



Move-In / Move-Out Procedure for POV Exhibitors
C²E² will provide free labor for both move-in and move-out.
Please review the details and qualifications closely:

Move-In

- “POV’s” (personally owned vehicles) must be an SUV, Car or a truck no larger than a Ford Econoline van in order to participate in the **“Lend-a-Hand Program”**. All box trucks regardless of length and vehicles with trailers shall not be permitted to participate in the **“Lend-a-Hand Program”**.
- The **“Lend-a-Hand Program”** move-in hours of operation are as follows:
 - **Wednesday, April 14, 2010** **1:00 PM – 4:30 PM**
 - **Thursday, April 15, 2010** **8:00 AM – 4:30 PM**
- **GES Exposition Services has established a Marshalling Yard to ease congestion in the vicinity of McCormick Place and to better utilize the available dock space at the convention center. The address to this Marshalling Yard is: 2900 South Moe Drive, Chicago, IL 60616. (see Fig. 1-3)**

Contact Truck Marshalling directly at 312-808-3100 and recorded directions hotline is 312-808-3161.

- All POV’s must check-in at the Marshalling Yard prior to any show-site deliveries and pay an \$18.00 access fee. This fee covers multiple trips and parking for that same day. Should a POV need to make multiple trips during the same day, they must check-in at the Marshalling Yard at all times before being allowed access to the docks.
- Once checked in at the Marshalling Yard, POV’s will be assigned a number and will be dispatched to the appropriate dock (see Fig. 3-7) as space is available. Every effort is made to keep waiting time at a minimum.

VERY IMPORTANT—Please arrive early as possible on set-up days. If you arrive late in the day and queuing is full you will be turned away.

- Those POV’s participating in the **“Lend-a-Hand Program”** will receive a window placard for this designation. Free labor will assist with unloading materials from the vehicle and delivered directly to the booth. Labor will be provided at a first come, first serve basis.
- Labor assistance in the **“Lend-a-Hand Program”** is provided at NO charge and tipping labor is strictly prohibited.
- Exhibitors are permitted to self load / unload and hand carry materials from the parking lot. Self load / unload is restricted to one trip. Usage of carts is prohibited.



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Move-Out

- On Sunday, April 18, 2010 at 5:01 PM begin packing your booth and prepare for move-out.
- After you have packed up your materials there will be a sign-in area at the Exhibitor Service Center for assisted labor move-out. At the Exhibitor Service Center complete the required form (bill of lading) and receive your dock pass and proceed straight to the assigned dock.
- Labor will be provided to come to your booth, load your materials and bring to your vehicle.
- This service is provided at NO charge and tipping is strictly prohibited.
- The “**Lend-a-Hand Program**” move-out hours of operation are as follows:
 - **Sunday, April 18, 2010** **5:01 PM – 9:00 PM**
 - **Monday, April 19, 2010** **8:00 AM - 12:00 PM**



