

VISITOR INFORMATION GUIDE

DATE: 16-17 June 2025

VENUE: The University of Bedfordshire
Bedford Campus

UCAS



GETTING HERE



GETTING HERE

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

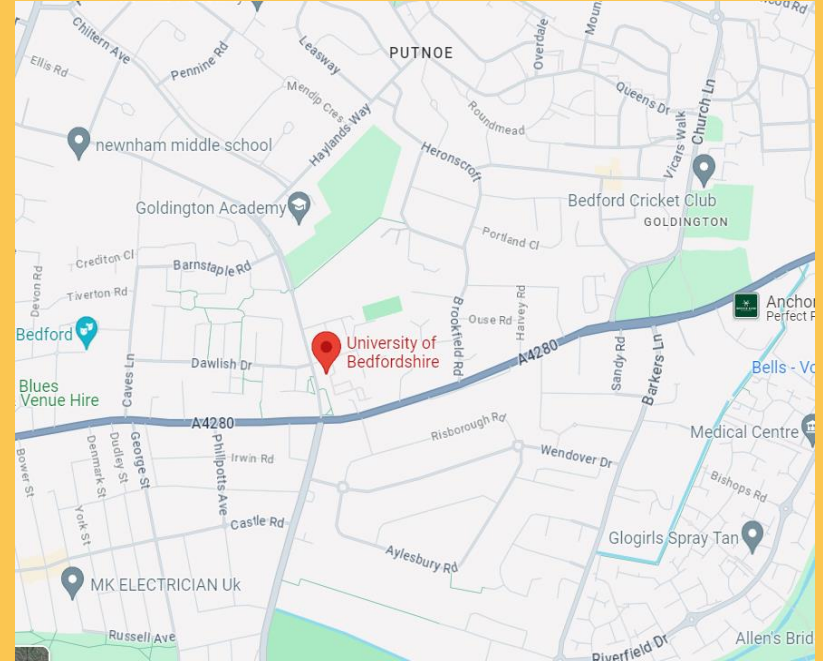
The University of Bedfordshire
Bedford Campus
Polhill Avenue
Bedford
MK41 9EA



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 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 emergency contact details for each coach arrival.
- 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**. Please have your ticket ready for inspection. If you don't have a ticket on arrival, please report to the registration desk **please enter location of 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. We thank you for your patience while this takes place.



WHILST YOU'RE HERE

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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.

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.

QUIET ZONES

The University has several quiet zones located around the campus.

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

The Big Q&A and Subjects Talks

Student talks, workshops, and performances will run throughout the event. Follow signage to the various locations. A full programme of events can be found on the [event webpage](#).



WHILST YOU'RE HERE

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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.



CATERING OPTIONS

UCAS

Choose from Slow cooked BBQ pork shoulder or vegan BBQ chilli bean stew served over crunchy salted nachos drenched in cheese sauce, tomato salsa and topped with jalapenos and crispy onions.



Sweet mediterranean grilled chicken or Spanish spiced falafel served in a tortilla wrap, packed full of Minted rainbow slaw and sweet chilli sauce



"THE UOB BURGER"

British Beef burger or Mexican spiced bean pattie, brioche roll with cheese, pickles & Lettuce

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 (sandwiches, chocolate, crisps) and take a break.

Catering Locations

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 £6.50 meal deal, which includes a meal and drink. 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 allergen champions would love to tell you what is in our food.



JUST IN CASE

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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 ambassador. Additionally, first aid support can be obtained from the main registration marquee.



FREQUENTLY ASKED QUESTIONS

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- **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?**

Yes, although we do request that you arrive at your designated arrival time, school/college groups are welcome to stay at the event until the event closes at 2.30pm.

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

Lost property will be handed into the main registration marquees.

- **CAN I SMOKE/VAPE ON SITE?**

Please note, 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 available by logging into your group booking and selecting the "Risk Assessment" tab.



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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 UCAS Discovery Bedford exhibition.

