

IMPORTANT PLEASE READ

ON-SITE SPONSOR/EXHIBITOR MOVE-IN AND MOVE-OUT PROCEDURES

- POV Area is for personally owned vehicles only. This area is not designated for commercial vehicles.
- Sponsors/Exhibitors are **NOT** permitted to use pallet jacks, flat carts or forklifts during move-in/move-out. This equipment is not allowed due to SourceOne Events' safety regulations.
- If your shipment requires the use of a pallet jack, flat cart, or a forklift on-site, your shipment **must** be handled by SourceOne Events personnel at the show's loading dock.
- **Material handling charges will apply and payment is required before services will be provided at the loading dock.**
- **All shipments received through the loading dock area fall under SourceOne Events, Inc. Labor Jurisdiction.**
- Unloading and reloading your shipment will be performed exclusively by SourceOne Events, Inc. when using designated loading dock area.
- A parking pass for 15 minutes must be obtained from the Freight Manager or Sponsor/Exhibitor Services. Any vehicle **without** this pass in the vehicle's dashboard is subject to towing at the owners' expense.
- **Anyone utilizing POV docks or Cartload Service is required to check in at the freight desk before entering the floor. A colored bracelet will be given and is required to be worn. Anyone without a bracelet will not be permitted to enter via the loading dock area.**

NOT PERMITTED



PERMITTED IN POV AREA

