

# MOVE-IN PROCEDURES & INFORMATION

**PRI**SHOW

## MOVE-IN DAYS & TIMES

Saturday, December 5	No Move-in Available
Sunday, December 6	8 a.m. – 5 p.m. Machinery Row (targeted appointment only!)
Monday, December 7	8 a.m. – 5 p.m. Machinery Row (targeted appointment only!) and Green Hall
Tuesday, December 8	8 a.m. – 5 p.m. Machinery Row (targeted appointment only!) and Green Hall, Yellow Hall, and Lucas Oil Stadium
Wednesday, December 9	8 a.m. – 5 p.m. All Areas

## STEP #1: UPON ARRIVAL

### • SELF-UNLOAD:

1. Drive to marshaling yard entrance on McCarty Street, Gate 10.
2. Once checked in, you will be given instructions on what lane to stage your vehicle until it's your turn to drive over to the Convention Center to unload.
3. Please note - Exhibit materials must be hand carried or "rolled" into the ICC to avoid drayage fees.
4. Absolutely no parking will be allowed along the backwall of the loading docks. Any cars parked in this area will be towed at the exhibitor's expense.
5. NO exhibitor move-in permitted inside the Maryland St. canopy.

### • EXHIBITORS REQUIRING SERVICES BY FERN:

1. Please follow self-unload directions listed above.
2. Once checked in, please inform marshaling yard personnel you will need assistance from the Fern Company to unload. You will be given instructions to stage in the pink ICC dock lane, then once a dock space opens you will be sent to ICC docks and a Fern representative will be there at the dock to assist you.
3. Fern Company drayage fee will apply.

### • COMMERCIAL FREIGHT:

1. Commercial marshaling yard is designated for all over-the-road common carriers (YRC, UPS, FedEx, etc.)
2. Drive to the commercial marshaling yard off Ray Street.
3. Location - 602 W. Ray Street, Indianapolis, Indiana 46225

## STEP #2: DETERMINE CLOSEST UNLOADING AREA TO YOUR EXHIBIT SPACE

 : Convention Center Loading Docks

 : Convention Center Tarmac

 : Flat Parking Lots

 : South Street

 : Off Street Unloading

**\*PLEASE NOTE - EXHIBITORS UTILIZING THE YELLOW AREAS WILL NEED TO CLEAR A RAILROAD BRIDGE HEIGHT OF 10' 11".**

## SELF-UNLOAD ON MARYLAND ST. — YOU CAN BYPASS MARSHALING YARD CHECK IN

Exhibitors who do not need to use Convention Center loading docks or flat lot parking lots may choose to self-unload by pulling up to the Convention Center curb lane on Maryland St..

- No move-in passes are needed.
- First-come first-served as space is available.
- Exhibit materials must be carried or "rolled."
- NO off street unloading under the Maryland St. canopy is permitted

# MOVE-IN PROCEDURES & INFORMATION *(CONTINUED)*

**PRI**SHOW

## ● DOOR WIDTHS AND CEILING HEIGHTS OF THE INDIANA CONVENTION CENTER:

- Due to building structure of meeting rooms: No hanging banners can be hung.

### **BOOTHS 6000 – 6159**

- Door Width - W 95" x H 83.5"
- Ceiling Height - 15'

### **BOOTHS 9400 – 9527**

- Door Width - W 95" x H 83.5"
- Ceiling Height - 24'

### **LUCAS OIL STADIUM FOYER DOOR INTO CONNECTOR**

- Door Width - W 94" x H 94"

## ● FREIGHT ELEVATORS/ROLL UP DOORS

### **FREIGHT ELEVATORS**

- C - W 9' x H 9.5' x D 16.5'
- D - W 9' x H 9.5' x D 16'
- E - W 11' x H 8.5' x D 12'
- G - W 8.5' x H 10' x D 12.5'

### **D ROLL UP DOORS • K - W 8' x H 9.9'**

### **MARYLAND ROLL UP DOOR • W 7'1" x H 6'9"**

## ● DRAYAGE/FREIGHT HANDLING

Freight handling (drayage) is the movement of your exhibit and materials from the facility's dock to your booth and return after the trade show to the loading dock. This service includes storage of your empty crates and boxes during the show by the drayage contractor. The empty crates will be returned to your booth after the close of the show and aisle carpet is removed. You can order drayage service from Fern either in advance or at show site.

