

# Visitor information pack

Date:

16 June 2022

Venue:

Norfolk Showground Arena,  
NR5 0TP



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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 the entrance foyer at the front of the hall.

### Arrival

When you arrive, please head to the entrance of the Norfolk Showground Arena and have your ticket ready for inspection. If you don't have a ticket, please report to the registration desk in the entrance foyer.

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 may 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 (gate 1/44 – opposite Premier Inn), 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 (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.

## D

### Directions

#### **Directions by car and 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.

#### **Directions by rail**

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.

## 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.

## O

### Organisers

The organisers will be at the help desk at the front of the hall. The lead organiser is Holly Golden and can be reached before the event by emailing [events@ucas.ac.uk](mailto:events@ucas.ac.uk).

## 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](mailto:events@ucas.ac.uk) or viewing your e-net account.

## 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

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

Norfolk 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.