

London Organising Committee of the
Olympic Games and Paralympic Games Limited
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Olympic and Paralympic venue delivery guide

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1. Introduction

This guide provides important information to assist sponsors, press, broadcasters, Olympic Family members, Olympic partners and suppliers in making deliveries to London 2012 Olympic and Paralympic Games venues.

The aim of the guide is to explain the conditions by which a vehicle may collect goods and materials from, or deliver them to, competition and non-competition venues.

The guide only covers the requirement for delivery vehicles to access the venues. It does not refer to any other vehicle types (such as operational vehicles or NOC/NPC vehicles) that may require access to a venue.

Finally, the guide is intended to establish a line of communication with vendors, partners, sponsors and rights holding broadcasters (RHBs) necessary to streamline planning for the Olympic and Paralympic Games and to resolve any issues that may arise.

Should any changes to this guide be required, a notice will be sent by email to those contacts on LOCOG Logistics distribution list. Please email us at lcc@london2012.com to be added to our distribution list.

You will find a full list of venues, covering all competition venues, major non-competition venues (including International Broadcast Centre and hotels), training venues and Olympic Logistics Centres, in Annex C. For venues that are not listed in Annex C please contact your Functional Area (FA) representative for further guidance.

Venue-specific instructions are detailed in the venue-specific guides in Appendix 1.

1.2 About LOCOG

The London Organising Committee of the Olympic Games and Paralympic Games (LOCOG) is a limited company overseeing the planning, development and staging of the 2012 Olympic and Paralympic Games. LOCOG's aim is to deliver the best possible Olympic and Paralympic Games experience for everyone, ensuring a real and lasting legacy, inspiring people to participate in sporting activities and encouraging a full understanding of the impact of staging the Games in London and around the UK.

1.3 About LOCOG Logistics

The purpose of the LOCOG Logistics function is to provide comprehensive materials management and logistical support to all Functional Areas and clients across LOCOG.

The function is responsible for the design, implementation and system management for identification, receipt, storage, distribution, recovery, disposal and accountability of all LOCOG-owned or borrowed equipment and materials required to stage the Games.

The Logistics Coordination Centre (LCC) has been established to facilitate the movement of goods and vehicles to competition and non-competition venues. It is responsible for the movement and management of LOCOG-owned equipment and materials to and from venues. The LCC also facilitates the movement of certain non-LOCOG-owned assets.

All queries regarding the above goods and materials should be directed to the LCC in the first instance, where further guidance will be given. In addition, all Master Delivery Schedule (MDS) questions should be directed to the LCC. Any major changes to the delivery schedule during Games time will be communicated via the LCC. All vendors, partners, sponsors and RHBs should ensure that their relevant contact details are added to the LCC contact distribution list. All contact details are in Annex B.

2. Access periods

This guide focuses on the access requirements for bump-in, Olympic operations, transition, Paralympic operations and bump-out. For further information on the access requirements during the fit-out period (the period when construction and installation of overlay commodities occurs) and reinstatement please liaise with your Functional Area (FA), such as Catering, Cleaning and Waste (CCW), Broadcast (BRD), Press Operations (PRS) and Technology (TEC).

The access requirements for delivery vehicles will vary during the different periods of the venue life cycle. The term 'keys to the gate' refers to the requirements that all delivery vehicles must observe prior to being granted permission to enter a venue. During the Olympic and Paralympic Games operating periods there will be six keys required. These keys are detailed in section 3 of this guide.

The key periods in the venue life cycle are:

- **Fit-out:** The period when construction and installation of overlay commodities occurs.
- **Bump-in (pre-lockdown and sweep):** This period occurs prior to the commencement of Olympic and Paralympic activities and the implementation of venue access protocols, thus allowing all required materials and equipment to be delivered into venues. For this reason, movement of materials and equipment into venues should occur during this period. The start, duration and end of this period will vary by venue. Additionally, security protocols will be venue-specific and hence detailed in the venue-specific section of this guide.
 - Deliveries must occur within each venue's specified delivery window and must appear on the venue bump-in schedule which is managed by the Venue Logistics Manager (VLM). During this period, deliveries are likely to occur during normal daytime hours from Monday to Friday. When deliveries are required within the Olympic Park, all vehicles are required to be booked in on the existing ODA Delivery Management System (DMS) – not to be confused with LOCOG's post-lockdown Master Delivery Schedule (MDS) – for which detailed instructions can be found in the venue-specific section of this guide.

- **Bump-in (post-lockdown and sweep):** Access to the venue from this point forward is restricted and entry is dependent on compliance with all security protocols. All delivery vehicles must meet prescribed security criteria in order to gain access to a venue. Please refer to the venue-specific section of this guide for further details of access requirements during this period. Deliveries are likely to occur during normal daytime hours from Monday to Friday. The increase in security screening requirements will result in additional processing time for deliveries, hence vendors, partners, sponsors and RHBs should consider this when planning their Olympic and Paralympic operations.
- **Olympic operations:** During this period of operations, access to most Olympic venues will require all six keys to the gate. Please see the venue-specific section of this guide for further details. The delivery windows to competition venues will be determined by the competition schedule and thus may vary on a day by day basis. Also, late changes to the competition schedule may also affect the delivery windows at short notice. These changes will be communicated to anyone affected.
- **Transition:** The transition period occurs at the end of Olympic operations. During this period, venues are converted from Olympic to Paralympic format. If venues are not being utilised for the Paralympic Games they will skip to the bump-out period of operations.
 - The Olympic Park will remain locked down during transition and the access requirements will be the same as the bump-in period post-lockdown and sweep.
 - Off-Park Paralympic venues will revert to bump-in pre-lockdown and sweep arrangements until the Paralympic events commence.
- **Paralympic operations:** As with the Olympic operations period above, access to the majority of Paralympic venues will require all six keys to the gate. Please refer to the venue-specific sections of this guide for further details.

- **Bump-out:** This is the period when materials and equipment can be removed from the venue. The bump-out period follows the completion of Games-time activities and venue access protocols at a venue; however, asset protection will remain in place.
 - Access for vehicles during this period must be scheduled on the venue bump-out schedule, which is managed by the VLM and based on the unique requirements of each venue.
 - When deliveries or collections are required within the Olympic Park, all vehicles are required to be booked in on the existing ODA Delivery Management System (DMS) – not to be confused with LOCOG’s post-lockdown Master Delivery Schedule (MDS) – for which detailed instructions can be found in the venue-specific section of this guide.
- **Reinstatement:** The period when overlay is removed and remedial work is undertaken to make good the venue.

3. Access requirements

During the many periods of the venue life cycle there are a number of different access control measures in place. The use of these measures is designed to restrict site access while ensuring that the required deliveries are able to be made. The specific venue access requirements by period can be found in the venue-specific section of this guide (Appendix 1).

There are a number of access protocols required to be able to make a delivery to an Olympic or Paralympic venue (the keys to the gate). During Olympic and Paralympic operational periods six keys to the gate will be required. Some or all of these keys will be required to gain access to an Olympic or Paralympic venue at some point during the venue life cycle (see table in section 3.7).

