

RICOH ARENA

National Sales Conference 2018

Hall 3 - Breakdown Information

Breakdown Times

Thursday 29th November 17:30-20:00

**YOU MUST BE PARKED IN CAR PARK A TO ACCESS THE LOADING GATES ON BREAKDOWN.
IF YOU CAN CARRY YOUR ITEMS BACK TO YOUR VEHICLES AND DO NOT REQUIRE GATE ACCESS
TO LOAD YOU WILL NOT REQUIRE A MOVEMENT PASS AND DO NOT NEED TO FOLLOW THE
PROCEDURE DETAILED BELOW.**

Process

To get your vehicle to the loading gates, you must obtain a vehicle movement pass. This process will make the breakdown quicker, safer and a more structured experience.

To obtain your pass, please read the following steps.

- 1) Break down your stand first - this includes equipment and all content material. This must be all boxed up ready to load.
- 2) Go to your allocated loading gate, and collect your vehicle movement pass from security.
- 3) Your stand will be checked by security, and your vehicle movement pass will only be issued, if your stand has broken down **fully**.
- 4) Go to your vehicle with your pass. Place the pass in your windscreen, and await the availability of space at your loading gate.
- 5) Once released from Car Park A, load your vehicle quickly, to allow others to bring their vehicles up.
- 6) Once loaded, please depart the Ricoh Arena following the one way system, and 5 miles per hour speed limit.

Please note – the traffic marshals are here to help you, if any exhibitor or contractor is not compliant, jumps the queue, or is abusive, then you will not be permitted to bring your vehicle to the loading gates, and you will be sent to the back of the queue.