



C  
T  
I  
C  
C

2022

# PARKING & LOGISTICS MANUAL



we are a green conscious convention centre

*Experience Extraordinary*  
Cape Town International Convention Centre





Cape Town International Convention Centre 2



# TABLE OF CONTENTS

BUILD-UP & BREAKDOWN	05
CTICC 1 & CTICC 2 MARSHALLING YARDS	07
CTICC 1 & CTICC 2 MARSHALLING YARD TARIFFS	10
PARKING FOR EVENT DAYS	12
PARKING RATES AND LOGISTICS	14
PARKING DESK OFFERING	15
PARKING RATES	15
RESERVED PARKING	16
PREPAID PARKING TICKETS	16
REFUNDABLE PARKING TICKETS	16

# MEMBERSHIP

The CTICC is a member of the following professional organisations:

International Association of Convention Centres (AIPC)  
 Federated Hospitality Association of Southern Africa (FEDHASA)  
 International Congress and Convention Association (ICCA)  
 Meeting Professionals International (MPI)  
 Southern African Association for the Conference Industry (SAACI)  
 The Global Association of the Exhibition Industry (UFI)  
 South African Chefs Association (SACA)  
 The Professional Convention Management Association (PCMA)  
 The Tourism Grading Council of SA  
 Cape Town Tourism  
 Proudly South African  
 Green Building Council of South  
 Africa Event Greening Forum  
 Cape Chamber of Commerce  
 SABSA Accredited: ISO Certification

CTICC is proudly associated with:





# BUILD-UP & BREAKDOWN

05

Cape Town International Convention Centre 2



# BUILD-UP & 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, limited to one-and-a-half-hours for small vehicles and three-and-a-half hours for trucks. Vehicles exceeding this time limit are subject to a parking fee (please refer to Marshalling Yard Tariffs). The rates in the Marshalling Yard are to encourage exhibitors and contractors to leave the yard to accommodate other clients.

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

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



# CTICC 1 & CTICC 2 MARSHALLING YARDS

07

Cape Town International Convention Centre 2



# CTICC 1 & CTICC 2 MARSHALLING YARDS

## CTICC 1

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

### Day-to-day operation

#### Step-by-step process

- 1** All personnel who wish to offload via the CTICC 1 Marshalling Yard will be required to register their vehicles at the security gate.
- 2** CTICC Security will register both the driver and the vehicle by means of scanning the vehicle's operating disk and the driver's license.
- 3** The vehicle will be allowed access to the yard.
- 4** After offloading, clients are required to make use of P1 or P3 parking, depending on the availability of parking.

## CTICC 2

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.

### Day-to-day operation

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).

