

CTICC

**PARKING &  
LOGISTICS  
MANUAL  
2024**





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CTICC is proudly associated with:



NET ZERO CARBON EVENTS



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# CTICC MARSHALLING YARD





# BUILD-UP AND BREAKDOWN: MARSHALLING YARD PROCEDURE

The CTICC is mandated by the City Traffic Department to manage the flow of traffic in and around the CTICC. The registration process is designed to eliminate traffic (jams) congestion that could result from build-up, breakdown and city traffic.

The Marshalling Yard is for loading and offloading purposes and limited to 1.5 hours for small vehicles and 3.5 hours for trucks. Vehicles exceeding this time limit are subject to a parking fee (please refer to Marshalling Yard Tariffs). The Marshalling Yard rates are to encourage exhibitors and contractors to leave the yard as quickly as possible to accommodate other clients.

Build-up parking is available in P1, P3 and P5 parking garages and complimentary build-up parking tickets will be issued by the organiser's office. P1, P3 and P5 have height restrictions of 2.1 metres.

Unattended vehicles will be clamped and an unclamping fee of R500 is applicable.



## CTICC 1 MARSHALLING YARD

The CTICC's Marshalling Yard comprises approximately 5 000 m<sup>2</sup> and is situated adjacent to the Exhibition Halls. Each Exhibition Hall in CTICC 1, except Hall 1B and 4B, are directly accessible from the Marshalling Yard via 5 m x 7 m doors. The yard reduces build-up and breakdown times for functions in the Exhibition Halls.

### VEHICLE ACCESS PROCESS

01

All personnel who wish to offload via the CTICC 1 Marshalling Yard will be required to register their vehicles at the security gate.

02

CTICC Security will register both the driver and the vehicle by scanning the vehicle's operating disk and the driver's license.

03

The vehicle will be allowed access to the yard.

04

After offloading, clients are required to make use of P1 or P3 parking, depending on the availability of parking.

## CTICC 2 MARSHALLING YARD

The CTICC 2 Marshalling Yard is situated opposite the Exhibition Halls, and only Hall 7 directly accesses the Marshalling Yard. The staging area located behind Exhibition Hall 5, 6 and 7 is where all build-up and breakdown materials will be stacked, then transported to and from the exhibition stands. For upper-floor build-up and breakdown, the same procedure will apply. Once at the staging area, the service lifts will be used to access the upper floors.

### VEHICLE ACCESS PROCESS

01

All exhibitors and contractors who wish to make use of the CTICC 2 Marshalling Yard must access the area via the CTICC 2 Marshalling Yard entrance which is located on FW de Klerk Boulevard (refer to layout).

02

All personnel and vehicles are required to register at the CTICC 2 Marshalling Yard entrance.

