

HAND CARRY GUIDELINES

The following is the Music City Center Hand Carry Policy; this policy is enforced by the MCC. Please see the kit provided to you by Informa and GES for your designated move in dates and times.

The following hand carry procedures are permitted:

- Please follow designated routes.
- There must be two licensed drivers in the car or van (under 10ft) to enter the hand carry area; one licensed driver must always remain with the vehicle.
- Identification to prove employment of exhibiting company is required
- Individuals moving these items **must be** employees of the exhibiting company and must carry ID to verify their position
- Exhibitors moving items must use doors and routes designated by Show Management and Security
- Hand-carried items may be moved out at specified times, if traffic regulations are obeyed
- Exhibitors may use nothing larger than a two-wheeled baggage cart (plastic or rubber wheels only) to move their items
- Pop-up displays -equal or less than 10 feet in length and capable of being carried by hand by one person – are permitted
- The Music City Center reserves the right to search any box, bag, container, crate, etc. to ensure all compliance with the building's regulations
- The MCC has the right to enforce the building's regulations of a twenty-minute time limit

The following hand carry procedures are prohibited:

- Any vehicle larger than an Econoline van that is not commercially operated
- Full sized hand trucks and platform trucks
- Hanging clothing racks with four wheels are not permitted in lobbies, must come in through docks
- Any freight moved on equipment larger than a two-wheeled baggage cart
- Any freight that cannot be hand carried by one person
- Any freight moved by a moving or Freight Company, contractor, or any persons other than official freight handlers that GES must hire from the Music City Center or be direct employees of an exhibiting company, engaged in approved hand carry operations
- Power tools, ladders, vacuums or any other type of carpenter/construction equipment
- Freight transported up or down the building's escalators

All trucks must be routed through the loading docks.

VEHICLES THAT QUALIFY:



Sedan



Van



Sports Utility Vehicle



Pickup

PERMITTED/ NOT PERMITTED:

