

3 ACCESS

3.1 Vehicular Access Control

Please visit the location and travel section for information about access to The CCD at: <http://www.theccd.ie/ccd/locationtravel>

Vehicle access is via a ramp located off Lower Mayor Street at the rear of the venue leading to an underground basement car park. The loading bay has a height limit of 4.3m, 14' 3". The weight limit of the ramp is 12.5Kn/m² with an axle load of 8.5 tonnes. The car park has a height limit of 2.1m.

All vehicles entering the loading bay areas must conform with the instructions given by CCD staff.

All personnel in control of vehicles using either the truck access road, loading bay or truck and van lifts must comply with instructions from CCD staff at all times.

There is a **HGV 5-axle ban** in force throughout Dublin city centre. Check the restriction zone map on the www.hgv.ie website to plan your access point and route.

3.2 Unloading and Loading

Unloading and loading may only be carried out in designated areas clear of the public highway. The CCD cannot authorise vehicles to wait or unload on public roads as this is in breach of local road traffic regulations.

Where the event organiser has supplied The CCD, contractors and exhibitors with specific load-in and load-out times, these times will be strictly implemented by CCD Security. Any vehicle arriving outside its allotted time will be asked to depart and return at their scheduled time. During build-up, vehicles requiring access to The CCD should be directed to the relevant goods entrance, where they will be unloaded as quickly as possible. The vehicles will then be immediately removed from the loading area and taken off site. Depending on the operational constraints of the event, a time allocation may be enforced in order to make space for other vehicles.

On-site parking is not permitted for any event vehicles including HGVs, Trucks, transits and cars. In order to maintain a free flow of access into and out of the service bays and the East Access Road, vehicles arriving on site will be subjected to the pre-determined timeframe for unloading and loading. This will have been agreed and communicated beforehand by the Exhibition Organiser.

For larger events, the facility to use a holding area may be required. In this instance, this will be communicated to the event organiser and a delivery load in and break down schedule must be prepared by the Event Organiser and submitted to The CCD 10 days prior to the first day of tenancy.

Once at the site, the driver will be logged, given an access permit and informed of the approximate waiting time. All access to and from The CCD will be managed by our Security team.

During an exhibition breakdown, stand contractors will not be permitted access to the venue for at least one hour after the closing time of the exhibition. This is to allow exhibitors sufficient time to break down and pack up their stands.

There is a public waiting area located in the Circle K service station, close to Dublin Port, on Promenade Road. This area can facilitate HGVs and long wheel-base vehicles and there may be a cost associated with staging here.

Access to The CCD can be facilitated via a truck lift or van lift. A separate entrance to the Forum Hall only is available on ground floor level. This access is via North Wall Quay, along the East Access Road of The CCD and through a roller shutter door. As space is limited, once your vehicle loading or unloading is complete, you will be asked to move your vehicle on to allow other vehicles to use the lifts or access the East Access Road.

3.3 Truck Lift

The weight limit for the truck lift is 25,000kg. The truck lift can accommodate a trailer size of maximum 13600mm long x 2500mm wide x 4000mm high or, two vans of maximum 7345mm long x 2360mm wide x 3055mm high. The maximum dimensions of the truck lift entrance and exit are 3900mm wide x 3200mm high.

The truck and van lift serves our exhibition and conference halls. Please note that once your trailer or van is unloaded, you will be asked to remove it from the lift to facilitate the next vehicle requiring access.

3.4 Van Lift

The weight limit for the van lift is 6,000kg. The van lift can accommodate a vehicle of maximum 2360mm wide x 7345mm deep x 3055mm high. The maximum dimensions of the van lift entrance and exit are 2900mm wide x 3200mm high. Each lift serves our exhibition and conference halls. Please note that once your trailer or van is unloaded, you will be asked to remove it from the lift to facilitate the next vehicle requiring access.

3.5 East Access Door to Forum

The dimensions of this door are 4560mm high by 5000mm wide. Please note, we do not accept event deliveries at our main entrance. For convenience, access to the East Road is controlled by our security team, who manage a strict loading and unloading time schedule.

3.6 Loading Bay Doors into Halls

Dimensions for loading doors in the Forum and Liffey are as follows.

Forum	
Loading Door 1 (on front of the van lift)	3225mm high and 3590mm wide
Loading Door 2 (on front of the truck lift)	3225mm high and 3775mm wide
Liffey	
Loading Door 1	3225mm high and 3960mm wide
Auditorium Stage	
Loading Door 1 (on front of the van lift)	2730mm high and 3110mm wide
Loading Door 2 (on front of the truck lift)	2850mm high and 3270mm wide

3.7 Passenger Lift and Escalator Information

There are four smaller passenger lifts front of house available for movement throughout the building. They have a maximum capacity of 1600kg in each. These can be used for transporting smaller boxes and handheld items only.

The CCD must be notified by the event organiser in advance of any requirement to transport goods to Levels 4 and 5, as these levels are only accessible by passenger lifts.

- Lift protection must be installed to facilitate this.
- We do not permit the transport of any items on our escalators.

Please see section on [Floor Loadings](#) for further information.