

VISITOR INFORMATION GUIDE

Date: 5 June 2023

Venue: Kent Event Centre

UCAS DISCOVERY **UK TOUR**



GETTING HERE

Travelling by car or coach?

The venue is located on the A249, which is a dual carriageway. From the M20, exit the motorway at junction 7, and follow signs to Sittingbourne and Sheerness A249. The Kent Showground is clearly marked, and is approximately two miles from the junction.

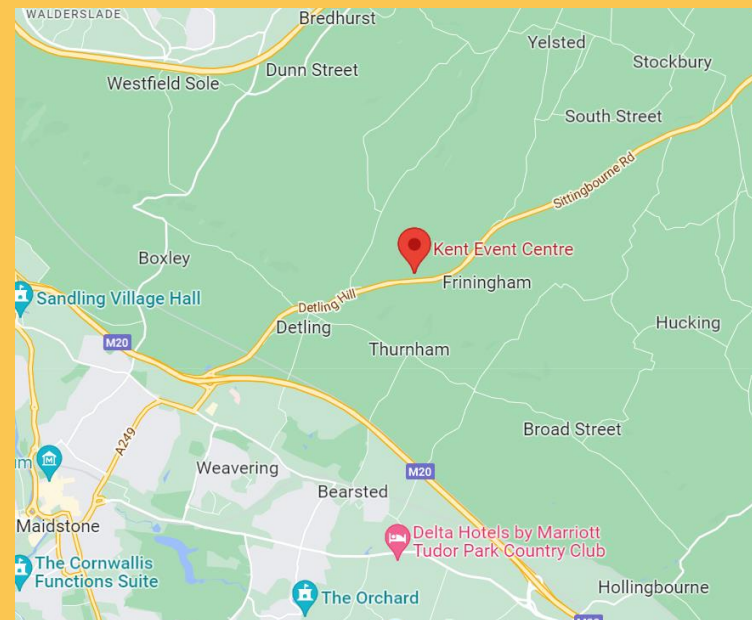
From the M2, exit the motorway at junction 5, signposted Maidstone A249, the Kent Showground is approximately five miles away. The postcode for sat nav purposes is ME14 3JF.

Where can I park my car?

There is free parking on-site. Please follow the directions of the traffic marshals, and enter the site through the main entrance, to the designated car park.

Please print off the parking pass at the end of this pack and display it in the windscreen of your vehicle (Please note coach passes will be sent to you directly 1 week prior to the event).

Although there are ample spaces in the car park, please be aware they are available on a first-come, first-served basis.



GETTING HERE

UCAS



Where can I park a coach or minibus?

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

If you're travelling by coach, when you arrive, you will be directed by the traffic marshals to the coach drop-off point and car park. **Please display your coach pass which will be sent out approximately 1 week before the event.**

Due to the large number of coaches, it is essential to follow the traffic marshals' instructions at all times.



Travelling by Train?

The nearest train station is Maidstone East. Ashford International is a 20 minute drive (20 miles).



WHILST YOU'RE HERE

UCAS

When you arrive



On arrival, please follow the directions of the traffic marshals to the entrance of the exhibition. Please have your ticket ready for inspection. 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

UCAS



WiFi

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



Accessibility

Full details on accessibility can be found on the Kent Event centre website, or by simply clicking [here](#).

Catering

There are refreshments for visitors to purchase at the venue, located in the John Hendry Hall and will be signposted. A variety of items are available.

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.

The Big Q&A and Subjects Talks

Student talks and subject talks will run throughout the event on our Big Q&A and Subject Talks stages. Please pick up an event guide for stage locations. 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 between both exhibition halls, just off the Maidstone exhibition hall. 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 at the back of the first hall.

Emergency procedures

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

First aid

There will be first aid cover throughout day of the exhibition, and the venue has a medical room staffed by qualified first aiders. Should you require medical assistance, please contact the organisers in the organiser's office.



FREQUENTLY ASKED QUESTIONS

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

There are no cloakroom facilities at the venue. Visitors are responsible for their own personal belongings, which must be kept with you at all times.

- **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 should be handed to the venue or the organiser's office, where it will be retained during the event, or until the owner comes forward. If no owner is found for the duration of the event, the property will be left with the venue. If after one to two months, no claim in respect of that property has been made, the licensor shall consider the property to have been abandoned and shall receive the rights to offer that property for sale.

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

The venue 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.

- **What security is there?**

Security is present throughout the event. 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 found when logging into your E-net account or be requested by emailing events@ucas.ac.uk.



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CONTACT DETAILS

Venue

Kent Event Centre
Kent Showground
Detling
Maidstone
ME14 3JF

On site general enquiries

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

Contact details

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

Thank you for registering to attend the UCAS Discovery Maidstone exhibition.



UCAS Visitor Parking Permit

UCAS Discovery Maidstone 2023

Valid for parking at:

Kent Event Centre

Kent Showground

Detling

Maidstone

ME14 3JF

Date valid: 5 June 2023

Please display this pass in the windscreen of your vehicle to avoid parking charges during your stay.
This parking permit does not guarantee a space – parking is allocated on a first-come, first-served basis.