

# EVENT TRAFFIC PROCEDURES

If you are arriving at our venue to unload or load your vehicle in our loading areas, we require you to book a time slot through our online vehicle booking system, Mobiledock. This will ensure the build-up and breakdown process is quicker and smoother for you.

## **NO VEHICLE WILL BE PERMITTED ACCESS TO LOADING AREAS WITHOUT A BOOKING CONFIRMATION OR LOADING ACCESS DOCUMENT (LAD).**

Vehicles arriving to HCC without an approved booking or LAD will be refused entry.

- All exhibitors, contractors and show suppliers must book **every time** they need to access the loading areas, during build-up, the final days of break-down or in exceptional circumstances during show open. This does not apply to couriers.
- Bookings on the first evening of breakdown do not need a Mobiledock booking and must report to the Dragon Road Traffic Office first.
- Bookings will be open 30 days before the event start date.
- You are advised to make your breakdown booking at the same time as your build-up.
- To make a booking, please follow the link sent to you by the organiser or consult your exhibitor manual.
- If the driver details or vehicle registration number are not known at the time of booking, the time slot can still be reserved, and the details provided at a later date. All details must be completed prior to arriving at the venue.
- The time slot will be confirmed, and the vehicle pass available. Please ensure your driver has this before arriving at the Traffic Office or venue loading zones. This can either be printed or presented electronically.
- Once registered on the system, any time you need to book another slot your details will already be stored associated with your username and password.
- Details can be amended, or a booking made at any time before arriving at the venue. This means traffic delays can be taken into consideration and booking slots amended.
- Please do not book a slot for any time before your vehicle is ready to load, as the vehicle will not be able to stay in the loading bay beyond the allotted time.
- Please follow instructions from HCC traffic staff.
- High visibility clothing must be worn at all times in loading areas.

Please note, that whilst every effort will be made to ensure the booking time is the time you will access the venue, traffic is dynamic, and an approved booking cannot guarantee space at the venue.





**Please arrive no earlier than 15 minutes prior to the confirmed booking time. Early arrivals will cause unnecessary delays and congestion.**

### **Getting to Harrogate Convention Centre**

On occasion vehicles are required to register at the Dragon Road holding area (postcode HG1 5DB) before proceeding to site. This will be advised in your exhibitor manual.

If Dragon Road is not in use, vehicles will run directly to the venue. Please do not arrive earlier than your confirmed booking time.

GREEN ZONE (Postcode HG1 2SY) is accessed off Ripon Road (A61). Please drive down the hill with the Majestic hotel and HCC on your left. Green zone entry is strictly left turn only.

BLUE ZONE (Postcode HG1 5LA) is accessed off Springfield Avenue. It is the middle entrance, between car park 1 and 2. RED zone is accessed off King's Road, it is the ramp between HCC and Crowne Plaza hotel.

RED ZONE (Postcode HG1 5LA) is accessed off King's Road. It is the ramp between Harrogate Convention Centre and the Crowne Plaza hotel.

Traffic Management, employed by Harrogate Convention Centre, will control all access to the Convention Centre and any road traffic orders as required. North Yorkshire Police will control the public highway in the vicinity of the Convention Centre.

Upon departure from the Dragon Road Vehicle Park all vehicles must turn left onto Dragon Road, turn left at the junction with Skipton Road, turn left at the junction with Kings Road, and then proceed to the appropriate entrance gate. Please see maps attached.

