



VEHICLE MOVEMENT PLAN GUIDELINES

PURPOSE

This document has been created as a guideline in order to collect information and maintain a safe Move-in and Move-out process and parking plan for the West side of the facility.

QUICK TIPS

- **Pre-Planning:** An event show organizer or Decorator/GSC **MUST** work with both the ACC Parking Management team and their assigned Event Manager to develop a working vehicular movement and parking direction plan for move-in/move-out activity by no later than (14) days prior to the first move-in date (including any special move-in arrangements).
- **Staffing:** An event should have a minimum of (3) to (4) staff in place to help organize and direct specific event vehicular move-in/move-out operation, dependent upon space utilized.
 - ***If staffing is deemed insufficient (at any time) by the Anaheim Convention Center, appropriate staffing levels may be arranged to fill in deficiencies at client cost. ***
- **Entry/Direction:** Clear communication is the responsibility of the show organizer and/or their Decorator/GSC regarding the overall move-in/move-out process. As a standard, you should include the current pricing for entry and parking direction for exhibitors, vendors, & staff. Communication should include a map (see attached options) for direction & any other pertinent information that you feel is necessary.
- **Standard Staging areas (based on space):**
 - Hall A/Arena: CP7 (Hall A/Arena apron as overflow as available)
 - Hall B/Hall C: CP5 (CP7 for overflow as available)
 - Hall D: CP5 (CP4 for overflow as available)
 - Hall E: CP4/portion of CP5 (CP5 additional space as available)
 - 2nd/3rd floors: Staging will vary based on event activity
 - ACC North: CP1/ACC North Docks (Overflow will vary based on event activity)
- **Unload/Load Assistance:** As a venue, we are not equipped to assist any exhibitor and/or vendor with the unload/load process, nor are we able to provide any equipment for the purpose of unloading/loading.
- **Cost:** There is a cost for vehicles to enter onto the Convention Center campus, regardless of the nature of their activity or length of stay. Vehicles over 20' in length will be charged oversized rates and arrangements for placement made in advance. Please communicate this to your exhibitors, vendors, & staff. If you would like to cover the cost for vehicle entry, please reach out to the ACC Parking Management team or your Event Manager to discuss options.
- **Parking Areas:** All vehicles, once unloaded, are required to relocate to a marked parking stall as directed. Any vehicles parked in unmarked stalls, unauthorized areas, or areas marked "no parking" are subject to City citation.
- **Signage:** All directional signage for move-in/out activity will be the responsibility of the Show Organizer and/or the Decorator/GSC for the event.
- **Truck Marshalling/Staging:** Show Organizers and/or their Decorators/GSC's are responsible for arranging truck marshalling and staging for the event. Referrals may be available for offsite locations at the 30-day mark prior to event activity. On a rare occasion, space may be available onsite, however, this must be requested through the ACC Parking Management team to make arrangements.
- **Overnight Parking/Storage:** Overnight parking is prohibited on the Convention Center campus. This includes but is not limited to; personally operated vehicles, box trucks, bobtails, trailers, car carriers, etc. Please contact the ACC Parking Management team to discuss any storage requests. Cost may be applicable.
- **Oversized Vehicles:** Please note that CP5 & CP7 are able to accommodate oversized vehicles, based upon availability and approval from the Parking Management team.
- **Special note:** *CP6 is unavailable & utilized for ACC staff parking only.*

SUBMITTING A VEHICULAR MOVE-IN/OUT PLAN

REQUIREMENTS OF SHOW MANAGEMENT

Show Organizers will be required to submit the Vehicular Move-In/Move-Out Plan Info Sheet (page 3) to the ACC Parking Management team and assigned Event Manager by no later than (14) days prior to the first move-in date (required submittal timing should include any special move-in arrangements).

The show organizer and/or Decorator/GSC should communicate; the distance from the unloading/staging and parking areas to the exhibit location, the cost for entry (including oversized rate as applicable) for exhibitors, vendors, staff, etc., and *if applicable, the need for the exhibitor to provide their own equipment to transport product (i.e. carts and dollies).

