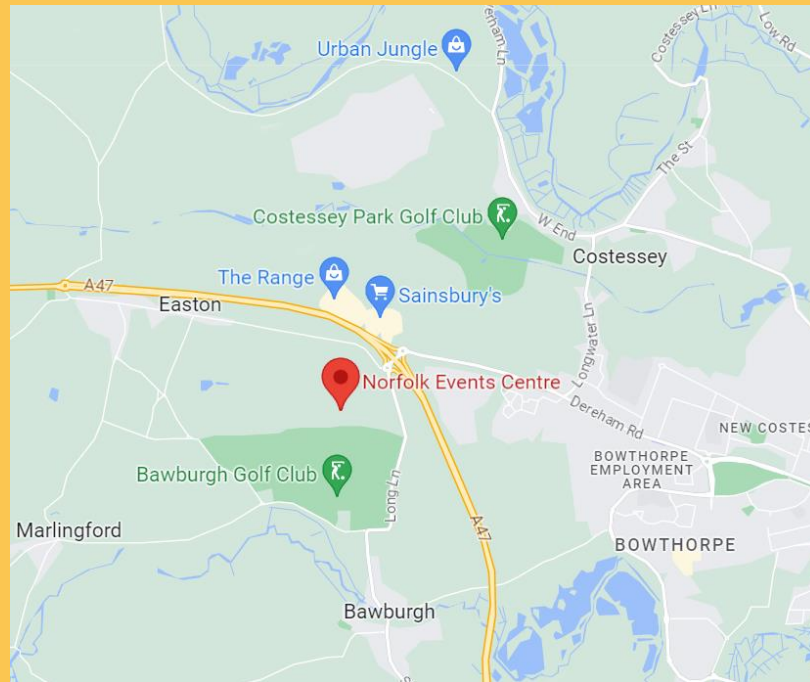
From the North and West: the venue is easily situated just off the A47 Norwich Southern Bypass at the A1074 Longwater Interchange.  
From the South and East: Travel to Norwich via the A11 from London and beyond or on the A140 from Ipswich and take the A47 westbound and follow the signs for Norfolk Showground.

You can also use postcode NR5 0TP on a satnav.



## Where can I park my car?

There is free parking available on-site. Please follow the direction of the traffic marshals, and enter the site through the main entrance (gate 1/44 – opposite Premier Inn), where they'll direct you to the designated car park.



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## **Where can I park a coach or minibus?**

If you're travelling by coach or minibus, please follow the directions of the traffic marshals.

If you're travelling by coach, please enter the site through the main entrance (gate 1/44 – opposite Premier Inn), and traffic marshals will direct you to the coach drop-off and pick-up area. Please make sure students know what time and where to meet for their return journey. Due to the expected number of visitors, please don't arrive any earlier than 15 minutes before your booked session time.

Once visitors have been dropped off, coaches will be directed to the coach parking by traffic marshals. Coach passes will be emailed in the week prior to the event.



## **Travelling by Train?**

The nearest train station is Norwich, approximately 7 miles away. Taxis and buses are available from the station, but it may be advisable to book a taxi in advance.

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## When you arrive



On arrival, please head to the main entrance of the Norfolk Showground Arena. 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

For details on accessibility please access the Norfolk Showground Arena Webpage or contact the venue, by simply clicking [here](#).

## Catering

There will be refreshments available for visitors to purchase just outside the main hall, and the Staff Room, at the back of the hall which will be serving refreshments for teachers and exhibitors only. Cash and card payments are accepted.

## 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 in our Big Q&A and Subject talk areas. These can 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

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## Organisers

The organiser's desk is located at the front of the hall and is signposted. A member of the Events Team will be in at the desk 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 desk immediately, located at the front of the hall.

## Emergency procedures

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

## First aid

There will be a qualified first aider available within the arena at all times. If you need medical assistance, please report to the organiser's desk at the front of the hall.





# FREQUENTLY ASKED QUESTIONS

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

There is not a cloakroom service at this venue. It is suggested that bags are left on coaches where possible.

- **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 and handed to the organisers desk will be taken back to the UCAS offices and held for 2 weeks. After 2 weeks, if no claim in respect of that property has been made by any person, UCAS reserves the right to dispose of the item or donate it to charity.

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

Norfolk Showground Arena 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 desk 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](mailto:events@ucas.ac.uk).



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# CONTACT DETAILS

## Venue

Norfolk Showground  
Arena  
Dereham Road  
Norwich  
NR5 0TP

## 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](mailto:events@ucas.ac.uk)

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

