

GUIDE TO TRAFFIC MARSHALLING

An ADNEC Group Company

EXCeL
LONDON

we take every event to heart

PestEx 2022

Build Up

Dates: **Tuesday 15 March 2022**

Times: **10.00 – 20.00**

Modules: **S13 / S14**

Build up begins at (**10.00 – Space Only, 14:00 – Shell Scheme**) and continues until (**20.00**)

- Vehicles enter site from the East Gate shall report to the Traffic Administration Building located on Sandstone Lane E16 1DR. Here they shall register and are issued with a Lorry Access Document (LAD).
- This document shall stipulate a maximum unload time. Drivers are expected to keep to this time.
- Vehicles shall then be directed to the Marshalling area, situated on the North of the ExCeL complex, running parallel to the Docklands Light Railway for queuing. While the vehicle is stationary please switch off your engines.
- When room is available on the appropriate Lorry way, vehicles shall be directed to the up ramps and to the hall doors. All drivers must follow the directions of the traffic marshals.
- Vehicles are allowed onto the lorry ways for the purpose of unloading only and drivers should abide by the allocated time.
- If the driver exceeds the allocated time, attempts to locate the driver shall be made via a phone call, physical search of the stand and finally a member of the organiser's office will make tannoy announcements. If this is unsuccessful, vehicles will then be ticketed with a fee of £300.
- Last vehicle lorry way access time is 1 hour prior to tenancy closure time.
- Lorry way shutters will close 30 minutes prior to tenancy end time.
- Pedestrian access doors will close 5 minutes prior to tenancy.
- All vehicles should be clear of lorry ways by tenancy closure time.
- Please note that the 23:00 – 05:00 Curfew is in place, this is not just Excel Policy it is in our licence agreement with Newham Council.

Parking is free during build and break for transit size vehicles and above in the designated areas.

Open days

Open dates: 16 March 2022

Open Times: 09.00 – 17.00

Open dates: 17 March 2022

Open Times: 09.00 – 16.00

Traffic Parking at Excel for contractors

There are currently 10 individual parking bays for arctic size vehicles under the North side of the venue and these will be used for vehicles that require more secure parking at the venue especially during show open periods.

Benefits:

- CCTV is in operation on this area.
- The area is next to traffic marshalling.
- Security is on regular patrols.
- The area is much more controlled and secure with high fencing at the back.
- This area will be offered to vehicles that have stock or goods on especially during the open period.
- All empty vehicles will be offered construction parking first.

Parking will also be available within allocated areas. (Parking Tariffs for all areas are Transits up to 3.5 tons £20 per day and lorry's 3.5 tons and over £35 per day)

Parking:

The filling order for parking will be the Orange Car Park and then the Multi-storey Car Park. East car park will fill naturally.

Breakdown

Breakdown commences: 16.00

Date: Thursday 17 March 2022

Breakdown ends: 20.00

- Vehicles enter site from the East Gate shall report to the Traffic Administration Building located on Sandstone Lane E16 1DR. Here they shall register and are issued with a Lorry Access Document (LAD).
- This document shall stipulate a maximum unload time. Drivers are expected to keep to this time.
- Vehicles shall then be directed to the West end of the Marshalling area for queuing, running parallel to the Docklands Light Railway.
- When room is available on the appropriate Lorry way, vehicles shall be directed to the up ramps and to the hall doors. All drivers must follow the directions of the traffic marshals.
- While the vehicle is stationary please switch off your engines.
- Vehicles are allowed onto the lorry ways for the purpose of loading only and drivers should abide by their allocated time.
- If the driver exceeds the allocated time, attempts to locate the driver shall be made via a phone call, physical search of the stand and finally a member of the organiser's office will make tannoy announcements. If this is unsuccessful, vehicles will then be ticketed with a fee of £300.
- Last vehicle lorry way access time is 1 hour prior to tenancy closure time.
- Lorry way shutters will close 30 minutes prior to tenancy end time.
- Pedestrian access doors will close 5 minutes prior to tenancy.
- All vehicles should be clear of lorry ways by tenancy closure time.
- Please note that the 23:00 – 05:00 Curfew is in place, this is not just Excel Policy it is in our licence agreement with Newham Council.

PESTEX 2022

BREAKDOWN NOTICE

Breakdown commences at **16.00hrs** until **20.00hrs** on **17/03/2022**
It is prohibited to move goods from stands until this time.

Please have your vehicle details with you. You have a limited time period for loading and must adhere to this.

