

## Guide to traffic marshalling: Directions



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.



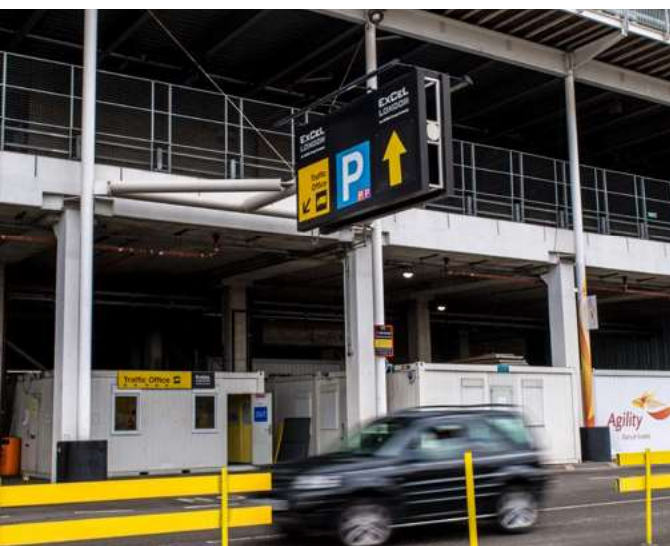
Please enter the traffic marshalling yard left of the yellow sign shown (right).

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Please park in the allocated bays.

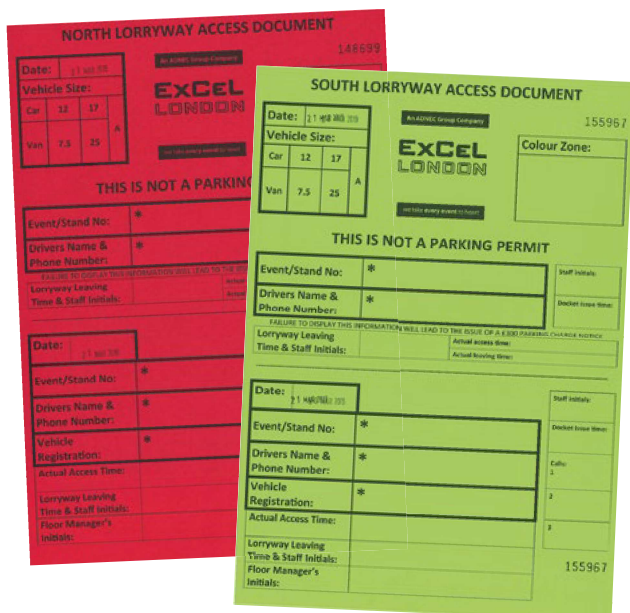
**Please do not park on the service road**



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

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.



You will be asked to complete a Lorry Access Document (LAD) and must have the following.

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### 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.



When space becomes available, a Traffic Marshal will ask you to move your vehicle onto lanes for the north/south or east lorryways.

**Please do not move your vehicle until asked.**



Once your vehicle has been given permission by a Traffic Marshal to access the north or south lorryways, please make an immediate left turn to the west ramp.

Your LAD will be checked and the barrier lifted to allow access. Traffic for the east will be sent along the service road to the various areas at the east end of the building.

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Please follow the signs for the North & South lorryways

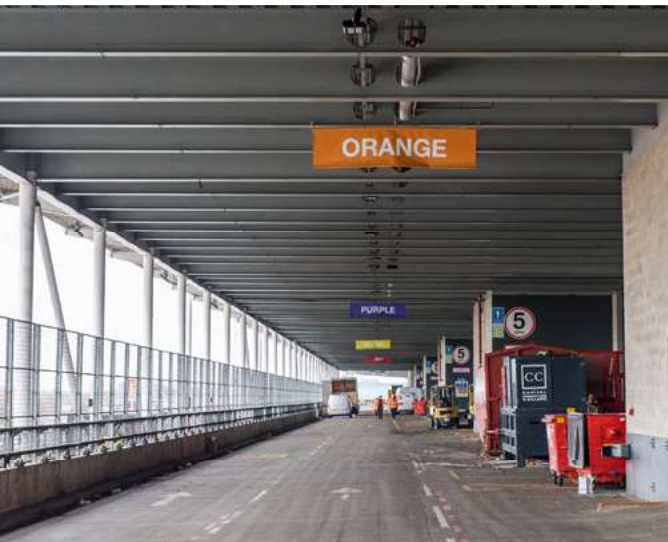


A Traffic Marshal will stop your vehicle at the Lorry way control point, where the time of access will be recorded on the LAD.

This LAD will be torn in half.

**The drivers half of the LAD must be displayed in the vehicle windscreen.**

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A Traffic Marshal will guide your vehicle into an available parking space within your allocated coloured zone (i.e. left – orange), and while the vehicle is stationary please switch off your engine.

Vehicles requiring the ICC Capital Suite or ICC Capital Hall (east traffic) will be sent along the service road to the various areas at the east end of the building. The entrance below is sign posted for deliveries.



This is the ICC Capital Hall and the ICC Capital Suite delivery area, there is two way traffic in this area.

## Guide to traffic marshalling: Lorryway information

### Time Restricted Lorryway

Cars	.....	15 minutes
Transit/Luton	.....	45 minutes
7.5 Tonne	.....	60 minutes
18.5 Tonne - Artic	.....	90 minutes

Disabled badges and regional concessions are not valid

The above times are **STRICTLY** for **Loading / Unloading** only and should be adhered to. Failure to **REPORT** to a member of the **Traffic Team** prior to time expiry will result in a **Penalty Notice** being issued

Once your vehicle is loaded / unloaded it must be removed and parked in a designated area. **NO WORKS** must be carried out on **STANDS** or in the **HALLS** whilst vehicle(s) remain on the Lorryway.

These times are intended for the purpose of loading and unloading. Any vehicles found to be in breach of these guidelines will have to display a warning sign in their windscreen that be subject to a penalty notice.

A Civil Penalty Charge Notice of £300 will be issued to vehicles that are parked, Exceeding time, non display of valid document, non compliance with rules and regulations or that are causing an obstruction

This Lorryway is managed on behalf of Excel London by Town & City Parking Ltd. Vehicles left at owners risk. Helpline: Excel London Traffic Office: 0207 90691548  
Town & City Parking Ltd: 01738 446933

If the Civil Penalty Charge Notice is not paid within 28 days an additional £10 Administrative Charge will be levied. Full terms and conditions available from Town & City Parking Ltd on request.

Once your vehicle is parked it is advisable to take a few minutes to read the Lorryway 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 past your allocated unload time must only come from a Traffic Supervisor positioned on the lorryway.

**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 which is chargeable

For further information on traffic marshalling please telephone 020 7069 4568