The six keys are:

- Vehicle must comply with the delivery slot on the Master Delivery Schedule (MDS).
- Vehicle must display a valid Venue Access Parking Permit (VAPP).
- Driver and occupant must be in possession of a validated Olympic Identity and Accreditation Card (OIAC) and or a Paralympic Identity and Accreditation Card (PIAC).
- Goods and material deliveries must be pre-screened and security sealed.
- Drivers must be in possession of appropriate documentation known as a Secure Load Pass (SLP) which demonstrates that the load is secure.
- Vehicles are subject to a security check at the Vehicle Screening Area (VSA).

Some or all of these keys will be required to gain access to an Olympic or Paralympic venue at other points during the venue life cycle.

During some periods, elements of the keys may be substituted by venue-specific arrangements such as fit-out or bump-in passes which may be issued at the venue perimeter during these periods. Further details of the operational use and applicability of fit-out or bump-in passes can be found in the venue-specific section of this guide (Appendix 1).

A vendor, partner or sponsor requiring access to a venue during bump-in (pre-lockdown and sweep) is required to work with its LOCOG function representative who will coordinate with LOCOG Logistics to integrate planning and develop a cohesive delivery schedule. The scheduling of deliveries during this period will be developed and managed at the venue level (decentralised).

3.1 Vehicle must comply with the delivery slot on the MasterDelivery Schedule (MDS)

The MDS is a centralised scheduling system managed by LOCOG Logistics that controls the flow of delivery vehicles into Olympic and Paralympic venues. It is an essential tool that provides a clear indication of which vehicles will be arriving at a venue and when they are due to arrive, thus ensuring there is no conflict with venue operational activities.

Once delivery requirements are known, vendors, partners, sponsors and RHBs should submit the required information through the system interface. The MDS user guide can be found at Appendix 2 along with contact information.

All deliveries must be made within the specified delivery window to a specified delivery point. The onus will be on the RHB to ensure that all deliveries are scheduled on the delivery schedule. If the delivery vehicle does not have a booking on the MDS it will not be allowed to enter the venue.

Requests are to be submitted as far in advance of the delivery date as possible. LOCOG Logistics will aim to process all delivery requests within 48 hours of receipt. Requestors will receive a confirmation or rejection notification as soon as it is processed through the system. Requests must be submitted no later than 11am one working day before the delivery.

Deliveries prior to 1 July

Those wishing to request a delivery to an Olympic or Paralympic venue prior to 1 July can do so by emailing a fully completed 'Master Delivery Schedule Booking Form' to MDS@london2012.com.

Deliveries after 1 July

Those who have a requirement to deliver after 1 July can request an **online MDS user account** and/or a copy of the MDS user guide by emailing LOCOG Logistics at MDS@london2012.com.

Alternatively, there is a copy in Appendix 2. There will be no charge for use of the MDS online system.

Delivery information required to make single and 'milk-run' deliveries (deliveries to multiple venues by the same vehicle):

Once specific delivery requirements are known, the vendor, partner or sponsor should submit a request with the required information to LOCOG Logistics. Further details are explained in the MDS user guide but the information should include, while not being limited to, the following:

- a. The date and time of request.
- b. The name of the company.
- c. The responsible company contact name, email and telephone number.
- d. The origin of the goods (warehouse address).
- e. The destination of the goods (venue).
- f. The date of delivery.
- g. The time requested for the delivery (must be within a delivery window displayed on the MDS and is subject to approval).
- h. A detailed description of the goods and materials being delivered to the venue.
- i. Quantity and description of units being delivered (for example, two pallets).

LOCOG Logistics aims to process all delivery requests within 48 hours of receipt but vendors, partners, sponsors and RHBs will be notified of a rejected request as soon as it is processed through the system. LOCOG Logistics will distribute the resulting venue schedules at 4pm daily, detailing the deliveries for the following day. This information is to be submitted electronically.

Material Handling Equipment (MHE) assistance with unloading and reloading can be ordered through the MDS and/or a work order. You are encouraged to utilise vehicles with tail-lifts.

Milk-run deliveries: Each milk-run vehicle will be required to be on the MDS for each and every delivery to satisfy the keys to the gate procedures.

A milk-run vehicle will only be permitted to make deliveries to secure venues in order to remain in a clean state. It will not be permitted to make any additional deliveries outside of secure venues because the seals will need to be broken, thus creating a 'dirty' vehicle. Such a vehicle will need to be re-screened at a Material Screening Facility (MSF). Consequently, the vehicle

will need to have another security seal(s) applied while still within the security perimeter of the venue and prior to exiting the venue for the journey to the next venue. At this time the Secure Load Pass will be updated with the time the resealing takes place.

3.2 Vehicle must display a valid Venue Access Parking Permit (VAPP)

Olympic and Paralympic Games, LOCOG will be implementing Venue Access Parking Permits (VAPPs). All delivery vehicles must display a valid delivery VAPP to gain access to a venue. The VAPP determines the locations that the vehicle has access to within venues. While there may be more than one type of VAPP, vendors, partners, sponsors and RHBs will be required to apply for a delivery VAPP. For vendors, partners, sponsors and RHBs looking to make one-off deliveries a temporary VAPP may be issued at a Material Screening Facility (see section 3.4).

VAPP display: The ability to distinguish quickly and easily all official Games vehicles from general spectator or background traffic is crucial in the areas around official sites. Vehicle permits are to be placed in the lower left corner of the dashboard and must be visible at all times while the vehicle is within the grounds of a venue. Vehicles without permits in LOCOG permitted areas will be removed for security reasons.

Lost/missing VAPP: Should a VAPP be mislaid or stolen then the vendor, partner, sponsor and RHB must contact its Functional Area (FA) immediately. The FA will inform Transport who will subsequently inform Security, ensuring that the VAPP is immediately cancelled and rendered null and void. The FA will advise the vendor, partner or sponsor of the documentation required to apply for a replacement VAPP.

Permit enforcement period: In general, vehicle permits will be valid for the duration of the Games operations period and the transition period between the Olympic and Paralympic Games. This period is linked to the time that security checkpoints and accreditation operations commence at venues, which will vary between venues and is detailed in the venue-specific section of this guide.

Information on the permit: The information included on the VAPP will determine the accessibility of the vehicle to a venue and the privileges it has within the venue perimeter.

Distribution of permits: LOCOG Logistics has already collated information from the FAs for each of their vendors, partners, sponsors and RHBs relating to the number of delivery VAPPs required. Details are currently being processed. Once details have been finalised, LOCOG Logistics will distribute all delivery VAPPs in accordance with agreements reached between the relevant LOCOG function representative and the vendor, partner or sponsor. These will be distributed in advance from LOCOG Logistics, initially to the LOCOG function representative, who will be responsible for distributing to vendors. This is likely to occur during April/May 2012.

3.3 Driver and occupant must be in possession of a validated Olympic Identity and Accreditation Card (OIAC) and/or a Paralympic Identity and Accreditation Card (PIAC)

Accreditation is required to ensure the integrity and security of the Games. These checks will be primarily carried out by LOCOG but will also involve checks by the Home Office and other relevant UK authorities and security agencies as necessary. These checks will involve a criminal history check which may or may not determine an applicant's suitability for accreditation, in addition to immigration, background and security checks.