All vehicles under 3.5 tonnes must have a **Lorry Way Access Document**, which can be collected from **Traffic Administration**, situated in the Marshalling Area on Sandstone Lane anytime from **15.00**, where they will then join the queuing system.

Exhibitors with vehicles under 3.5 Tonnes will have access to the **North** lorry way approximately from **16.00**

All vehicles 3.5 tonnes and above must have a lorry way Access Document, which can be collected from Traffic Administration, situated in the Marshalling Area on Sandstone Lane anytime from **17.00**, where they will then join the queuing system.

Exhibitors with vehicles 3.5 Tonnes and above will have access to the **North** Lorry way approximately from **17.00**

Any vehicle 3.5 tonnes and above arriving on site before **15.00** be parked in a holding area until **17.00**

Last vehicle lorry way access time is 1 hour prior to tenancy closure time and Lorry way shutters will reduce down to 1 shutter but will all be closed 30 minutes prior to tenancy end time.

Pedestrian access doors will be in operation up until 5 minutes prior to tenancy end time.

All vehicles should be clear of lorry ways by tenancy closure time.

Please note that the 23:00 – 05:00 Curfew is in place, this is not just Excel Policy it is in our licence agreement with Newham Council.

ANY EXHIBITORS WITH HAND CARRYABLES BEING TAKEN OUT OF THE SOUTH HALLS TO ANY OF THE CAR PARKS MUST EXIT THE HALLS VIA THE WATER FRONT STAIRS OR LIFTS BY LORRY WAY DOORS, ANY EXHIBITORS WITH HAND CARRYABLES BEING TAKEN OUT OF THE NORTH HALLS TO ANY OF THE CAR PARKS MUST EXIT THE HALLS VIA THE STAIRS OR LIFTS BY THE BOULEVARD TO THE SERVICE CORRIDOR AND INTO ORANGE CAR PARK.

GOODS WILL NOT BE ALLOWED OUT OF THE HALLS INTO THE BOULEVARD.

Once in the queuing system, drivers must not leave their vehicles unattended. Any unattended vehicle will be ticketed and a fee levied. Vehicles causing an obstruction or unauthorised extension to their time limit will also be ticketed and a fee of £300 levied.

Any Vehicles arriving on site before **14.00** will be charged £30 parking fee.

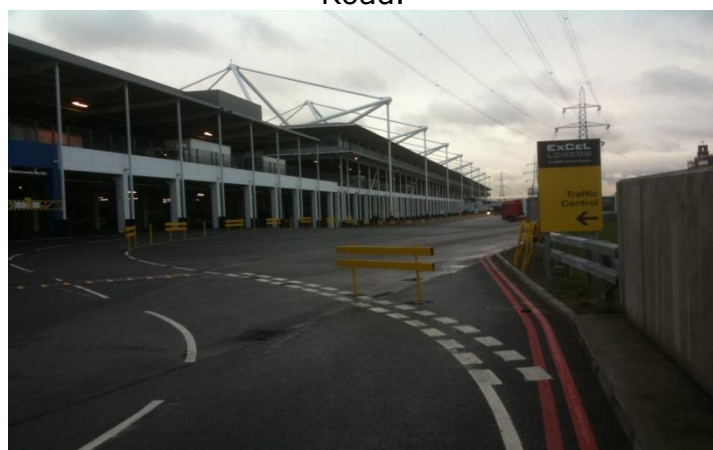
Thank you for your co-operation and we hope you had a successful show.



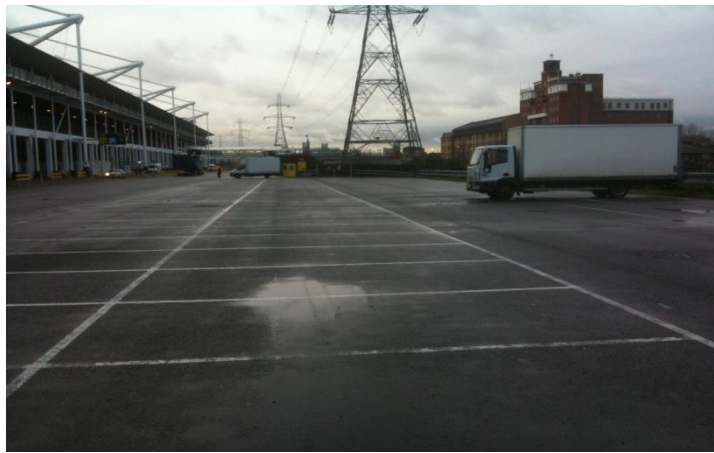
All Build & Break vehicles must gain access to the site via the East Entrance, On Sandstone Lane. The post code is E16 1DR. When approaching the east end of the site you will pass under the bridge pictured above.



