



Exhibit B

Automobile and Small Utility Vehicle (ASUV) Policy

Licensee and their chosen General Service Contractor or other representatives must provide access to exhibitors utilizing the ASUV area for the transportation of event related materials to and from the facility.

The following types of vehicles are permissible to be loaded and unloaded by Exhibitors or Licensee and their employees: vehicles of a type that a family or small business might typically operate for transportation or light hauling including automobiles, pick-up trucks, mini-vans, full-size extended vans, and sport utility vehicles. This does not include multiple axle vehicles, flatbed trucks, box vans, or trailers.

The following areas are reserved for ASUV loading and unloading during any event which includes the named space as part of a lease agreement. Each Exhibit Hall utilized by an event must have one dedicated ASUV area.

Hall A1-2

Primary Area

Dock Door SD1 - Located on the far North corner on the East side of Hall A1

Secondary Area (Used only if Hall A1 and A2 are leased by separate groups or if requested by show manager)

Dock Door 44 - Located on East side of Hall A2

Hall B1-2

Primary Area

The farthest South bank of doors on the East Side of Exhibit Hall B1

Secondary Area (Used only if Hall B2 is in use and requested by show manager)

The large bank of doors at the center of the West side of Hall B2

Hall C1-2

Primary Area

The farthest South bank of doors on the West Side of Exhibit Hall C1

Secondary Area (Used only if Hall C2 is in use and requested by show manager)

The doors at the North end of the East side of Hall C2

Hall D1-2

Primary Area

The farthest South dock on the West side of Hall D1

Secondary Area (Used only if Hall D1 and D2 are leased by separate groups or if requested by show manager)

The farthest South dock on the East side of Hall D2

Hall F1-2

Primary Area

Dock slip #4 - Located on the South side of Hall F2

Secondary Area (Used only if Hall F1 and F2 are leased by separate groups or if requested by show manager)

Dock slip #37 - Located on the South side of Hall F1

Licensee needs to establish the available times for the use of the ASUV program to be utilized. The required areas must be made available at least one day of move-in and one day of move-out. If the area(s) are available from the break of the show through the conclusion of load-out operations on that day, then this may be considered the full day of move-out.

Dedicated areas will not be used for any other purpose or vendors. It is not permissible to have the designated ASUV area shared with other functions.

Licensee is responsible for ensuring an orderly flow. Licensee must provide personnel at the ASUV areas (inside the exhibit hall) to assist the exhibitor with check-in/out (including booth location, checking credentials, approving merchandise removal).

McCormick Place/SMG will manage the ASUV program for the Licensee. The staffing will include one traffic aide per event and one teamster per designated ASUV area. This labor will be billed to the Licensee at the prevailing rates. Vehicles will be allowed a maximum of 20 minutes in the loading area, and vehicles may not at any time be left unattended in the designated areas.



AUTOMOBILE AND SMALL UTILITY VEHICLE (ASUV) – REGISTRATION, MOVE-IN AND MOVE-OUT INFORMATION

Registration

- Click on this link <http://www.truticket.com/asuv/landing.htm> or go to the McCormick Place website under the Exhibitor Parking tab to register for ASUV services.
- Choose one of three options; Parking only, Parking with ASUV and ASUV only.
- Navigate through the registration process; parking process requires payment via credit card, ASUV registration is complimentary.
- At conclusion of ASUV registration, Exhibitor is sent separate ASUV check-in passes via email for Move-In and Move-Out.
- The Check-in pass includes instructions regarding where and how to check-in as well as the Move-In and Move-Out dates ASUV services are provided.

Move-In / Check-In Process

- Exhibitor brings check-in pass labeled “MOVE-IN ONLY” to truck marshalling yard at 31st Street (Lot B).
- McCormick Place Traffic reviews vehicle and Exhibitor loading personnel (at least two people in vehicle) for adherence to check-in policies.
- All Exhibitors are checked against the show’s Exhibitor list.
- If all criteria are met, the check-in pass is exchanged for the dock access pass.
- Dock access pass includes identical information as the check-in pass plus directions and location of the appropriate dock.
- McCormick Place Traffic contacts dock for availability and sends the appropriate number of Exhibitors to the dock in the order in which they arrived.

Self Unloading/Loading Process

- Exhibitor follows appropriate signage and arrives at ramp checkpoint with dock access pass.
- The McCormick Place Security ramp guard reviews dock access pass.
- A Teamster will greet the Exhibitor at the dock, confirm the load will not require a mechanized carrier and monitor the 20 minute unload/load time requirement.
- Show management personnel (typically a show security guard) will allow Exhibitor access to show floor.
- Exhibitor is allowed to park and unload/load at appropriate dock for 20 minutes. At least one person must stay with the vehicle at all times.
- At conclusion of unloading/loading process, Teamster will retain dock access pass.

Move-Out / Check-In Process

- Exhibitor must obtain a "MERCHANDISE REMOVAL PASS" from show management.
- Exhibitor brings check-in pass labeled "MOVE-OUT ONLY" to truck marshalling yard at 31st Street.
- McCormick Place Traffic reviews vehicle and Exhibitor loading personnel for adherence to check-in policies.
- All Exhibitors are checked against the show's Exhibitor list.
- If all criteria are met, the check-in pass is exchanged for dock access pass.
- Dock access pass includes identical information as the check-in pass plus directions and location of the appropriate dock.
- McCormick Place Traffic contacts dock for availability and sends the appropriate number of Exhibitors to the dock in the order in which they arrived.
- Exhibitor will follow the same unloading/loading procedures as above.
- Exhibitor must check in with Show Management personnel (typically a show security guard) at the dock door with merchandise removal pass to remove merchandise.
- Show Management personnel will retain Merchandise Removal Pass.
- At conclusion of loading/unloading process, Teamster will retain dock access pass.

Determining ASUV Hours

- All events under the Exhibit B addendum of the contract must run an ASUV operation. The licensee must provide at least one day of the move-in and one day of the move-out.
- The minimum hours for move-in can be scheduled for 5 ½ hours. The teamster and traffic aide will always be scheduled for ½ hour past the end of the posted times. This time is for clearing the docks of any last vehicles, collecting of signs and documentation. The licensee will be billed at prevailing rates for the ASUV posted hours and the ½ hour.
- If two days are scheduled for ASUV on the move-in, then 3 ½ hours posted times each day are allowed. The licensee will be charged for 4 hour each day.
- The minimum hours for move-out can be scheduled for 3 ½ hours. The teamster and traffic aide will be scheduled for ½ hour past the end of the post times. This time is for clearing the docs of any last vehicles, collecting of signs and documentation. The licensee will be billed at prevailing rates for the ASUV posted hours and the ½ hour.
- Per the teamsters contract if they work more than 4 hours they then must be paid 6 hours. If a licensee schedules the ASUV hours between 4-5 ½ hours they will be billed for 6 teamster hours. The traffic aides will be billed for actual hours worked.