Any person entering a venue requires accreditation; the level of accreditation bestowed controls access privileges. Hence delivery vehicle drivers as well as all vehicle passengers must be in possession of a validated Olympic Identity Accreditation Card and/or a Paralympic Identity Accreditation Card for the respective periods (see table in section 3.7 for applicable periods when accreditation will be required).

This pass contains key information about an individual, including a photograph, that serves the following functions within a Games environment:

- It identifies the vendor, partner or sponsor and their role at the Games.
- It defines the vendor's, partner's or sponsor's venue access for the Games. Access privileges are assigned according to the Games-time role being performed.

How to apply for accreditation: Accreditation must be applied for collectively by the requesting organisation; each person must have an official Games-time role. All applicants will be required to provide a valid photo identification document from the following list:

- Passport
- UK driving licence (photo card and paper counterpart)
- European Identity Card

The application data from the vendor, partner or sponsor will be reviewed before an accreditation card is issued. The accreditation card is issued and validated only at the accreditation centre, hence all personnel will be required to attend the accreditation centre (details of which will be issued in spring/early summer 2012) to collect their accreditation.

Detailed guidance will be distributed to relevant Games Family members.

3.4 Goods and material deliveries must be pre-screened and security sealed

All delivery vehicles must have their load pre-screened prior to arrival at a venue.

There are two options available to vendors, partners, sponsors and RHBs for security screening:

- Via a Material Screening Facility (MSF); or
- Through the Vendor Certification Programme (VCP).

Purpose of MSFs: MSFs allow Security to perform centralised screening of the contents of delivery vehicles prior to entry into Olympic or Paralympic venues. There are two specific purposes of screening:

- To check the load contents and to seal the vehicle
- To issue a Secure Load Pass for onward transit into a venue
- To issue temporary VAPP where applicable

Only Olympic and Paralympic goods will be screened at an MSF. Goods destined for non-Olympic or Paralympic venues should not be co-loaded with other goods as this will result in the vehicle being refused.

Process at an MSF: Delivery vehicles arrive at an MSF where they are checked to ensure they will be able to comply with venue entry requirements (that they have the keys to the gate). They will also be asked for the MDS specific delivery number which the vendor, partner or sponsor will have received once a request has been approved on the MDS. Security personnel will screen the contents of the vehicle to ensure it is free from prohibited or hazardous material. The vehicle's entire load may be screened through a pallet-sized x-ray machine.

Once screening of the vehicle and its load has taken place, security personnel will apply security seals to the vehicle and issue a Secure Load Pass to allow the vehicle to continue to the venue.

As an MSF will be a busy facility, sufficient time should be allowed for the vehicle to pass through and reach its destination venue within the allocated delivery window. If a vehicle is required to pass through an MSF, the required time of arrival at the MSF will be displayed on the approval email from the MDS team.

Only vehicles able to be sealed to the satisfaction of Security will be allowed to proceed to an Olympic or Paralympic venue. The MSFs will have LOCOG Logistics staff present to check that vehicles are in possession of the necessary keys to the gate required to gain entry to their destination venue.

Only those vendors, partners, sponsors and RHBs who are part of the VCP will be exempt from attending an MSF.

Please note deliveries to the Olympic Park are already subject to a screening regime at an MSF even prior to lockdown.

MSF locations: There will be four MSF locations for LOCOG venues:

- MSF North London (for Olympic Park venues)
- MSF East London (for River Zone venues)
- MSF West London (for central London venues and others to be determined)
- MSF Weymouth (for Weymouth and Portland)

Full details of these centres, including address and contact details, will be circulated at a later date. Please note that the screening locations for Football venues have yet to be determined.

Operational dates of MSFs: The start date of MSF operations will coincide with the first venue lockdown date and proceed through to the completion of the Games. As the timing of security sweeps varies for each venue, there may be a scenario where delivering to one venue will require a visit to an MSF but a delivery to another may not. In all cases, vendors, partners, sponsors and RHBs should refer to the venue-specific section of this guide for date and timing confirmation.

Vendor Certification Programme (VCP): The VCP has been successfully implemented during previous Olympic and Paralympic Games and is a Games-specific programme where vendors, partners, sponsors and RHBs can be certified by LOCOG Security to self-inspect, screen and seal their goods at designated vendor, partner, sponsor or RHB facilities prior to delivery to an Olympic or Paralympic venue, resulting in a secure load and hence a valid Secure Load Pass. VCP organisations will also be able to apply for VAPPs and driver accreditations as per section 3.2 and 3.3 and avoid the need to deliver via a MSF.

Vendors, partners, sponsors and RHBs wishing to participate in the VCP must apply and be accepted by Security in advance of the Games. To apply to become a member of this programme, please contact your FA representative who will in turn direct you to LOCOG Security.

Security seals: Security seals will be used during the Games to seal or reseal the cargo compartments of delivery vehicles. Security seals applied to pre-screened goods, storage compartments or vehicles will be checked to ensure they are valid and have not been tampered with en-route from a VCP facility or an MSF prior to arrival at the venue.

The types of security seals currently planned for the London 2012 Games are as follows:

- Tamper-indicating security film seals: self-adhesive security seals that indicate clear and non-erasable evidence of tampering, unauthorised access or removal. These seals are designed to be applied on equipment or equipment latches/doors.
- Plastic security fasteners/seals: tamper-resistant plastic/nylon self-locking and sealing straps designed to secure locking rings on doors and equipment latches.

3.5 Drivers must be in possession of appropriate documentation known as a Secure Load Pass which demonstrates that the load is secure

The Secure Load Pass is a security document which certifies that goods and materials contained within an authorised Olympic or Paralympic delivery vehicle (security sealed) are free from prohibited or hazardous items. The Secure Load Pass is completed for each delivery vehicle prior to departure by a certified vendor supervisor at a VCP facility or by a security officer at an MSF.

This document is to be completed for each delivery vehicle prior to departure from a designated VCP or MSF. Further information about milk-run load passes is in section 3.1.

3.6 Vehicles are subject to a security check at the Vehicle Screening Area (VSA)

Delivery or collection vehicles wishing to access a venue will be required to pass through access controls where the keys to the gate will be verified before permission to proceed is authorised.

Permit Checkpoint (PCP): The PCP is a control point located on selected roads approaching a venue which allows traffic movement to be restricted to permitted vehicles. All vehicles must have a VAPP or resident permit authorising them to pass beyond the PCP. The PCP will become operational from the commencement of the venue security sweep and will conclude on the last day of competition or operational activity at the venue.

Vehicle Screening Area (VSA): All vehicles will be subject to a final check to confirm that all vehicle permits, accreditation passes and security seals comply with the designated security protocols. All occupants of the vehicle will be required to exit the vehicle and undergo individual security screening. Delivery vehicles must have undergone a security screening of their goods and materials prior to arrival at the VSA and must be in possession of all applicable keys to the gate prior to arrival at the VSA. The driver will also be asked to produce a valid Secure Load Pass and unique MDS number.

