

MOVE-IN PROCEDURES

MOVE-IN

Tuesday, January 9*	6:00 AM – 7:00 PM
Wednesday, January 10	7:00 AM – 7:00 PM
Thursday, January 11	7:00 AM – 11:00 AM

[Click here to view the move-in map.](#)

FREIGHT ARRIVAL	EXHIBIT HALL ACCESS & TRUCK DRIVERS/HELPERS	MOVE-IN BEGINS TUESDAY AT 6 AM*
<p>Direct Shipments to the MBCC (show site) may arrive on Tuesday, 1/9.</p> <p>Review Marshaling Yard Address & Directions</p> <p>Review Driver Check-in Requirements</p> <p>Review POV Self-Unloading Policy</p>	<p>Exhibitors will need to pick up badges starting on Tuesday, 1/9, at 7 AM</p> <p>Truck drivers must pick up daily wristbands from security in front of the hall, all set-up helpers will need to pick up a badge at registration</p>	<p>*See: Targeted Move In Map *(move-in is based upon booth location)</p> <p>All booths should be set and show ready by 11 AM on January 11th</p>

Self-Unloading / Hand Carry Policy

An exhibitor may move material that is hand-carriable by one person in one trip, without the use of dollies, hand truck or other mechanical equipment. When exhibitors choose to hand-carry in accordance with the foregoing, they are not permitted access to the loading dock area(s).

Free Porter Service to Ease Your Move-In & Move-Out

We want to ensure you have a smooth load in, so we are paying for labor to assist you with your heavy lifting. Provided free by Show Management on Tuesday & Wednesday from 7 am to 6 pm and Monday night from 5 pm to midnight. If you require this service outside these hours EXPO can provide this service at a cost. Please see the Porter Service form for more information.

Overnight Storage

- No exhibit merchandise, equipment, container or packing materials shall be brought into or out of exhibit space during exhibit hours.
- Empty crates, cartons, and boxes must be removed from the exhibitor's booth and may be stored in a designated trailer on the loading dock. Onsite storage location will be communicated closer to the show.
- Please go to the Show Office to pick up your empty storage labels for your empties, mark your company name and exhibit booth number on each label.
- Equipment, packing materials, empty containers/boxes, wooden pallets are not allowed to be stored behind your booth. Space behind booths should remain free as they are utility aisles. Fire Marshal will request exhibitor(s) to remove any items stored behind booth.