03

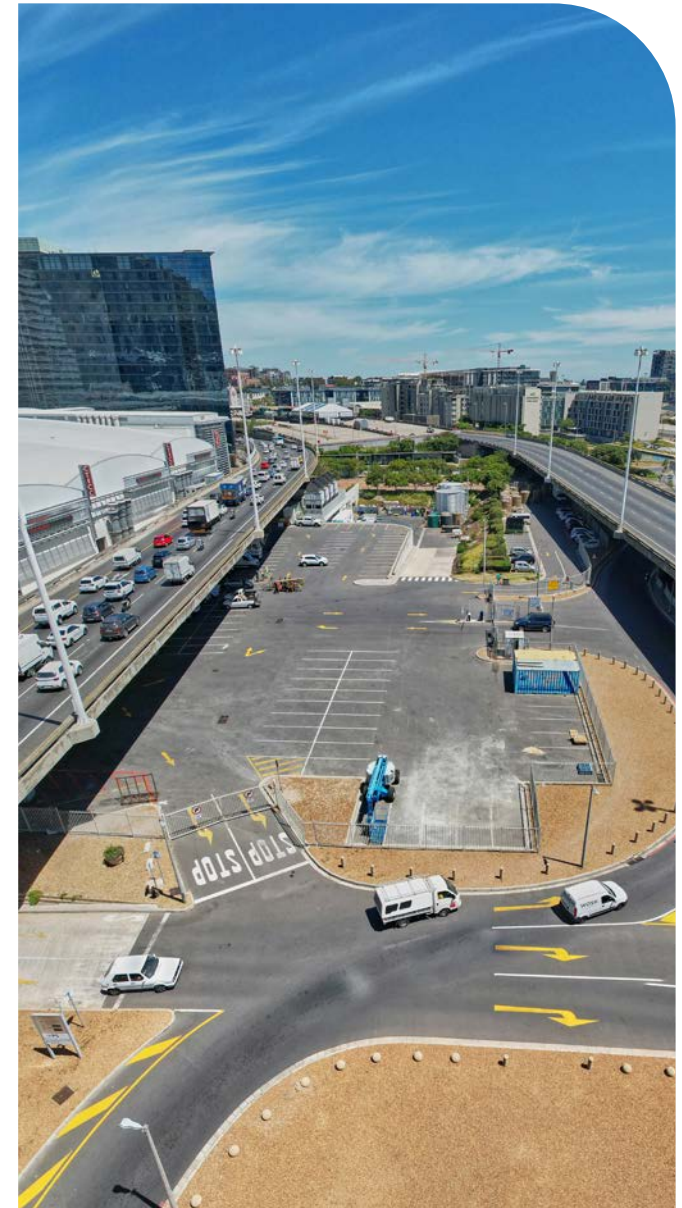
CTICC Security will register both the driver and the vehicle by scanning the vehicle's operating disk and the driver's license.

04

Vehicles will be allowed access into the yard, depending on the availability of space.

05

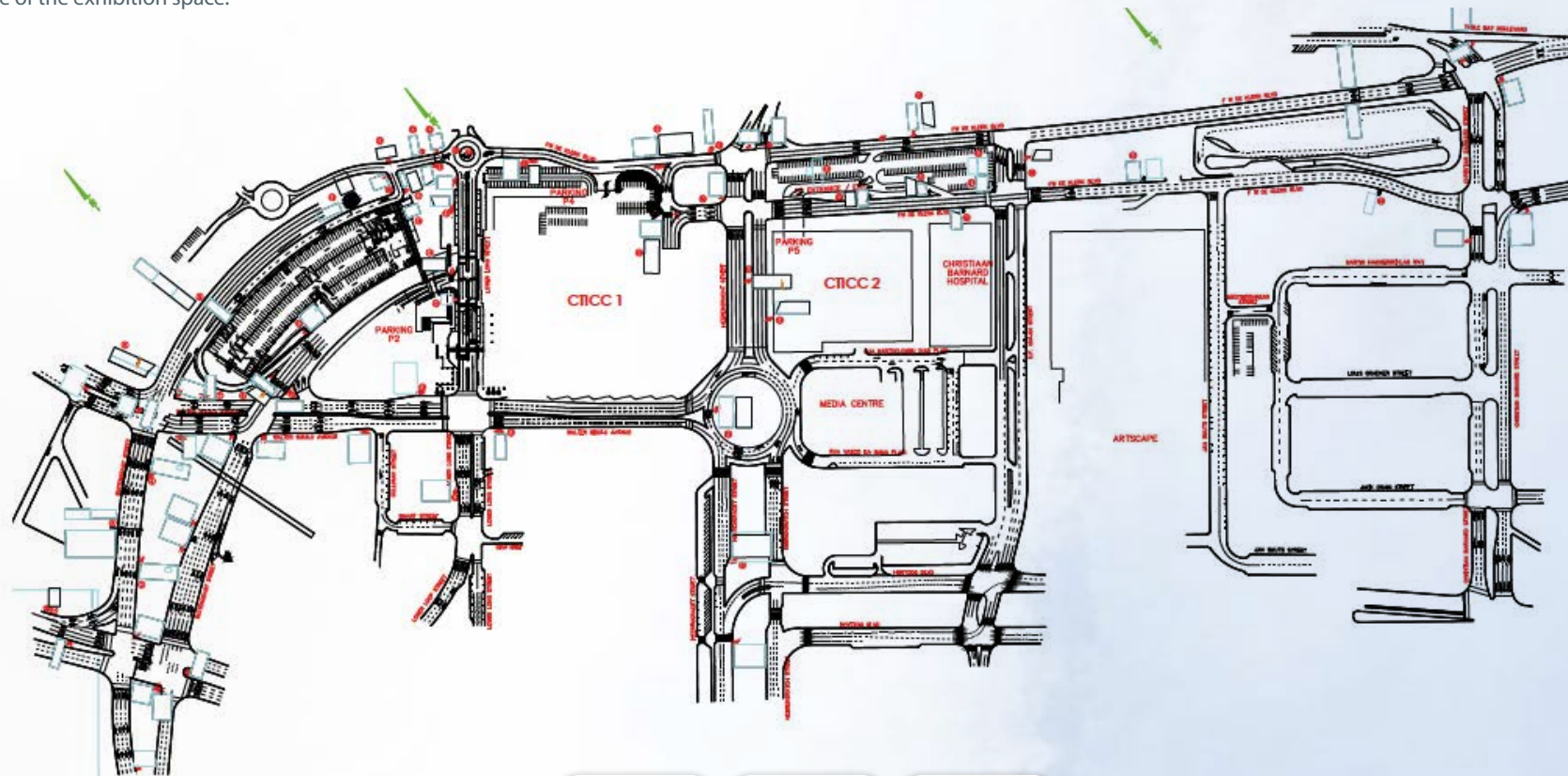
After offloading, clients are required to make use of P5's B2 parking area. If P5 parking is full, clients will be required to make use of P1 and P3.