An external check of both the vehicle and driver compartment will be performed at the VSA.

3.7 Keys to the gate access requirements summary

Access requirements for each of the operational stages can be found in the table below. The applicable dates for each of the stages will vary by venue. As a result, please see the venue-specific section of this guide.

	Fit Out	Bump in (Pre Lockdown & Sweep)	Bump in (Post Lockdown & Sweep)	Olympic Operations	Transitions (Pre Lockdown & Sweep)	Transitions (Post Lockdown & Sweep)	Paralympic Operations	Bump out	Reinstatement
Access Pass	Fit-out Pass / Driver ID	Bump in Pass / Driver ID	Bump in Pass / Driver ID	LOCOG Accreditation	Transition Pass	LOCOG Accreditation	LOCOG Accreditation	Bump Out Pass	Reinstatement Pass
Vehicle Pass	Vehicle Pass	Vehicle Pass	Vehicle Pass	LOCOG VAPP	Vehicle Pass	LOCOG VAPP	LOCOG VAPP	NA	NA
Delivery / Collection Booking	YES	YES	MDS	MDS	YES	MDS	MDS	YES	YES
Vehicle Contents Screened / Secure Load Pass	NO	NO	YES	YES	NO*	YES	YES	NO	NO
Vehicle Sealed with LOCOG Seal	NO	NO	YES	YES	NO*	YES	YES	NO	NO
VSA Check	NO	NO	YES	YES	NO*	YES	YES	NO	NO

*The Olympic Park will remain in lockdown during transition. The MDS secure load pass, vehicle seal and VSA check will continue to be required.

3.8 Turn-away Notice

In the event that the delivery vehicle and/or driver do not comply with the required security protocols, the driver will be issued with a turn-away notice. The vehicle will then be denied access to the venue and will be required to exit the VSA immediately. To avoid traffic congestion and minimise VSA wait times, vehicles issued with turn-away notices will not be allowed to remain in the VSA or within controlled areas surrounding the venue.

Delivery drivers should be instructed to park in the vicinity of the venue but outside any controlled areas, and immediately contact the on-site LOCOG VLM (for contact details see the venue-specific section of this guide). The VLM will then investigate the issue and attempt to facilitate an immediate resolution if possible.

3.9 Venue-specific requirements

Once entry to the venue has been permitted, the vehicle is required to proceed to the specific delivery point where the actual delivery of goods takes place. A venue may have more than one delivery point. Depending on the delivery point and contractual considerations, the vehicle will either be unloaded by the LOCOG Logistics team or resources provided by the on-site resources of the applicable LOCOG Functional Area/vendor/partner/sponsor.

Venue-specific delivery guides are available in Appendix 1. Please note that, unless specifically instructed, drivers and passengers must remain with the vehicle at all times.

Seals will be removed at the designated compound within the venue. If a vendor, partner or sponsor delivery vehicle is making multiple deliveries to a range of venues (ie, a milk-run), a new seal will need to be applied by designated personnel after each delivery to ensure compliance for entry into the next venue.

Once the vehicle has made the required delivery or collection it must immediately depart the venue. The exit point is detailed in the relevant venue-specific guide.

Should the delivering vehicle be moving on to another venue, the vehicle is to be sealed by LOCOG Security on venue prior to departure and the seal number recorded. Failure to do so will result in the vehicle having to return to an MSF for checking.

3.10 Acceptable and non-acceptable vehicles

Acceptable vehicle types

Vendors, partners, sponsors and RHBs are to provide dedicated vehicles for Olympic or Paralympic operations. All delivery vehicles should meet the following guidelines:

- You are encouraged to utilise vehicles with tail-lifts. MHE assistance for unloading and reloading can be ordered through the MDS and/or a work order.
- The cargo compartment is to be separated from the driver compartment by a physical barrier, with no internal access to the cargo compartment by vehicle occupants.
- Cargo compartment doors or access points are to be equipped with locking mechanisms to which security seals can be applied.
- Cargo compartment construction should consist of:
 - Solid metal side walls; or
 - Soft-walled cargo compartments (side loading), where the soft walls are constructed of a durable material with no defects and all access points are able to be secured and sealed.
- During Games-time operations, in order to comply with brand and marketing regulations all vehicles, trailers and drivers must be unbranded unless previously agreed in writing by LOCOG Logistics.
- All delivery vehicles should be Euro IV compliant.

Non-acceptable vehicle types

At this stage there are no specific vehicle types that are not allowed access into a venue. A key criterion is that they can comfortably fit into the Vehicle Screening Area (VSA). If a vehicle is too large then it will not be permitted access. All dimensions are detailed in the venue-specific guides in Appendix 1. The onus is on vendors, partners, sponsors and RHBs to check prior to arrival at screening or the venue. Any queries should be directed to the LCC (details in Annex B) in the first instance.

3.11 Freight, logistics and courier deliveries

United Parcel Services (UPS) is the Official Freight, Logistics and Courier Services Supporter of the London 2012 Games. UPS will have delivery access and accredited staff at all venues, Villages and Olympic and Paralympic warehouses. Due to security requirements and other venue access restrictions, LOCOG Logistics recommends using UPS for all freight, logistics and courier service requirements to and from Olympic and Paralympic venues.

Prior to lockdown alternative carriers will be able to deliver into venues provided deliveries are booked via the LOCOG Logistics Coordination Centre (LCC) using MDS@london2012.com to book a delivery time for each shipment. This booking must occur a minimum of 48 hours prior to delivery and security protocols must be met.

Post-lockdown, access to venues is severely restricted. Alternative freight carriers will be permitted to deliver into venues only if they can comply with the keys to the gate as listed in section 3.7. In addition, to comply with brand and marketing regulations, all vehicles, trailers and drivers must be unbranded unless previously agreed in writing with LOCOG Logistics.

Due to security screening, access requirements and restrictions UPS will be the only authorised courier allowed to make deliveries post-lockdown. UPS have published the details of their Final Mile delivery process, which can be viewed at www.ups.com/london2012.

3.12 Exceptional deliveries

Requests to make deliveries that do not comply with the requirements outlined in this guide (such as very late delivery requests, urgent and emergency deliveries) will be treated as an exceptional delivery. Exceptional delivery requests must be communicated via the respective FA who will forward onto appropriate parties. The request will then be evaluated by LOCOG Logistics, Venue Management, Transport and Security to deem whether the delivery is deemed absolutely necessary and if the requirements for granting access for exceptional deliveries can be met.

4. Delivery windows

Delivery vehicles will only be allowed access to a venue within that venue's specified delivery windows, as determined by the venue. The delivery window is a specified period of time during which deliveries can be made. The windows are planned in conjunction with LOCOG Venue Management, Security and Transport to ensure that traffic to the venue is effectively managed and deliveries do not conflict with other venue activities.

Delivery windows for each venue will vary depending on the unique characteristics of the venue and its competition/activity schedule and bump-in/bump-out timeframes. Venue delivery windows are directly influenced by changes in competition schedules, therefore they may change at short notice. Changes will be distributed by the Logistics Coordination Centre (LCC) as and when they occur.

