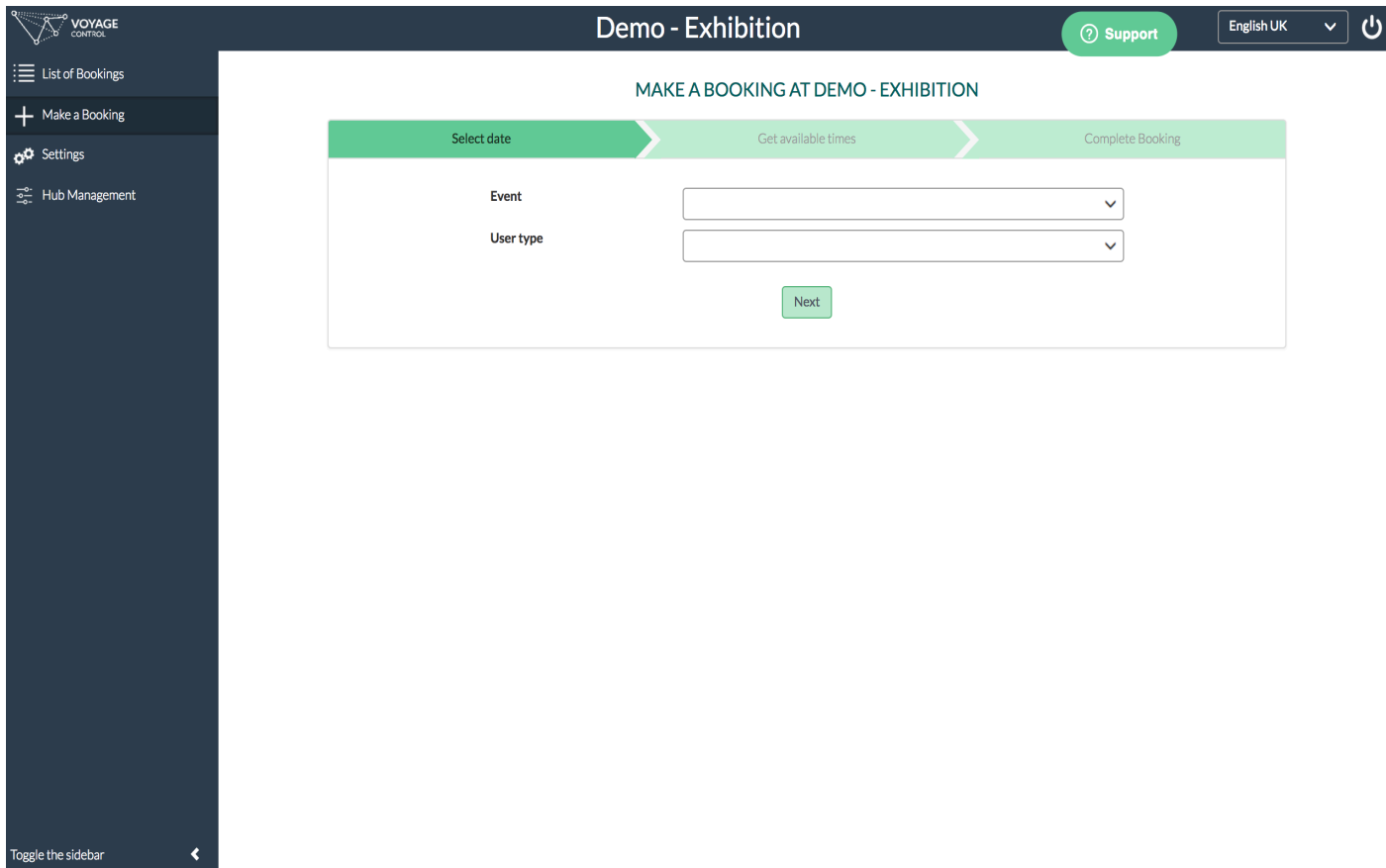


## Booking an event:



This page is the first step into booking a slot during an event.

Continue to the next page in this help manual and we shall expand on this.