# CTICC MARSHALLING YARD TERMS AND CONDITIONS

- 01** Visitors entering the Marshalling Yard area do so at own risk.
- 02** Exhibitors and contractors are only allowed 1.5 hours for small vehicles and 3.5 hours for trucks.
- 03** Build-up tickets are issued from the organiser's office.
- 04** CTICC at their discretion will issue up to a maximum of 80 complimentary build-up tickets per day, depending on the size of the exhibition space.
- 05** Exhibitions in the Ballroom and Restaurant areas qualify for up to a maximum of 40 complimentary build-up tickets per day.
- 06** Illegally parked vehicles will be clamped and a R500 unclamping fee will be charged.
- 07** Only credit card and cash payments will be accepted.
- 08** Breakdown tickets will be exchanged at the start of breakdown and issued by the Parking and Logistics Department.
- 09** These tickets will only be exchanged for those with entry tickets which are less than one hour from breakdown time, e.g. entry tickets show 17:01 if breakdown starts at 18:00.
- 10** Pre-arranged parking in the Marshalling Yard is available at R350 per bay per day.



# CTICC MARSHALLING YARD TARIFFS

VEHICLE TYPE	DURATION	PRICE
	0 - 1hr 30min	Free
	0 - 3hr 30min	Free
	1hr 30min - 2hr 30min	R100
	2hr 30min - 3hr 30min	R150
 	3hr 30min - 4hr 30min	R250
 	4hr 30min - 5hr 30min	R300
 	5hr 30min - 6hr 30min	R350
 	6hr 30min - 7hr	R400
 	7hr - 8hr	R450
 	8hr - 24hr	R500
 	Overnight Parking	R1 000
	Lost Card	R500

# CTICC MARSHALLING YARD ACCESS EQUIPMENT TARIFFS

TYPE	FULL DAY RATE (PER DAY)		
	1 - 3 DAYS	4 - 6 DAYS	7 - 10 DAYS
Forklift 	R400	R325	R250
Scissor Lift 	R400	R325	R250
Cherry Picker 	R600	R475	R375



# PARKING RATES AND LOGISTICS



# PARKING DESK OFFERING

Exhibitors and delegates can purchase parking tickets from the CTICC parking desk situated in the exhibition area at the following rates:

- **Exit ticket:** R65 per ticket
- **Multi-access ticket:** R100 per ticket

The parking desk will be available on event days only, for a period of nine hours, depending on client requirements:

- 8:00 – 17:00
- 9:00 – 18:00
- 10:00 – 19:00

Exhibitors can purchase tickets by cash or credit card.