All venue delivery windows are detailed in the venue-specific section of this guide.

4.1 Windows during bump-in (pre- and post-lockdown and sweep)

Delivery windows will vary according to the specific time constraints associated with completing bump-in at the individual venues, but these will generally be within standard daytime hours from Monday to Friday. Some venue-specific limitations may be in place due to local licencing restrictions and these will be reflected in the published venue-specific windows.

4.2 Windows during Olympic and Paralympic operations

During Games operations, it is essential to separate deliveries from the peak operational activities of the venue (known as venue on-hours). As a result, venue delivery windows will coincide with each venue's off-hours, resulting in most venue delivery windows occurring during the hours of nightfall. Where this is the case, all deliveries should follow the Transport for London (TfL) Code of Practice for Quiet Night-time Deliveries (see section 5.2.1).

4.3 Windows during transition (pre-and post-lockdown and sweep)

Delivery windows during transition will be set by the venue team and will vary from venue to venue.

4.4 Windows during bump-out

Delivery windows will vary according to the specific time constraints associated with completing bump-out at the individual venues but these will generally be within daylight hours. Due to time constraints at specific venues, collection and delivery windows may be expanded to meet requirements. This may include night-time and weekend collections and deliveries.

All collection and delivery windows are venue-specific. This will be reflected in the venue-specific section of this guide and in the applicable delivery schedules.

5. Deliveries, health and safety, and sustainability

LOCOG is committed to ensuring a high standard of health and safety, and sustainability. To achieve this, LOCOG has established three specific aims, going beyond regulatory compliance:

Zero harm: The prevention of accidents and ill health and the promotion of well-being for everyone involved in work for the London 2012 Olympic and Paralympic Games, and anyone who may be affected by that work.

Leave no trace: The prevention of permanent adverse impacts on the environment through design; environmental incidents during construction/deconstruction; and the promotion of environmental enhancement where possible.

Zero waste to landfill: The reduction of waste through design and good practice, and the maximisation of reuse and recycling of material in the construction process.

5.1 Health and safety

The following guidance has been identified to reduce risk to all vehicles and drivers:

- Clear safety signage to assist drivers and visitors on arrival at site.
- Consideration of the timings of deliveries where this can help reduce health and safety, and sustainability risks.
- Safe traffic routes to segregate vehicles/plant from people.
- Traffic routes which protect trees, sensitive ecology and archaeology.
- Specific requirements for the safe control of vehicle/plant movement.
- Safe parking arrangements to reduce congestion on site.
- Safe methods for unloading/loading of deliveries.
- Safe stacking/storage of materials, and consideration of special requirements for hazardous or flammable items, or other items which could give rise to a pollution incident.
- Scheduling deliveries to assist site safety and reduce congestion, and where necessary checking/verifying the accreditation and identity of deliveries and drivers.

Expected behaviour from drivers and passengers:

- Drivers and occupants to comply with all health and safety requirements including the use of PPE.
- Respect for good site practice and avoidance of horseplay.
- Respect for other people, including no use of foul, abusive or racist language, no aggressive or violent behaviour, no harassment or bullying.
- Respect for the environment in which they are working, particularly in locations of national cultural importance.

5.2 Sustainability

LOCOG has a number of strategies to maximise sustainability and make London 2012 the most sustainable Games possible. The key points are:

Avoid/eliminate	Design out emissions at source
Reduce	Increase resource efficiency in energy use, transport and work practices
Substitute/replace	Measures to introduce renewables/lower carbon technologies both on site and through transport
Compensate	Measures to deal with residual or unavoidable emissions

5.2.1 Euro IV compliance and 'no idling' policy

All delivery vehicles should be Euro IV compliant.

All Olympic and Paralympic venues have a 'no idling' policy.

You are required to switch off your engine for the duration of the unload/load period while on venue.

If you know you are going to be stationary for more than a minute, turning off your engine will reduce harmful emissions. This small change can have a big impact so please help by turning off your vehicle's engine while parked or waiting at the roadside. By doing this we can all breathe cleaner air.

5.2.2 Transport for London (TfL) Code of Practice for Quiet Night-time Deliveries

Purpose of the Code of Practice

The purpose is to provide simple, practical guidance on how to minimise noise from night-time delivery activities. The code is relevant to all sectors of activity and is structured in three parts:

- General guidance on planning for quiet night-time deliveries
- Key measures to reduce noise at the delivery point
- Key measures for drivers

It is particularly important that drivers are briefed on the Code of Practice, as they play a critical role in minimising noise from delivery and servicing activity.

This Code of Practice provides generic best practice in minimising noise from delivery and servicing activity.

General guidance

- Think about the potential noise impact of any night-time activity on local residents and review the likely sources of noise from delivery and servicing activity for your specific situation.
- Where possible, use newer and quieter delivery vehicles and equipment.
- Ensure all staff involved in delivery activity are briefed and trained appropriately, in accordance with the Code of Practice.
- Ensure all suppliers and carriers receive copies of the Code of Practice and are aware of the importance of adhering to it.
- Ensure all drivers follow the guidance below.

The delivery point

- Ensure delivery bay doors are well maintained to minimise noise when moved.
- Switch off any external tannoy systems.
- Avoid using external bells at delivery points.
- Switch off the radio when delivery point doors are open.
- Ensure the delivery point and surrounding areas are clear of all obstructions, helping to make vehicle manoeuvring as simple as possible.
- Ensure all doors, gates and shutters are opened and closed as quietly as possible.
- Keep doors other than the delivery point closed to ensure noise does not escape.
- Where possible, prepare all empty handling units, salvage, returns etc behind closed doors. Check they are in the correct condition, position and height etc before taking outside – minimise activity ‘out in the open’.
- Think about how to minimise contact between hard surfaces, particularly metal on metal, during the unloading/loading processes – for example, use of rubber matting and buffering material on doors etc.
- Service any equipment used in the delivery operation in advance to minimise noise.
- Make sure the delivery point is ready for the vehicle in advance of arrival – gates and doors should be open in advance, to avoid the vehicle sitting stationary or idling.
- Make sure the vehicle driver knows the precise location of your delivery point and is aware of any specific local access issues.
- Ensure staff don’t shout or whistle to get the attention of the driver.

The driver

- Plan ahead to ensure you know the location of the delivery point and the appropriate access route.
- If early for your delivery slot, do not park up/wait near to residential property.
- Consideration to noise and local residents should be shown as you approach the site and manoeuvre your vehicle into position.
- Do not sound your horn.

