

# Traffic booking system user guide



Please visit  
**[traffic.manchestercentral.co.uk](https://traffic.manchestercentral.co.uk)**  
to begin your booking journey

## Logging in / Signing up

If you are already registered on the Voyage Control system for other venues or for previously using this system at Manchester Central, you can use your existing login details.

If you've not used the system before, please sign up by completing the simple form. You will immediately be sent a verification email (please check your spam/junk), containing a verification link.



**STEP 1:** Once logged in, you will see a menu down the left hand side. Select **+Make a Booking**.



**STEP 2:** Select the **event** you are arranging delivery for in the drop down list. If your event isn't listed, please check the exhibitors manual to confirm the dates the system will go live for that particular event.



**STEP 3:** Choose your **user type**. This is linked to the type of stand you have and/or your role supporting the stand.



**STEP 4:** Select the **phase**. This can be Build, Open or Breakdown. The system will then ask you to select from some available dates.

Note: Open is typically for restocking during the event. If you are booking for Build, please also book your Breakdown collection.



**STEP 5:** Select the **delivery area** (access point). The closest delivery area to your stand should be visible on the show floor plan.



**STEP 6:** Choose your **delivery vehicle**. Please be as accurate as possible as choosing the wrong vehicle type could lead to a delay upon arrival.



**STEP 7:** Choose your **delivery time**. The system will show you the available time slots. If a time slot is not available it may be linked to venue or event rules, or because the slot is already taken by other exhibitors.



**STEP 8:** Tell the venue **about your delivery**. Please complete all of these fields to ensure the venue has all the necessary information and your visit will be as efficient as possible.

## Your vehicle pass

Once you submit your booking you will see a confirmation and you will be able to view/download your vehicle pass, as well as view your booking details (and edit if necessary).

From here, you can also make another booking.

## Reviewing or editing your booking

In the list of bookings window, you can view all of your bookings, and if necessary, you can make changes or cancel your booking.

## Frequently asked questions

Please see here for a list of FAQs:  
[www.manchestercentral.co.uk/traffic](https://www.manchestercentral.co.uk/traffic)

## Need help?

For technical, system related enquiries, please contact Voyage Control support at [support@voyagecontrol.com](mailto:support@voyagecontrol.com)

For venue or event specific queries, please contact the traffic team at Manchester Central at [voyagetraffic@manchestercentral.co.uk](mailto:voyagetraffic@manchestercentral.co.uk)