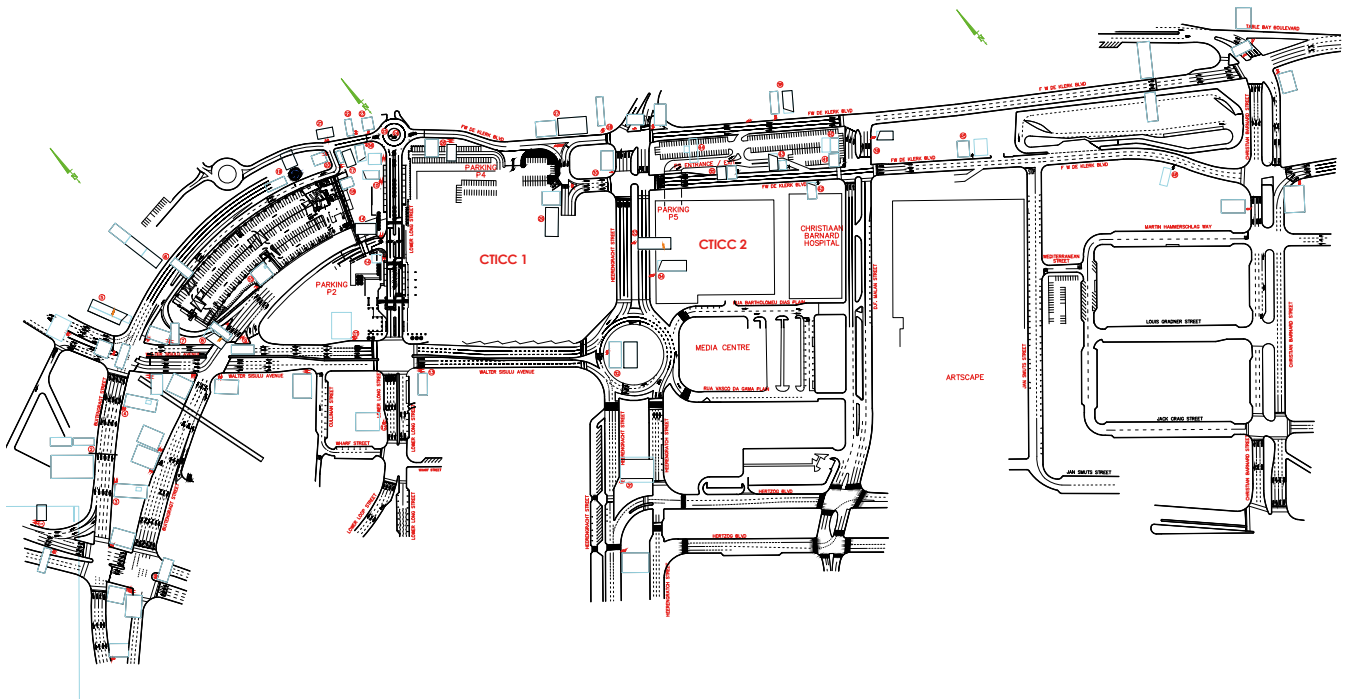
#### Step-by-step process

- 1** All personnel are to register at the CTICC 2 Marshalling Yard entrance.
- 2** CTICC Security will register both the driver and the vehicle by means of scanning the vehicle's operating disk and the driver's license.
- 3** Vehicles will be allowed access into the yard, depending on the availability of space.
- 4** 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 1 & 2 Marshalling Yard Terms and Conditions

- 1** Visitors enter the Marshalling Yard area at own risk.
- 2** Exhibitors and contractors are only allowed one-and-half hours (1½ hours) for small vehicles and three-and-half hours (3½ hours) for trucks.
- 3** Build-up tickets are issued from the organiser's office.
- 4** Illegally parked vehicles will be clamped and a R500 unclamping fee will be charged.
- 5** Only credit card and cash payments will be accepted.
- 6** Breakdown tickets will be distributed at the start of breakdown.
- 7** Breakdown tickets will be issued by the Parking and Logistics Department. These tickets will only be issued to 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.
- 8** Pre-arranged parking in the Marshalling Yard is available at R350 per bay per day.




















# CTICC 1 & CTICC 2 MARSHALLING YARD TARIFFS

10



# CTICC 1 & CTICC 2 MARSHALLING YARD TARIFFS

Vehicle Type	Duration	Price
	0 - 1hr 30min	Free
	0 - 3hr 30 min	Free
	1hr 30min - 2hr 30min	R100.00
	2hr 30min - 3hr 30min	R150.00
 	3hr 30min - 4hr 30min	R250.00
 	4hr 30min - 5hr 30min	R300.00
 	5hr 30min - 6hr 30min	R350.00
 	6hr 30min - 7hr	R400.00
 	7hr - 8hr	R450.00
 	8hr - 24hr	R500.00
	Overnight Parking and Lost Card	R500.00



# PARKING FOR EVENT DAYS

12

Cape Town International Convention Centre 2



# EVENT DAYS

## EXHIBITOR PARKING OFFERING

### Option 1

- Exhibitions or conferences with over 800 exhibitors/delegates: a parking desk is provided for free.

### Option 2

- Exhibitions or conferences with up to 500 exhibitors/delegates: a parking desk with a staff member is offered for a minimum of four consecutive hours, at a cost of R120 per hour.