## ● EQUIPMENT

### **PERMITTED EQUIPMENT:**

- Freight dollies
- Freight carts
- Wheeled dollies

### **PROHIBITED EQUIPMENT:**

- Forklifts
- Electric pallet jacks
- Manual pallet jacks
- ATV/golf carts
- Skid jacks
- Any other building or contractor equipment

## ● BOOTH VEHICLES

All display vehicles must be in the exhibit hall no later than Tuesday by 4:00 p.m. Please be sure the fuel tank is DRY or less than a quarter full. If there is a battery ignition, be sure the battery cables are disconnected. Show Management Security Personnel will inspect your vehicle BEFORE it will be allowed to be pushed inside the building and positioned. Please note: All vehicles must be placed at least 10 inches away from the aisle, per Indiana Convention Center Fire Codes. Display vehicles must conform to the line-of-sight rules stated in the PRI Booth Guidelines section of the Exhibitor Service Manual.

## ● INSTALLATION AND DISMANTLING

Information on installation and dismantling of exhibits will be sent to you with enough time to prepare for these activities. Exhibitor agrees to abide by the schedule for setting up and dismantling in accordance with the individual instruction bulletins. No exhibitor shall be allowed to remove any part of their booths' display until the show is officially closed. Exhibitors shall be responsible for any expenses incurred by Trade Show Management caused by their delay in removing their equipment. Exhibitors must not damage or deface property. Should such damage occur, the exhibitor is liable to the damaged property's owner.

## ● LABOR

Exhibitors are permitted to set up their own booths with their own full-time employees. Outside display houses can be employed to set up displays (please see Exhibitor Appointed Contractors "EAC's" under regulations and policies). If additional labor is required, it must be provided through the correct local union and can be hired through the show contractor to assist in installation and dismantlement (please see Fern labor form under supplier section).

## **POV STORAGE (SELF UNLOAD STORAGE)**

- PRI Exhibitors now have the option for Fern to store your empties on-site instead of hauling them out yourself (please see Fern POV storage form under supplier section).

# MOVE-OUT PROCEDURES

**PRI**SHOW

**THE PRI TRADE SHOW CLOSSES SATURDAY AT 4 P.M. ANY EXHIBITOR THAT BEGINS BREAKING DOWN THEIR BOOTH PRIOR TO 4 P.M. WILL CAUSE EXHIBITOR TO BE SUBJECT TO A FINE AND LOSS OF SENIORITY.**

- Empty crates are stored off-site and will start to be returned as soon as the aisle carpet has been rolled up and forklifts can get through the aisles.
- Please push all display vehicles out the back of the convention center, under the bridge to South Street for loading. Absolutely no vehicles will be staged along the back wall of the loading docks.
- The docks will open to POV exhibitors after all 90 Fern trailers filled with exhibitor empty crates are unloaded. Once Fern's trailers are unloaded and removed, the marshaling yard personnel will send over POV's staged in the pink dock lanes.
- It will take up to (6) hours following the close of the Show to return all empty crates to exhibitors.

## MOVE-OUT DAYS & TIMES

**SATURDAY, DECEMBER 12**     **4 P.M. – MIDNIGHT**  
**SUNDAY, DECEMBER 13**     **8 A.M. – 5 P.M.**  
**MONDAY, DECEMBER 14**     **8 A.M. – NOON\***

\*Outbound carrier pick up only! Carrier must be checked in by 10 a.m.

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## STEP #2: DETERMINE CLOSEST LOADING AREA TO YOUR EXHIBIT SPACE

**Pink** : Convention Center Loading Docks

**Blue** : South Street

**Green** : Convention Center Tarmac

 : Off Street Unloading

**Yellow** : Flat Parking Lots

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