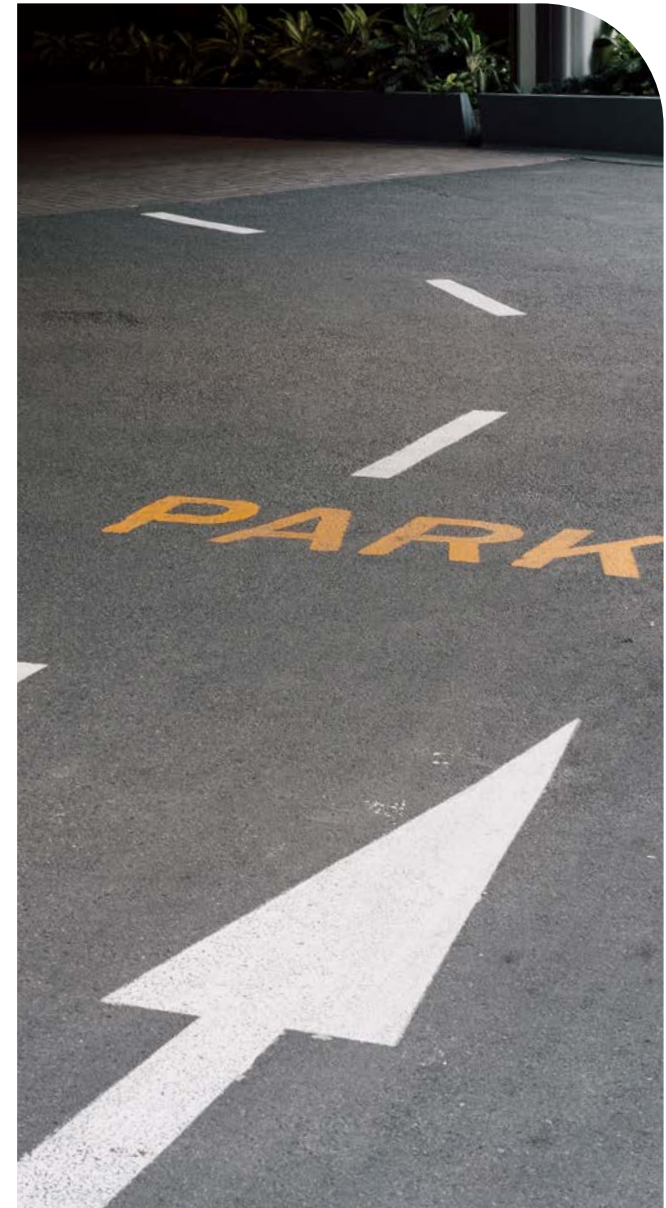
Should drivers (including exhibitors and visitors) choose to use the pay-on-foot system, the parking tariffs for P1, P3 and P5 parking garages are as follows:

## PARKING RATES

P3 & P5 parking	
Duration	Price
0 - 30min	Free
30min – 1hr30min	R20
1hr 30min - 2hr 30min	R30
2hr 30min - 3hr 30min	R40
3hr 30min - 4hr 30min	R45
4hr 30min - 5hr 30min	R50
5hr 30min - 6hr 30min	R70
6hr 30min - 8hr	R85
8hr - 12hr	R100
Lost card	R150
After 12 hours, a R15 fee is applicable per hour for both P3 and P5.	

P1 parking	
Duration	Price
0 – 1hr	R10
1hr – 2hr 30min	R25
2hr 30min - 3hr 30min	R30
3hr 30min - 4hr 30min	R35
4hr 30min - 5hr 30min	R40
5hr 30min - 6hr 30min	R60
6hr 30min - 7hr 30min	R70
7hr 30min - 8hr 30min	R85
8hr 30min - 12hr	R100
Lost card	R150
After 12 hours, a R15 fee is applicable per hour for P1.	

All pay-on-foot parking machines have a tap and go credit card facility available for payment.





## RESERVED PARKING

Please speak to your Event Executive about reserved parking.

Please see below options for reserved parking:

### P1/P3 & P5 PARKING

- Reserved parking bays only: R150 per bay per day; it is the client's responsibility to manage reserved bays.
- Reserved and CTICC-managed reserved bays: R150 per bay per day, plus R190 per hour per staff member.

