



Delivery, Traffic & Parking Information

Delivery Address

FASHION SVP
Company name & stand number
Contact name & mobile number
Olympia
Upper West Hall
Hammersmith Road
London
W148UX

Important Information for Traffic & Parking at Olympia

Please be aware that Olympia London is currently under a major redevelopment and is operating with a very limited amount of space, for both build up traffic and exhibitor parking.

It is **imperative** all vehicles that need access to the loading bays are booked via the Olympia traffic booking system. Any exhibitors or contractors not booked into this system will not be permitted access into the loading bay. Please see below for further instructions on how to do this.

Due to the redevelopments exhibitor parking at the venue is also very limited and with this in mind, we strongly advise you to pre-book any parking prior to arriving onsite to avoid disappointment. Please see below for further parking information.

Booking your Vehicle in for Loading Bay Access.

IMPORTANT: All exhibitors, contractors and show suppliers must book EVERY TIME they want to access site (build up / breakdown / other repeat visits). This does not apply to couriers.

You will be able to book your vehicle in for delivery and collection **1 month prior to the event** and you will be notified when this is live. If you do not book into the system, your vehicle will not be permitted access to the loading bay.

PLEASE NOTE

There is currently a height restriction of 4.4m for all vehicles entering the site. Please be aware that this is a new restriction that has only just been introduced so please relay to all relevant contractors to ensure all onsite traffic can access the site.

You can book or amend your details en-route to the venue, or even when you arrive at the venue directly with the traffic marshals. This also allows for traffic delays as the system is live. Please do not worry if you do not know vehicle details until the day of visiting, or subsequently if they change during the show as this can be updated anytime.

- Sign up to the Olympia booking in system olympia.london/traffic
- Select Fashion SVP and follow the instructions. It is a simple 3 step process
- Look at the traffic colour Zone Plan, your access gate will be based on the zone colour (denoted by stand location)
- Time slots will be allocated on a first come first served basis, during your allocated build up times.
- Time slots & unloading/loading time will vary based on availability, user types and vehicle size
- You will require your VRN (reg plate) to complete the booking, but this can be added (via a smart phone) on the day as you may not know this at the time of booking
- The system will confirm via email your time slot, access gate and your vehicle pass that needs to be printed and displayed in the vehicle

- Once you have booked into the system, anytime you need to book in for a return visit your details will already be stored and accessible with your new Olympia username and password.
- Any questions please contact Olympia via the online help on the system

Please note, this system will not work on Internet Explorer 9 or older but does work on current Internet Explorer systems, mobile devices and smart phones

PLEASE NOTE

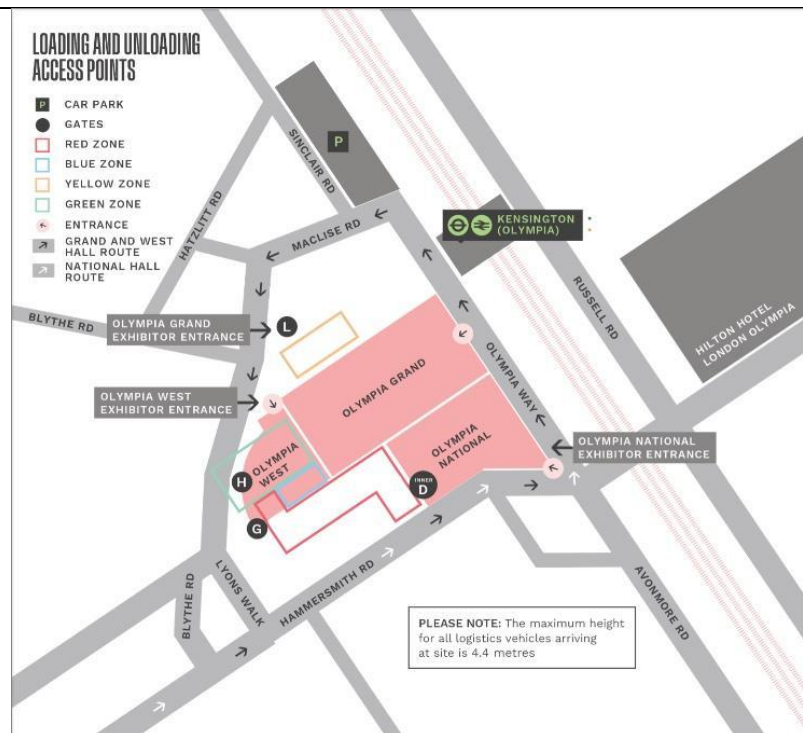
Space Only contractors should ensure their breakdown booking time is based on when the stand is broken down and ready to load. Please **do not book the slot before your stand is dismantled**. This will ensure you do not run over your allotted time. With limited space, Olympia cannot facilitate this.

