

AT YOUR SERVICE...



Exhibitor Loading Procedures



Please note that whilst Exhibition Centre Liverpool is under construction, a one way system to access Loading Bay 1 will be in operation as per the above map. Should you require access to Loading Bay 1, please ensure you inform ACC Liverpool of your expected arrival date & time, as well as the details of your vehicle.

Build Period

Exhibitors & Contractors are requested to report to the vehicle holding area, indicated with an A on the map. Vehicles will be parked in the holding area in a queuing system and once suitable space for your vehicle is available, you will be advised to proceed to Loading Bay 2, via Keel Wharf.

Once at the gatehouse to Loading Bay 2, all vehicles must follow the instruction of the traffic management team.

Please note the height of the Loading Bay is 4.3 metres and the speed limit is 5mph. You are required to unload your vehicle within a 30 minute period. Please note that ACC Liverpool do not provide trolleys, pumps or forklifts without prior arrangement.

Once you have unloaded, you will be asked to remove your vehicle from the loading bay to be parked off site, either in the multi storey car park adjacent to the venue, or if your



vehicle exceeds the height restriction you will be directed to one of two parking areas – either the vehicle holding area (A) or the pay and display area marked on the map. Parking on either of these areas is £15.00 per 24 hour period.

Exhibitors with smaller items, which can be carried into the venue are encouraged to park in the multi storey car park and carry their items across. However, please be aware that the main Galleria doors are usually open Monday – Friday between 08:00 & 18:00, Please check with the venue for access outside of these hours.

Breakdown

Exhibitors & contractors are requested to report to the vehicle holding area, indicated with an A on the map. Vehicles will be parked in the holding area in a queuing system and once suitable space for your vehicle is available, you will be advised to proceed to Loading Bay 2, via Keel Wharf.

All stands must be broken down and items ready to load before vehicles are permitted to enter the loading bay. Please inform a member of ACC Liverpool staff once you are ready to begin your load out and your vehicle will be directed from the vehicle holding area to the loading bay.

Please note that ACC Liverpool do not provide trolleys, pumps or forklifts without prior arrangement.

Should you need any assistance once you have arrived at the venue, please speak to a member of staff on site or contact our security control office on 0151 703 7299, which is manned 24hrs a day.