

MOVE-IN/MOVE-OUT PROCEDURES



Trade Show Hours:

Thursday, November 2	10:00 a.m. - 4:00 p.m.
Friday, November 3	9:00 a.m. - 4:00 p.m.
Saturday, November 4	9:00 a.m. - 1:00 p.m.

Targeted Move-In:	Tuesday, October 31	8:00 am to 4:00 pm
<i>As assigned</i>	Wednesday, November 1	8:00 am to 3:00 pm

Exhibit Hall Move-In:

Exhibitors will be assigned a designated time to move into the Exhibit Halls. TCIA will post the move-in schedule on the TCIA Web Site no earlier than **August 1, 2017**. Requests for changes to your assigned move-in time must be submitted to TCIA no later than **September 29, 2017** and may or may not be approved. Move-in schedule may be changed at the discretion of TCIA.

Please pay attention to your scheduled move-in time. Failure to move-in at the scheduled time may result in your booth contents not being allowed on the trade show floor.

Exhibitors will be allowed to set up their booths until 7:00 p.m. on Wednesday, November 1, 2017. Nothing larger than hand-carried displays may be transported into the exhibit hall on Thursday, November 2, 2017 prior to the opening of the trade show. Your equipment cannot protrude into the aisles – please coordinate a layout plan for setup and display prior to the trade show.

Unloading/Loading: All vehicles **MUST** report to the Marshalling Yard at least one hour before their move-in time. Vehicles are not permitted on the exhibit hall floor unless approved by the General Contractor and Decorator. Please note, after checking in at the Marshalling Yard, exhibitors may:

- 1.) Unload and reload their own vehicle at the loading dock area with unlimited trips to and from the vehicle.
- 2.) Unload and reload their own materials provided they use their own non-mechanized dolly and/or cart. No dollies, carts or material handling equipment will be supplied to exhibitors by the Convention Center or hired show contractor.
- 3.) Unload and reload their own materials provided the POV (Personally Owned Vehicle) is no larger than a Sports Utility Vehicle (SUV). No U-Hauls, box trucks, etc. (If you plan on bringing a POV, remember to complete and submit a POV form.

Parking at the Marshalling Yard: Vehicles will be allowed to park in the Marshalling Yard beginning Sunday, October 29th at 12:01 am until Saturday, November 4th at midnight.

Security at the Marshalling Yard: At the time of posting this information, no security will be provided. This information may be updated.

Neither the City of Columbus, the Greater Columbus Convention Center nor TCIA assumes any responsibility for lost, stolen, or damaged property.

Regulations: Gasoline powered vehicles on display must have fuel maintained at ¼ tank or 5 gallons, whichever is less. Fuel tank caps must be locked or taped shut. Battery cables must be disconnected and the connecting leads wrapped with electrical tape. Gasoline and diesel fueled material handling equipment may not be stored overnight in exhibit halls.

Drayage: All Exhibitors sending **loose machinery** via company vehicle or flat bed to the convention center loading docks during move-in hours **will not** be charged a drayage fee. If loose machinery arrives ANY OTHER WAY (crated, skidded, van line, common carrier) it will be charged a drayage fee.

All Exhibitors sending items that are **crated, skidded or boxed** via common carrier (i.e. ABF, YRC), van lines (i.e. Mayflower, Bekins, United, Allied), flat bed, company vehicle, UPS or FedEx to the advance warehouse or to the convention center docks during move-in hours **will** be charged a drayage fee.

Power Wash: TCIA will provide complimentary pressure wash services on:

Tuesday, October 31	7:30 am to 4:00 pm
Wednesday, November 1	7:30 am to 3:00 pm

Equipment wash, if required, will be done prior to moving the equipment on the trade show floor.

Move-Out: TCI EXPO 2017 exhibits in the Exhibit Hall will close at 1:00 p.m. on Saturday, November 4, 2017. As a courtesy to your colleagues and the attendees, exhibit booths should not be broken down prior to the official closing. Exhibitors should begin breaking down after 1:00 p.m. and must have all equipment and display material out no later than 8:00 p.m. Your display material cannot block the aisles – please coordinate a breakdown and removal plan prior to the trade show.

Move out will be coordinated by TCIA and Fern Exposition and Event Services. Once the aisle carpet is removed from the aisles, the Fern Exposition and Event Services will deliver shipping crates to the exhibitor booths.