

BREAKDOWN PROCEDURES



**International
Food & Drink Event**

21-23 March 2022 | ExCeL London

Breakdown period:

Wednesday 23 March	1630 - 2200
Thursday 24 March	0800 - 1800
Friday 25 March	0800 - 1600

1. The exhibition closes at 1600hrs on Wednesday 23rd March 2022. No goods may be removed from the stands before 1600hrs.
2. Breakdown begins at 1630hrs provided the halls are clear of visitors and it is safe to do so.
3. **Once breakdown begins, the big shutter doors from the halls to The Boulevard will close. You will not be able to exit or access the halls this way. Security staff will be in place to direct you to the nearest exit point. If you wish to access the Orange car park, please follow their directions.**
4. Power supplies to stands will be **switched off 30 minutes after the close** of the Exhibition unless an extension is specially requested. Please contact the Organisers Office onsite by 1200 hours (midday) on Tuesday 22nd March 2022.
5. **Water supplies will be terminated immediately after the close of the Exhibition.** If you require more time to complete dishwashing etc please contact the Organisers office onsite no later than 1200hrs (midday) on Tuesday 22nd March 2022.
6. The Breakdown Period on Thursday evening is an extremely vulnerable time. Do not leave your goods unattended and please do not ask a neighbour to look after your goods – they will be distracted packing away their own stand. We recommend that someone remains on the stand throughout the first evening of breakdown until your goods have been removed and we advise that you always take every precaution in safeguarding their exhibits and other valuables. If you are concerned about leaving your stand unattended, please contact the organiser's office before breakdown begins.
7. Please remove all portable exhibits, products, valuable items, graphics etc from the halls on Wednesday evening. If you must leave goods on your stand overnight, please contact the Organisers office on-site no later than 1200hrs (midday) on Wednesday 23rd March.
8. Shell scheme stands will start to be dismantled by the stand contractor on Thursday at 0800 hrs, so it is essential that all shell scheme stands are completely cleared on Wednesday night.
9. **If you have furniture on hire from contractors, please note that this will be collected on Thursday evening. Please do not use them for overnight storage for product, leaflets or any other such valuable items.**
10. Exhibitors are reminded that although the Organisers take every precaution to ensure the safety of and security within the Exhibition, neither they nor any of their contractors can take responsibility for losses or damage that occur during the breakdown period. If you should experience a loss, please report this to the Organisers office at once; please do not wait until you have cleared the venue, when it becomes impossible to investigate the matter.
11. If your car is parked in the orange car park you can take hand carryable goods down through the lift by Vehicle Entrances N4, N7 and N11 and via the lifts by lorryway doors down to the dock edge and into the orange car park.

PLEASE NOTE: GOODS WILL NOT BE ALLOWED OUT OF THE HALLS INTO THE BOULEVARD

← PLEASE SEE OVER FOR BREAKDOWN NOTICE VEHICLE SCHEDULE →

BREAKDOWN NOTICE

VEHICLE SCHEDULE



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Address: **Traffic Administration, ExCeL Exhibition Centre, Sandstone Lane, London E16 1XL.**

Please remember to add Sandstone Lane to any Sat Nav or GPS Device.

Vehicles below Transit Size will be allowed to park in the orange car park.

NB: There is always a parking charge in the orange car park.

NEW FOR 2022: 7.5 tonnes vehicles and above will **not** be given access on Wednesday. If you require a 7.5 tonnes vehicle or above then access is permitted from Thursday.

Wednesday 23 March 2022 - Breakdown takes place between 1630hrs and 2200hrs <i>It is prohibited to move goods from stands until this time.</i>		
1530hrs	All vehicles <u>under</u> 3.5 tonnes	<ul style="list-style-type: none"> Any under 3.5 tonne vehicles <i>must</i> have a Lorry Way Access Document, which can be collected from Traffic Administration, situated in the Marshalling Area on Sandstone Lane anytime from 15:30 hrs, where they will then join the queuing system. Please have your vehicle details with you. You have a limited time period for loading and must adhere to this.
1600hrs	All Exhibitors with vehicles <u>under</u> 3.5 tonnes	<ul style="list-style-type: none"> Vehicles will be given access to the North Lorryways, ready for Breakdown to commence at 1630hrs
1830hrs	All vehicles 3.5 tonnes and <u>above</u>	<ul style="list-style-type: none"> Any 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 18:30 hrs, where they will then join the queuing system. Please have your vehicle details with you. You have a limited time period for loading and must adhere to this. When room is available on the Lorry way, vehicles will be directed up the ramp to the hall doors. Drivers must always follow the directions of the traffic marshals. <p>* Any vehicle 3.5 tonnes and above arriving on-site before 1700hrs will be parked in a holding area until 1700hrs</p>
7.5 tonnes vehicles and <u>above</u>		<ul style="list-style-type: none"> No access given on Wednesday. Access to not be given until Thursday.
Once in the queuing system, drivers must not leave their vehicles unattended. The reason for this is unattended vehicles will stop other exhibitors from gaining access to the lorry ways, any unattended vehicle will be ticketed and a fee levied.		
ANY VEHICLES ARRIVING ON-SITE BEFORE 1500HRS WILL BE CHARGED A £35 PARKING FEE FOR THE LORRY PARK		
Thursday 24 March 2022 - Halls Open 0800hrs to 1800hrs		
0700hrs	All vehicles	<ul style="list-style-type: none"> Vehicles enter the site from the East Gate and drivers report to the Traffic Check-In Office located on Sandstone Lane where they will be given a Lorry Way Access Document. When room is available on the Lorry way, vehicles will be directed up the ramp to the hall doors. Drivers must follow the directions of the traffic marshals at all times.
Friday 25 March 2022 - Halls Open 0800hrs to 1600hrs		
0700hrs	All vehicles	<ul style="list-style-type: none"> Vehicles enter the site from the East Gate and drivers then report to the Traffic Check-In Office located on Sandstone Lane where they will complete a Lorry Way Access Document. Drivers then join queue for the North Lorry Way and when room becomes available, they will be directed up the ramp to the hall doors. All drivers must always follow the directions of the traffic marshals.

General Breakdown Traffic Instructions

- The Lorryway Access Document stipulates a maximum load time:
 Articulated lorry = 1 hour 30 minutes Transit / Luton / 3.5 tonne = 45 minutes
 7.5-ton lorry = 1 hour Cars = 15 minutes
- If drivers exceed the allocated time, attempts will be made to locate the driver via the phone number left when registering, a physical search of the stand or a tannoy from the organiser's office. If this is unsuccessful, vehicles will then be clamped / removed with a £300 release fee.
- Once in the queuing system, drivers must not leave their vehicles unattended. Any unattended vehicles stop other exhibitors from gaining access to the lorry ways.
- In the event of a breakdown or accident please contact a marshal immediately.
- GOODS WILL NOT BE ALLOWED OUT OF THE HALLS INTO THE BOULEVARD.**