Reminders:

- Submit completed “Vehicular Movement Plan” Info Sheet (include custom map, if necessary)
- Vehicle ramp access is prohibited, unless using CP7 for staging/unloading. (staff required at ramps)
- Parking in CP7 may not be available when being used for staging/unloading purposes.
- *If using CP7 for staging/unloading, an additional (2 to 4) parking attendants may be required; (1) located at key locations for direction & (1) within the CP7 structure to monitor staging activity & assist with parking direction to other locations.
- Vehicle Staging/Unloading is prohibited in all crate storage areas and aprons near loading docks, unless arrangements are made in advance with the ACC Parking Management team.
- Safety during your Move-in & Move-out process is ultimately your responsibility. This includes reconnecting dock chains that have been temporarily removed for your event activity & reinforcing safe practices for all vendors, exhibitors, and staff.
- For ACC North Overflow Staging: Staging activity within CP7 requires an ACC staff person at X-gate for entry. ***See ACC North guidelines for the standard move-in/out process for the Docks and CP1.**

Standard Move-in/Move-out Process:

- Exhibitor arrives to entry gate
- Parking Cashier hands exhibitor/vendor a dash pass (slip of paper in windshield)
- Parking Attendant directs vehicle to Check In location (pre-determined based on activity)
- Staff at Check In point directs to the staging location (pre-determined based on activity)
- *Additional Parking attendant(s) may be staffed at client cost in designated staging location positioned to direct vehicles to stage/park & to monitor staging time (as needed).

****If no plan is submitted to the venue, a minimal amount of staffing (at client cost) will be scheduled for your move-in/out process as shown on the Standard Move-in/Out Process diagrams.****

Recommended Staging Areas for vehicles & trailers - Based on Location:

(ACC may adjust based on operational need)

- **Hall A/Arena:** CP7 (apron/upper lot may be used for staging/unloading, this area should be marked as a “time-restricted area” and will be enforced by ACC Security)
- **Hall B:** CP5 (No ramp or apron access – CP7 as needed for overflow)
- **Hall C:** CP5 (No ramp or apron access – CP7 as needed for overflow)
- **Hall D:** CP5 (No ramp or apron access – CP7 as needed for overflow)
- **Hall E:** CP5 (bottom level of CP4 for overflow – no ramp access and no blocking of fire lane)
- **ACC North** (overflow staging ONLY for West Side):
 - **Default move-in/out process should be through CP1/ACC North docks. *See ACC North guidelines.**
 - *Overflow staging may require an X-Gate attendant for entry & an additional parking attendant within CP7 for vehicle direction for staging/parking at client cost.

(*See attached corresponding diagrams - based on contracted space*)

VEHICULAR MOVEMENT PLAN: INFO SHEET

*Show Organizers and/or Decorators/GSC's **MUST** submit the following information to the ACC Parking Management team and Event Manager by no later than (14) days prior to the first move-in date (required submittal timing should include any special move-in arrangements).*

(If no plan is submitted, ACC will provide staffing as a default at client cost.)

1. How many exhibitors (or vendors) are expected?

a. How many will be utilizing cartload service through your Decorator/GSC?

2. Provide the expected timing on exhibitor (or vendor) arrival.... (Include published times from exhibitor kits)

3. Provide your staffing schedule (include the number of staff, position locations, & operational timing)

4. Who will be providing the carts (or assistance) to exhibitors (or vendors) for their unload/load activity?

5. If providing a custom map, please provide the following:

- a. Check-In Area
- b. Staging Area
- c. Equipment Storage Area
- d. Staff Locations
- e. Parking Area(s) Communicated to Exhibitors
- f. Additional area(s) that will be used

****Please send this filled out form & a copy of your operational map plan with attention to:**

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Office: (714) 765-8917

Copy:
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Event Manager