

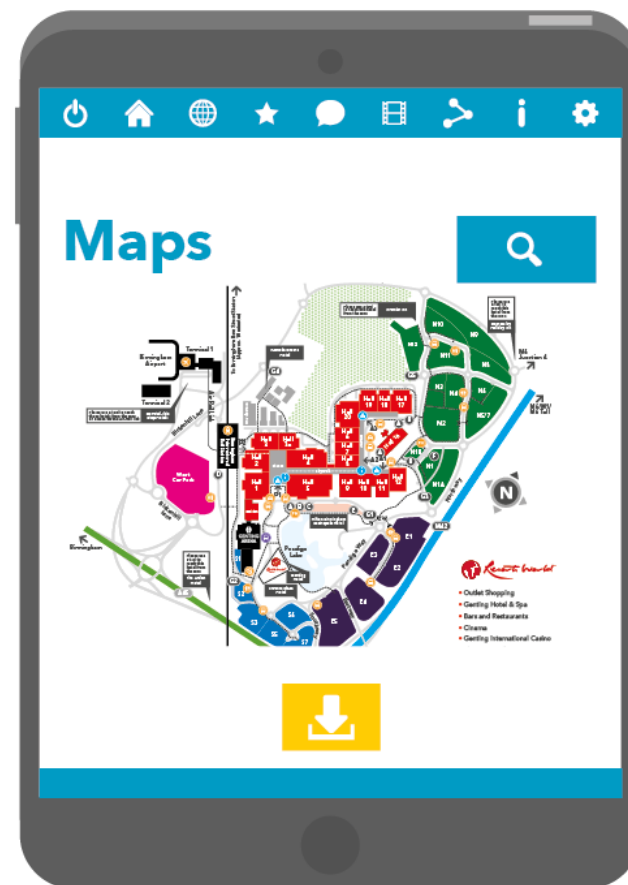
Exhibitor Handy tips Parking & Traffic

Travel through the NEC

Getting around the NEC site

Handy traffic and parking tips for exhibitors & contractors

We've put together this guide to make your life easier, help you find your way around site and make your exhibitor journey as simple as possible.



Did you know you can
download the **NEC** site map
From the "Visiting the NEC"
Section of your website

Handy
Tips

Build up & Breakdown

Follow the electronic signage to specific parking location for build and breakdown vehicles.

All build and breakdown vehicles need to follow our electronic directional signage for the dedicated lorry parks in use. (either South, North 1a or North 12)



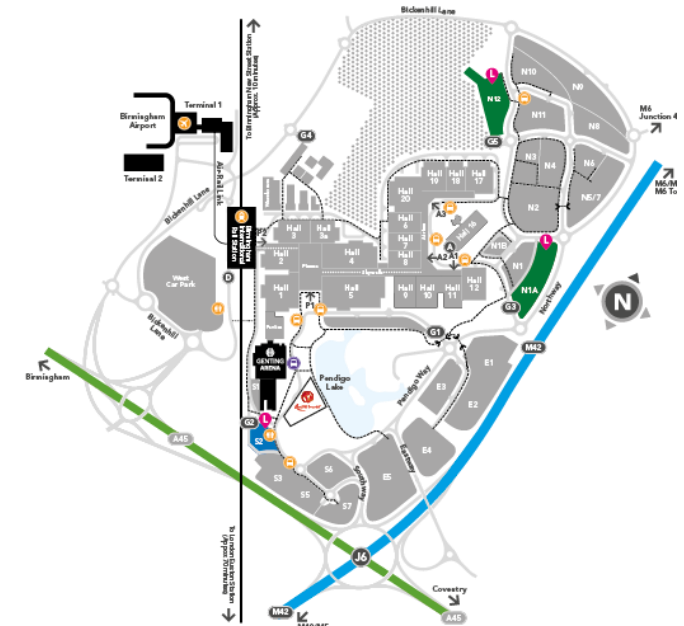
Upon entering the lorry park, please speak with the traffic officer who will be happy to assist you with the build up and breakdown process.

Handy Tips

Make sure to look out for the **Lorry Symbol** and your events name for build and breakdown.

Lorry Parks are normally open from 0715 hrs.

Lorry park locations



- Key**
- P1/P2 Piazza entrances
 - A1/A2/A3 Atrium entrances
 - G1 G2 G3 G4 G5 Gates
 - Airport
 - Train station
 - Shuttle bus to halls
 - Pedestrian footpaths
 - Pedestrian footpaths subway
 - L Lorry park



Vehicle Access Pass

Pass Process

The traffic officer will issue you with a timed vehicle access pass for delivery / offloading at the rear of the event hall(s). You will then be directed to the appropriate gate for access into the inner area. Please remember that the Vehicle Access Pass is for delivery & offloading only and is not a parking pass.

Contact details are crucial. We request your mobile phone number be written clearly on your delivery pass so we can contact you in the event of an emergency or incident.

