

DELIVERY OF EXHIBITS

Access for deliveries is via the East Gate (follow local road signs). Once at the East Gate, drivers should follow the signs to the Deliveries/Traffic Marshalling Yard. All vehicles must report to the Traffic Administration Office located within the Traffic Marshalling Yard which is located on the north side of the ExCeL London building on Sandstone Lane.

Exhibitors

To reduce time spent queuing, each exhibitor will be allocated a time for stand dressing and this will be advised approximately two weeks before the exhibition opens. **Contact Plancourt Limited well in advance if a specific time is required (from 14.00 on Tuesday 12 October 2010) or if access for more than one vehicle is required.**

Couriers

All items delivered by courier must be clearly labelled and exhibitors must be on site to accept deliveries. The Organiser will not accept responsibility for deliveries on behalf of exhibitors. Deliveries should be addressed as follows:

(Contact name)
 (Company name)
 Stand number
 BDTA Dental Showcase 2010
 ExCeL London International Exhibition Centre
 One Western Gateway
 London
 E16 1XL

TRAFFIC CONTROL

All traffic access to ExCeL during Build-up and Breakdown is subject to the following:

- a) The venue is only accessible between 0800 and 2200 each day.
- b) On arrival, vehicles should make their way to the Traffic Administration Office on Sandstone Lane.
- c) There is a holding area in front of the Traffic Administration Office, please follow the marshal's directions to park, then proceed to the Traffic Administration Office in person.
- d) Drivers will then be issued with a Lorryway Access Document (LAD). This will show the date, exhibition, stand name and number and the vehicle registration number. It will also indicate a time limit for unloading or loading. Drivers must adhere to the specified time limit. Those exceeding the time limit will be clamped or removed. If extra time is needed, please see a traffic marshal.
- e) Exit the Traffic Administration Office and return to your vehicle. You will be directed to a queuing system where you should wait until space is available on the lorryway, which will be advised by a marshal.
- f) On completion of unloading / loading, vehicles must be removed to the relevant parking area or leave the site immediately.
- g) In the event of a vehicle breakdown or accident, please contact a traffic marshal immediately.
- h) The co-operation of all drivers in observing these processes is appreciated.

Lorry & Transit Sized Vehicle Parking

- a) All lorry/transit type parking is subject to availability and is located in the north-west lorry park on Seagull Lane (adjacent to the DLR tracks).
- b) Lorry/transit type vehicle parking is free of charge during build up and break down days but there is a £30 per day charge for lorries (vehicles over 3.5 tonnes) and a £15 charge for transit type vehicles (below 3.5 tonnes) during event open days

Terms and Conditions

- a) Parking is charged as above according to vehicle size per open day on a first come, first served basis.
- b) Vehicle parking on build up days only will be permitted using the Lorryway Access Document which must be clearly displayed in the window of the vehicle.
- c) Terms and conditions relating to this are to be found on the reverse of the Lorryway Access Document.
- d) Drivers are required to remove vehicles prior to the open days (unless paying to park as detailed above).
- e) Any vehicles failing to show a valid parking permit or displaying an out-of-date parking permit will be penalty ticketed and a fee of £80 will be levied.
- f) All vehicles parked in the north-west lorry park, must be empty of all goods and stock and where possible all curtains and doors should be left open.
- g) No overnight sleeping in vehicles is permitted.
- h) Drivers must follow the instructions issued to them by traffic marshals at all times.

ExCeL and its partners accept no responsibility for loss, damage or theft to vehicles or their contents.

Approximate Unloading Times

Vehicle type	Approx Unloading Times
Car	15 minutes
Transit type	30 minutes
7.5 Tonnes	45 minutes
Artic	90 minutes