



PARKING & LOGISTICS MANUAL

2025



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CTICC is proudly associated with:



we are a green conscious convention centre



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01

CTICC MARSHALLING YARD



BUILD-UP AND BREAKDOWN: MARSHALLING YARD PROCEDURE

The CTICC, in partnership with the City Traffic Department, manages traffic flow in and around the CTICC to prevent congestion during build-up and breakdown phases.

The Marshalling Yard is strictly for loading and offloading purposes. Small vehicles have a limit of 1.5 hours, while trucks have 3.5 hours. Exceeding this time limit will result in parking fees (refer to Marshalling Yard Tariffs). These fees are designed to encourage exhibitors and contractors to leave the yard as quickly as possible to accommodate other clients. Build-up parking is available in the P1, P3, and P5 garages, with complimentary tickets provided by the organiser's office. Note: All parking garages have a height restriction of 2.1 m.

Over the years CTICC have introduced the Vehicle Stacking Area which consist of Site 1 and Site 3. These areas were introduced to help minimise the congestion of traffic flow at the entrances of the Marshalling Yards during build – up and breakdown. These areas are used for the stacking of vehicles before they proceed to the marshalling yard for the build-up or breakdown. Should contractors wish to park their vehicles in these areas the CTICC 2 Marshalling Yard rates apply.

Unattended vehicles will be clamped, and a R500 unclamping fee will apply.



CTICC 1 MARSHALLING YARD

The CTICC Marshalling Yard spans approximately 5 000 m² and is located adjacent to the Exhibition Halls. All halls, except Hall 1B and 4B, have direct access from the Marshalling Yard via 5 m x 7 m doors, which helps reduce build-up and breakdown times.

VEHICLE ACCESS PROCESS

- 1 All personnel accessing the CTICC 1 Marshalling Yard must register their vehicle at the security gate.
- 2 CTICC Security will scan the vehicle's operating disc and the driver's license to register both the vehicle and the driver.
- 3 After offloading, clients are required to make use of P1 or P3 parking, depending on space availability.

CTICC 2 MARSHALLING YARD

The CTICC 2 Marshalling Yard is located opposite the Exhibition Halls, with direct access to Hall 7. Materials for Halls 5, 6, and 7 will be stored in the designated area behind these halls before being transported to and from exhibition stands. For upper-floor build-up and breakdown, materials will be stacked in the staging area before being transported via service lifts.

VEHICLE ACCESS PROCESS

- 1 All exhibitors and contractors must access the CTICC 2 Marshalling Yard via the entrance on FW de Klerk Boulevard.
- 2 Both personnel and vehicles must register at the CTICC 2 Marshalling Yard entrance.
- 3 CTICC Security will scan the vehicle's operating disc and the driver's license for registration.
- 4 Vehicles will be allowed access into the yard, depending on space availability.
- 5 After offloading, clients are required to park in P5's B2 parking area. If P5 is full, P1 and P3 parking will be used.

CTICC MARSHALLING YARD TERMS AND CONDITIONS



Visitors entering the Marshalling Yard area do so at their own risk.



Exhibitors and contractors are limited to 1.5 hours for small vehicles and 3.5 hours for trucks.



Build-up tickets are issued from the organiser's office.



CTICC may, at its discretion, issue up to a maximum of 80 complimentary build-up tickets per day, depending on the size of the exhibition space.



Exhibitions in the Ballroom and Restaurant areas qualify for up to a maximum of 40 complimentary build-up tickets per day.



Illegally parked vehicles will be clamped, with R500 unclamping fee.



Only credit card and cash payments will be accepted.



