

# Not Shipping your Booth Materials?

If you are delivering the material for your booth **in your personal vehicle** instead of having it shipped, please read this important information very carefully.

## Docks:

There are two areas available for load into the exhibit hall.

- The main dock is for deliveries from freight and delivery services plus those using commercial trucks and trailers such as U-Haul. Personally owned vehicles are not allowed here.
- The load-in door which does not have a dock; it is a flat surface. This is for exhibitors who are transporting their own items in their POV (Personally Owned Vehicles.)

## What is a POV:

POV stands for Personally Owned Vehicle. It is a vehicle that is owned by an individual (van, car, personal truck. Examples are below:



## What is NOT a POV?

The following are NOT considered a Personally Owned Vehicle and must use the main dock. They are NOT allowed to use the POV load in door. If they are parked in this area, they will be asked to leave, or the vehicle will be towed at the exhibitor's expense.

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

## Self-Unloading Rules for a POV

Exhibitors may park to unload items from their personal vehicle in the POV load in area (rear of Exhibit Hall) and hand carry items into the exhibit hall IF following these rules.

- 20-minute time limit
- One person must always remain with the vehicle to be able to move the vehicle after the allotted time of 20 minutes. Violators will be towed at the owner's expense.
- All POVs and individuals wishing to gain access to the POV load in door must check in with the GES dock foreman. The registered booth name, number, identification, and cell phone number will be required.
- You must hand carry or use a dolly with no more than 2 wheels. Using a 4-wheel dolly is not permitted. This restriction is for safety purposes and per union jurisdictions.

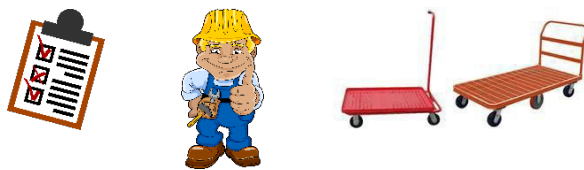


## What is Cartload Service?

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 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 \$68.00 each way. A receiving report will be provided at show site.



What is permitted for a Cart Load Service?

- Small Passenger Vehicles Only (POV)
- A cartload is Eight (8) Pieces or max 200lbs or less.
- No personal trucks (one (1) ton and over), rental trucks, trailers or bobtails will be unloaded through the carload service.
- Freight that is too large/heavy (over 200 lbs.) will be charged Material Handling rates.

## Can I use a hotel Bellman?

Bellmen 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.

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Below is a picture of the Gaylord Opryland Ryman C load in doors where you will be able to unload from your personally owned vehicle:

