Self-Unloading Policy

GES has secured an on-site location for private and company owned vehicles to unload safely. Trailers up to 12' and Box trucks up to 16' may unload based on the guidelines below.

- Only single-trip hand carried items are permitted for exhibitors to bring into the facility themselves.
- Dollies and carts are not permitted for exhibitor use- any loading requiring a cart or dolly must be handled by union labor.
- Exhibitors may set up their own exhibit display only if:
    - The person(s) doing the setup are full-time employees of the exhibiting company, and
    - The task can be completed in 30 minutes or less, and
    - No power tools are used.
- If installation or dismantling takes longer than 30 minutes, or requires power tools, exhibitors must use union personnel supplied by the General Service Contractor.

Vehicles utilizing the self-unloading area will be limited to 30 minutes or less to unload and exit the area. During peak move in periods, exhibitors should also be advised that waiting times to access the self-unloading area may be significant due to the limited space.

Please read the information below carefully to confirm qualifications, availability, and directions.

What is a Privately Owned Vehicle?

Privately Owned Vehicles are defined as cars, pick-up trucks, vans, and other trucks primarily designed for passenger use,
operated by a full-time employee of the exhibiting company. POV's may utilize cart services.

What is a Company Owned Vehicle?

Company Owned Vehicles are defined as box trucks under 16' or commercial van, operated by a full-time employee of the exhibiting company. Trailers may not exceed 12'. Use of dock space will require GES to handle all unloading regardless of size. Incoming shipments from commercial carriers are required to be received by GES.

See the following examples of allowed vehicles





Escalators will not be allowed to move hand-carry materials, and all boxes and suitcases will need to use the available elevators without the use of freight-moving equipment

Approved for Hand Carry Use:

- Lightweight luggage carts
- Hanging garment racks for moving hanging garments ONLY
- Pop-up displays in rolling cases






Not Allowed for Hand Carry Use:

- Hand carts, hand trucks, pallet jacks, or any four-wheel cart or dolly
- Access to the loading dock and/or freight doors
- Any freight that cannot be hand carried by one person
- Any freight moved by a moving or freight company, contractor, or any person other than full-time employees of the exhibiting company






Procedures

Proceed to the Convention Center to receive access to the designated POV area. There will be signage posted with permitted vehicle information on what qualifies for self-unloading.

Verify with the onsite personnel if you are utilizing Cart Services or if you will be self-unloading. Once staged in the POV area exhibitors may start unloading their equipment and delivering it to their booth. Cart service will be directed to a dock and fees will apply. Cart Service is limited to Personal Vehicles only (not box trucks or trailers). Two people must be with the vehicle - one to accompany the product to the booth and one to remove the vehicle from the area.

Availability

Self-unloading will be available during move-in.

Please note: We anticipate that during peak periods, wait time can exceed 2-3 hours.

GES CARTLOAD & POV SERVICE RULES & REGULATIONS

1. **THERE SHOULD BE AT LEAST 2 PEOPLE PER VEHICLE. ONE TO GO WITH THE GES OPERATOR AND ONE TO STAY WITH THE VEHICLE.** *While not required, this allows for someone on your team to remain with your product.*

2. **GES CARTLOAD ASSISTANCE IS FOR THOSE WITH SMALL ITEMS THAT FIT ON A 72"L x 42"W x 36"H ELECTRIC CART. GES PROVIDES ONE TRIP TO THE BOOTH USING A FLATBED CART. PLEASE ORDER SERVICES THROUGH EXPRESSO**

3. **VEHICLES THAT ARE QUALIFIED INCLUDE: PERSONALLY OWNED VEHICLES, PICKUP TRUCKS, SUVS, CARS OR PASSENGER VANS. EACH VEHICLE WILL BE EVALUATED UPON ARRIVAL BASED ON THE ITEMS LOADED.**



APPROVED DURING HAND CARRY:

- 30-minute parking time limit.
- Carry identification to prove employment of exhibiting company.
- Use designated doors and routes from Show Management.
- Two wheeled luggage carts permitted with plastic or rubber wheels.
- Full sized hand trucks and platform trucks NOT permitted.
- Clothing racks with four wheels are permitted for moving hanging garments only. Boxes may NOT be stacked at the base of the racks.
- Displays less than 10 ft in length (carried by one person are permitted).