

GUIDE TO TRAFFIC MARSHALLING AT EXCEL EXHIBITION CENTRE



All Build & Break vehicles must gain access to the site via the East Entrance.
When approaching the east end of the site you will pass under the Bridge pictured above.



Please take the last right turn on the roundabout and enter the site via the Service Road Entrance. This gate is manned by security from 0700 – 0900 daily so vehicles will be stopped and checked before entrance is permitted.



Please enter the Traffic Marshalling Yard between the two yellow signs shown above.

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Please park in the allocated bays. **DO NOT PARK ON THE SERVICE ROAD.**



Once your vehicle has been parked. Please make your way by foot to the Traffic Check-In Office. Please be aware of your surroundings i.e. moving traffic etc.

Enter the traffic office using the Entrance Door Only.

Please be aware that in busy periods queues may be likely.

Date:	030707	C 10 17
Event / Stand No.:	Event	
Driver on site contact Number:	Mobile	
Coloured Zone:	Area	
Failing to display this information will lead to removal of your vehicle & a fee of £300 levied		
Lorry way Leaving Time:	Actual Leaving Time	
Event / Stand No.:	LW Access	
Driver's Name:	Name	
Vehicle Registration No.:	Call:	
Driver on site contact Number:	1,	
Lorry way Leaving Time:	2,	
Floor Manager's Authorization:	3,	
030707		
31/05/2007		

You will be asked to complete a Lorry Access Document and must have the following Information available to gain access to the lorry way

- Event / Stand Name
- Vehicle Drivers Name & On Site Contact Number
- Vehicle Registration.

Once the vehicle driver goes back outside they must speak to the Traffic marshal who will give instruction as to which lane the driver needs to queue in.

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The vehicle driver will be allocated a queuing lane and coloured zone on the lorry way, which will ensure a parking space closest to the stand / area required in halls.
Please ensure you have the LAD and make your way back to your vehicle.



When space becomes available a Traffic Marshal will ask you to move your vehicle
Into the allocated queuing lane. **DO NOT MOVE YOUR VEHICLE
UNTIL ASKED.**



Once your vehicle has been given permission by a Traffic Marshal to access the Lorry Way
please make an immediate left turn to the West Ramp. Your LAD will be
checked and the barrier raised to allow access.

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Please follow the signs for the North & South Lorry Ways



At the top of the Lorry Way Ramp a Traffic Marshal will stop your vehicle at the Lorry Way Control Point. The time of access will be recorded on the LAD and the LAD Will be torn in half. THE DRIVERS HALF MUST BE DISPLAYED IN THE VEHICLE WINDOWSCREEN.



A Traffic Marshal will guide your vehicle into an available parking space within your allocated coloured zone (ie above – orange).

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Once your vehicle is parked it is advisable to take a few minutes to read the Lorry Way Rules & Regulation Notices placed on the wall next to each shutter door.

Unloading times are as follows:

Cars: 10 – 15mins
Transit Sized Vehicles: 30 – 45mins
7.5 Tonnes: 50 – 60mins
Artics – 90mins

Authorisation to stay passed your allocated unload time must only come from a Traffic Supervisor who is stationed on the Lorry Way.

FAILURE TO MOVE VEHICLES WHEN REQUESTED WILL RESULT IN THE VEHICLE BEING TICKETED WITH A FEE LEVIED OF £300.00
PLEASE NOTE: THE LORRY WAY IS NOT A CAR PARK



On exit a Traffic Marshal will stop your vehicle and request your LAD. Please take care when exiting onto the service road and adhere to the Give Way Signs.

Parking for vehicles transit size and upwards is available in the North West Lorry Park:

Transit Size: Build & Break Days – Free Of Charge
Open Days - £15.00 per day
Last Open Day (After 14.00) – Free Of Charge

Artics: Build & Break Days – Free Of Charge
Open Days - £30.00 per day
Last Open Day (After 14.00) – Free Of Charge

**For Further Information On Traffic Marshalling please telephone
0207 069 4568**