## Booking an event:

Event : Use the drop down and find your event

Demo - Exhibition Support English UK

MAKE A BOOKING AT DEMO - EXHIBITION

Select date Get available times Complete Booking

Event

User type

February Event

March Event

Next

User type: Use the drop down and select your user type

Demo - Exhibition Support English UK

MAKE A BOOKING AT DEMO - EXHIBITION

Select date Get available times Complete Booking

Event

User type

Organiser Contractor

Space Only Exhibitor

Shell Scheme Exhibitor

When completed : Click

If you ever need help, you can find friendly Support on every page.

## Your Journey and Vehicle type:

Here you will need to put your journey details

As well as your vehicle type



You can also request help with moving your load.

Demo - Exhibition

[? Support](#)

English UK 

### MAKE A BOOKING AT DEMO - EXHIBITION

Select date  Get available times  Complete Booking

#### Journey

Drop-off  Pick Up

Phases

Date

#### Vehicle

Vehicle type

Zone

Special Request

[Back](#) [Next](#)

1. Please choose whether you are dropping off or picking up.

If you ever need help, you can find friendly

[? Support](#)

on every page.

## Journey: Phases

### MAKE A BOOKING AT DEMO - EXHIBITION

Select date
Get available times
Complete Booking

Journey

Drop-off  Pick Up

Phases

Date

Build

Open

Breakdown

Vehicle

Vehicle type

Zone

Special Request

Back
Next

2. Phases:
- Build - This is before an event during set up
  - Open – Whilst the event is on
  - Break down – When the event has finished

## Journey: Choose the date

### MAKE A BOOKING AT DEMO - EXHIBITION

Select date
Get available times
Complete Booking

**Journey**

Drop-off  Pick Up

Phases Build ▼

Date Please select a date

← January 2017 →

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
52	26	27	28	29	30	31	01
1	02	03	04	05	06	07	08
2	09	10	11	12	13	14	15
3	16	17	18	19	20	21	22
4	23	24	25	26	27	28	29
5	30	31	01	02	03	04	05

Vehicle type ▼

Zone ▼

Special Request ▼

Back
Next

3. Select the date you would like to book your vehicle in

Dates available to select will be in green.

Unavailable dates are greyed out. If you want a unavailable date, you may have selected the incorrect phase.

## Vehicle: Basic vehicle guide



### Car/Small Vans

Including Cars AND small Vans

NOT including a Car/Small van with a trailer.



### Side Loaded Truck

Large vehicles that must be unloaded from the side  
not the rear



### Mid-Sized

Including Luton, Sprinter, other Vans or Cars/Small  
Vans with a Trailer



### Medium Truck

Including 7.5 and 15 tonne trucks



### Large Truck

Large vehicles  
Including Articulated  
Lorries/Containers/HGV  
(Anything larger than 15 Tonnes)

## Vehicle : Vehicle Type

### MAKE A BOOKING AT DEMO - EXHIBITION

Select date > Get available times > Complete Booking

#### Journey

Drop-off  Pick Up

Phases

Date

#### Vehicle

Vehicle type

Zone

Special Request

- Car
- Car with Trailer
- Van
- Small size truck
- Medium size truck
- Large size truck
- Articulated Lorry
- Block booking vehicle

Please choose your vehicle type

1. Select the your vehicle type:

See page before for guidance.

## Vehicle: Zone

### MAKE A BOOKING AT DEMO - EXHIBITION

Select date
Get available times
Complete Booking

Journey

Drop-off  Pick Up

Phases

Date

Vehicle

Vehicle type

Zone

Special Request

Zone 100

Zone 300

Zone 200

Please choose your stand zone. If you are unsure of your stand zone please contact your event organiser or check your exhibitor information pack

2. At each venue, the floorplan is normally split into zones to make sure that you access the gate nearest your stand. Please see your events stand map to choose the most suitable zone for you. Your event organiser may be able to help you further with this.



