

VISITOR INFORMATION GUIDE

Date: Tuesday 10 June

Venue: Norfolk Showground and Events Centre

UCAS **DISCOVERY** **UK TOUR**



GETTING HERE

Travelling by car or coach?

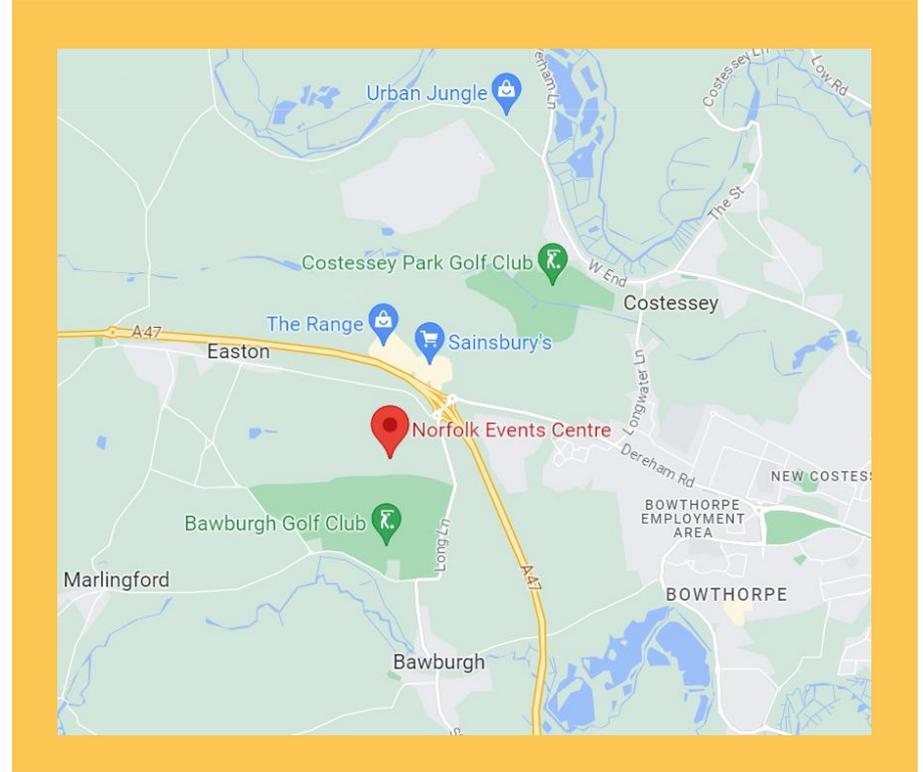
From the North and West: the venue is easily situated just off the A47 Norwich Southern Bypass at the A1074 Longwater Interchange.
From the South and East: Travel to Norwich via the A11 from London and beyond or on the A140 from Ipswich and take the A47 westbound and follow the signs for Norfolk Showground. Satnav postcode is NR5 0TT

Google Maps directions: [Click Here](#)

What3Words directions: [Click Here](#)

Where can I park my car?

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.



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, 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. Please note that coach passes are not required for this event.



Travelling by Train?

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.

WHILST YOU'RE HERE

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When you arrive

 On arrival, please head to the main entrance of the Norfolk Showground Arena. Please have your ticket ready to scan. 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 instead

 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 in breach of this will be asked to leave the event and register again to be re-admitted.

 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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When you are ready to leave



Please leave the event via the exit at the far end of the event arena. This is a different door to the one you came through on arrival. Signage and exit flags will be on display, and event staff will assist as needed.

If you are in a group or are the group leader and will be gathering your group prior to departure, please help us by asking group members to meet up in an open area at the far end of the hall, and event stewards will assist you in leaving the venue to board your coach or minibus.

Please pay attention to traffic stewards who will help to make your departure safe, organised and as speedy as possible.



WHILST YOU'RE HERE

UCAS



WiFi

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



Accessibility

For details on accessibility please access the Norfolk Showground Arena Webpage or contact the venue, by simply clicking [here](#).

Catering

There will be refreshments available for visitors to purchase just outside the main hall, and the Staff Room, at the back of the hall which will be serving refreshments for teachers and exhibitors only. Cash and card payments are accepted.

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 will run throughout the event in our Big Q&A and Subject talk areas. These can be found in the main hall and will be signposted. A full programme of events can be found on the [event webpage](#).



JUST IN CASE

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Organisers

The organiser's desk is located on the left side of the hall and is signposted. A member of the events Tteam will be available to assist throughout the event.

Accidents & near misses

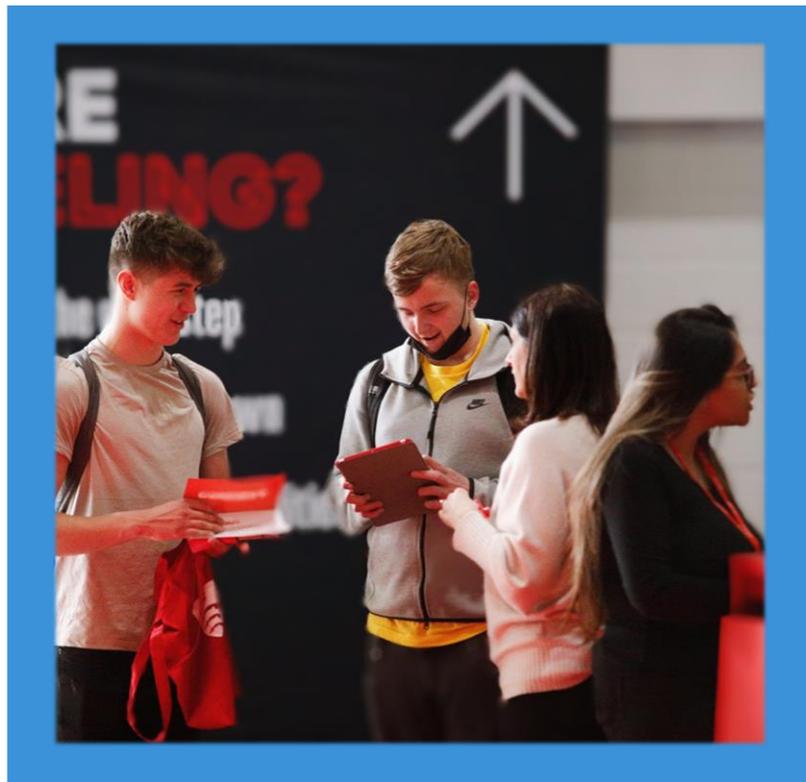
If you are involved in or witness an accident or near miss while on-site, please report it to the organiser's desk immediately, located at the front of the hall.

Emergency procedures

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

First aid

There will be a qualified first aider available within the arena at all times. If you need medical assistance, please report to the organiser's desk in the hall or speak to any member of venue staff.



FREQUENTLY ASKED QUESTIONS

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

There is not a cloakroom service at this venue. It is suggested that bags are left on coaches where possible. Do not leave bags unattended anywhere at the event.

- **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 in the hall and handed to the organisers desk will be taken back to the UCAS offices and held for 2 weeks. After 2 weeks, if no claim in respect of that property has been made by any person, UCAS reserves the right to dispose of the item or donate it to charity.

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

Norfolk Showground Arena 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 at the event throughout. If you are a victim of theft, please report it to the organiser's desk 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 requested by emailing events@ucas.ac.uk.



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CONTACT DETAILS

Venue

Norfolk Showground
Arena
Dereham Road
Norwich
NR5 0TP

On site general enquiries

Event ambassadors, wearing UCAS t-shirts, will also 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
Norwich exhibition.

