



## EXHIBITOR MOVE-IN INSTRUCTIONS

### Move-In Dates

**January 20, 2016, 1 - 6 p.m., and January 21-25, 2016, 7 am – 6 pm**

**Check Target Schedule for assigned move-in date.**

This is a targeted move-in show. All exhibitors will be scheduled by GES for move-in. Schedule will be posted to GES web site as part of the exhibitor manual. Contact Eric Birdsell, Global Experience Specialists, Inc. (GES) at 770.294.2506 for questions regarding targets. Any exhibitor wishing to change their target date must complete the REQUEST FOR VARIANCE TO ASSIGNED TARGET TIME form found in the exhibitor manual in the GES section, and submit via email to Eric Birdsell, GES, [ebirdsell@ges.com](mailto:ebirdsell@ges.com), no later than January 5, 2016.

### Check-In

All vehicles must check in at the marshalling yard and obtain a vehicle pass before entering the GWCC dock area. The marshalling yard is located near B-Building, north of the GWCC, 362 Ivan Allen Jr. Blvd./Jones Ave., Atlanta, GA 30313.

### Personal Operated Vehicles (POV)

Once you enter the Marshalling Yard, you will be separated from the carriers and given a vehicle pass to enter the docks. There will be someone there to direct you to the ramp area closest to your booth. You will then have 30 minutes to unload your material and remove your vehicle. Vehicle pass must be displayed on the dash. **DO NOT SET UP YOUR BOOTH BEFORE MOVING YOUR VEHICLE FROM THE DOCK AREA.**

### Carriers

Once your truck has been weighed and given a vehicle pass, you will be directed to the dock area when space is available.

Rules for Unloading of Common Carriers or Trucks:

1. If it is a "for hire" common carrier with the trucking company driver, GES unloads.
2. If it is a truck that you have rented and has your own company driver, such as Ryder or U-Haul, you can unload.
3. If it is your company truck with your own company driver, you can unload.
4. Delivery trucks, such as 'Rent-A-Center', are to be unloaded by GES.

### Forklifts

Exhibitor forklifts are not allowed unless they are part of your display.

ALL OF THE ABOVE IS A CONTRACTUAL AGREEMENT BETWEEN IPPE AND GLOBAL EXPERIENCE SPECIALISTS, INC. (GES).

### Special Note

If excessive delays in material delivery are experienced, contact GES in B-building, Room 208, or the Show Management Office in B-Building, Room 209. Please remember that there are over 1,200 exhibitors and not every exhibitor can have their trucks unloaded immediately.