

## PERSONALLY OWNED VEHICLES (POVs)



In order for us to better manage move-in, we need to know if you will be moving in your exhibit materials using your personal vehicle or 'POV'.

**If you will need to drive your POV onto the floor at TCI EXPO 2017, please complete the following information:**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**Email or fax this letter by September 8, 2017 to:** Mai Chen  
mchen@tcia.org  
(603) 314-5386

### **Please remember:**

- All POVs must check in at the Marshalling Yard; you will then be sent to the dock area based on your assigned move-in time by a representative at the Marshalling Yard.
- Once you arrive at the docks, you will be directed to your exhibit space; you should then proceed to the Fern Exposition desk on the exhibit floor to let them know you have arrived.
- At the Convention Center you are allowed to unload your POV so long as the use of any motorized pallet jacks or forklifts are not involved. If you are shipping items or using a vehicle not considered a POV\*, drayage fees will apply.

### *Questions?*

*Contact Kelly Weldy from Fern Exposition at (317)635-9606 or (317) 803-3772.*

\* POV freight is transported by a vehicle no larger than a Sports Utility Vehicle (SUV). U-Hauls, box trucks, tractor trailers, or any other vehicle that exceeds a bumper to bumper measurement of 14' are not considered POVs and are subject to drayage fees.

*(Full time employees of the exhibitor may supervise and set up/dismantle their own displays. Exhibitors may deliver their own material into the exhibit facilities from their POVs. Any hired/common carriers or tractor/trailers must be handled by the union. Exhibitors are prohibited from using any motorized pallet jacks or forklifts. Fern must control access to the loading docks in order to provide a safe and orderly move-in/move-out.)*