

Visitor information pack

Date:

21 - 22 March 2022

Venue:

Farnborough International



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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 in Pioneer 1 next to the catering area in the front foyer.

Accessibility

Full details on accessibility can be found on the Farnborough International website:
www.farnborough.com/visitor/venue-information/accessibility/

Arrival

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 bag searches.

C

Car parking

Please arrive via Gate F. Sat Nav – GU14 6TQ. If you are arriving by car or mini bus you will be directed to car park 4. Parking is free of charge.

Catering

There will be refreshments available for students and advisers to purchase in the front foyer, and the staff room, at the far right hand side of the hall.

The staff room is for teachers and exhibitors only and will be in the exhibition hall next to the subject live stage. It will be serving snacks and sandwiches.

Please note, the venue is a cashless venue so only card payments will be accepted.

Coaches

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

Please arrive via Gate F. Sat Nav – GU14 6TQ

Please display your coach pass which will be emailed to you 1 week before the event. Please follow traffic marshal directions to car park 1 where you can disembark from your coaches.

When you are ready to leave the exhibition, please ensure all your students are together and make your way back to car park 1. The traffic marshals will make sure your coach is ready

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

Farnborough International 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 16 February 2022.

D

Directions

By Road

Should you decide to travel by car, Farnborough International Exhibition & Conference Centre is located just off the A325, accessible from the M3 (J4) and A31.

For SatNav directions, please use Gate F – GU14 6TQ

By Rail

Farnborough International Exhibition & Conference Centre is within easy reach of four stations- Farnborough Main, Farnborough North, North Camp and Aldershot.

Farnborough Main is served by South West Trains and sits on a mainline to London Waterloo. With up to six trains per hour and journey times as fast as 34 minutes, getting to Farnborough by train is a very fast and easy option. Farnborough Main station is 1.5 miles from the venue and just 5 minutes by taxi. Further information about the facilities at the station is available on the National Rail website.

Farnborough North and North Camp are served by First Great Western and located within a 10-minute taxi ride from the venue. Further information about the facilities at these stations is available on the National Rail website.

Aldershot is served by South West Trains and offers direct services to London Waterloo and Guildford. The station is a ten-minute taxi ride from the venue. Further information about the facilities at the station is available on the National Rail website.

All stations are wheelchair accessible.

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 red UCAS t-shirts.

F

First aid

If you need medical assistance, please contact the organiser's office at the front foyer in pioneer 1 next to the visitor catering.

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

A free 30 minute wifi network is available for visitors to use throughout the venue.

L

Lost property

All property found in the hall and handed to venue security will be kept 3 months. Should you have any lost property queries, please contact the venue.

O

Organisers

The organiser's office is located at in the front foyer and is signposted.

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 obtained by:

Group bookings – the group lead can download a copy of the risk assessment by clicking the link in their confirmation email, select the manage group bookings option and then log into their booking and click the download risk assessment button. (as per screenshot below)

Manage Group Bookings

Change password

Change event

Sign out

Manage Group Bookings

You can use this area to help you manage your group booking(s).

Session details - on this page you can view the group bookings you have made, change the size of your group, view who has registered and add other advisers to the group.

Email invitations - from here you can invite your students and advisers to join your group.

[Download risk assessment](#)

Session details

Email invitations

Individual bookings – a copy of the risk assessment 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, 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.

Smoking

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 e-cigarettes.