



## ASUV Program

Exhibitors are allowed to unload/load from automobiles and small utility vehicles at designated docks using only non-motorized, non-hydraulic, hand trucks and dollies. The ASUV Program is available on predetermined dates and times only as listed below. It is free to use the ASUV program. Exhibitors may participate in the ASUV program in one of two options:

### 1. Hand Carry Items from Parking Lot Option

Exhibitors may park in one of the parking facilities and transport items (hand carry or by using luggage cart or rolling in pop-up booth crates with built-in wheels) to and from their booths via the public entrance of the exhibit halls. Material handling equipment is not available to borrow.

**Security will not allow vehicles to be unloaded at the main entrance to the convention center.**

### 2. Self-Loading/Unloading ASUV at Exhibition Hall

- Only a registered Exhibitor is qualified to participate in the ASUV program.
- Check-in for exhibitors will take place at the Marshalling Yard Office (3050 S. Moe Drive) where drivers will receive an ASUV Pass and will be directed to the designated ASUV dock in the correct exhibit booth building. You will not be allowed access to the dock without a dock pass.
- While parked in the dock, Exhibitor staff must work as team of at least two people and one person must always remain with the vehicle.
- Vehicles must be unloaded within a 20-minute period.
- Exhibitor or Exhibitor's employees are defined as any person who has been employed by the exhibitor as a full-time employee for a minimum of six months before the show's opening (be prepared to provide proof of full-time employment status upon request).
- If your vehicle does not meet the criteria below, you will need to follow Marshaling Yard instructions for truck check-in (material handling charges will be based on published kit rates).

*The types of vehicles shown below are the ONLY type that will be allowed to deliver or pick-up trade show equipment at McCormick Place.*





How to move material from my ASUV Vehicle to my booth on the show floor:

Only certain sizes of boxes and equipment can be unloaded from an automobile or small utility vehicle and only exhibitor owned hand carts may be used for transportation within the building.



#### Designated POV Dates & Times

*Move-In:* Saturday, May 4 from 8:00 am to 4:30 pm (last car in at 4:00 – closes at 4:30 pm)  
Sunday, May 5 from 8:00 am to 4:30 pm (last car in at 4:00 – closes at 4:30 pm)

*Move-Out:* Thursday, May 9 from 3:00 to 10:00 pm (last car in at 9:30 – closes at 10:00 pm)