

VISITOR INFORMATION GUIDE

DATE: Bedford UCAS Discovery – 17 + 18 June

VENUE: The University of Bedfordshire
Bedford Campus

UCAS



GETTING HERE

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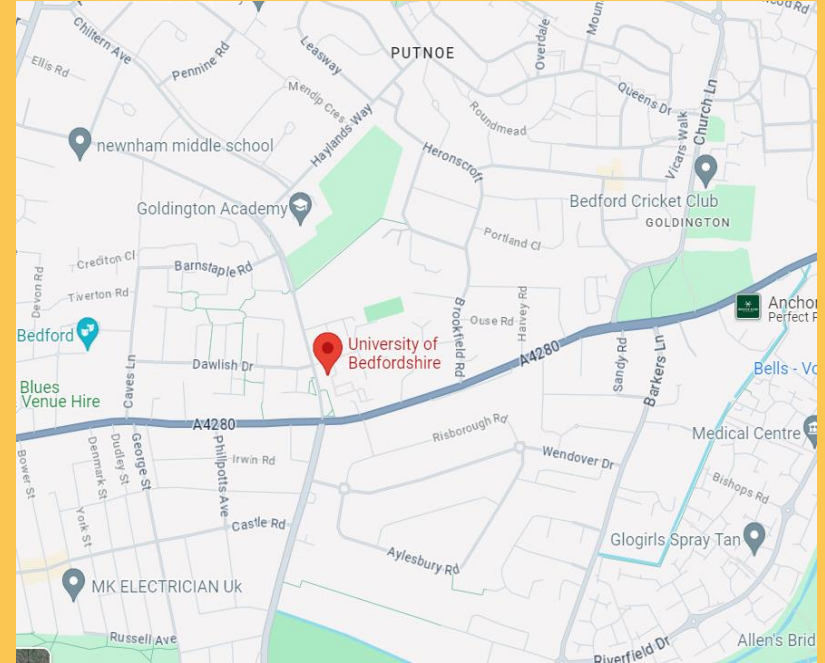
Please note that the University of Bedfordshire has multiple campuses – the UCAS Exhibitions hosted at the Bedford campus:

The University of Bedfordshire
Bedford Campus
Polhill Avenue
Bedford
MK41 9EA

TRAVELLING BY CAR

The University of Bedfordshire has ample parking for those wishing to travel to the exhibition by car.

- Please follow directions to the University of Bedfordshire (postcode MK41 9EA)
- On campus, please follow the signs to the car parks, then proceed to the exhibition registration area.



COACH ARRIVALS


To ensure a smooth and steady flow of coach traffic in and around the University of Bedfordshire, we have produced an important set of guidelines for teachers and coach drivers.


- Please ensure that these guidelines are read by your school representative and your coach company. There is currently limited parking for coaches on-site – please ensure that your coach company is aware of this.
- Please follow directions to the University of Bedfordshire (postcode MK41 9EA)
- On arrival there will be signs and event staff directing coaches to a designated drop-off point
- Please stick to your pre-arranged arrival time as we have approximately 10,000 visitors arriving by coach over the duration of the event
- If your coach is significantly early you will be asked to keep your students on the coach until your allocated arrival time.
- Upon arrival at the University campus, each coach will receive a short briefing from a member of the event staff before the students disembark. At this time we will need to collect the following pieces of information from a member of school staff on each coach
- The coach pick up location is the same as the coach drop off location.




WHILST YOU'RE HERE

WHEN YOU ARRIVE

 On arrival, please head to the registration marquees which be signposted. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please speak to a member of the registration team who will happily assist.

 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

OUTSIDE ELEMENTS

Please be aware that some elements of this event take place outside.

It is recommended that all visitors wear appropriate footwear and clothing.

ACCESSIBILITY

The event is in a marquee and the Sports Hall, both of which are accessible. Accessible toilets are available in The Gateway, Campus Centre and Sports Hall buildings.

CATERING

Campus Restaurant: Located next to the main campus theatre in D Block

Gateway Café: Located in the main Gateway Building

Catering Marquee: Next to the demonstration zone, we will be setting up three temporary catering outlets serving:

Please note that all items (excluding the Teachers/Exhibitions lounges) will be a £5 meal deal, which includes a meal and drink. Please be aware that the University of Bedfordshire operates a cashless service.

