

To book in your transport for unloading/ reloading at ONS, please follow this step-by-step guide.

1. Go to the ONS Event Deliveries and Collections Booking System:
<https://efi-ons.voyagecontrol.com/dashboard/welcome/>
2. If you have a Voyage Control account, **sign in**. If not, choose **sign up**.
3. In the column on the left, choose 'make a booking'
4. From the drop-down menus, choose
 - Event: build up or break down and choose User Type
5. Delivery Information: choose the date you wish to unload

If the date is not available, that area is not open on that date.
6. Vehicle Details: Choose the area you need to unload in and your vehicle type
7. Click on Get Times and from the drop-down menu, choose a time slot.

If the time you want is blanked out, the system is full for that time.
8. Exhibitor company receiving the delivery

Complete the fields with details of the company you are delivering to
9. Delivering Company. Enter details of your transporter
10. Stand Details. Enter stand name (exhibitor name), hall and stand number
11. Driver – add driver details. You can add these after completing your booking.
12. Environmental Data – tell us where your shipment was loaded.
13. Vehicle info. You can add these after completing your booking.
14. INFO. Enter the EFI Job Number (sent to confirm your service order)
15. CONFIRM that you have booked your forklift service with EFI
16. CHECK THIS BOX to accept the terms of booking

SUBMIT BOOKING

If you have any technical questions about booking in, click on the ? Support button in the left-hand column. If you need your job reference from EFI, contact our team.