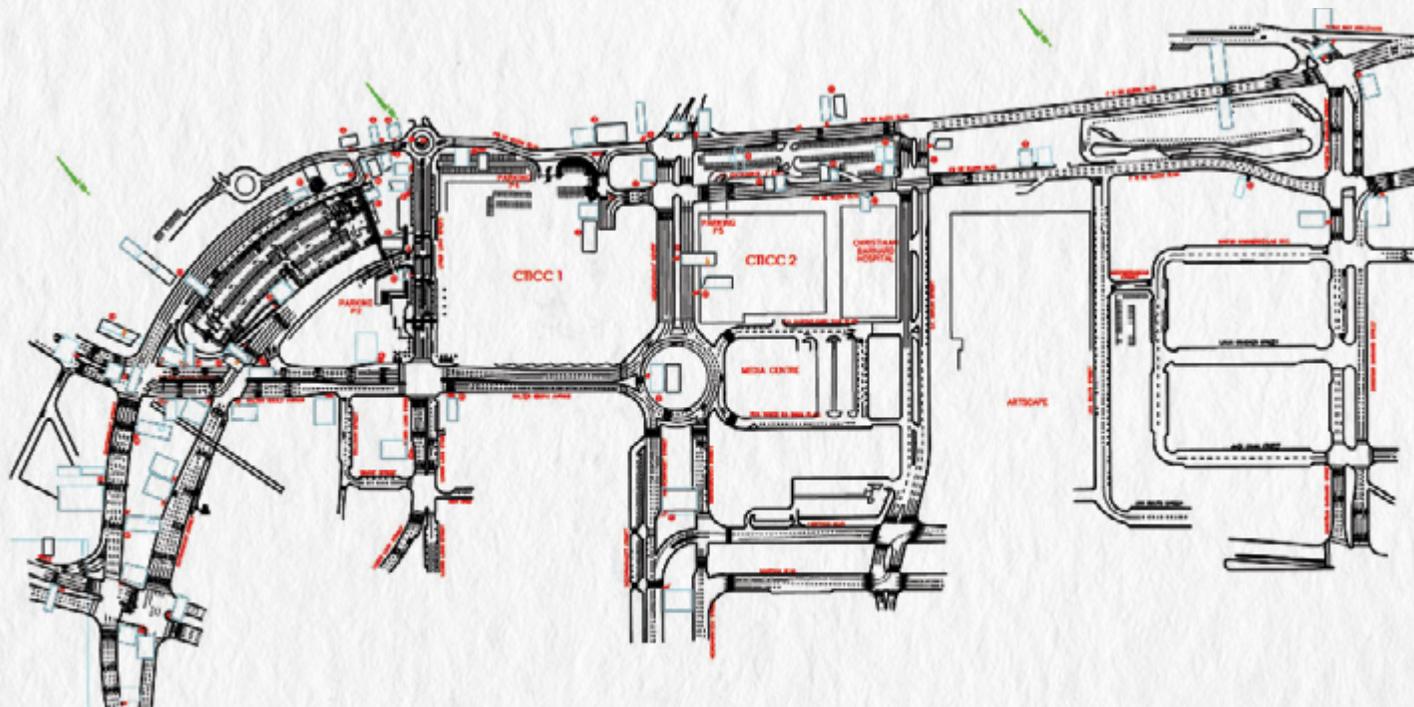
Break-down tickets will be exchanged at the start of break-down and issued by the Parking and Logistics Department.



These break-down tickets will only be exchanged for entry tickets which are less than one hour from breakdown time, e.g. entry tickets show 17:01 if breakdown starts at 18:00.



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

02

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 with more than 800 pax, for a period of nine hours, depending on client requirements:

8:00 – 17:00

10:00 – 19:00

9:00 – 18:00

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:

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 contact your Event Executive about reserved parking. Options include:

P1/P3 & P5 PARKING

- Reserved parking bays only: R150 per bay per day; the client is responsible for managing 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; the client is responsible for managing 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 for a minimum of 4 consecutive hours 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 confirm event bookings 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:

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



+27 21 410 5000



info@cticc.co.za



Website: cticc.co.za



@CTICC



@CTICC_Official



@official_cticc



Cape Town International Convention Centre



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