

Handy tips for Exhibitors on the  
NEC's **parking and traffic** procedures

# Exhibitor **Handy tips**

## Parking & Traffic

**nec**  
Birmingham

[thenec.co.uk](http://thenec.co.uk)





## 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.



Handy tips

Did you know you can download the NEC site map by visiting: [thenec.co.uk/downloads](https://thenec.co.uk/downloads)





# Build up & breakdown

Follow the electronic signage to specific parking locations 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).

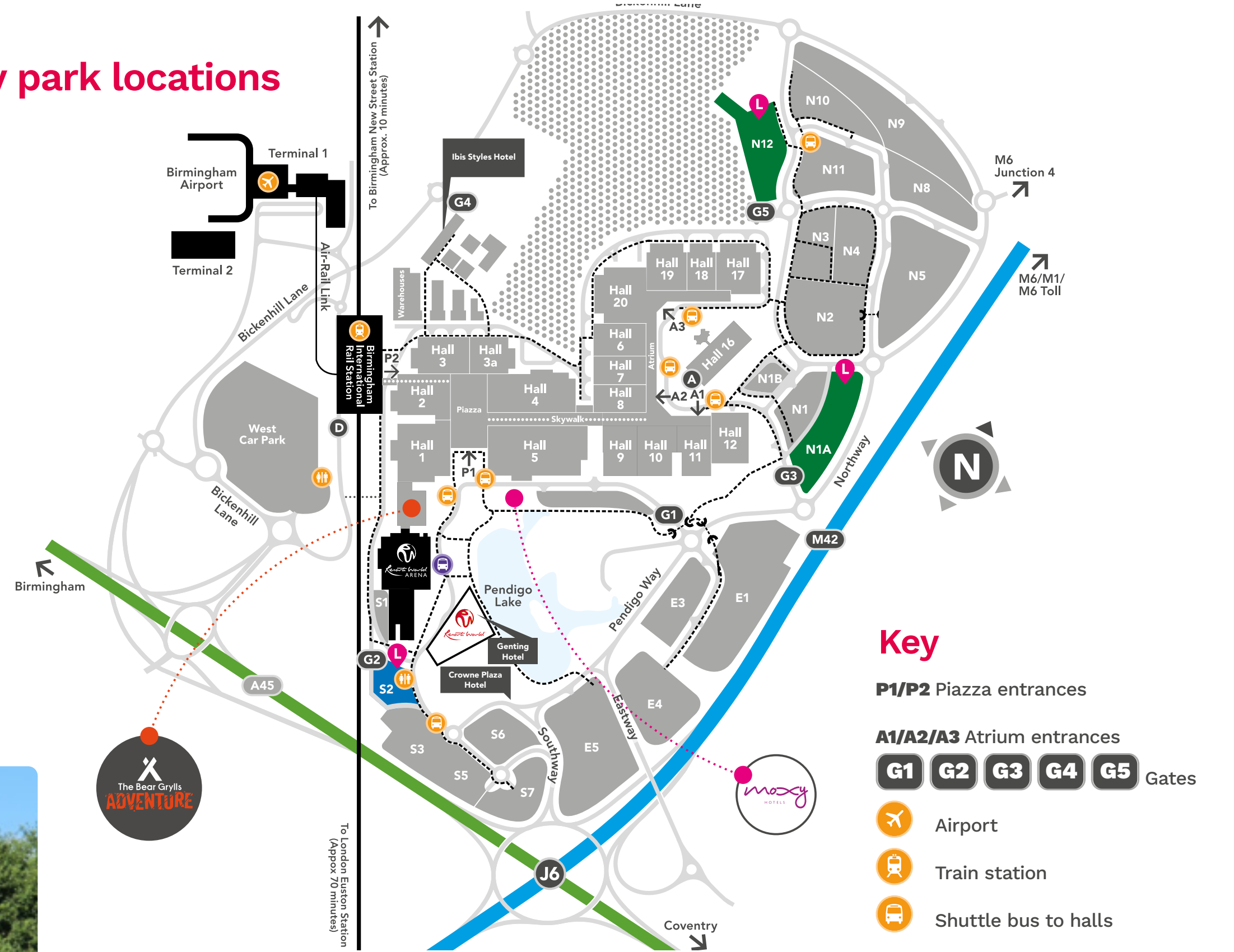


**Handy tips**

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



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.



## Vehicle access pass

### Pass Process

All vehicles unloading, whether cars or lorries, need to obtain in advance an Event Delivery Pass using our on-line delivery system powered by Voyage Control at: [voyagecontrol.com/necbirmingham](http://voyagecontrol.com/necbirmingham)

Please note that this includes all deliveries on an open day. When you arrive at the lorry park, show your pre-booked printed pass. Your printed pass will need to be displayed on your dashboard to allow you through the security gate into the inner area and left visible for the duration of your stay. Without this you will incur delays.

There may be a delay moving from the lorry park to your hall as unloading is on a first come first serve basis. We always do our best to keep delays to a minimum. If you are delayed, don't worry, your time won't start until you leave the lorry park.

- Cars and vehicles up to two tons will be allowed one hour from the time of entry.
- Vehicles over two tons will be allowed two hours.
- Articulated vehicles will be allowed three hours.

