



## BREAKDOWN PROCEDURES

### Breakdown period:

Wednesday 22 March **1630 - 2200**

Thursday 23 March **0800 - 1600**

1. The exhibition closes at **1600hrs** on Wednesday 22nd March 2023. 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 15 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 21<sup>st</sup> March 2023.
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 21<sup>st</sup> March 2023.
6. The Breakdown Period on Wednesday 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 22nd 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 Wednesday 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 carriable goods down through the lift by Vehicle Entrances N4, N7 and N11 and via the lifts by lorryway doors down to the orange car park.

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

# BREAKDOWN NOTICE

## VEHICLE SCHEDULE



International  
Food & Drink Event  
20-22 March 2023 | ExCeL London

To find the new Traffic Office please scan this QR code:

Or use What3words [what3words.com/#!/senior.winter.simply](https://www.what3words.com/#!/senior.winter.simply)

**Vehicles below Transit Size will be allowed to park in the orange car park. It has a height limit of 1.9m.**

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

**IMPORTANT: 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.**

**All waste must be taken with you or you will be charged the cost of a waste bin PLUS a fixed fine of £300 + vat.**

**[Click here](#) for more details on our sustainability and waste policy.**

Wednesday 22 March 2023 - Breakdown takes place between 1630hrs and 2200hrs		
It is prohibited to move goods from stands until this time.		
1500hrs	All vehicles <u>under</u> 3.5 tonnes	<ul style="list-style-type: none"> <li>Any under 3.5 tonne vehicles <i>must</i> have a <b>Lorry Way Access Document</b>, which can be collected from the <b>Offsite Traffic Office</b>, situated at Gallions Reach anytime from <b>15:00 hrs</b>. This is where you will then be held until there is a space available onsite, once you are sent over to site, you will join the queuing system. Please have your vehicle details with you. You have a limited time for loading and must adhere to this.</li> </ul>
1600hrs	All Exhibitors with vehicles <u>under</u> 3.5 tonnes	<ul style="list-style-type: none"> <li>Vehicles will be given access to the <b>North Lorry Way</b>, ready for Breakdown to commence at <b>16:30 hrs</b>.</li> </ul>
1730hrs	All vehicles 3.5 tonnes and <u>above</u>	<ul style="list-style-type: none"> <li>Any vehicles 3.5 tonnes and above must have a Lorry Way Access Document, which can be collected from the <b>Offsite Traffic Office</b>, situated at Gallions Reach approximately from <b>17:30 hrs</b>. This is where you will be held until there is a space available onsite, once you are sent over to site, you will then join the queuing system. Please have your vehicle details with you.</li> <li>You have a limited time for loading and must adhere to this.</li> <li>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.</li> </ul> <p><b>* Any vehicle 3.5 tonnes and above arriving at Gallions Reach site before 15:30 hrs will be parked in a holding area until 17:30 hrs.</b></p>
7.5 tonnes vehicles and <u>above</u>		<ul style="list-style-type: none"> <li>No access given on Wednesday. Access to not be given until Thursday.</li> </ul>
<b>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.</b>		
<b>ANY VEHICLES ARRIVING ON-SITE BEFORE 1500HRS WILL BE CHARGED A £35 PARKING FEE FOR THE LORRY PARK</b>		
Thursday 23 March 2022 - Halls Open 0800hrs to 1600hrs		
0700hrs	All vehicles	<ul style="list-style-type: none"> <li>Vehicles <i>must</i> have a <b>Lorry Way Access Document</b>, which can be collected from the <b>Offsite Traffic Office</b>, situated at Gallions Reach. This is where you will then be held until there is a space available onsite, once you are sent over to site, you will join the queuing system. Please have your vehicle details with you. You have a limited time for loading and must adhere to this.</li> </ul>

### General Breakdown Traffic Instructions

- The Lorry Way Access Document stipulates a maximum load time:
  - Articulated lorry = 1 hour 30 minutes
  - 7.5-ton lorry = 1 hour
  - Transit / Luton / 3.5 tonne = 45 minutes
  - Cars = 15 minutes
- Once in the queuing system, drivers must not leave their vehicles unattended. Any unattended vehicle will be ticketed, and a fee levied. Vehicles causing an obstruction or unauthorised extension to their time limit will also be ticketed and face a fee of £300.
- Please note that the **23:00 – 05:00** curfew is in place, as per the venue's licence agreement with Newham Council.
- In the event of a breakdown or accident please contact a marshal immediately.
- GOODS ON TROLRIES WILL NOT BE ALLOWED OUT OF THE HALLS INTO THE BOULEVARD.**
- Any vehicles arriving on site at Gallions Reach before 14:00 hrs will be turned away until correct time.
- All vehicles should be clear of lorry ways by tenancy closure time.
- Pedestrian access doors will be in operation up until 5 minutes prior to tenancy end time.