- Reversing alarms should be switched off, if not subject to health and safety requirements; instead, use a qualified banksman if available.
- Engines are to be switched off immediately when you are not manoeuvring – but try to minimise the number of start-ups and avoid over-revving.
- Refrigeration equipment is to be switched off in advance of arrival at premises.
- If sitting in the cab and waiting with the radio on, ensure windows are closed and the radio is switched off before opening the cab door.
- Minimise the frequency of opening and closing cab and other vehicle doors.
- Take extra time if needed to unload as quietly as possible.
- Close cab doors quietly.
- Be mindful of how far your voice can carry when talking outside at night.
- If opening a gate/roller shutter door to gain access, be sure to avoid excessive noise; raise roller shutter doors gently and try to reduce the frequency of door/gate opening.
- Lower flaps on tail-lifts carefully and quietly.
- No whistling or shouting to get attention.
- When moving gates, locks and load restraint bars, ensure these are placed gently in their resting position/stowage point – don't drop or drag them on the ground.
- When safe to do so, use sidelights rather than headlights when off-road and manoeuvring, to minimise light intrusion.
- Minimise excessive air brake noise.
- When working in the vehicle load space, avoid banging cages etc into vehicle walls.
- Show the same consideration when leaving the site, as when arriving.

5.2.3 London Lorry Control Scheme (LLCS)

The LLCS restricts the movement of HGVs in London at night and weekends. Enforced by London Councils, it applies to vehicles weighing more than 18 tonnes. It aims to limit noise pollution in residential areas. Restrictions apply between:

- 9pm to 7am Monday to Saturday
- 1pm Saturday to 7am Monday

During the times shown, vehicles must maximise their use of the Excluded Route Network (ERN). Details of the affected roads can be found at <http://www.londonlorrycontrol.com/map>

Permits for operating within the restricted area

You will need permission if you want to operate a vehicle over 18 tonnes within the restricted area or outside the ERN during restricted times. Permission is free and you can apply by writing to:

London Lorry Control Scheme
59½ Southwark Street
London SE1 0AL

What happens if I ignore the scheme?

If a vehicle is found using restricted roads without valid permission, or if the use of restricted routes is not kept to a minimum during restricted times, both the vehicle owner and the driver could receive a penalty charge notice.

If you have good reasons for using a different route, you can request a special agreement. You'll have to demonstrate that your proposed route is environmentally better than the LLCS route.

5.2.4 London Congestion Zone and Low Emission Zone charges

As part of London's sustainability agenda, Congestion Zone and Low Emission Zone charges apply in various areas and time periods. You should ensure that you are completely familiar with the requirements for each of these schemes. Further information and guidance is available at TfL's website: <http://www.tfl.gov.uk/termsandconditions/6688.aspx>.

6. Security

Security is a vital element of all Games-time deliveries and collections. The purpose of this security operation is to deny access to any prohibited or restricted materials and items into Olympic and Paralympic sites, in accordance with the agreed search and screening performance standards, without unduly delaying operations or detracting from the 'look and feel' of the Games.

6.1 Prohibited articles

As a condition of entry, LOCOG reserves the right to limit items which may be brought into its venues by any client group, including vendors, broadcast and marketing partners.

LOCOG reserves the right to search people, bags, vehicles (including driver compartments) and goods before granting entry to any of its competition and non-competition venues.

All items banned by UK law will be prohibited; other items may be legal (for example, fireworks) but are prohibited from LOCOG venues due to the safety or security risk created by the item.

For the 2012 Games the following items will be prohibited from all venues (this is a non-exhaustive list and further details can be obtained from your Functional Area representative in LOCOG):

- Explosive devices and explosive materials
- Incendiary devices
- Firearms
- Ammunition
- Knives
- Offensive weapons or implements (ie anything made or adapted for use for causing injury to or incapacitating a person), for example, crossbows, handcuffs and truncheons etc
- Substances banned under the Misuse of Drugs Act
- Hazardous substances (such as chemicals, irritants and gas canisters)
- Fireworks and other pyrotechnics
- Laser pointers, strobe lights and similar light emitting devices
- Hand-held communication devices that transmit radio signals (for example, walkie talkies), personal/private Wireless

- Access Points and 3G hubs, cell or radio jammers, radio scanners and strobe lights and other devices that can transmit (see exclusions)
- Personal protection sprays or similar 'mace'-type sprays
- Bicycles (including folding types), roller skates, skateboards or other types of skate
- Hunting horns, air horns, klaxons, drums, vuvuzelas and whistles or similar items
- Items which have the appearance of a prohibited item (for example, replica firearms, hoax Improvised Explosive Devices (IEDs), white powders) whether capable of causing actual harm or not
- Non-essential liquids including alcoholic and non-alcoholic beverages
- Pets or animals (save service animals)
- Any item that may give cause for concern that the person may wish to demonstrate within the venue, such as ropes, handcuffs, protest-related placards or banners and spray paint, or that could be used to commit an act of violence/sabotage towards person(s) or property

Accredited workforce/contractors will be permitted to carry items as required by their role with the appropriate accreditation/access pass at the workforce Personal Security Area (PSA). Examples may include:

- Hand-held tools (for example, krone punch down tools, Leatherman or screwdrivers)
- Tool kits (including cable knives)
- Cordless drills/screwdrivers
- Radio spectrum tools (Fieldfox spectrum analyser, power sensor, measuring directional antenna, measuring device EB200, Radar Engs Model 250 Pinpointer and Frequency Counter)
- Pictures of specified permitted equipment will be contained in the venue security guide
- Specialist cleaning fluids

These lists will be updated in future editions of this guide if amended.

Annex A

Glossary of terms	
Bump-in	Period before the beginning of the London 2012 Olympic and Paralympic Games when all necessary equipment is transferred to venues.
Bump-out	Period after the end of the Games when the removal of the venue equipment takes place.
Competition venue	Place where a sporting event takes place during the London 2012 Olympic or Paralympic Games.
Delivery Management System (DMS)	The existing ODA Delivery Management System (DMS) – not to be confused with LOCOG’s post-lockdown Master Delivery Schedule (MDS).
Delivery VAPP	A Vehicle Access and Parking Permit specifically designed for delivery vehicles, allowing access to venues solely for the purposes of making deliveries. A delivery VAPP prohibits a vehicle from parking or remaining on-venue longer than the time it takes to load/unload the vehicle.
Function	Functional Area, or department, within LOCOG that has responsibility for the planning, preparation and supply of specific services or operations (for example, Accreditation, Transport, Logistics).
FF&E	Furniture, fixtures and equipment
Games	Refers to the London 2012 Olympic and Paralympic Summer Games.
IOC	International Olympic Committee
IPC	International Paralympic Committee
LCC	Logistics Coordination Centre
Lockdown	The point at which Security declares the venue to be locked down and ready for the security sweep.
LOCOG	London Organising Committee of the Olympic Games and Paralympic Games
LOG	LOCOG Logistics
Milk-run	Pre-planned delivery run where a vendor, partner or sponsor is scheduled to make multiple deliveries on the same vehicle to a range of venues without returning to a screening facility. The vehicle is required to be resealed within the venue prior to departing for the next venue.
MDS	Master Delivery Schedule – the system of scheduling delivery vehicle access to venues. The MDS is controlled by LOCOG Logistics.
MSF	Material Screening Facility – an area where delivery vehicles have their goods and materials screened by Security to guarantee that they are free from prohibited or hazardous materials prior to entering a venue.
NOC	National Olympic Committee
Non-competition venue	An Olympic or Paralympic venue that does not have a sporting competition but is used for other Games activities (for example, Olympic and Paralympic Village, Olympic Family Hotel).
PCP	Permit Check Point – an access and ‘soft security’ checkpoint located on a designated ingress route to a venue where all vehicle VAPPs are checked by authorised personnel in order to prevent unauthorised vehicles entering the venue.

