



# Travel & Hotels Vouchers

## Hotel Vouchers

Guests may claim a Hotel Voucher for up to £50 of their hotel room costs, To qualify, visitors are asked to simply book one of our nominated hotels (list on website and available on request) and then collect a voucher from the Reception Information Desk at the event. (See end of page on how to claim up to £50)

## Flight Vouchers and Airport Shuttle

**Important Note: If flying, please advise us of your flight time & airport you will be arriving from, as soon as possible, and no later than two weeks before the event.**

Please book your flight directly with your chosen airline. A coach will then be waiting for you at Heathrow or Gatwick airport to transfer you to and from the exhibition. **If you wish to use the coach transfer service, you must advise us by email no later than two weeks before the event.**

Shuttle Bus transfers are free of charge from Heathrow & Gatwick Airports, and to and from nominated event hotels, and evening event venue.

Guests may claim a Flight Travel Voucher for up to £50 of their flight costs. To receive your £50 Flight Travel Voucher (or the value of your flight if cheaper), visitors are asked to collect a voucher from the Reception Information Desk at the event. (See end of page on how to claim up to £50)

## Trains and Station Shuttle Coaches (From & To Farnborough Main Station)

**Important Note: If you wish to use the station shuttle coach, please advise us as soon as possible, and no later than two weeks before the event.**

Please book your ticket directly with the rail company. For help and train times please visit: [www.thetrainline.com](http://www.thetrainline.com)

Shuttle Bus transfers are free of charge from Farnborough Main Station, and to and from nominated event hotels, and evening event venue.

Guests may claim a Rail Travel Voucher for up to £50 of their rail fare costs. To receive your £50 Rail Travel Voucher (or the value of your train ticket if cheaper), visitors are asked to collect a voucher from the Reception Information Desk at the event. (See end of page on how to claim up to £50)

## Drivers | Toll Charges

To gain a refund on Midland Expressway, Dartford Crossing or other toll charge, visitors are asked to collect a voucher from the Reception Information Desk at the event. All tolls must be on a viable direct route and pertain only to visiting the event. Return vouchers will be refunded if an outgoing voucher is stamped. (See end of page on how to claim Toll Refund.) \*Fuel costs are not reimbursable.

Free Overnight Parking is available at FIVE Show Centre. Guests may leave cars in the event car park, and then use the free Shuttle Bus Service to and from hotels, and evening event venue. Please advise if you wish to use this service and collect a car window pass from reception.



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## Coaches from Midlands & North

If you wish to use our coaches, you must advise us by phone or email as soon as possible, and no later than three weeks before the event.

## CLAIMING YOUR HOTEL OR TRAVEL VOUCHER

To qualify for your Travel Voucher, Hotel Voucher, or Toll Refund, visitors are asked to collect a voucher from the Reception Information Desk during the event.

Visitors can then post their voucher with your company invoice and appropriate receipts to Sourcing City and we will pay the due amount by BACS.

All refunds must be claimed no later than three months after the event. No liability accepted.

**Hotel Vouchers:** Guests can claim up to the value of £50 for a hotel room on the first night of the event. Should the hotel room be less than £50, the actual hotel room cost paid will be reimbursed. The hotel voucher is per hotel room, not per person.

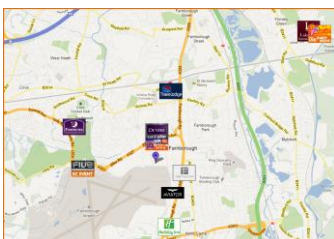
**Travel Vouchers:** Guests can claim up to the value of £50 for train fares or flights. Should the train fares/flight be less than £50, the actual cost paid will be reimbursed.

## Venue & Directions

**Address:** FIVE Show Centre, ETPS Road, Farnborough, GU14 6AZ

[www.farnboroughfive.com](http://www.farnboroughfive.com)

**Show Day Directions:** From Queen's Roundabout take Government House Road (Aerospace Boulevard) and follow road to bottom to enter via Gate F.



To view Venue & Hotel Map [please click here](#)