

## 2013 National Sport Security Conference

Walt Disney World Dolphin  
July 16 - 17, 2013

### Personally Owned Vehicles (POV) Instructions

To support your event planning for Walt Disney World Dolphin, GES would like to point out the following information related to POVs.

- All POVs and individuals wishing to gain access to the docks must check in with the GES dock foreman. The registered booth name, number and identification will be required.
- Drayage services provided for POVs are subject to the material handling rates as outlined on the Material Handling Form R-2.
- Loads will be weighed on a scale at the exhibit hall dock. Items are weighed to ensure accurate material handling billing.
- At close of show exhibitors obtain an Outbound Material Handling Form from the GES Servicenter. Exhibitors who will be removing their items via a POV must have this form signed and dated by a GES Service Representative.
- This authorized Outbound Material Handling Form is required to gain access to the docks for outbound material handling services. This paperwork must be in the hands of the POV driver (please do not leave in the exhibit hall).
- It is difficult to project the number of exhibitor's who will utilize POV material handling services. POVs are served on a first come, first serve basis and need to follow the times outlined on the Show Information Sheet (form G-1) for a smooth process. Exhibitors planning to remove items immediately at show close should anticipate a two-hour window for these services at Walt Disney World Dolphin.
- Exhibitors may park in the Walt Disney World Dolphin parking lots and hand carry items into the exhibit hall (without the use of wheeled carts or dollies) subject to jurisdiction rules described on form G-6. This restriction is for safety purposes and to reduce damage to entrance ways and common areas of the facility.
- Please do not park POVs in any of the public areas near the building as Walt Disney World Dolphin Security may ticket or tow.

**GES makes it a priority to service POVs in an efficient manner through the material handling process. For additional questions please chat with us [www.ges.com/chat/](http://www.ges.com/chat/).**