**TRAVEL AND PARKING INFORMATION FOR**

**SHOWCASE ORGANISATIONS**

**WHEN TO ARRIVE**

It is important that you arrive as close to 8am as possible on the day of your Showcase, particularly if you have a large amount of equipment to unload. All equipment must be loaded in to ExCeL London and set up before the event is permitted to open to visitors so it is essential that you allow sufficient time. The venue is large and we want you to have time to familiarise yourself with it and set up your space appropriately. After the event opens only box sized items which can be easily carried by hand can be brought in.

If you are only accessing the venue to install and take down a Showcase (for example Art or Static Display) you can access the venue on Tuesday 4th October between 8am and 8pm. There are no visitors on this day so unloading is not restricted. This also applies after 5pm and until 8pm on Saturday 8th October.

**ARRIVAL BY TRAIN / LONDON UNDERGROUND**

ExCeL London has easy access from public transport using the DLR (Docklands Light Railway). It is serviced by Custom House (West entrance) and Prince Regent (East entrance) stations. A registration area will be situated at each entrance of ExCeL London where you will need to show your email confirmation and collect your showcase visitor passes. We recommend that you arrive at the entrance nearest to your Showcase area. If you arrive at the opposite entrance you will still be able to pass through registration and enter the venue (provided you show your registration confirmation email).

Prince Regent (East Entrance) is the closest DLR station to the Performance Stage. Custom House (West Entrance) is the closest DLR station to the Hair & Beauty Stage, Cookery Stage, Heritage Stage & STEM Stage. For Art, Display and Media Showcases the nearest entrance depends on where your area is located. Please check the floor plan if you are arriving by public transport and are unsure of the closest entrance.

**ARRIVAL BY CAR**

We are pleased to be able to offer the main contact for each showcase a complimentary car parking space at the venue. The ticket must be displayed in the vehicle windscreen. We will post the ticket out in advance to the main contact listed for each Showcase. If the ticket is not required please let us know by [email](mailto:rmalic@worldskillslondon2011.com) to avoid a space not being utilised.

The complimentary car park ticket will be valid for the orange and purple car parks which are located beneath the venue on a first come first served basis. There is a height restriction in the car parks of 1.9m so mini buses, transit vans and similar sized vehicles would not be permitted, there is information below on parking arrangements for these.

For additional car parking spaces ExCeL London offers chargeable on site car parking with a total of 3,700 spaces in the purple, orange and blue car parks. The purple and orange underground car parks operate on a pay and display system and the blue multi-storey car park located next to the Crowne Plaza operates on a pay on departure system.

**ExCeL London parking map and further information can be found here**: [**http://www.excel-london.co.uk/visitors/travel/parking**](http://www.excel-london.co.uk/visitors/travel/parking)

**ARRIVAL BY COACH & MINI BUS**

Parking for coaches and minibuses is available in the Silvertown Quay parking area for Showcase organisations. We have allocated one coach or mini bus space per Showcase. All coach and mini buses will need to display the coach pass in the windscreen of the vehicle. This will be sent to you in advance.

Parking for minibus, transit van and coaches is approximately a 10 minute walk from the East Entrance of ExCeL London therefore you may wish to unload any heavy items in the lorry way before parking the vehicle.To drop off visitors before parking the vehicle please drop off visitors at the East Entrance, labelled on the map. No responsibility is accepted and no overnight sleeping in vehicles is permitted.

When you are ready for your coach to collect you so that you can leave the event, please contact the driver **30 minutes** prior to needing to be collected, to allow time for them to reach the pick up point. They will need to collect you from the pick up point outside the East Entrance. Alternatively your group can walk to the Silvertown Quay parking area together to board your vehicle when you are ready to leave.

Please see the map saved on the Showcase webpage for directions to Silvertown Quay parking area: [**http://www.worldskillslondon2011.com/events-programme/showcase/**](http://www.worldskillslondon2011.com/events-programme/showcase/)

**UNLOADING OF MINIBUS, TRANSIT VAN & LORRIES**

You may need to use the venue lorry way to unload a vehicle, as the car park for large vehicles is approximately a 10 minute walk from the venue. If you will need to use the lorry way you must report to the Traffic Administration Office when you arrive on site shown on this map, on the north side of ExCeL London: <http://www.excel-london.co.uk/visitors/travel/parking/onsiteparkingmappdf>.

The Traffic Administration Office will assign you an unloading location on the lorry way near to your Showcase area. You will also be issued with your showcase registration passes (to be worn at all times in the venue) from the Traffic Administration Office, this will save you a great deal of time and means you will not have to pass through the registration area when you enter the venue. Please remember to show your confirmation email in order to collect registration passes for everyone in your group when you get to the Traffic Administration Office.

After the Traffic Administration Office you will be directed to unload the vehicle. The driver will need to vacate the vehicle from the lorry way and park it in the Silvertown Quay parking area. The driver will then need to walk back to the venue from the car park and enter via the East Entrance, remembering to wear the showcase registration pass at all times so that onsite security permit access.

Parking for minibus, transit van and lorries parking is approximately a 10 minute walk from the East Entrance therefore you may wish to unload in the lorry way before parking the vehicle. Cars do not need to be unloaded in the lorry way, as items can be brought up in the lift from the underground car park.

The lorry way will be closed during visitor opening hours but open in the evening between 6pm and 8pm, please report to the Traffic Administration Office first.

**TROLLEYS AND LIFTING EQUIPMENT**

Trolleys and manual handling equipment will not be available for general use at the venue, please ensure that you make your own arrangements and ensure that you have enough manpower to transfer goods to your area. Please be advised that some Showcase areas are a fair distance from the boulevard and/or entrance points.

**DELIVERIES**

We highly recommend that you bring all of your equipment with you including bulky items. Courier deliveries to the ExCeL London are for competition related products only. If this is causes difficulty please contact the Showcasing team.

**VENUE**

**ExCeL London**

**One Western Gateway, Royal Victoria Dock, London, E16 1XL**

Telephone: +44 (0)207 069 5000

Website: [www.excel-london.co.uk](http://www.excel-london.co.uk)

**Click** [here](http://worldskillslondon.cmail3.com/t/r/l/trhkyud/xlykiijtj/d/) to download the ExCeL interactive map.