Your vehicle access pass for delivery / offloading must be displayed at all times on the dashboard of your vehicle.



Offloaded?

During the build and breakdown periods parking is free for exhibitors and contractors.

Deposit System

On the busiest build up days, we use a Deposit System to help maximise the available unloading spaces for all exhibitors and contractors around the hall.

On Deposit Systems days, vehicles wishing to unload are required to book an unloading ticket which permits a vehicle access to the rear of the halls to unload within a time allocated dependent on the size of the vehicle. Vehicles need to unload and leave the inner area within the allocated time, failure to do so will result in the processing of the deposit of £50.

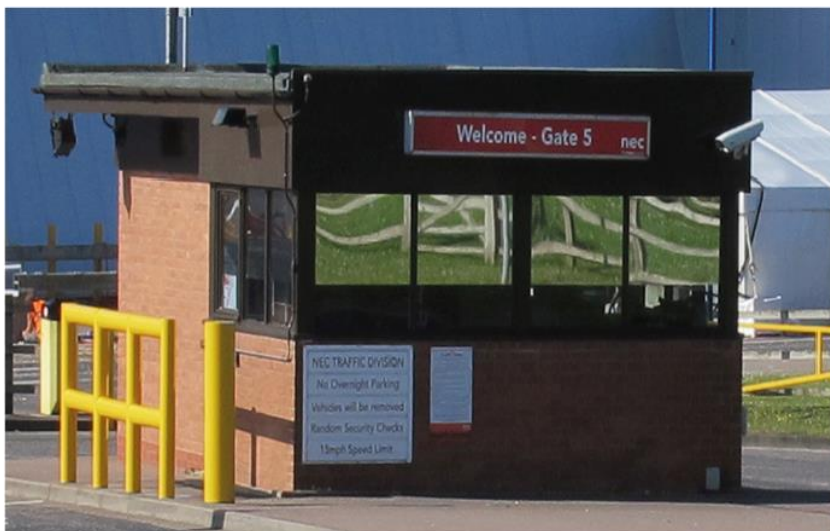
The on-line pre-booking page called **Voyage Control** can be found at www.voyagecontrol.com/necbirmingham By registering here you are able to pre-book your unloading ticket and print your own pass. The pass will then be “checked in” on arrival at the Lorry Park, and if space is available, the vehicle will be released to access the halls.

This pre-booking service means drivers do not need to leave their vehicles and queue up at the kiosk in order to pay their deposits. They simply arrive, enter a fast track lane, have their pass scanned to “check in” and head to their hall.

Once unloading is complete, there is no need to return to the lorry park. The vehicle will be automatically “checked out” of the inner area using our Automatic Number Plate Recognition (ANPR) cameras. Vehicles can simply drive off site or drive to one of our outer car parks which has been allocated to the show.

Should a driver find that they are unable to make their delivery within the specified time through no fault of their own, they should inform NEC security staff within the hall, who in turn will contact the Traffic Supervisor.

The NEC Gates & Inner Area



Once directed to the appropriate entry gate, the gate officer will check details on your pass and will direct you into the inner area and to the most appropriate VE (vehicle entry) door delivery area for your Event.



Remember the speed limit
in the inner area is 15mph

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Offloading Area

It is advisable to know your Stand Number and nearest VE (Vehicle Entry) Door. Staff at the gate will then be better able to help and direct you to the VE door you require. Subject to space availability.

Offloading Areas

The NEC has many offloading areas with safety as our number one priority...

Vehicles parked at the rear of the halls must be parked in an orderly manner, to enable all vehicles to offload in a safe and timely way. Please remember that this is an offloading area and there will be lots of vehicle and people movements with forklifts also operating, so please be vigilant and take care. Everyone's safety is important - please report any concerns to the nearest traffic or security officer.

Please ensure you wear high visibility clothing. Vehicles must not park on yellow hatch markings or red lines unless directed to do so by a Traffic Officer. Vehicles must never park on red hatch markings.

