

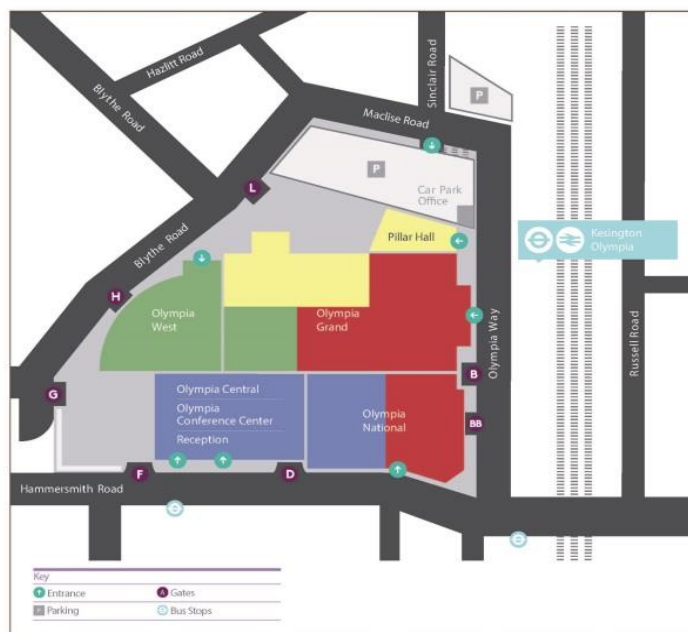
OLYMPIA BUILD-UP AND BREAKDOWN TRAFFIC SYSTEM

Olympia have implemented an online traffic booking system where **all exhibitors and contractors** who are bringing stand materials to Olympia and want to unload or load a vehicle onsite will need to book a time slot on the online vehicle booking system.

Once you are registered on the system, booking your space is a quick process that will ensure you are able to unload & load straight away without any delays when you arrive onsite. If you have not registered previously please click on 'First Time User'.

To book your time slot please go to; www.olympia.london/traffic
(If you are unable to access the site using Google Chrome or Firefox then please click on the help link in the message that appears)

1. Once logged in, select **Speciality & Fine Food Fair 2019 (live from 1st Aug)** and select the option for Shell Scheme exhibitor, Space Only or Contractor.
2. Next, tick the unloading zone you would like to use (a plan and a description of the zones is available) then enter your stand number and company name.



Red Zone – Olympia Way if your stand is in the right side of the National Hall
(Please note: that if you need to use a forklift, you should not select Red Zone.)

Blue Zone – G Gate for Olympia Central and the left side of the National Hall.

3. Select whether you are booking **Build-up** (dropping off) or **Breakdown** (picking up) and choose the size of the vehicle you are bringing. Add your vehicle number plate and the name of the driver (if you don't have this information you can add it later) and then add in the postcode of your journey start point.
4. You are now able to print your pass without a registration number. This should be added in using the website or written on to the pass before arrival onsite.
5. The next page will show you the available days you can choose. Select one and then select a time slot.
6. You will then be asked to check and confirm your booking.
7. Unfortunately Olympia London is unable to accommodate consecutive bookings. The slots are allocated for loading and unloading your goods only. If you need a space for your vehicle while you set your stand up you should visit <https://olympia.london/visiting/parking/book-parking>. You can secure a discount if you pre-book your space online.
8. Once your booking has been placed, you should click on 'Book a Pick up Journey' to book your vehicle for breakdown. This will save all of the vehicle information you have just entered and ensure that you have a suitable slot for breakdown evening. If you need to book a different vehicle you should return to the homepage and begin again by clicking the green booking button.
9. You can edit / delete and print your booking details at any time. Simply log into your account, locate the relevant booking and on the right hand side you will notice a number of icons that will allow you to perform different actions.

Any queries regarding this online booking process please email info@voyagecontrol.com

****Remember that all bookings must be made in advance and your vehicle pass should be printed from the website before arrival****

Exhibitors can either book in their stand contractors, or simply email the link to the contractor for them to book their own space.

Unloading Time Limits:

Cars & Small Vans	up to 30 mins
Vans and & 7.5 tonne Vehicles	up to 1 hour
Large lorries	up to 1 hour 30 mins

Please note for breakdown

Access will be restricted to cars and light vans up to transit size until 2100. Only after this time larger vehicles will be able to access the loading bay. No access for artic lorries on Tues 3 Sept.

REMEMBER: do not bring your vehicle to the hall until your booked time slot, and until your goods are packed and ready to load.

Please consider your lifting times when booking your vehicle slot.

****Once you have unloaded your vehicle you will need to remove it from the loading bay****

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