

Visitor information pack

Date:

5 May 2022

Venue:

Royal Cornwall Showground



Contents

A	3
Accidents and near misses.....	3
Arrival.....	3
C	3
Car parking	3
Catering.....	3
Cloakroom.....	3
Coaches.....	4
Covid-19 Precautions	4
D.....	4
Directions	5
E.....	5
Emergency procedures	5
Event staff	5
F.....	5
First aid.....	5
I.....	5
Insurance.....	6
Internet	6
L.....	6
Lost property.....	6
O.....	6
Organisers	6
P	6
Parking	7
R	7
Risk assessment	7
S.....	7
Security	7
Student talks – Live Lounge	7
Smoking.....	7

A

Accidents and 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 at the front of the hall.

Arrival

When you arrive, please head to the entrance of The Royal Cornwall Exhibition halls and have your ticket ready for inspection. If you don't have a ticket, please report to the registration desk.

Your exhibition ticket is personal to you and should not be passed on to other group members, as this would compromise the security of your data. To comply with data protection regulations, it's essential 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 gain readmittance.

Please be aware, we will be conducting bag searches and wand checks upon entry.

C

Car parking

There is free parking available on-site. Please follow the direction of the traffic marshals, and enter the site through the main entrance, where they'll direct you to the designated car park.

Catering

There will be refreshments for all visitors in the exhibition hall, and a small seating area for all to use.

Cloakroom

There is no cloakroom at this venue.

Coaches

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, 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.

Covid-19 Precautions

Face coverings

We highly recommend that you wear a face covering inside the venue and the hall unless you are exempt. We will have a provision of these at the registration area but advise that you bring your own.

Social distancing

We will be promoting a recommended social distancing of 1m+ within the public areas in the venue and our event hall.

Self-scan for tickets and onsite registration

This year we will be operating a self-scan service to gain entry into the event hall. Support will be available for this service if required.

Cleaning

Royal Cornwall Showground will be regularly cleaning high traffic and touchpoint areas throughout the event.

Hygiene

There are hand sanitiser stations located throughout the venue and in our event hall. but we also advise you to bring your own hand gel, if possible.

Please note that the information and advice in the COVID 19 precautions section is based on the latest government advice as of 28 January 2022.

Directions

Directions by car and coach

The venue is approximately 1.5 miles from Wadebridge town – please follow signs along the A39. You can also use postcode PL27 7JE on a satnav.

Directions by rail

The nearest train station is Bodmin Parkway, approximately 12 miles away. Taxis and buses are available from the station, but it may be advisable to book a taxi in advance.

E

Emergency procedures

In the event of an emergency please follow the instructions of our security 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

There will be a first aid team on hand during the event – if you require assistance, please ask a member of event staff to alert a first aider, or come to the organiser's office/help desk.

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

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

L

Lost property

All property found at the exhibition will be handed in to the organiser's office/help desk. If items have not been claimed during tenancy, they will be passed to the venue personnel, and kept for six months. After six months, if no claim has been made the property will be considered abandoned, and venue staff have the right to sell it.

O

Organisers

The organisers will be at the help desk at the front of the hall.

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.

S

Security

Security is provided for the event at all times. If you are a victim of theft, please report it to the organiser's office immediately.

Student talks – Live Lounge

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 events can be found on the [event webpage](#).

Smoking

Royal Cornwall Showground operates a strict no smoking policy in the venue and asks for your full cooperation in ensuring this is complied with. This includes e-cigarettes.