### Option 3

- Exhibitions or conferences with up to 350 exhibitors/delegates: non-refundable R60 discounted exit parking tickets will be sold to the event organiser during event days only.
- Optional: a staff member to issue prepaid parking tickets at a cost of R120 per hour.





# PARKING RATES AND LOGISTICS

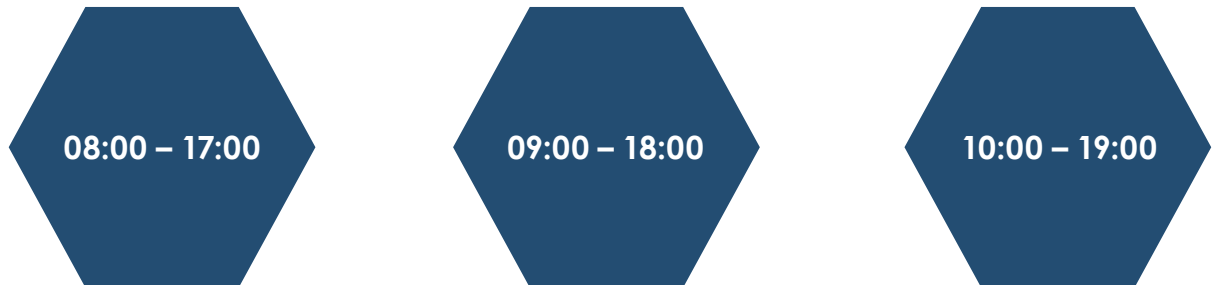
14

Cape Town International Convention Centre 2



# PARKING DESK OFFERING

Exhibitors and delegates can purchase parking tickets from the CTICC parking desk situated in the exhibition area at R60. The parking desk will be available on event days only, for a period of nine hours, depending on client requirements:



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

P5 Parking		P3 Parking		P1 Parking	
Duration	Price	Duration	Price	Duration	Price
0 - 30 min	R0.00	0 - 30 min	R0.00	0 - 1hr	R10.00
30 min - 1hr 30min	R20.00	30 min - 1hr 30min	R20.00	1hr - 2hr 30min	R25.00
1hr 30min - 2hr 30min	R30.00	1hr 30min - 2hr 30min	R30.00	2hr 30min - 3hr 30min	R30.00
2hr 30min - 3hr 30min	R40.00	2hr 30min - 3hr 30min	R40.00	3hr 30min - 4hr 30min	R35.00
3hr 30min - 4hr 30min	R45.00	3hr 30min - 4hr 30min	R45.00	4hr 30min - 5hr 30min	R40.00
4hr 30min - 5hr 30min	R50.00	4hr 30min - 5hr 30min	R50.00	5hr 30min - 6hr 30min	R60.00
5hr 30min - 6hr 30min	R70.00	5hr 30min - 6hr 30min	R70.00	6hr 30min - 7hr 30min	R70.00
6hr 30min - 8hr	R85.00	6hr 30min - 8hr	R85.00	7hr 30min - 8hr 30min	R85.00
8hr - 12hr	R100.00	8hr - 12hr	R100.00	8hr 30min - 12hr	R100.00

After 12 hours, a R15.00 fee is applicable per hour for both P3 and P5.

After 12 hours, a R15.00 fee is applicable per hour for P1.

Lost card	R150.00	Lost card	R150.00	Lost card	R150.00
-----------	---------	-----------	---------	-----------	---------

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 R120 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 R120 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 R120 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: R60 exit tickets.
- Banquet/dinner: R40 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 R5 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 coordinates: -33.915141°, 18.425657°

## CTICC 2

Corner of Heerengracht & Rua Bartholomeu Dias,  
Foreshore, Cape Town 8001, South Africa  
GPS coordinates: - 33.91747°, 18.42908°



Tel: +27 21 410 5000 | Fax +27 21 410 5001  
[info@cticc.co.za](mailto:info@cticc.co.za) | [cticc.co.za](http://cticc.co.za)



@CTICC



@CTICC\_Official



@official\_cticc



Cape Town International Convention Centre