Arriving Onsite to Access Loading Bays

It is compulsory that you have booked into the Olympia Traffic System prior to arriving onsite otherwise your vehicle will not be permitted access to the loading bays.

- Please approach Olympia London via Olympia Way, off Hammersmith Road. Marshals will direct you to the appropriate area. Please note G-Gate on Blyth Road is no longer event access.
- There is a time limit of 30 minutes for cars, 1 hour for vans and rigid lorries and 1 hour 30 minutes for articulated vehicles.
- Once your timed slot is up you will need to take your vehicle offsite. Parking is limited at Olympia so we strongly recommend you book alternative parking in advance. Please see further information below.

Loading and Unloading Points



Exhibitor Parking

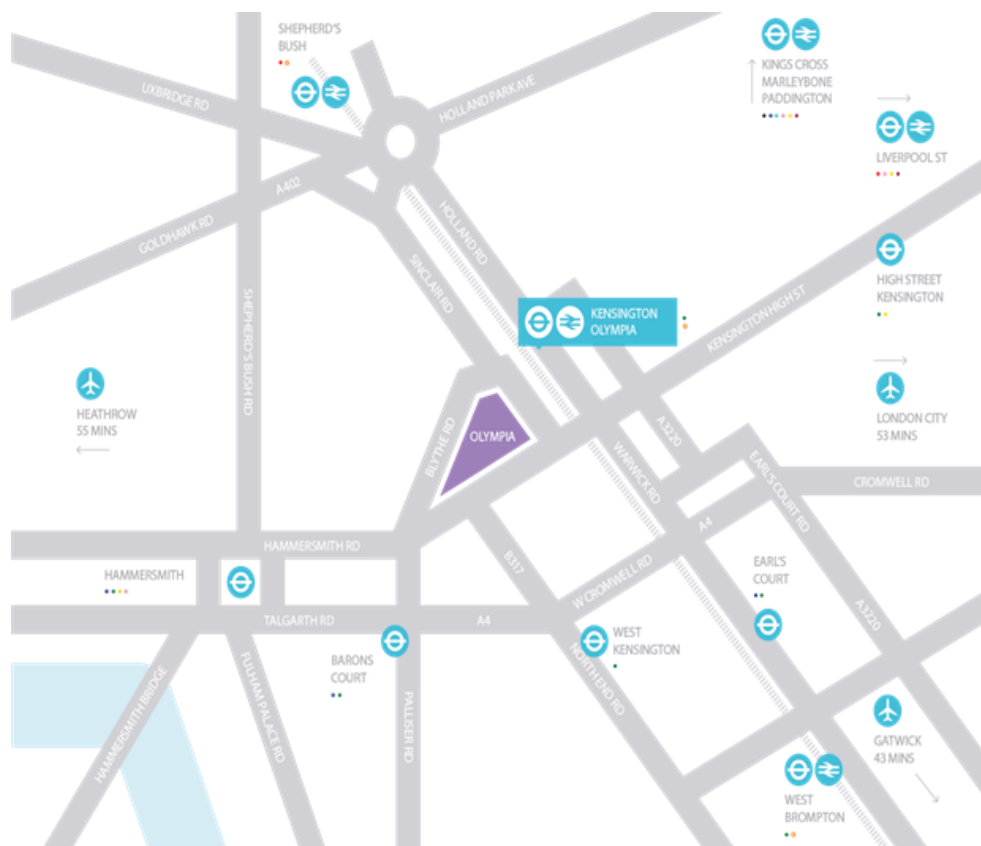
Once again there are a limited number of parking spaces onsite, so we advise you book parking well in advance. Alternatively, we strongly recommend you consider using public transport to reach the venue.

Onsite car parking is available at the Motorail car park, a flat-surface car park with a height restriction of 4 meters. It is open from 0700hrs until one hour after the building closes (or one hour after the event closes on open days) and all parking is chargeable. Advance booking is strongly recommended, as spaces cannot be guaranteed otherwise. Please visit olympia.london/parking for further details and to book and please see Parking Access using the map below.

If you are unable to book a space with Olympia, there are off-site parking locations in the local area, including Westfield Shepherds Bush. Please [CLICK HERE](#) for alternative parking options.

Other platforms that may be useful are parking services such as [Just Park](#), [Your Parking Space](#) and [Parkopedia](#)

Guide for getting to the venue via public transport can be found [HERE](#)



Delivering to your stand

- No deliveries will be accepted outside of the tenancy times specified in the show timetable
- Someone from your organisation must be onsite to receive your deliveries
- If your delivery is coming via courier you do not need to book their vehicle into the loading bay.