

BUILD-UP AND BREAKDOWN PROCEDURES 2023

Access, Vehicle Passes, Parking and Directions

The Museums + Heritage Show is held at:

Olympia West Hall

Blythe Road, London W14 8UX

Please be advised that there are a number of changes in place due to extensive building works. In planning your stand set-up and breakdown please also refer to [Deliveries and Timings](#)

Pedestrian Access

If you are arriving by public transport or on foot, which we actively encourage, please refer to the [Deliveries and Timings](#) section and ensure that you do not arrive outside of those times as you will, unfortunately, be refused admission. During build-up and breakdown **pedestrian access** to the Show is via the main entrance on Blythe Road.

Vehicle traffic procedures (for exhibitors, contractors and suppliers)

Please note that **major redevelopment works** are underway at Olympia which means there is a one-way traffic system in place as well as restricted space for parking and access. We, therefore, urge you to travel by public transport where possible or to use our logistics company, [Premier Showfreight](#), which can manage the safe delivery and collection of your goods. More details including costs are given in the [Deliveries and Timings](#) section.

If you, your contractor or supplier need to arrive by vehicle, it is **essential** that you book your **vehicle pass** - see **below**. This will enable you to unload/load, following which you will be required to move your vehicle. **Please note that there will be no vehicle access permitted on the morning of Wednesday 10 May.**

On arrival at Olympia, please head to **H Gate**, at your confirmed access time.

Whether you are an exhibitor or contractor EVERY vehicle (except for couriers and taxis) accessing the venue will need to book in every time they want to access the Show (during Build up, Breakdown and any other repeat visits). You are required to pre-book ALL vehicles through Voyage Control. **Vehicles not pre-booked will not be permitted access**

How to book your vehicle pass:

1. Sign up to the Olympia vehicle booking system <https://www.voyagecontrol.com/olympialondon>. Select the Museums + Heritage Show and follow the instructions. It is a simple three-step process. **Please note this system will be live for booking approximately 4 weeks prior to the Show.**
2. On registering in the online system you will be asked to choose your exhibitor type. Shell Scheme Stand Exhibitors can access the hall from 3pm on Tuesday 9 May, Space Only exhibitors and their contractors will be sent a password to input into the system to access the earlier build time of 11am. Pick the relevant date and time for your exhibitor type.
3. Unloading/loading time will vary, based on availability and vehicle size
4. You will require your vehicle registration number to complete the booking but this can be added (via a smart phone) on the day, as we understand that you may not know this at the time of booking
5. The system will confirm your time slot and access gate (see map below) by email, plus your vehicle pass that needs to be printed and displayed in the vehicle
6. 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

If you have any questions, please contact Olympia via the online help on the system

Parking – Olympia London

IMPORTANT! Due to building works, there is very limited parking available and so advanced planning is strongly advised and booking is essential - see below right.

To secure a parking space you are required to [pre-book online](#) as spaces are **VERY** limited.

To access the car park, take Blythe Road and follow the one-way system to Maclise Road to turn left into the car park. Olympia Way is no longer accessible to visitors' vehicles.

They are operating a cashless car park. All major cards are accepted.

If you're unable to pre-book a space, please [see off-site parking](#) location alternatives.

For more information, please visit Olympia's website <http://olympia.london/visiting/parking/book-parking>

Travel

For more information on how to get to Olympia London please [click here](#).



Good to know:

- There are extensive building works underway at Olympia which means restricted parking and one-way systems. We actively encourage you to arrive by public transport or to use our logistics company, Premier Show Freight to handle your deliveries.
- Any vehicle needing to service the Show is required to pre-book through Voyage Control. Vehicles not pre-booked will not be permitted.
- Please follow the advice of the traffic marshals, who are there to ensure that everyone can load and unload as quickly as possible.
- There are no forklifts or trolleys available to exhibitors. If you are unable to move your goods by hand you must book assistance from the official logistics company, [Premier Showfreight](#)
- Under 16's are not allowed on site for build-up or breakdown