

# VISITOR INFORMATION GUIDE

**Date:** Tuesday 16 & Wednesday 17 April 2024

**Venue:** Farnborough International Exhibition  
& Conference Centre

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



# GETTING HERE

## Travelling by coach or minibus?

Arrive via Gate F (Sat Nav – GU14 6TQ or What3words [///remind.clap.decreased](#)) and follow directions from traffic marshals to Car Park 1 where you can disembark from your coaches. Approximately 1-2 weeks pre-event you'll be emailed a coach pass, please display this when accessing the venue. Parking is free of charge.

## Where can I park my car?

Arrive via Gate F (Sat Nav – GU14 6TQ or What3words [///remind.clap.decreased](#)) and follow directions from traffic marshals to Car Park 1. This will bring you close to the entrance of the venue. Parking is free of charge.

Venue website and travel information: [Getting Here | Farnborough International Exhibition & Conference Centre](#)



# GETTING HERE

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## Travelling by Train?

Farnborough International Exhibition & Conference Centre can be accessed via four train stations: Farnborough Main, Farnborough North, North Camp and Aldershot. Farnborough Main is served by Southwest Trains and sits on a mainline to London Waterloo. There is typically six trains per hour and journey times as fast as 34 minutes. This station is 1.5 miles from the venue, 5 minutes by taxi.

Farnborough North and North Camp are served by First Great Western and located within a 10-minute taxi ride from the venue.

Aldershot is served by Southwest Trains and offers direct services to London Waterloo and Guildford. The station is a 10-minute taxi ride from the venue. Further information about the facilities at these stations is available on the [National Rail](#) website. All stations are wheelchair accessible.



## Venue information:

Please see gate access information below:

Gate F - All visitor vehicles/coaches/cars GU14 6TQ (sat nav) W3W///remind.clap.decreased


Gate B – Pedestrian only access to the event W3W///safety.homes.taxi


Gate A – Taxi drop off only. GU14 6XE (sat nav) W3W/// back.enable.double


# WHILST YOU'RE HERE

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## When you arrive

 On arrival, please head to the main entrance of Farnborough International. 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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## Wi-Fi



An open Wi-Fi network is available at this event; however, a reliable connection cannot be guaranteed.



## Accessibility

Full details on accessibility can be found on the Farnborough International Website, by simply clicking [here](#).

## Catering

There will be refreshments available for visitors to purchase in the main foyer. There is also a seated area for those who would rather bring a packed lunch with them.

There is a Staff Room (for exhibitor and teacher catering) available at the event, serving snacks and sandwiches. **This is a cashless venue, card payments only.**

## Event staff

For general queries during the event (e.g., directions to facilities), please ask any of the event staff, who can be identified by their UCAS-branded t-shirts.

## The Big Q&A and Subject Tasters

Talks will run throughout the event on our Main 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

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## Organisers

The organiser's office is located along the corridor from Visitor Catering. A member of the Events Team will be in the office throughout the event.

## Accidents & near misses

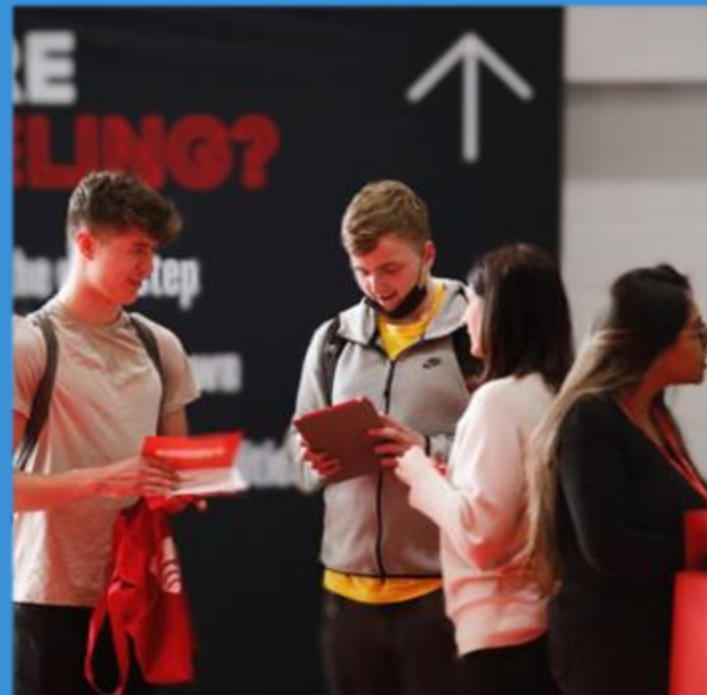
If you are involved in or witness an accident or near miss while on-site, please report it to the organiser's office immediately, located along the corridor from Visitor Catering

## Emergency procedures

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

## First aid

Qualified first aiders will be on-site throughout the event. If you need medical assistance, please contact the organiser's office or alert a member of venue staff.



# FREQUENTLY ASKED QUESTIONS

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

Unfortunately cloakrooms are not available for visitors at our events and we advise visitors to avoid bringing large bags and rucksacks into the event. Bags larger than A4-size are not permitted at the venue.

- **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 venue security will be kept for 3 months. Should you have any lost property queries, please contact the venue.

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

Farnborough International operates a strict no smoking policy in the venue and would ask for your full cooperation in ensuring this is complied with. This includes the use of 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](mailto:events@ucas.ac.uk).



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# CONTACT DETAILS

## Venue

Farnborough International  
Exhibition & Conference  
Centre  
Trenchard Way  
Farnborough  
GU14 6TQ

## During the event

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

Our Organiser's Office is  
located along the  
corridor from Visitor  
Catering

## Pre-Event

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

Thank you for registering to attending  
UCAS Discovery Farnborough.

