

XII. MOVE-IN/MOVE-OUT PROCEDURES

SPECIAL NOTE TO EXHIBITORS

1. Provision for removal of show related by-products (grease, lubricants, solvents, metal shavings, etc.) are the responsibility of the client or exhibitor.

2. Move-In

- a. During the stated move-in hours of your event the loading dock will be available for unloading exhibit material. No one is permitted on the loading dock outside the stated hours of the event move-in, without permission from the operations department.
- b. The dock is located on South Avenue off of Main Street. When unloading, pull into the dock area when there is space available, unload your vehicle, then immediately move to the appropriately assigned area.
- c. After your vehicle is parked, return to the loading dock for the material and proceed to locating your booth. Once your booth is located, please unload all materials at your booth and return the material handling equipment to the dock immediately.
- d. There is material handling equipment available on the loading dock in assisting you with large quantities of material, however for trade and public shows all freight will be handled by the chosen decorator.

3. Move-Out

- a. Tear down your exhibit FIRST.
- b. Once your exhibit has all been packed and ready to be moved out, sign for and obtain material handling equipment.
- c. Load up and move all equipment onto the loading dock, unload materials and return the materials handling equipment immediately.
- d. Get your vehicle and return to the loading dock to load your materials.
- e. No vehicle is permitted onto the loading dock unless all materials are loaded at the dock first.

4. Remember

- a. No vehicle will be allowed to park in the loading dock area!!
- b. Parking on South Avenue is not allowed. The Joseph A. Floreano Rochester Riverside Convention Center is not responsible for City-issued Parking tickets.
- c. No material handling equipment is allowed on the exhibit floor while the show is open to the public, unless it is part of your display.
- d. No vehicle will be allowed on the exhibit floor until all electrical equipment has been removed and permission is secured by Convention Center Management.