



## PERSONALLY OPERATED VEHICLE (POV) CLEARANCE FORM AND VEHICLE PASS

<b>Company Name:</b>	<b>Booth No:</b>
<b>Contact:</b>	<b># of Pieces:</b>
<b>Description:</b>	

### **Buildings A and B**

1. Complete this form with company name, booth # and description of items that you intend to remove to your vehicle.
2. A-Building: Take your hand carried items to the **A1E or A3D overhead doors** along with this completed POV Clearance Form. There will be a holding area at each of these doors.  
B-Building: Take your hand carried items to the **B1B, B3D or B4E overhead doors** along with this completed POV Clearance Form. There will be a holding area at each of these doors.
3. Have the security guard in this area verify that you have placed all of your parcels in the holding area. The guard will stamp this POV Clearance Form and indicate door number of the holding area so that this form can be used as a Vehicle Pass.
4. Once you have a validated POV Clearance Form, you may retrieve your vehicle and drive to the designated holding area. A security guard will verify that your form has been validated, indicating that your parcels have been placed in the holding area. **Do not bring your vehicle to the loading area until you have placed your parcels in the holding area and have had your POV Clearance Form validated.**
5. Park your vehicle and present your POV Clearance Form to the guard in the holding area to retrieve your parcels.
6. You have **ONE HOUR** (maximum) from the time stated on this form to retrieve and load your vehicle.

**SECURITY GUARD WILL STAMP AUTHORIZATION FOR VEHICLE PASS AND INDICATE HOLDING AREA LOCATION ON THIS FORM. STAMPED FORM MUST BE DISPLAYED ON VEHICLE DASH.**