

## Move-In Options for Personally Owned Vehicles:

### Personally Owned Vehicle (POV)

**What is a Personally Owned Vehicle?** A POV, or personally owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Please note that these vehicles cannot have any branding and/or company logos on them to be considered a POV.

**Examples of POVs:** Passenger vehicles under 1 ton: Small pickup trucks, passenger vans, taxis, limos, Uber, Lyft, Cars, etc.

**What is not a POV:** Company Vehicles of any kind, trailers, moving vans, U-Hauls, Cargo Vans, vehicle with a lift gate, materials on skids/pallets, crates, anything requiring freight moving equipment.



**Cartload Service: (250lbs. max.)** GES can help you unload your passenger vehicle. Ordering Cartload Service is available under the Hand Carry/Cartload & Personally Owned Vehicles.

### Cartload Service to Move-In & Move-Out

#### To Use Cartload Service

- Must have 2 people ages 18 and over
- Must have “loose” product (not palletized/crated)
- Total weight of items must be less than 250lbs. (Cartloads and POV that exceed 250lbs will be charged at standard Material Handling rates.)
- Vehicle must be “acceptable” as shown above

**If ALL items above apply, you may use Cartload Service! Proceed to the Marshalling Yard.**

- GES can help unload a passenger vehicle. Pre-order Cartload Service by Calling us at 1-800-475-2089.
- Move-In may happen at/or after the targeted **Installation Start Time & Date.**
- All Cartload and POV customers **MUST** go to the GES Marshaling Yard to check in **FIRST.**

Marshaling Yard Site Address:  
362 Ivan Allen Jr. Blvd. NW  
Atlanta, GA 30313

- Look for “**Cartload Service – Personally Owned Vehicles (POV) ONLY**” signs to check in for POV/Cartload.
- Check in with a GES Representative to obtain a dock pass and directions on where to be unloaded.
- Vehicles for Cartload Service will be unloaded first come, first served as dock space is available.
- GES will direct the vehicle toward the cartload area for unloading.
- Cars may not be left unattended at any time. There must be two (2) people with the vehicle; one person to go with the product to the booth space and one person to remove the vehicle from the dock.
- Cartload service has a **45-minute** max time to unload. Personally Owned Vehicles that are left unattended will be towed away at the exhibitor’s expense.

**Self Unload: (250 lbs. max.)** An exhibitor can **Self Unload** your own materials to your booth, provided you **do not** use material handling equipment to assist you and you are moving 250 lbs max of freight. Use of any four-wheel cart or dolly is **prohibited**. Use of **two-wheel** hand trucks will be permitted. You will not be permitted access to the loading dock or freight areas.

- Cars may not be left unattended at any time. There must be two (2) people with the vehicle; one person to go with the product to the booth space and one person to remove the vehicle. Items unloaded via Uber and Lyft share rides curbside **cannot** be left unattended. GES and the GWCC have designated areas and any unattended vehicles will be towed away at the exhibitor’s expense.
- Personally Owned Vehicle must be performed by a full-time employee of the exhibiting company and could be asked by the Union for proof of employment (paystub/benefits documentation).
- The use of hand trucks, pallet jacks, lift gates or any other mechanical equipment is **NOT** permitted by anyone other than GES employees.
- Move-in for self unloaders may happen at/or after the targeted **Installation Start Time & Date but no earlier**.
- POV’s needing GES assistance must arrive on their targeted date and time.
- More detailed Targeted Move-In and Move-Out instructions can be found on our website.
- **Show Site Work Rules/Union Jurisdiction Regulations** must be abided by.

*\*Please note that the Georgia World Congress Center is a State Facility and Members of the Union claim jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. **An exhibitor may ONLY move materials that can be carried by hand, by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.***

**Designated Hand Carry locations are:**

- Main entrance of Georgia World Congress Center Red, Gold Parking Lot Structure
- Hand Carry for Georgia World Congress Center Halls C1-C4 Lobby .

**Still have Questions?**

If you still have questions about move-in be sure to use the contact information below to answer any questions you may have.

**GES Service Center:** Contact GES if you have questions about order forms, need to place an order or need quotes for material handling or shipping. They can be reached at 1-800-475-2089 if you have questions regarding Target Move-In dates, Self Unload, Hand Carry and Cartload processes or any other general questions you may have. Contact your Exhibitor Services Specialist if you have questions regarding Target Move-In dates, Self Unload, Hand Carry and Cartload processes or any other general questions you may have