

PLEASE READ ALL INFORMATION

IF YOU PLAN TO DRIVE A PERSONALLY OWNED VEHICLE AND UNLOAD YOUR EXHIBIT MATERIALS OR REQUEST CARTLOAD SERVICE.

In order to assist in a smooth and seamless move-in experience, please read the following definitions and instructions for Cart Load Service, Personally Owned Vehicle's (POV's) and Self Unloading –

One (1) vehicle is permitted on the POV dock at a time. The time limit of **30 minutes** will be monitored and enforced.

The loading dock will be open during exhibitor installation hours. Please refer to the show information page in the exhibitor services manual for specific date/times.

DEFINITIONS:

PERSONALLY OWNED VEHICLE (POV)



A vehicle that is owned by an individual (Van, car, personal truck) **is** considered a "POV"

What is NOT a POV -

- A U-Haul connected to a personally owned vehicle
- A vehicle with a company sticker
- Personal trucks (one (1) ton and over), rental truck, trailers or bobtails

These vehicles are **NOT** permitted in the designated POV ramp – if they are parked in this area, the driver will be asked to leave or the vehicle will be towed at the exhibitor's expense.

Freight that is too large/heavy (over 200 lbs) will be charged Material Handling rates.

All POVs and individuals wishing to gain access to the POV dock must check in with the GES dock foreman. The registered booth name, number, identification and cell phone number will be required.

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CARTLOAD SERVICE (Eight (8) Pieces or max 200lbs or less)



To facilitate the move-in and move-out of Exhibitors with small exhibit materials, GES is pleased to make available for hire One (1) laborer with One (1) pushcart for One (1) trip. Service will be made **one way** from the POV dock to your booth during exhibitor installation or your booth to the dock after the close of the show.

To receive this service, we urge the exhibitor to pre-order in order to receive preferential service at show site. The exhibitor may also order this service at the GES Servicenter upon arrival.

Charges for these services are \$75.00 each way. A receiving report will be provided at show site.

What is permitted for a Cart Load Service?

1. Small Passenger Vehicles Only (POV)
2. A cartload is Eight (8) Pieces or max 200lbs or less.
3. No personal trucks (one (1) ton and over), rental trucks, trailers or bobtails will be unloaded through the carload service.

BELLMAN POLICY

Bellman are **not** permitted on exhibit floor – Please abide by this policy



If you wish to have a Bellman deliver your exhibit materials to the exhibit hall, he will be permitted to bring your material to the entrance of the exhibit hall area only. Bell carts are not permitted on the exhibit hall floor during the duration of the installation and dismantle.

Thank you for abiding by the above.

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SELF UNLOADING RULES



Exhibitors may park in the designated POV Dock (rear of Ryman Hall C) and hand carry items into the exhibit hall (4 wheel dollies **are not** be permitted). This restriction is for safety purposes and per union jurisdictions.

Self-Unloading is permitted in the POV area – the following rules must be adhered to. Violator’s vehicle may be towed at their expense:

2. 30 Minute Time Limit
3. One person **MUST** remain with the vehicle at all times to be able to move the vehicle after the allotted time of 30 minutes.
4. Only 2 wheel dollies are permitted.
5. A Pass will be provided with the time parked, contact person’s phone number.