



CENTRO DE CONVENCIONES  
CARTAGENA DE INDIAS

## **ANNEX 3**

# **LOADING AND UNLOADING OF GOODS**

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by **HERÓICA**

This document provides essential information for event organizers, exhibitors, and freight companies to streamline the planning, arrival, unloading, reloading, and departure of goods from CCCI warehouses. It ensures a fast, efficient process while complying with District Department of Traffic and Transportation (DATT) regulations, optimizing event logistics and outcomes.

The CCCI has a 100 m<sup>2</sup> warehouse, with a 3.80 meters-high and 5 meters-wide Loading and Unloading Platform.

At the Loading and Unloading Platform, only two (2) trucks with a capacity between 3.5 and 7 tons are allowed to arrive simultaneously. For trucks with a capacity greater than 7 tons, only one (1) vehicle will be permitted at a time. This is why it is very important to plan any loading and unloading activities properly in order to carry them out swiftly and efficiently.



Given our location in the heart of the Historic Center of Cartagena de Indias, please consider the special regulation for the entry and exit of trucks by the DATT. You may find all the information of Decree 0920 of July 22, 2015, at the end of this annex.

It is essential that everyone involved in the process of goods entry and exit at the CCCI is familiar with this document to ensure proper planning and service execution.

## STAGE 1: PLANNING

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The CCCI has arranged the proper communication channels to achieve the best warehouse management planning. For Event Organizers, the contact will be directly with the Event Coordinator assigned by the CCCI. For exhibitors or those responsible for the trade show, the Exhibitor Service Office (OAE) has been designed ([expositores@ccccartagena.com](mailto:expositores@ccccartagena.com)), where we will be ready to answer your questions and provide the best assistance in a timely manner.

During this stage, those interested in using the warehouse should send the following information to the Event Coordinator assigned by the CCCI or to the OAE:

- Date and time of arrival of the vehicles.
- Type of goods.
- Volumes to be stored.
- Approximate weight of the load.
- Freight company.
- Personnel who will carry out the unloading and later the loading of the merchandise. (list with names, identity cards, and ARL - Occupational Risk Administrator proof of payment).

For the entry of Goods addressed to the **Transitional Free Zone from** the CCCI, please also consult the document "Annex 7: Transitional Free Zone" that can be requested to the OAE.

If extra-sized loads are required to enter the warehouse, it is the Event Organizers' responsibility to communicate to their corresponding Event Coordinator for reviewing the request.

The CCCI offers Explanada de San Francisco, a special area for the exhibition and display of machinery, equipment and any other item cannot be indoor due to its dimensions or weight. If your event or your trade show requires this area, you must submit floorplans with the allocation of each item, including the description (dimensions, weights, means of transport) at least 30 calendar days in advance, so that we can gauge the total load to be displayed and not to exceed the load capacity of the area.

This request is intended to establish the logistical needs for cargo handling, such as adjusted schedule, extra personnel or alternative access routes.

## STAGE 2: ARRIVAL AND UNLOADING OF GOODS

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Items for storage at the CCCI will be received 24 hours before the start of the event, from 8:00 to 18:00 hours and subject to warehouse availability. If the event needs more days and hours for the handling of goods, the Event Organizer may submit the request to the Event Coordinator assigned fromby the CCCI, with whom availability and rates will be reviewed. The use of additional days and times may be authorized upon confirmation of availability and a fee must be paid.

The local traffic authorities do not allow the waiting (parking) of vehicles on the road or in areas other than the Loading and Unloading Platform of the CCCI. For this reason, every truck must arrive directly at the CCCI parking lot where the Protection Management Officer will be in charge of assigning a shift to perform the goods unloading or loading procedure.

Maximum cooperation from transportation and setup personnel is expected in this regard, as non-compliance may cause mobility issues in the surrounding areas. This could lead to intervention by the city's traffic and transportation authorities and the issuance of citations (fines).

The maximum time a vehicle may last on the platform (loading or unloading maneuver) cannot be more than 30 minutes. Please make sure that you have the necessary personnel and resources to meet these operating times.

At the time of unloading into the CCCI, the Warehouse Protection Management officer will take note of the type and quantity of entered goods. This document will be used to authorize the departure of the goods once the event is over.

## **STAGE 3: LOADING AND DEPARTURE OF GOODS**

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The loading and departure of goods will be carried out only through the CCCI Warehouse once the event is over and it is authorized by the Event Organizer.

