

VISITOR INFORMATION GUIDE

DATE: 24/25 June 2026

VENUE: The University of Bedfordshire
Bedford Campus

UCAS



GETTING HERE

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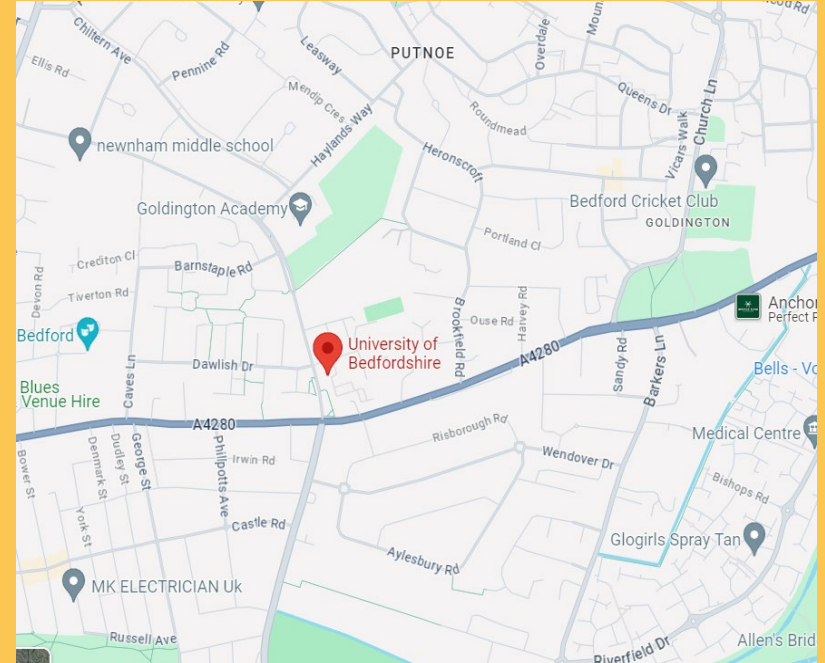
Please note that the University of Bedfordshire has multiple campuses – the UCAS Exhibitions is hosted at the **Bedford campus**:

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 no parking for coaches available on campus.** Coaches will need to return to campus to collect groups at their allocated departure time.
- 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.
- The coach pick up location is the same as the coach drop off location.



WHILST YOU'RE HERE

WHEN YOU ARRIVE



Upon arrival, you will be directed to the **registration marquees**. Please have your ticket ready for scanning. If you don't have a ticket on arrival, please report to the desk to **complete an onsite registration**.



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 upon entry to the venue. We thank you for your patience while this takes place.



WHILST YOU'RE HERE

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. Bring a refillable water bottle (water fountains available in university buildings), sun cream and hat if hot weather is forecast. **There is limited shade on campus.**

SECURITY

The University of Bedfordshire has worked with Bedfordshire Police and Bedfordshire Event Advisory Group to implement security arrangements across the site:

For your safety:

- CCTV is in operation
- Please show your wristband to access exhibition venues
- If you see something suspicious, say something—report any unusual behaviour to a member of staff
- Please observe all warning and area restriction signs.

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.

QUIET SPACES

The event can get quite busy and some visitors might like to utilise a quiet space.

If visitors would like to use these spaces, then please speak to a member of staff who will direct you to the nearest quiet space.

The Big Q&A and Subjects Talks

Seminars, workshops and performances will run throughout the event in a number of locations on campus. A full programme of seminars can be found on the [event webpage](#).



WHILST YOU'RE HERE

UCAS

WIFI

WiFi details for teachers & advisors will be provided on arrival and is available across the campus.

SAFETY FENCING

The Bedford UCAS Discovery event 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 or black University of Bedfordshire 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.



CATERING OPTIONS

Pizza

Served as half a pizza with Panzanella salad with option to upgrade to large

Margherita – Tomato, mozzarella & fresh basil (vegetarian)

Americana – pepperoni & mozzarella (halal)

Vegetable Galore – tomato, courgette, pepper, aubergine, mozzarella & Fresh Basil (vegan)

Gluten free available

Katsu

Japanese style katsu chicken & steamed rice
Panko crumbed Japanese style tofu & steamed rice

Both served with classic kimchi or pickled Asian slaw & a choice of gochujang mayo, wasabi mayo & roasted black and white sesame seeds

Gluten free option available

Hot Dog

Smokey bratwurst sausage in a brioche roll with vegan potato & chive salad

Vegan Jamaican jerk sausage in a brioche roll with vegan potato & chive salad (vegan)

Both with toppings jalapenos, mustard mayo, crispy onions & pickled red onions

Gluten free options available

TEACHERS & ADVISORS

LOUNGE

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

Within the Teachers and Advisor lounges, there will also be a shop and lounge area for exhibitors to buy light refreshments (sandwiches, chocolate, crisps) and take a break.

Catering Locations

Catering Marquee: On the field, we will be setting up temporary catering outlets serving:

Pizzas

Hotdogs

Katsu

Our Campus Centre restaurant will also be open selling a selection of sandwiches, wraps & salads.

Please be aware that the University of Bedfordshire operates a cashless service.

If visitors have a specific allergy or dietary requirement, please let us know.

Our trained staff will gladly be able to tell you what is in our food and how it has been prepared.



JUST IN CASE

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.

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 07711188459.

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.

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

- **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.

- **CAN MY GROUP STAY LONGER THAN MY DESIGNATED DEPARTURE TIME?**

Unfortunately, as the Bedford event has grown each year and more schools visit the event than ever before, we can sadly no longer accommodate large groups remaining at the event beyond their allocated departure time.

- **WHAT HAPPENS TO ANY LOST PROPERTY?**

Lost property will be handed into the main registration marquees or the reception in the Gateway building.

- **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 UCAS account.

CONTACT DETAILS

VENUE

Name: Lee Bowling

Email: scl@beds.ac.uk

Telephone: 0771 1188459

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.