## Special Request:

### MAKE A BOOKING AT DEMO - EXHIBITION

Select date > Get available times > Complete Booking

#### Journey

Drop-off  Pick Up

Phases

Date

#### Vehicle

Vehicle type

Zone

Special Request

Get times

3. At some venues, forklifts or porters are available.

Any special requests available for that event will appear here.

## Times:

MAKE A BOOKING AT DEMO - EXHIBITION

Complete Booking

**Journey 1 (Drop-off)**  
Please select time for the Drop-off

Please select a time

- 06:00:00 - 06:30:00
- 06:30:00 - 07:00:00
- 07:00:00 - 07:30:00
- 07:30:00 - 08:00:00
- 08:00:00 - 08:30:00
- 08:30:00 - 09:00:00
- 09:00:00 - 09:30:00
- 09:30:00 - 10:00:00

Please select time for the Drop-off

Vehicle

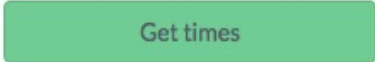
Vehicle type: Car

Zone: Zone 100

Special Request

Get times

Back Next

Once everything has been filled out,  will appear at the bottom of the page.

Choose your preferred time. Only time slots available for that zone will show.

When complete click

 Next

If you ever need help, you can find friendly

 Support

on every page.

## Your details:

### Demo - Exhibition

[? Support](#)

 English UK 

#### MAKE A BOOKING AT DEMO - EXHIBITION

Select date
Get available times
Complete Booking

**Exhibitor Company**

Use my details

Company name

Name and Surname

Email address

Stand Number

**Delivering Company**

Use my details

Company name

Email address

**Driver**

I do not know the driver at this time

**Journey Information**

Origin Postcode

**Vehicle Info**

Plate

Please enter the email address you use to contact the delivering company. This email address allows your booking to be shared with the delivering company for a seamless process

Over view of the next page

If you ever need help, you can find friendly

[? Support](#)

on every page.

## Exhibitor Company:

### Exhibitor Company

Use my details

Company name

Example

Name and Surname

Bob Smith

Email address

bobsmith@example.com

Mobile number

07\*\*\*\*\*

Stand Number

A1

1. If you are the Exhibitor, you can auto fill your details. By clicking the tick box

or Fill in details as appropriate

Enter the stand number

## Delivering Company:

### Delivering Company

Use my details

Company name

Example

Email address

bobsmith@example.com

2. If you are the driver; you are able to use the auto fill, by clicking the tick box. Your details will be automatically filled in.

## Driver:

3. If you have added a driver in the past, you will find the information in the drop down list. If you have never added a driver before, please click + Add Driver

### Driver

I do not know the driver at this time

Add Driver: fill in details

### Add driver

**Driver First Name:**

**Driver Last Name:**

**Mobile number:**

**Driving licence number:**

**Email Address**

\*This should be the email address your driver will use to sign into their Voyage Control account. This is so that you can share bookings with them.

