

MOVE-OUT PROCEDURES



THE PRI TRADE SHOW CLOSES 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

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|-----------------------------|--------------------------|
| SATURDAY, DECEMBER 9 | 4 P.M. – MIDNIGHT |
| SUNDAY, DECEMBER 10 | 8 A.M. – 5 P.M. |
| MONDAY, DECEMBER 11 | 8 A.M. – NOON* |

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

STEP #1: UPON ARRIVAL

• SELF-LOAD:

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 load.
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.

• EXHIBITORS REQUIRING SERVICES BY FERN:

1. Please follow self-load 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

SELF-LOAD ON MARYLAND STREET—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-load by pulling up to the Convention Center curb lane on Maryland Street.

- No move-out passes are needed.
- First-come first-served as space is available.
- Exhibit materials must be carried or "rolled."

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

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