

Time slots Booking Process

Shoptalk Luxe 2026



Every truck **MUST** have a valid gate pass and time slot, booked and confirmed in advance.



Booking deadline = Friday 16th Jan 26



Please email uk.shoptalk2026@kuehne-nagel.com with your details in the below format:

Required details:	Vehicle Information:
Company name	
Status (sponsor, contractor, etc).	
Contact name	
Contact email & contact number	
Emirates Palace un/reloading location i.e. ballroom	
Delivery / Collection	
Truck Type & Payload capacity i.e. 3-ton, 7.5-ton etc)	
Expected date of delivery / collection	
Expected time of delivery / collection window (2 hours max)	
Truck plate number	
Driver full name	
Driver Emirates ID number	
Driver contact number	

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Please request your preferred time slot, referring to the show build up and breakdown timetable. If the requested time slot is unavailable, alternative slots will be proposed.



Once confirmed, the slot is pre booked and sent to the Emirates Palace Security for the final check and confirmation.



The requestor will receive the final time-slot confirmation and a gate pass containing the below details:

Please also remember to contact uk.shoptalk2026@kuehne-nagel.com for all your logistics requirements.

Vehicle details:	Examples:
Truck type (loading capacity)	e.g. 7.5t truck
Activity	e.g. Collection
Truck plate number	e.g. AA 52508 Dubai
Delivery date	e.g. January 24 th 2026
Delivery time slot	e.g. 17:00 – 18:00



The gate pass must be printed and clearly visible, placed at the windscreen of the truck (bottom right corner) before the truck enters the venue.



Truck inspections will take place at Security Gate 2 and the time slot will be verified.



Trucks **MUST NOT** arrive earlier than 15 mins prior to the allotted time slot and will be requested to return at the correct time.



Once the security check is completed, the driver will get temporary accreditation, and the truck will be permitted to enter the premises. The vehicle will be accompanied by a KN team member to the unloading / loading place.



Before leaving the venue, each driver must return the temporary accreditation to Security.