

# Build Up Process

**To make sure build up and breakdown go as smoothly as possible please take the time to read the below information.**

To get your vehicle to the loading gates, you must display your onsite exhibitor pass in your windscreen. This will be mailed to you before the event. This process will make the build up a quicker, safer and more enjoyable experience. To start your build, please read the below.

1. Display your exhibitor pass in your windscreen before arriving onsite.
2. Report to the traffic marshal at the main gate on arrival.
3. Follow the instructions of the traffic marshal—you will either be directed to the holding car park or straight to the loading gates.
4. Once you have been given permission to access the loading gates, please ensure that you unload your vehicle as quick as possible—you will have a maximum of 15 minutes.
5. Once you have finished unloading your vehicle at the loading gates, please move your vehicle to the allocated exhibitor car park.

**Please note: The allocated exhibitor and contractor car park for this event is CAR PARK B, this is the only car park where it is free for exhibitors and contractors.**

The remaining car parks A & D are chargeable to exhibitors and contractors - you will not be given free passage if you park in these car parks.

If you have any questions on the build up or breakdown procedures please email [sam.hunt@nmbs.co.uk](mailto:sam.hunt@nmbs.co.uk)

# Breakdown Process

**To make sure build up and breakdown go as smoothly as possible please take the time to read the below information.**

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.

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

## Box and Tool Drop Off

The box and tool drop off period is from 13:00 till 15:00 on Wednesday afternoon, this is for exhibitors and contractors to drop off their boxes and tools required for breakdown. You must report to the main gate from 13:00 and the traffic marshals will direct you to the allocated drop off zone. Once you have dropped off your items, you must then park your vehicle in CAR PARK B. After 16:00 any vehicles will be sent to Car Park C to form part of the queuing system for the loading gates. Any vehicles left near the Hall and not in car park B will be towed away.