



JANUARY 9-11, 2014 **ORLANDO, FL**
ORANGE COUNTY CONVENTION CENTER, WEST HALL

Exhibitors Utilizing Personally Owned Vehicles (POV)

Surf Expo Management, in conjunction with Global Experience Specialists (GES) Freight Personnel, will be monitoring the unloading/loading of exhibit materials from personally owned vehicles such as cars, pickup trucks and mini-vans. This will allow all exhibitors the opportunity to unload quickly and safely.

You **must** check in at the POV check-in located off of the West Hall parking lot entrance (see map below) to gain access to the appropriate unloading area. Please do not go directly to the loading dock or side(s) of building. You will only be directed back to POV check-in.

The following steps will ensure a smooth self-unloading check-in:

1. Identify yourself as a Surf Expo exhibitor.
2. State whether you will be utilizing GES cartload services or if you will be self unloading your vehicle by (a) hand carrying materials or (b) waiting for dock space to hand cart your materials.
3. State what section you will be exhibiting in (Boutique, Lifestyle, Footwear, Resort, Skate, Souvenir, SUP, Surf, or Swim)
4. Obtain Surf Expo exhibitor badge and/or wrist bands at self-unloading check-in location to gain access to halls.
5. You will be issued a pass and directed to the appropriate area closest to your booth once space becomes available.

Exhibit Hall Move-In

Tuesday, January 7 8 am – 6 pm/8 pm * **Dock doors and POV door will be shut at 6 pm. The hall will remain open for set-up for exhibitors already in the hall until 8 pm.**

Wednesday, January 8 8 am – 6 pm/ 8pm* **Dock doors and POV door will be shut at 6 pm. The hall will remain open for set-up for exhibitors already in the hall until 8 pm.**

POV Check-In Open

Tuesday, January 7 8 am – 5 pm

Wednesday, January 8 8 am – 5 pm

Move-In Procedure (refer to map below)

Check in at the self-unloading POV check-in located off of the West Hall parking lot entrance and receive pass. Proceed to next area as designated by GES. **You will be allowed a 30-minute unloading time limit.**

Important Reminders for Self-Unloading Exhibitors

- **Exhibitor badges will be required to gain access to the show floor for move-in.** (Remember, for your convenience, badges may be obtained at the POV check-in station or at the main Registration area.)
- Access to the exhibit halls for hand carried items is through designated areas of the West Hall shown on the map below. You must have the appropriate move-in pass (obtained from the self-unloading POV check-in) clearly placed in your vehicle. A 30-minute unloading limit will strictly be enforced. Violators will be towed at their own expense.
- **Cartload Service:** GES will be offering cartload service to help alleviate the congestion of self-unloading move-in. For a per trip fee (from the dock to your booth or your booth to the dock) an exhibitor can hire one laborer with one pushcart. This service is for exhibitors who have small hand carry items all of which must fit on a 3' x 4' push cart, in

one trip only. Freight that is too large or heavy must be handled by GES at their freight handling rates. When you check in at the self-unloading area, be sure to inform the attendant that you ordered cartload service (have your paperwork just in case) so you can be directed to the appropriate line.

Move-Out Begins 4 pm on Saturday, January 11, 2014

- Move out hours are Saturday, January 11, 4 pm – 10 pm, Sunday, January 12, 8 am – 6 pm, Monday, January 13, 8 am – Noon
- **Do not breakdown before 4 pm on Saturday, January 11, 2014.** Be courteous to your buyers and fellow exhibitors – there has been an abundance of complaints from attendees in regards to exhibitors breaking down early and not being able to continue buying. Remember, that's why you're here! Don't lose a sale!
- POV exhibitor check-in off the West Hall parking lot entrance (see map below) will begin at **4 pm on Saturday, January 11**. Do not place your vehicle in line prior to that time.
- Identify yourself at check-in as a Surf Expo exhibitor and the area you exhibited in.
- You will receive a move-out pass (different from the move-in pass) and directed to the appropriate line.
- **You must remain with your vehicle while it is parked in the marshaling line.**
- No self-unloading exhibitors will be permitted access to the loading dock during the period immediately following close of show.
- At approximately **4:30 pm**, POV exhibitors will be guided to the most convenient loading area.