### MARSHALLING YARD

- Reserved parking bays only: R500 per bay per day; it is the client's responsibility to manage reserved bays.
- Reserved and CTICC-managed reserved bays: R500 per bay per day, plus R190 per hour per staff member.

### BUS LANES

- Reserved parking bays only: R500 per bay per day; it is the client's responsibility to manage the reserved bays.
- Reserved and CTICC-managed reserved bays: R500 per bay per day, plus R190 per hour per staff member.

## PREPAID PARKING TICKETS

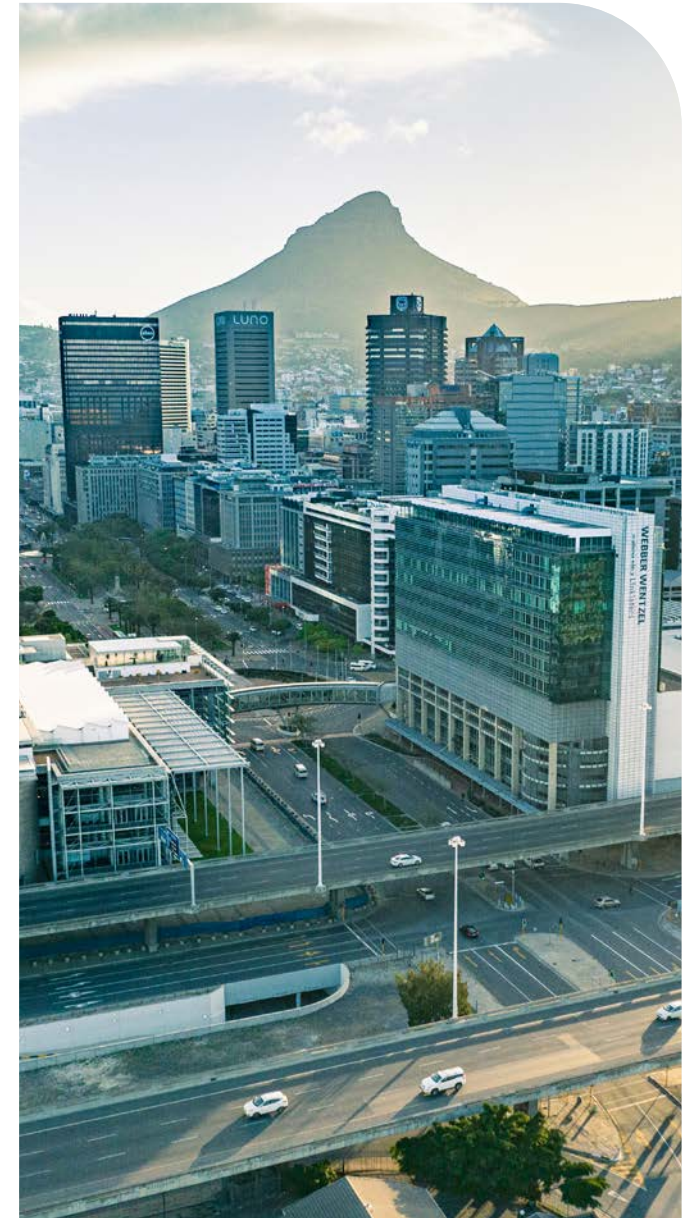
Prepaid parking tickets do not guarantee parking bays as parking is on a first-come-first-serve basis. Clients are required to contact their CTICC event executive to know which events are booked on the days they require prepaid parking.

### PREPAID PARKING TARIFFS:

- Exhibition and conferences: R65 exit tickets.
- Banquet/dinner: R45 exit tickets (events starting after 18:00).
- Special events: discounted/hourly rate (please ask your event executive for rates).

### REFUNDABLE PARKING TICKETS

- This option is available for the prepaid parking ticket option only. All refundable tickets are charged at R7 per ticket. Reserved parking tickets are excluded from this option.





# CONTACT



**CTICC 1:**  
Convention Square, 1 Lower Long Street, Cape Town, 8001,  
South Africa  
GPS co-ordinates: -33.915141°, 18.425657°

**CTICC 2:**  
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Cape Town, 8001, South Africa  
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Cape Town International Convention Centre



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