For the loading of goods and departure of vehicles, the following steps must be followed:

- 1** | Since traffic authorities prohibit vehicles from waiting on the road, all trucks must arrive directly for loading or unloading of goods in accordance with the schedule established by the event organizers. If more than two trucks arrive simultaneously for unloading at the warehouse, they will be directed to the CCCI parking lot, where they will be registered upon entry and must wait for a notification from the Protection Management officer to proceed to the Loading and Unloading Platform at the CCCI Warehouse.
- 2** | Once the Event Organizer authorizes the event disassembly, the assigned staff will be allowed to enter for gathering and placing the goods and equipment in the assigned Warehouse area. Once all the merchandise has been gathered, the warehouse Security officer assigned by the CCCI will be responsible for confirming that the merchandise is ready for loading and verifying that it matches the registration completed upon entry. When confirmed, the parking lot Protection Management Officer will be informed that the truck has been authorized to use the Loading and Unloading Platform.
- 3** | The truck must enter the Loading and Unloading Platform so that the goods are loaded by the disassembly staff within a period of no more than 30 minutes.

Strict compliance with this document will allow us to provide you with better service, increased security and care for your goods, as well as more efficient time management, preventing traffic congestion in surrounding areas and the intervention of the city's traffic and transportation authorities.

**NOTA:** Please note that in the event of an emergency, the Protection Management Officers are authorized to immediately suspend all operations, remove personnel and vehicles from the setup areas, and close the warehouse without delay.

Si requiere más información no dude en contactarnos en: [expositor@cccartagena.com](mailto:expositor@cccartagena.com).

## REGULATIONS FOR CARGO-TYPE VEHICLES ISSUED BY THE DATT

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For the CCCI, it is essential that exhibitors have all the necessary facilities to carry out their setups. Below, we provide information on the required procedures and the transportation schedules for cargo vehicles in Cartagena de Indias.

### REQUEST FOR CIRCULATION PERMIT

The Administrative Department of Traffic and Transportation of Cartagena (DATT) is the authority responsible for issuing permits for heavy vehicles due to their load capacity. These permits must be requested by the companies or interested parties at least one day in advance.

To submit this request, the interested party must present themselves at the DATT - Manga headquarters in 4th Av. #17 - 189, with the following documents:

- Letter of application for a circulation permit specifying the route to be used.
- Present the vehicle documents. (Property Card, Soat - mandatory insurance, Technical Mechanical Review, Driver's License).
- Make the payment for the permit at the bank designated by the DATT, presenting the receipt provided when submitting the previous documents.

We hereby transcribe the vehicle classification from the currently Valid Decree for the entry of cargo into the historic center of Cartagena. We recommend checking the website for any changes that may occur without notice from the authorities.

For More Information: <http://www.transitocartagena.gov.co/>

## **DECREE 0920 – JULY 22 MARCH 2015**

Classification for heavy vehicles, Schedules, and areas for the movement of cargo vehicles, in accordance with current regulations:

### **CLASSIFICATION OF HEAVY VEHICLES**

<b>GROUP</b>	<b>DESCRIPTION</b>	<b>LOAD CAPACITY (TONS)</b>
<b>1</b>	Small vehicles or vans	Up To 3.5 Tons
<b>2</b>	Light Vehicles	Larger than 3.5 Up to 7 Tons
<b>3</b>	Medium-size Vehicles	Larger than 7 Up to 12 Tons
<b>4</b>	Heavy Vehicles	Greater than 12 tons

- Group 1 are small vehicles or vans with a capacity to carry up to 3.5 tons.
- Group 2 are the type 350 light vehicles with a capacity to carry more than 3.5 up to 7 tons.
- Group 3 are medium-sized vehicles with a capacity to carry more than 7 to 12 tons.
- Group 4 are heavy vehicles with a capacity to carry more than 12 tons.



## MOVEMENT ZONES

The following schedules are established for the circulation of heavy vehicles, and they will be divided into two zones considering the destination site as follows:

- A.** Zona One: Quick access corridor to Cartagena and Mercado de Bazurto
- B.** Zona Two: It includes the other city roads (except for the historic center) where drivers need to load the goods that enter or leave the city or those produced by the industrial area of Mamonal.

Zone Two applies for freight vehicles that must arrive to the Cartagena de Indias Convention Center premises to unload goods for different events. The schedule during which vehicles can transit and unload according to their load capacity in this zone will be as follows:

### SCHEDULE FOR HEAVY VEHICLE TRANSIT AND UNLOADING IN THE CITY:

GROUP	LOAD CAPACITY	24 HOURS A DAY	05:00 A.M. TO 11 A.M.	7:00 P.M To 05:00 A.M OF NEXT DAY
1	Up To 3.5 Tons	May transit all day without special permit.		
2	Greater than 3.5 Up To 7 Tons	May transit all day without special permit except in the historic city center.		
3	Greater than 7 Up To 12 Tons		May transit during these hours, they must carry a permit issued by the DATT	May transit during these times, they must carry a permit issued by the DATT
4	Greater than 12 Tons			May transit during these times, they must carry a permit issued by the DATT

[https://www.transitocartagena.gov.co/links/Decretos/Decretos\\_2015/Decreto0920.PDF](https://www.transitocartagena.gov.co/links/Decretos/Decretos_2015/Decreto0920.PDF)





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