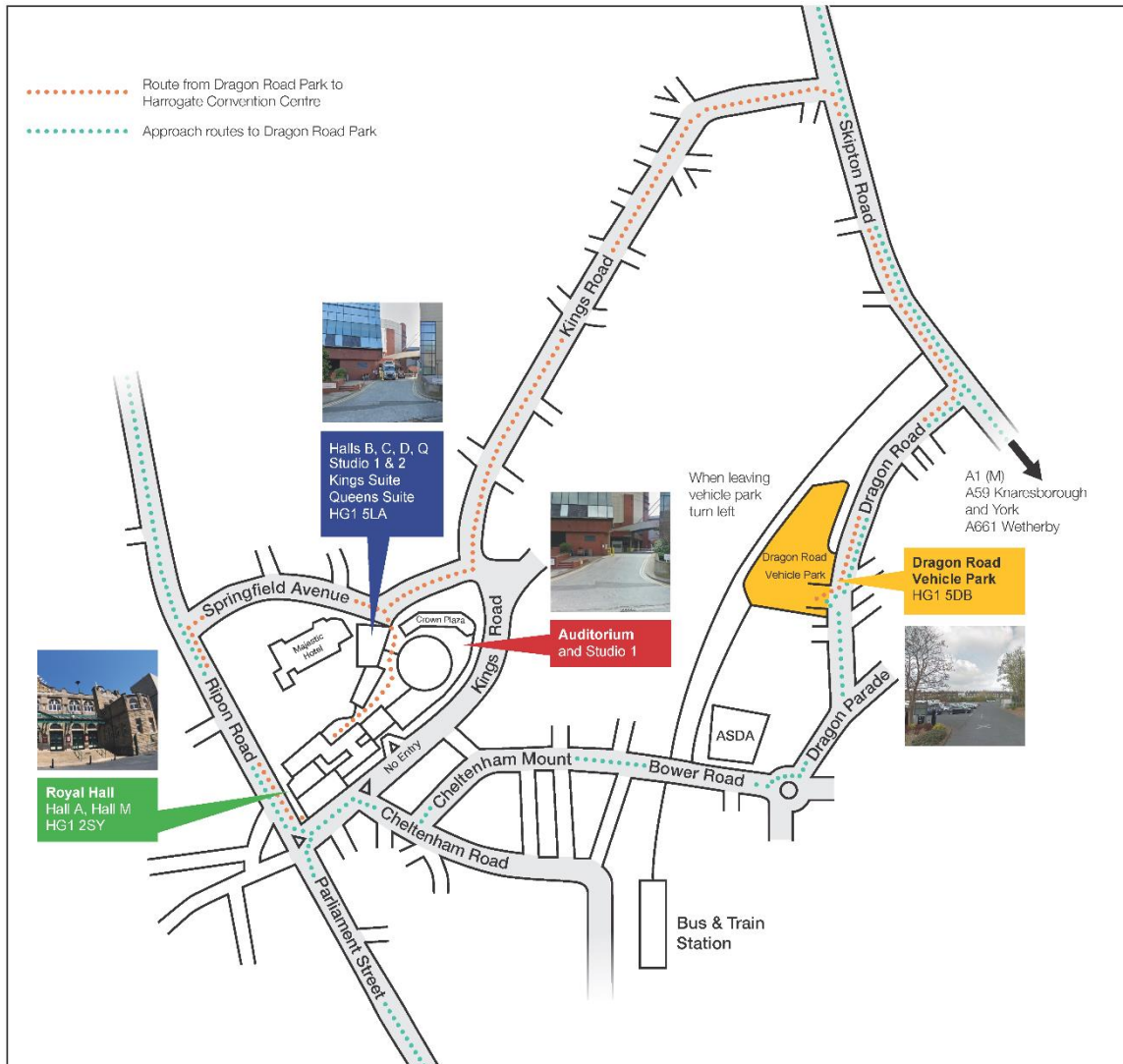
The above procedures are mandatory and will be enforced by Harrogate Convention Traffic Management. Penalty in place for non-compliance.





# HARROGATE

— CONVENTION CENTRE —



## ACCESS TIMES PER VEHICLE CLASSIFICATION.

- Cars – 15 minutes
- Transit / Luton – 45 minutes.
- 7.5 Tonne – 12.5 Tonne – 60 minutes.
- 17 Tonne - Artic – 90 minutes.

For any pre-booking queries, please contact [mobiledock@harrogateconventioncentre.co.uk](mailto:mobiledock@harrogateconventioncentre.co.uk)

