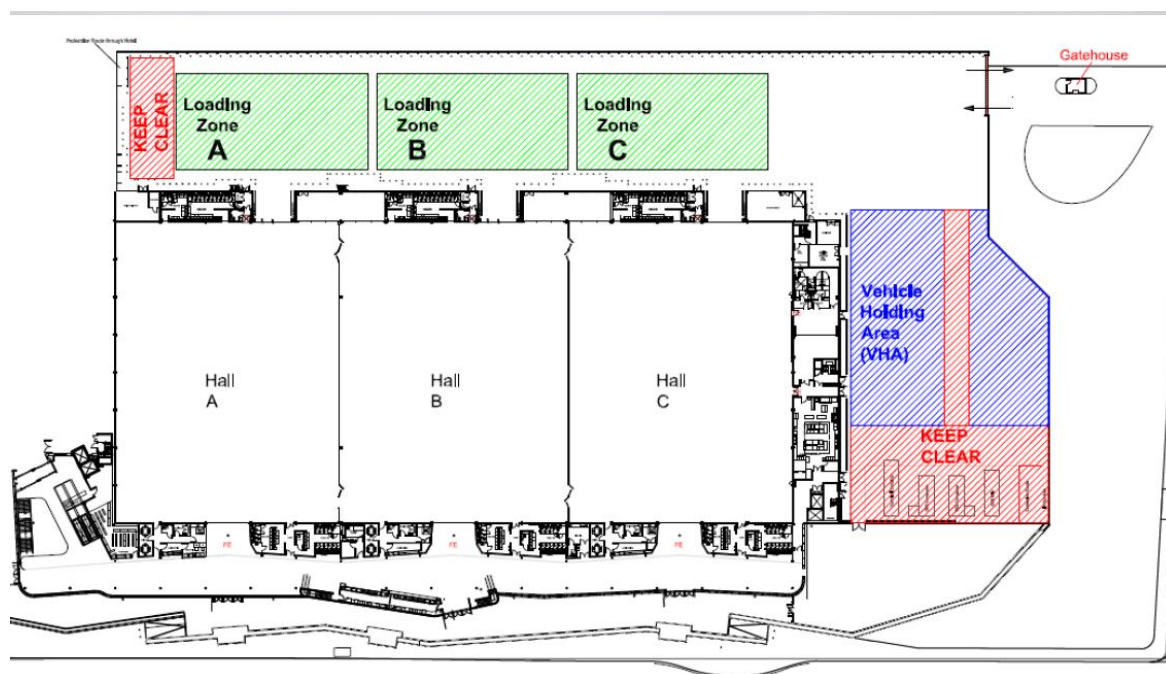


Exhibition Centre Liverpool Exhibitor Load in/out Procedure – Loading Bay 3



Load in

Exhibitors & Contractors are requested to report to the gatehouse at Loading Bay 3, via Half Tide Wharf. At the gatehouse you will be required to sign in and will be given a Vehicle I.D form which needs to be completed and displayed in the vehicles windscreen. Vehicle I.D's are allocated on a first come first served basis.

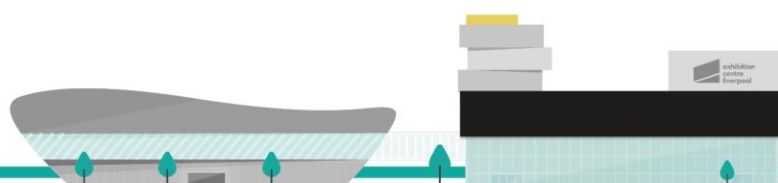
You will then be advised to move to a relevant loading zone to unload your vehicle. The team will advise where you need to go.

Please note Loading Bay 3 is uncovered and therefore there is no height limit. The speed limit is 5mph. You are required to unload your vehicle within a 30 minute period.

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 of 2.1m you will be required to park off site. If parking locally 15 x £1 coins are required to park.

Exhibition Centre Liverpool, Kings Dock, Liverpool Waterfront, L3 4FP
For Sat Nav, please use L3 4BX
(Lat:53.396007, Long:-2.99118, Liverpool, Queens Wharf)
Tel No: 0151 475 8888 <http://www.accliverpool.com>

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Load Out

Exhibitors & contractors are requested to report to the gatehouse at Loading Bay 3, via Half Tide Wharf and parked when space is available.

All stands must be broken down and items ready to load before vehicles are permitted to enter the loading area.

For Exhibition breakdown/load out we advise the following:

- 15 minutes before event close all exhibitors with cars and small vans allowed access to the Loading Bay.
- Once all delegates have left the hall(s) roller shutters raised to allow access for load out.
- Stand builders and contractors in larger vans and vehicles allowed into the loading bay 1 hour after event close to breakdown.
- Articulated vehicles will be allowed access once the goods are ready to be loaded onto the vehicle.

Please note that ACC Liverpool do not provide trolleys or pumps trucks. Forklift trucks must be arranged prior to event. To book a forklift truck please contact 0151 239 6058.

DOCUMENT VALID FROM 05/04/16.

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