Prohibited items	Prohibited items are those which have been determined by UK legislation as being inherently dangerous and are therefore prohibited within designated Olympic or Paralympic venues. Prohibited items include firearms, ammunition, other instruments defined by the law as weapons, explosives, chemical or incendiary devices.
Responsible organisation	Term used by LOCOG Accreditation when referring to the Olympic Family organisation that is requesting accreditation for its staff and its contractor staff. The Olympic Family includes sponsors, official suppliers and contractors, rights holding broadcasters, NOCs, NPCs, etc.
Secure Load Pass	The Secure Load Pass is a security document certifying that goods and materials contained within an authorised delivery vehicle (security sealed) are free from prohibited or hazardous items. A vendor supervisor at a VCP facility or a security officer at an MSF completes a certificate for each delivery vehicle prior to departure.
Security seal	Tamper-indicating security film label or plastic fastener security strap which indicates clear and non-erasable evidence of tampering, unauthorised access or removal. Security seals will be used during the Games for the sealing/ resealing of cargo compartments of vendor, partner or sponsor vehicles to indicate that the integrity of the goods/delivery inside have not been compromised since the departure of the vehicle from the point of origin.
SLC	Stevenage Logistics Centre
TLC	Tilbury Logistics Centre
Transition period	The time between the end of the Olympic Games and the beginning of the Paralympic Games.
Turn-away notice	An operation form issued at the VSA to vehicles and deliveries that do not meet venue entry requirements.
VAPP	Vehicle Access and Parking Permit
VCP	Vendor Certification Programme. This allows authorised and certified vendors, partners, sponsors and RHBs to seal the cargo (such as goods and materials) of their vehicles in their own location subject to meeting security criteria, thereby negating the need to pass through an MSF.
Vendor, partner, sponsor	Terms used to encompass all entities associated with the Games (such as sponsors, press, broadcasters, Olympic Family vendors, partners and suppliers) authorised to supply goods, services and materials during the London 2012 Olympic and Paralympic Games.
Venue	Refers to both competition and non-competition sites that feature official Olympic or Paralympic Games activities that are under the management and control of LOCOG.
VLM	Venue Logistics Manager
VSA	Vehicle Screening Area – dedicated area located on the venue security perimeter where vehicles are security screened to ensure that they are free from prohibited items and meet all access requirements.

Annex B

Logistics Coordination Centre (LCC) contact details

Address: 46 Berth
Tilbury Free Port
Tilbury
Essex RM18 7HF

Telephone: 030 2012 1155

Email: lcc@london2012.com

For delivery bookings please use mds@london2012.com

All vendors, partners, sponsors and RHBs should use the above contact details in the first instance to ensure that their call is appropriately directed and answered as promptly as possible. The LCC guarantees to respond to all enquiries within a maximum of 24 hours but exceptional requests or queries will of course be dealt with appropriately.

Annex C

Deliveries destined for competition and/or non-competition venues that feature official Olympic or Paralympic Games activities must comply with the processes outlined in this guide. Maps showing the location of venues can be found in Appendix 1 of this guide. This guide does not include the requirements for support venues such as bus depots.

MDS codes are noted in brackets within the venue code. Some venues noted below do not appear on the MDS as they are not in lockdown during Games time.

Venue addresses

Venue Code	Venue	Address
ALV (OLV/ PLV)	Athletes' Village (Olympic and Paralympic Village)	Temple Mill Lane Stratford London E20 1AT
AQC (AQS)	Aquatics Centre (Aquatics South)	Olympic Park Stratford London E20 2AQ
AQU	Water Park	Olympic Park Stratford London E20 2AQ
AWP (AQN)	Water Polo Arena (Aquatics North)	Olympic Park Stratford London E20 2AQ
BAT	Barking Abbey School	Sandringham Road Barking IG11 9AG
BBA (VBB)	Basketball Arena (Velodrome Basketball BMX)	Olympic Park Stratford London E20 3BB
BHT	Becontree Heath Leisure Centre	Althorne Way Dagenham RM10 7FH
BLC	Beckton Logistics Centre	OBS Beckton Unit A Gemini Business Park Hornet Way London E6 7FF

BMX (VBB)	BMX Track (Velodrome Basketball BMX)	Olympic Park Stratford London E20 3EL
BRH	Brands Hatch	Brands Hatch Circuit Fawkham Longfield Kent DA3 8NG
BST	Brentwood School	Ingrave Road Brentwood Essex CM15 8EE
COV	City of Coventry Stadium	71 Phoenix Way Foleshill Coventry CV6 6GE
CPT	Crystal Palace National Sports Centre	Ledrington Road London SE19 2BB
CUT	Cardiff University	Cardiff University Sports Fields Llanrumney CF3 4JN
DCT	Dulwich College	Dulwich College Dulwich Common London SE21 7LD United Kingdom
EAR	Earls Court	Warwick Road London SW5 9TA
EGT	Europa Gymnastics Centre	49-51 Fraser Road Erith Kent DA8 1QL
ELT	Eltham College	Grove Park Road Mottingham London SE9 4QF
EN1 (EXL)	ExCeL North Arena 1	One Western Gateway Royal Victoria Dock London E16 1XL
EN2 (EXL)	ExCeL North Arena 2	One Western Gateway Royal Victoria Dock London E16 1XL
EN3 (EXL)	ExCeL North Arena 3	One Western Gateway Royal Victoria Dock London E16 1XL
ES1 (EXL)	ExCeL South Arena 1	One Western Gateway Royal Victoria Dock London E16 1XL

ES2 (EXL)	ExCeLSouth Arena 2	One Western Gateway Royal Victoria Dock London E16 1XL
ES3 (EXL)	ExCeLSouth Arena 3	One Western Gateway Royal Victoria Dock London E16 1XL
ETD	Eton Dorney	Eton Dorney Rowing Centre Dorney Lake Off Court Road Dorney Windsor SL4 6QP
ETM	Eton Manor	Olympic Park Stratford London E20 3ET
EXL	ExCeLCentre	One Western Gateway Royal Victoria Dock London E16 1XL
F10	Hilton Hotel Cardiff	Kingsway Cardiff CF10 3HH
FH1	Marriott Hotel Glasgow	500 Argyle Street Anderston Glasgow Scotland G3 8RR
FH2	Hilton Hotel Glasgow	1 William Street Glasgow G3 8HT
FH3	Hilton Hotel Newcastle	Bottle Bank Gateshead Newcastle upon Tyne NE8 2AR
FH4	Copthorne Hotel Newcastle	The Close Quayside Newcastle upon Tyne NE1 3RT
FH5	Marriott Hotel Manchester	Worsley Park Manchester M28 2QT
FH6	Malmaison Hotel Manchester	Piccadilly Manchester M1 1LZ
FH7	Hilton Hotel Coventry	Paradise Way Walsgrave Triangle Coventry CV2 2ST