TEACHERS & ADVISORS LOUNGE

Free tea/coffee will be available for teachers and advisors throughout the exhibition in the teachers and exhibitors lounges; located at the rear of the main marquee and next to the Sports Hall.

Within the teachers and advisors lounges, there will also be a shop and lounge area for exhibitors to buy light refreshments and take a break.

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](#).



WHILST YOU'RE HERE

UCAS

WIFI

WiFi details for teachers & advisors will be provided on arrival

SAFETY FENCING

The Bedford UCAS Discovery operates across the University and it is important to observe and abide by all safety fencing, barriers, and signage for your safety as well as the safety of others. Thank you for your cooperation in advance.

EXHIBITION HALLS

The Bedford UCAS Discovery event has two exhibition halls. The first area is the Exhibition Marquee, located on the event field. The second is in the Sports Hall.

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.

Demonstration Zone

The Bedford UCAS Discovery Event is pleased to offer an interactive demonstration zone located on the main event field. This zone is designed to offer students a unique opportunity to participate in a range of hands-on activities, specifically tailored to a vast range of subject areas.



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 a black UoB Polo shirt.

If you wish to speak to the event organiser, please visit the registration marquee where the event managers are located.

EMERGENCY PROCEDURES

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

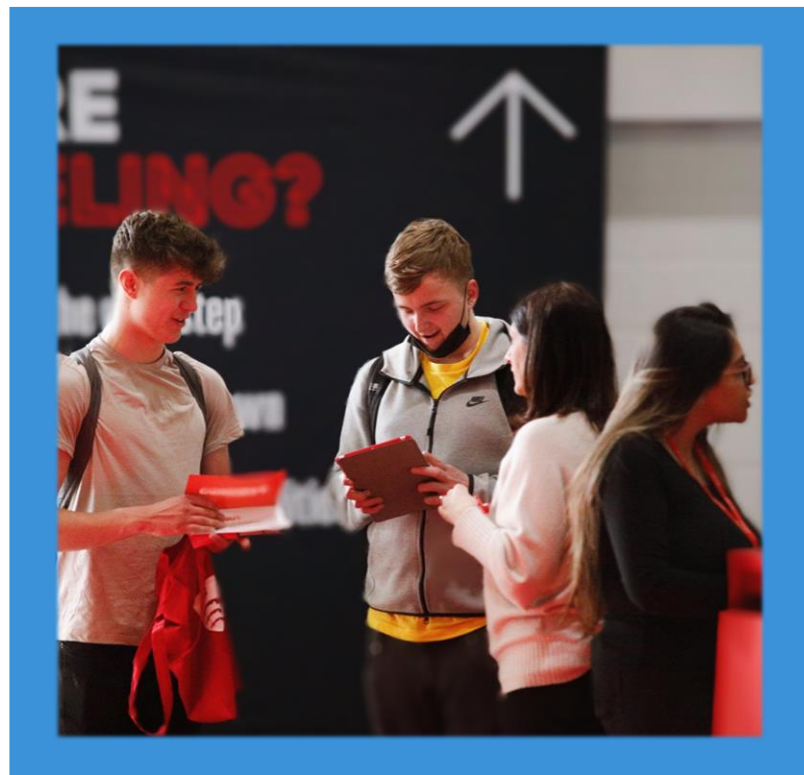
ACCIDENTS & NEAR MISSES

If you are involved in, or witness an accident or near miss while on site, please report it to the event organiser immediately on 07568 130527.

FIRST AID

First Aid facilities are available across the site, with a designated team of first aiders on hand throughout the exhibition.

Should medical assistance be required, please request this from a member of staff or one of the student ambassadors.



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?**

Please enter lost property policy.

- **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 University campus.

- **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.

CONTACT DETAILS

VENUE

Name: David Seaton

Email: scl@beds.ac.uk

Telephone: 07568 130527

CONTACT DETAILS

Prior to the exhibition

01242 544 808 or email

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.

