

# EXHIBITOR SELF-UNLOADING PRIVATELY-OWNED VEHICLES (POVs) INBOUND PROCEDURES

In an effort to reduce your cost, McCormick Place and IHA have developed a plan, which will allow exhibitors to unload and load small amounts of freight at designated areas within each building using their Privately Owned Vehicle (POV).

A POV, or privately owned vehicle, is considered to be any exhibitor-driven vehicle that is primarily designed to transport passengers, not cargo or freight, such as a car, van, pickup truck or SUV.

Any vehicle pulling a trailer will not qualify as a POV (NO ATTACHED TRAILERS.) Vehicles with attached trailers must obtain a certified weight ticket. There is a scale house located in the McCormick Place Marshalling Yard.

It is imperative that the following plan is followed:

## INBOUND PROCEDURES ARE AS FOLLOWS:

- Each POV (inbound of show) will need to register at the Marshalling Yard to receive self-unloading instructions and directions to the proper unloading area.
- The vehicle must have a 2nd party along with the driver. This person is responsible for hand carrying the product from the vehicle to the booth while the driver stays with the vehicle.
- The product being delivered must weigh fifty pounds or less per piece with a 200 pound maximum per shipment. No material handling equipment may be used (hand cart, dolly, forklift), nor will it be loaned to you. Two-wheeled airplane luggage-type dollies or equivalent are allowed.
- Each vehicle has a maximum of 20 minutes of staging.
- There is a 3 vehicle maximum at any designated staging location at one time. This means there may be a wait time to get to the unloading area.
- Security will not be held responsible for the loss, damage or theft of any product/POV or personal injury to driver or occupants.

Staging locations for each building are indicated below. A map with directions from the marshalling yard to each building is located on the back of the Directions to POV Staging Locations Form.

## INBOUND PROCEDURES

### DIRECTIONS TO POV STAGING LOCATIONS FROM MARSHALLING YARD

#### SOUTH BUILDING HALL A – PARKING LOT A, LEVEL 4

- Turn right on Moe Drive to 31st Street
- Turn right on 31st Street to King Drive
- Turn right on King Drive to 24th Place
- Follow the signs to Parking Lot A and proceed to Level 4

#### NORTH BUILDING HALL B – LEVEL 3

- Turn right on Moe Drive to 31st Street
- Turn right on 31st Street to King Drive
- Turn right on King Drive to Cermak Road
- Turn right on Cermak Road to Donnelly Road. Take Ramp N4

#### LAKESIDE CENTER HALL D – LEVEL 2

- Turn right on Moe Drive to 31st Street
- Turn left on 31st Street to Fort Dearborn Drive
- Take left on Fort Dearborn Drive to east side of building via East/West Roadway
- Proceed to Gate 35 through the tunnel

*Note: When the exhibitor is entering a parking lot, the applicable fee will be charged. However, this fee covers the parking of the vehicle in the lot after the boxes have been unloaded.*

MARCH 14 - 16 • Sunday and Monday, 8:30 am - 5:30 pm, Tuesday, 8:30 am - 5:00 pm

McCORMICK PLACE, CHICAGO

international  
home  
house  
wares  
show  
2010

# PRIVATELY-OWNED VEHICLES (POV'S) OUTBOUND PROCEDURES

In an effort to reduce your cost, McCormick Place and IHA have developed a plan, which will allow exhibitors to load small amounts of freight at designated areas within each building using their Privately Owned Vehicle (POV).

A POV, or privately owned vehicle, is considered to be any exhibitor-driven vehicle that is primarily designed to transport passengers, not cargo or freight, such as a car, van, pickup truck or SUV.

Any vehicle pulling a trailer will not qualify as a POV (NO ATTACHED TRAILERS.) Vehicles with attached trailers must obtain a certified weight ticket regardless of the freight being transported. There is a scale house located in the McCormick Place Marshalling Yard.

It is imperative that the following plan is followed:

## OUTBOUND PROCEDURES ARE AS FOLLOWS:

- Prior to the close of the Show, the exhibitor will need to go to the Exhibitor Service Center to clear their invoice.
- The exhibitor will proceed to the Product Donation/POV counter to receive a copy of the outbound procedures along with a placard for their car window. Placards are color-coded by building and must include exhibitor's booth number and license plate number.
- POVs will not be loaded until after the Show closes at 5:00 p.m. on Tuesday, March 16th.
- The vehicle must have a 2nd party along with the driver. This person would be responsible for hand carrying the product from the booth to the vehicle while the driver stays with the vehicle.
- The product being removed must weigh fifty pounds or less per piece with a 200 pound maximum per shipment. No material handling equipment may be used, nor will it be loaned to you. Two-wheeled airplane luggage-type dollies or equivalent are allowed.
- Each vehicle has a maximum of 20 minutes of staging.
- There is a maximum of 3 vehicles at any designated staging location at one time. This means there may be a wait time to get to the loading area.
- Security will not be held responsible for the loss, damage or theft of any product/POV or personal injury to driver or occupants.

## STAGING LOCATIONS

**Lakeside Center**     Hall D Location: Level 2, Gate 35 - South end of east tunnel to Crate Elevators 2 or 3. The POV will go northbound on Fort Dearborn Drive, through the west tunnel, past Level 2 docks to Gate 35.

**North Building**     Hall B Location: Level 3 - Glass doors on west side of hall. When called to the location, the POV will take Donnelly Road to the north ramp N4 up to glass doors.

**Note:** Staging on 22nd Street is not recommended because of increased security for the Energy Center.

**South Building**     Hall A Location: The POV will take 31st Street west to Martin Luther King Drive, north to Lot A and follow signs to loading location. Product can be carried out of the Hall through doors located at the northeast corner of Hall A over the sky bridge and into Lot A.

**Note:** When entering the parking lot, the applicable daily parking fee will be charged.

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international home  housewares show