Please take the last right turn on the roundabout and enter the site via the Service Road.



Please enter the Traffic Marshalling Yard left of the yellow sign shown above.



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



Once you have parked up, and while the vehicle is stationary please switch off your engines.

Please make your way by foot to the Traffic Office.
Please be aware of your surroundings i.e. moving traffic etc.
Enter the traffic office using the Entrance Door Only and
Please be aware that in busy periods queues may be likely.

EXCEL LONDON Lorry way Access Document		Date	Event / Stand No.
Please fill in all marked with * in capital letters		03673	
* Event / Stand No.	Drivers on site contact Number	Coloured Zone	Lorry way Leaving Time
FAILURE TO DISPLAY THIS INFORMATION WILL LEAD TO REMOVAL OF YOUR VEHICLE & A FEE OF £200 LEVIED			
* Event / Stand No.	* Drivers Name	* Vehicle Registration No.	* Drivers on site contact Number
Lorry way Leaving Time			Floor Manager's Authorization
03673			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.

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, and while the vehicle is stationary please switch off your engines.



When space becomes available a Traffic Marshal will ask you to move your vehicle onto the North/South or East lorry ways.

DO NOT MOVE YOUR VEHICLE UNTIL ASKED.



Once your vehicle has been given permission by a Traffic Marshal to access the North or South Lorry Ways

Please make an immediate left turn to the West Ramp. Your LAD will be Checked and the barrier rose to allow access. East traffic will be sent back along the service road to the various areas at the East end of the building.



Please follow the signs for the North & South Lorry Ways



A Traffic Marshal will stop your vehicle at the lorry Way Control Point, Where the time of access will be recorded on the LAD. This LAD will be torn in half. THE DRIVERS HALF MUST BE DISPLAYED IN THE VEHICLE WINDSCREEN.

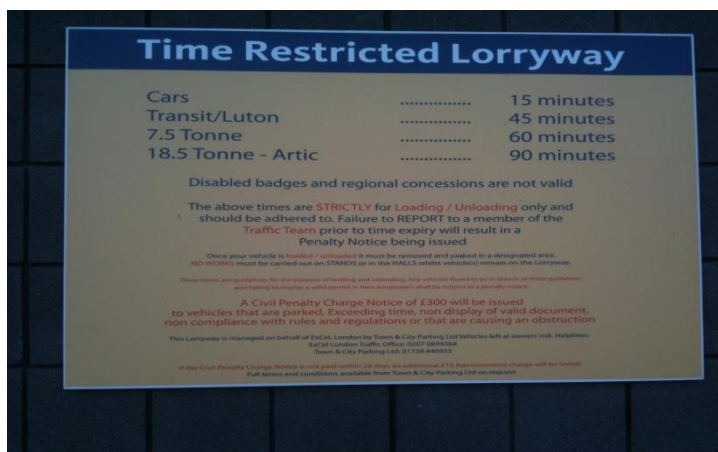


A Traffic Marshal will guide your vehicle into an available parking space within your Allocated coloured zone (i.e. above - orange), and while the vehicle is stationary please switch off your engines.

Vehicles requiring the Capital suite or Capital halls (East traffic) will be sent back along the service road to the various areas at the East end of the building, Entrance below is sign posted for deliveries.



Capital Hall and Capital Suites delivery area, two ways traffic in this area.



Once your vehicle is parked it is advisable to take a few minutes to Read the Lorry Way Rules & Regulation Notices placed on Walls.

Unloading times are as follows:

Cars: 10 – 15mins

Transit Sized Vehicles: 30 – 45mins

7.5 Tonnes: 50 – 60mins

Articulated vehicles – 90mins

Authorisation to stay passed your allocated unload time must only come from a Traffic Supervisor positioned 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 may stop your vehicle and request your LAD.

Please take care when exiting onto the service road using give way Signs.



Parking for vehicles transit size and upwards is available in the North West Lorry Park:
Transit size vehicles below 3.5 tons: Build & Break Days – Free of Charge
Open Days – £20.00 per day Last Open Day (After 14.00) – Free of Charge
Vehicles 3.5 tons and above: Build & Break Days – Free Of Charge
Open Days - £35.00 per day Last Open Day (After 14.00) – Free of Charge
All cars should be parked in normal car parks and is chargeable
For Further Information on Traffic Marshalling please telephone 02070694568