### Deposit System

Keeping traffic flowing on the busiest event build up days is one of our biggest challenges, which is why at some events we operate a deposit system to keep things moving along. When a deposit system is in use, you still need to book all deliveries as outlined in the pass process, using the

online booking system. The difference on a deposit system day, is that failure to remove your vehicle from the inner area unloading areas within the allocated delivery time, will result in a £100 charge. The charge is only levied if you overstay. Not all shows have a deposit system in place but where it is in place, this is highlighted within the booking system for the relevant dates. Registering to use the booking system is easy and user guide can be found at [supportnec.zendesk.com](http://supportnec.zendesk.com)

Exhibitors are advised that the delivery time will commence via Automatic Number Plate Recognition (ANPR) cameras on entry to the inner area. 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 ANPR cameras. Vehicles can simply drive off site or to one of our outer car parks.

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

### Offloaded?

Once you have unloaded please take your vehicle back to the outer area car park, to make space for other exhibitors. Failure to remove your vehicle in the allotted time to the outer car parks may incur a penalty charge. During the build and breakdown periods parking is free for exhibitors and contractors.





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.

Handy tips

**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.



Remember the speed limit in the inner area is 15mph



# Offloading area

The NEC has many offloading areas and 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.

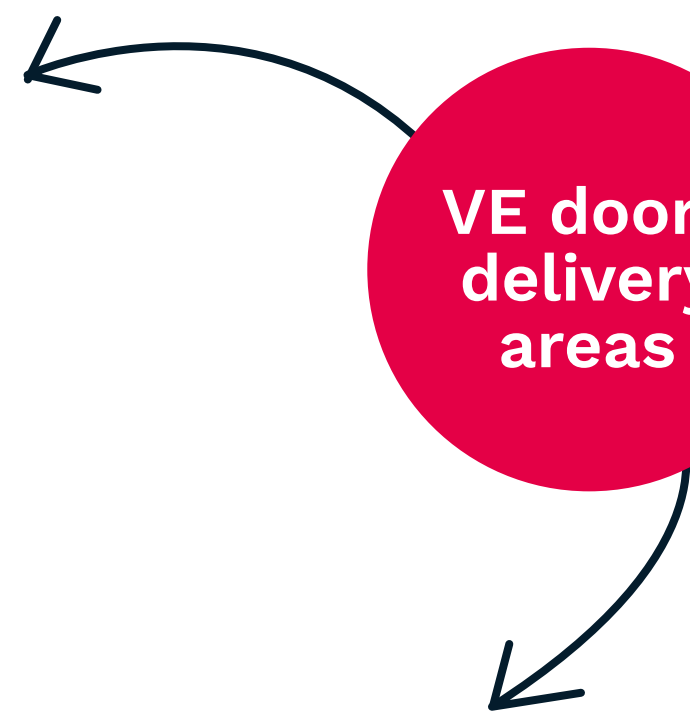
Please ensure you wear high visibility clothing. Vehicles must not park on yellow hatch markings or red lines unless directed to do so by a Traffic Officer. Vehicles must never park on red hatch markings.

## Handy tips

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



## VE doors delivery areas



## 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 you must book a delivery pass online, using the same process as during build up. 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:

[thenec.co.uk/exhibitors/exhibitor-parking](https://thenec.co.uk/exhibitors/exhibitor-parking)

### 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.

## Where to park





# The breakdown process

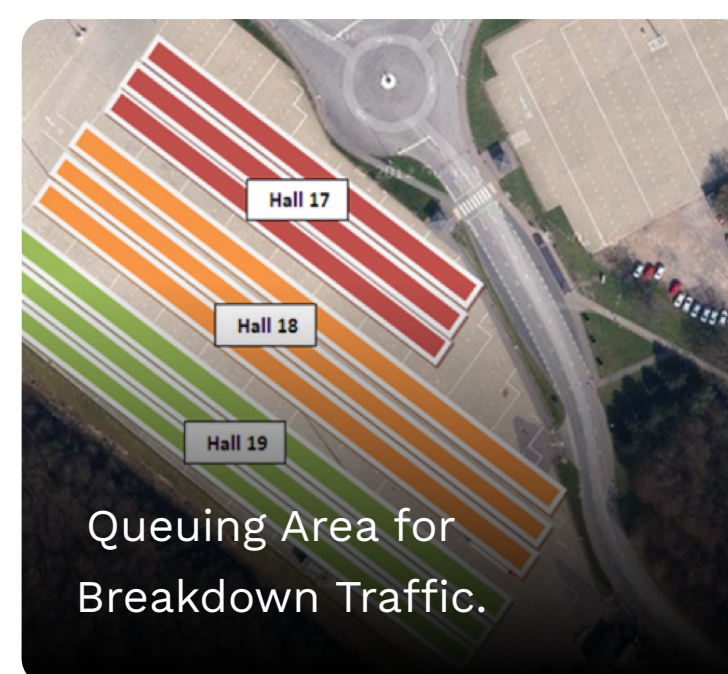
## What is a breakdown?

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

### Cars

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.

They can then park free of charge in the queue through the day until post-show when the breakdown commences.

### 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.

### Forklifts

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.

**Handy tips**



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](mailto:exhibitor.feedback@thenec.co.uk)  
We look forward to welcoming you back soon.

**thenec.co.uk**

