

## Notices for visitors

### Emergency procedure

If the fire alarm should sound, please leave the building by the nearest available exit (if you are in the Conference and Training suite of rooms, this will be through the entrance hall of the main house). You should make your way to the Pavilion building, which is off the main drive on the bend. Leatherhead staff will be available to direct you, but please stay together with the other visitors for Regulatory Day to assist in our roll call.

### Internet access

Internet wireless is available in all areas of Leatherhead Food Research. We will provide log on details on the day.

### Toilets

These are located on the ground floor of the main house off the entrance hall to the right as you enter the building. Toilets are also located near reception.

### Smoking

In accordance with national legislation, it is against the law to smoke in the Leatherhead Food Research building. To find the designated smoking area please leave the main house by the entrance hall, turn right and it is immediately on your left through the gate.

### Signing-out on departure

When you leave at the end of each day, please sign out on the list at Reception and leave your name badge.

### Taxis

Please email [reception@leatherheadfood.com](mailto:reception@leatherheadfood.com) if you would like help booking a taxi to the station after the event. It is advised to book your taxi as early as possible and before lunch. Please speak with the Leatherhead team if you need assistance on the day.

Switchboard number: 01372 376761