

## Driving & Traffic Marshalling Guide

### Ultra Low Emission Zone (ULEZ)

ExCeL London is now within the ULEZ zone.

Scan the QR code to check whether your vehicle is subject to the ULEZ charge and find out how to pay.



## Traffic Marshalling: Directions

All build & break vehicles must gain access to the site via the east entrance, on Sandstone Lane. The postcode is E16 1DR.

When approaching the east end of the site, you will pass under the bridge pictured above.



Please take the last 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).



Please park in the allocated bays.

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



Once you have parked, and whilst 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, e.g., moving traffic.

Enter the Traffic Office using the entrance door only. Please be aware that queues may be likely in busy periods.



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

**Information available to gain access to the lorryway:**

- Event / Stand number
- Drivers name & phone number
- Vehicle registration

Once the driver goes back outside, they must speak to the Traffic Marshal who will give instruction as to which lanes the driver needs to queue in.

The 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 the 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 into lanes for the North / South or East Lorry Way.

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



Once your vehicle has been given permission by a Traffic Marshal to access the North / South Lorry Way, please make an immediate left turn to the west ramp.

Your LAD will be checked, and the barrier will be 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.



Please follow signs for the North Lorry Way and South Lorry Way.



A Traffic Marshal will stop your vehicle at the Lorry Way Control Point, where the time of access will be recorded on the LAD.

The LAD will be torn in half.

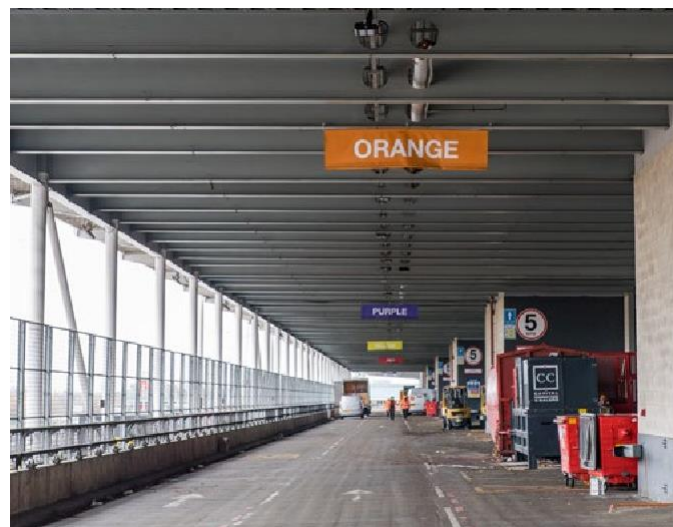
**The driver's half of the LAD must be displayed in the vehicle windscreen at all times.**





A Traffic Marshal will guide your vehicle into an available parking space within your allocated coloured zone (e.g., orange / purple), and whilst the vehicle is stationary, please switch off the engine.

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



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



## Traffic Marshalling: Lorry Way Information

Once your vehicle is parked, please familiarise yourself with the Lorry Way Rules & Regulation Notices placed on the walls.

Unloading times are as follows:

**Cars: 10-15 minutes**

**Transit vehicles: 30-45 minutes**

**7.5 Tonnes: 50-60 minutes**

**Articulated vehicles: 90 minutes**

Authorisation to stay part your allocated unload time must only come from a Traffic Supervisor positioned on the Lorry Way.

**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 the Give Way signs.

Parking for Transit vehicles and above are available in the north-west Lorry Park.

### Transit vehicles below 3.5 tonnes:

Build & break days: Free of charge

Open days: £20.00 per day

Last open day (after 14:00pm): Free of charge

### Vehicles 3.5 tonnes and above:

Build & break down days: Free of charge

Open days: £35.00 per day

Last open day (after 14:00pm): Free of charge

**All cars should be parked in normal car parks which are chargeable.**

Vehicle Type	Time Limit
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 vehicles remain on the Lorryway.

These rules are guidelines for the purposes of loading and unloading. Any vehicles found to be in breach of these guidelines and failing to display a valid permit in their windscreen shall 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: 0202 0694568  
Town & City Parking Ltd: 01738 449933

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.