FH8	Chesford Grange Hotel Coventry	Chesford Grange Kenilworth Nr Warwick CV8 2LD
FH9	Marriott Hotel Cardiff	Mill Lane Cardiff Wales CF10 1EZ
GLT	Goresbrook Leisure Centre	Ripple Road (A13) Dagenham RM9 6XW
GRP	Greenwich Park	Greenwich London SE10 8QY
GRV	Greenwich Village	Greenwich London SE10 8QY
GWT	Greenwich Academy	Millennium Way London SE10 0DX
HAD	Hadleigh Farm	Castle Lane Benfleet Essex SS7 2AP
HAM	Hampden Park	Letherby Drive Glasgow G42 9BA
HAP	Hampton Court Palace	East Molesey Surrey KT8 9AU
HBA	Copper Box	Olympic Park Stratford London E20 3HB
HCT	Hackney Community College	Shoreditch Campus Falkirk Street Hackney City of London N1 6HQ
HGM (HGP)	Horse Guards Parade and The Mall	Horse Guards Road St James's Park London SW1A 2BJ
HGP	Horse Guards Parade	Horse Guards Road St James's Park London SW1A 2BJ

HOC	Riverbank Arena	Olympic Park Stratford London E20 3EL
HYD	Hyde Park	Hyde Park London W2 2UH
IBC	International Broadcast Centre	Olympic Park Stratford London E20 3BS
IO1	Hilton Hotel Park Lane	22 Park Lane London W1K 1BE
IO2	Intercontinental Hotel Park Lane	1 Hamilton Place London W1J 7QY
IO3	Grosvenor House Hotel Park Lane	Grosvenor Square London W1K 6JP
IO4	Hilton Hotel Green Park	Half Moon Street London W1J 7BN
IO5	Metropolitan Hotel	19 Old Park Lane London W1K 1LB
IP1	Grange Hotel St Paul's	10 Godliman St London EC4V 5AJ
IP2	Grange Hotel City of London	14 Cooper's Row London EC3N 2BQ
LCC	Logistics Coordination Centre	Berth 46 Tilbury Free Port Tilbury RM18 7HF
LCG	Lord's Cricket Ground	St John's Wood Road London NW8 8QN
LCY	London City Airport	City Aviation House Royal Docks Docklands London E16 2PX
LGW	London Gatwick Airport	Gatwick Airport West Sussex RH6 0NP

LH1	London Heathrow Terminal 1	London Heathrow Airport Hounslow TW6 1AP
LH3	London Heathrow Terminal 3	London Heathrow Airport Hounslow TW6 1QC
LH4	London Heathrow Terminal 4	London Heathrow Airport Hounslow TW6 3XA
LH5	London Heathrow Terminal 5	London Heathrow Airport Hounslow TW6 2GA
LHQ	LOCOG Headquarters	1 Churchill Place Canary Wharf E14 5LN
LHR	London Heathrow Airport	The Compass Centre Nelson Road Hounslow Middlesex TW6 2GW
LST	Langdon School	Sussex Rd East Ham E6 2PS
LTT	Lee Valley Training Centre	61 Meridian Way Broxbourne N9 0AR
LVC	Lee Valley White Water Centre	Station Road Waltham Cross EN9 1AB
MGT	Manchester Grammar School	Old Hall Lane Manchester M13 0XT
MIL	Millennium Stadium	Millennium Stadium Westgate Street Cardiff CF10 1NS
MLL	The Mall	The Mall Westminster London SW1Y 5HX
MPC	Main Press Centre	Olympic Park Stratford London E20 3PS
MPT	Mayesbrook Park Arena	Mayesbrook Park Arena Lodge Avenue Barking Essex RM8 2JR

NGA	North Greenwich Arena	North Greenwich Arena Millennium Way London SE10 0DX
NLT	Newham Sports Complex	281 Prince Regent Lane Plaistow London E13 8SD
OHC	Olympic Hospitality Centre	Olympic Park Stratford London E20 1HS
OLD	Old Trafford	Sir Matt Busby Way Old Trafford Manchester M16 0RA
OLT	Old Loughtonians Hockey Club	Roding Sports Centre Luxborough Lane Chigwell Essex IG7 5AB
OSV	Olympic Sailing Village	Osprey Quay Portland Marina Portland Dorset DT5 1DX
PST	Partington Sports Centre	Chapel Lane Partington Manchester M31 4ES
RAB	The Royal Artillery Barracks	Royal Artillery Barracks Greenwich London SE18 4BH
RBT	Redbridge Cycle Centre	Forest Road Hainault London IG6 3HP
RHV (ORV)	Rowing and Canoe Sprint Village (Olympic and Paralympic Rowing Village)	Egham Hill Egham Surrey TW20 0EX
RKT	Rokeby School	Barking Road London E16 4DD
RLT	Redbridge Sport and Leisure Centre	Forest Road Barkingside IG6 3HD

SBT	Sobell Leisure Centre	Hornsey Rd London N7 7NY
SJP	St James' Park	St James' Park Newcastle Upon Tyne NE1 4ST
SLC	Stevenage Logistics Centre	SLC North Gate Gunnels Wood Road Stevenage SG1 2EH
SLT	Spurs Lodge	Spurs Lodge Luxborough Lane Chigwell Essex IG7 5AB
STA	Olympic Stadium	Olympic Park Stratford London E20 2ST
STN	Stansted Airport	Enterprise House Bassingbourne Road Essex CM24 1QW
STP	St Pancras International Station	London St Pancras International London NW1 2QP
STR	Stratford International Station	Stratford International Station Street Stratford Greater London E15 1AZ
SUT	Strathclyde University	15 Avenue End Road Glasgow Lanarkshire G33 6ND
THQ	Technology Headquarters	25 Canada Square Canary Wharf London E14 5LL
TLC	Tilbury Logistics Centre	Berth 46 Tilbury Free Port Tilbury Essex RM18 7HF

UAC	Uniform Distribution and Accreditation Centre	101 Stephenson Street Canning Town London E16 4SA
UHQ	LOCOG Headquarters	10 Upper Bank Street Canary Wharf London E14 5JJ
UNT	Newcastle University	Newcastle University Newcastle upon Tyne Tyne and Wear NE1 7RU
VBB	Velodrome BMX and Basketball Arena	Olympic Park Stratford London E20 3EL
VEL (VBB)	Velodrome (Velodrome Basketball BMX)	Olympic Park Stratford London E20 3EL
VEP (VBB)	Velopark Area (Velodrome Basketball BMX)	Olympic Park Stratford London E20 3EL
WAP	Weymouth and Portland	WPNSA Osprey Quay Portland Dorset DT5 1SA
WEA	Wembley Arena	Arena Square Engineers Way London HA9 0DH
WEM	Wembley Stadium	Wembley National Stadium Ltd Wembley London HA9 0WS
WEP (WEM, WEA)	Wembley Stadium and Arena	Wembley National Stadium Ltd Wembley London HA9 0WS
WIM	Wimbledon	All England Lawn Tennis Club Church Road Wimbledon London SW19 5AE
WUT	Warwick University	University of Warwick Coventry CV4 7AL

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