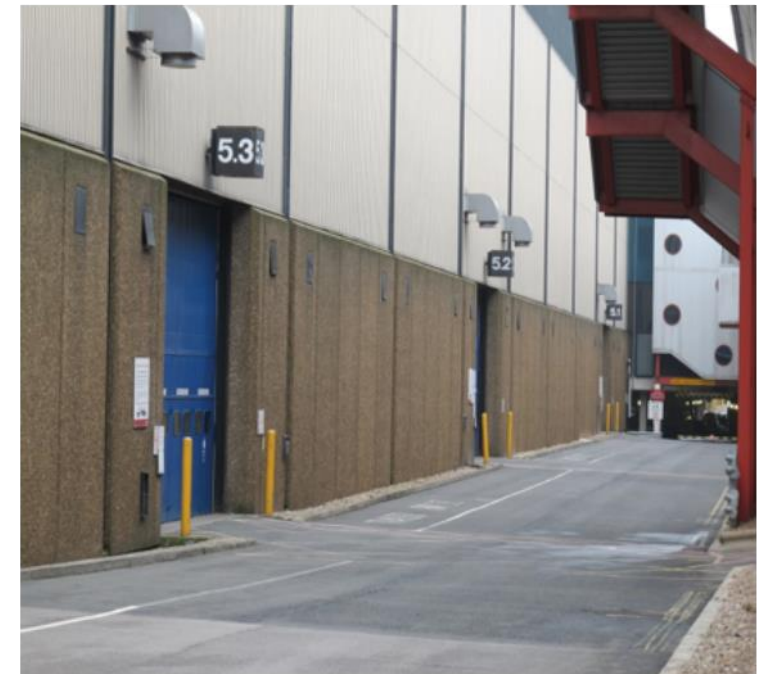


VE Doors
Delivery Areas

Handy Tips

Remember:
Everyone working
in the offloading
area must wear a
high visibility bib.

An NEC
Typical Build



Offloaded?

Offloaded and ready to park your vehicle? Exhibitor and Contractor Parking Areas

Please be aware of the time limit on your pass and once delivery has been completed please remove your vehicle from the rear of the hall and park in an outer area car park. Again, traffic and security staff should be able to assist you. During the build and breakdown periods parking is free for exhibitors and contractors.

Exhibitor Deliveries during the Open Period

On the opening morning and all subsequent days should you wish to deliver to your stand please go to the lorry park and a timed vehicle access pass will be issued. Again please be aware of the time limit on your pass and once off-loaded please remove your vehicle from the rear of the hall and park in one of our outer area car parks. Only vehicles who have purchased Exhibitor Advantage parking for the open period can park at the rear of the halls – this is only available for cars and people carriers. For further information on this product please refer to our website

www.thenec.co.uk/exhibitors/exhibitor-guide/vehicle-access/

Exhibitor Parking

Once offloaded please park in one of our outer car parks - **North for halls 6-12 and 17-20** and the **East or South for the Pavilion and halls 1 - 5**.

Please refer to the map opposite for locations.



- Key**
- P1/P2 Piazza entrances
 - A1/A2/A3 Atrium entrances
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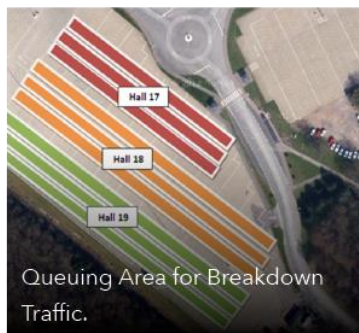
The breakdown process

What is a breakdown?

This takes place at the end of the last open day when the event closes and all exhibitors remove their products and break down stands. As you can imagine this is an extremely busy time with all exhibitors keen to get loaded as soon as possible so they can return home. To ensure that the areas to the rear of the halls do not get over congested and that the breakdown remains safe some control measures have to be put in place.

There will be a time delay between the event closing and vehicles arriving at the rear of the halls. This is for a variety of reasons but the main one is to ensure that all visitors have left the halls. All contractors are held outside the hall until the NEC and the organisers have agreed the hall is clear of visitors. Please note that trolley movement may also be delayed. Different events have different breakdown processes so each breakdown can vary – **not all breakdowns follow the same process/timings.**

The NEC and the organisers would ask that you are patient and co-operate with the guidance provided to help us deliver a great experience for all.



Typical Breakdown

Car

Any cars or cars with trailers arriving for breakdown should park in the exhibitor car park until the event closes. Cars are then permitted access to the loading areas at the rear of the halls via the gates at the close of show. You'll need your Exhibitor ID Badge to gain access (please ask your organiser for this pass if you do not have one). Please don't arrive before the show close / published breakdown time, as queues can build up and cause congestion for other traffic around site. Cars arriving early will have to be turned away at the gate, which is not what we want for you!

So please help us deliver a great experience for everyone by following the guidance provided.

All Commercial Vehicles

Upon arrival to the lorry park vehicles will be queued in lines by hall number on a first come first served basis.

Small van or lorry

Some queues/lines may move before yours. Please be aware that this may be to park up around halls furthest away first or as and when space becomes available at each hall. This is to prevent access roads to these halls being blocked by vehicles for closer halls – everyone gets their turn!

Artic Lorry

The last vehicles released to the rear of the halls are artic lorries.

What is a breakdown?

Forklifts are not permitted to operate in the halls until the organiser believes it is safe to do so and agreement has been set with the venue and the event organiser.



Important:

Children under 16 are not permitted in the halls during build and breakdown periods.

We look
forward
to welcoming you to
the NEC site soon.

We are constantly looking for ways to ensure that your experience at our venue is the best that it can be and would appreciate any feedback you can give us. Please email exhibitor feedback@thenec.co.uk
We look forward to welcoming you back soon.

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