If you do not know your driver details, click the tick box below

## Journey information: Vehicle Information:

### Journey Information

Origin Postcode

4. Enter the postcode of where your journey is starting from. This helps us to collate information on sustainability.

### Vehicle Info

Plate

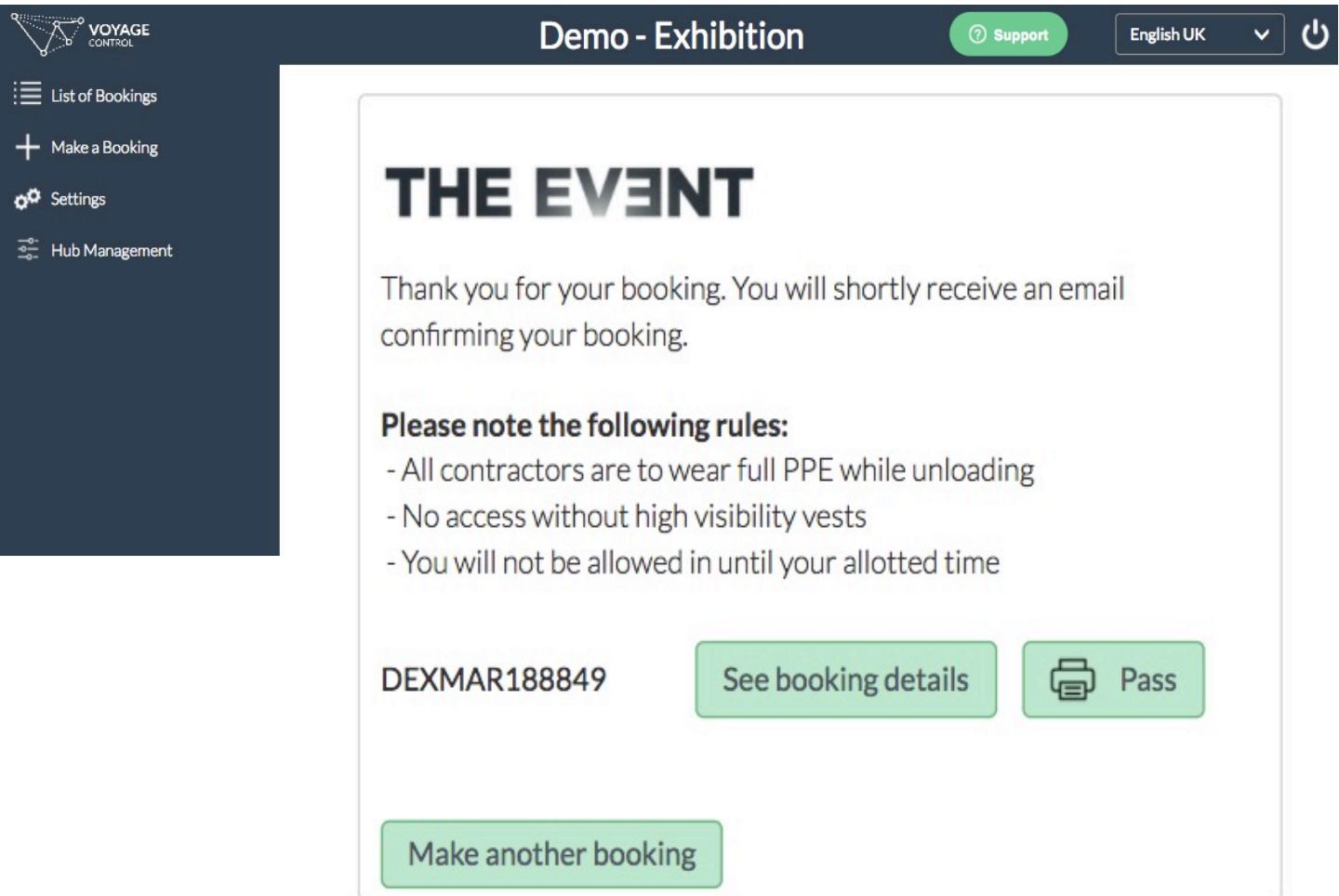
[Back](#)[Submit bookings](#)

5. If you know the license number of the vehicle please add this here. This can be added at a later date if it is not known at the time of booking.

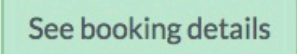
When finished click

[Submit bookings](#)

## Confirmation of your booking:



The screenshot shows the Voyage Control web interface. The top navigation bar includes the Voyage Control logo, the title 'Demo - Exhibition', a 'Support' button, and a language dropdown set to 'English UK'. The left sidebar contains navigation options: 'List of Bookings', 'Make a Booking', 'Settings', and 'Hub Management'. The main content area displays a confirmation message for 'THE EVENT', stating that the user will receive an email confirmation. It lists three rules: wearing full PPE, using high visibility vests, and arriving at the allotted time. Below the rules, the booking ID 'DEXMAR188849' is shown, along with buttons for 'See booking details', 'Pass' (with a printer icon), and 'Make another booking'.

Here you can Click  to edit your booking

Click  to print your pass

Click  to make further bookings.

If you ever need help, you can find friendly  on every page.