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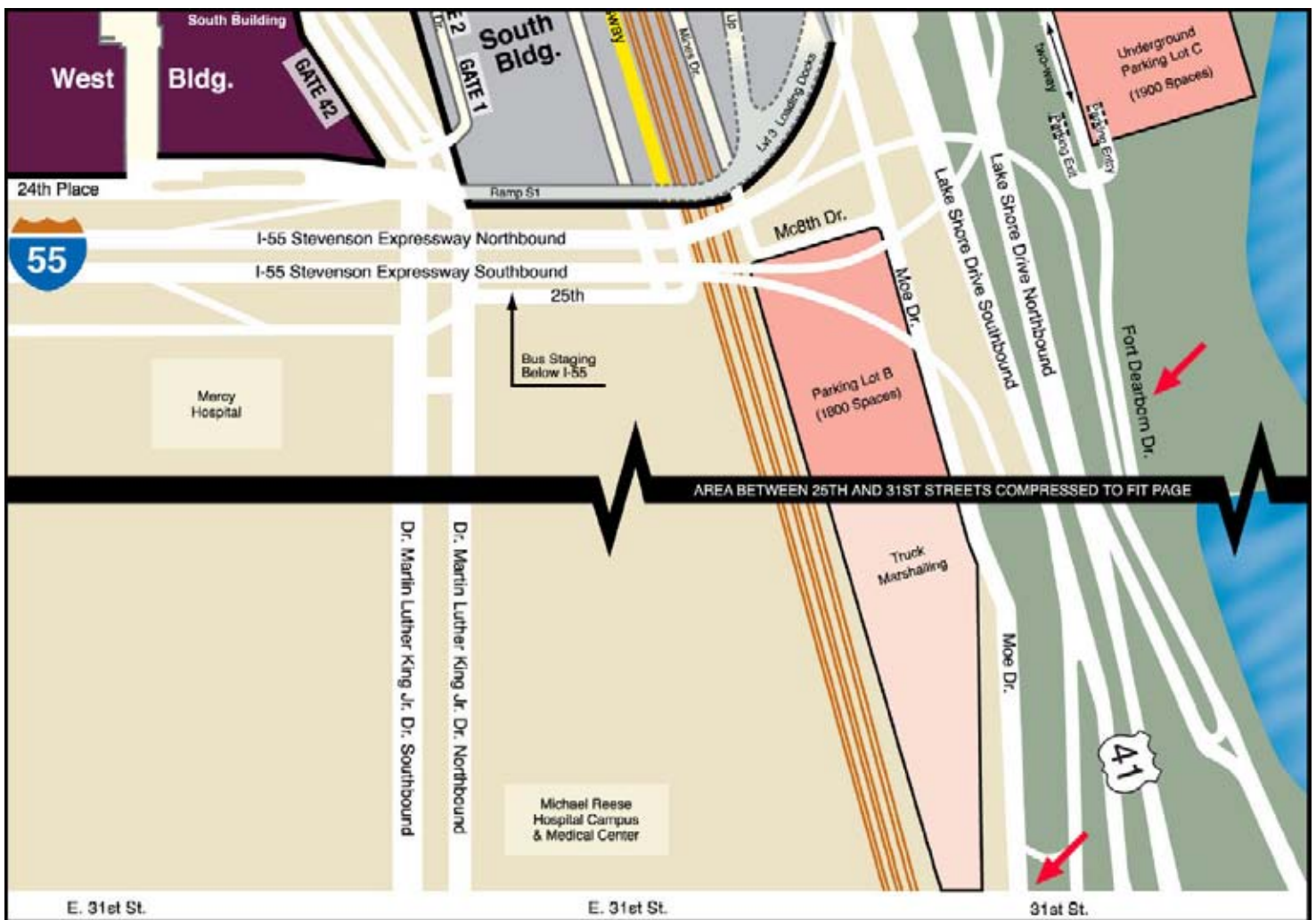
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Here is how it will work; below is a map of the Marshalling Yard, Queuing Area, and Loading Docks for your reference.

- **Marshalling Yard is: 2900 South Moe Drive, Chicago, IL 60616.** (see Fig. 1 & 2)
Contact the Truck Marshalling directly at **312-808-3100** and for recorded directions hotline call **312-808-3161**.

Directions: I-55 North to Lake Shore Drive South exit, stay in right lane and exit at 31st Street. At the end of the exit ramp is a sign that says “McCormick Place Truck Marshalling”. Take a right via a wide U-turn that will take you to the Marshalling Yard that is on the left. (see Fig. 1 & 2)

Once you have your window card from the Marshalling Yard turn around and go back to 31st Street, turn left and cross over Lake Shore Drive, turn left onto Fort Dearborn Drive to begin POV loading dock queuing.



(Fig. 1) 31st Street / Moe Drive and Fort Dearborn Drive



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(Fig. 2) Lake Shore Drive South exit ramp and 31st Street



(Fig. 3) Fort Dearborn Drive POV queuing



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(Fig. 4) Fort Dearborn Drive POV queuing



(Fig. 5) Entrance to the Loading Docks



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(Fig. 6) Loading Dock C



(Fig. 7) Loading Dock C