



POV/ Self Unloading & Loading

Request Dock Pass by March 2, 2018

Baltimore Convention Center Rule Regarding Moving In & Out:

Public passenger elevators and escalators may NOT be used to transport equipment or exhibit materials. All show freight and equipment may only be delivered or removed through the loading dock area.

NFMT[®] Event Management, Shepard, the Baltimore Convention Center, and the Union have worked together to provide an option for Exhibitors that meet the POV requirements.

What is considered a POV- Privately Owned Vehicle?

Privately owned class 1 or 2 vehicles include: automobiles, pick-up trucks, mini-vans, full-size vans and sport utility vehicles.

What is NOT considered a POV?

Multiple axle class 1 or 2 vehicles pulling trailers, flatbed trucks, box vans and trailers are **NOT** considered privately owned vehicles.

Can I&D companies or contractors use the POV area?

General contractors, represented labor, I&D companies, and Exhibitor Appointed Contractors (EAC) are not allowed to use the POV area.

Acceptable Loading and Unloading:

Displays or other event related materials must be unloaded or loaded by hand or with the use of a fully manual cart or dolly by a full-time employee of the exhibiting company.

Material Handling:

Due to safety concerns and in order to maintain an organized orderly flow during load-in and load out periods, exhibitors and their employees are not allowed to use forklifts, pallet jacks, motorized dollies, or similar motorized or hydraulic equipment to load/unload, or transport materials.

Optional Assistance On-site with Labor:

An optional service to load or unload your POV is available through Shepard for a cost of \$40 each way straight time rate, and \$60 each way overtime rate. This optional service does not apply to standard material handling.

How much time is allowed to load/unload?

You will be allotted 20 minutes to load/unload your vehicle, take your equipment, displays or other event materials to your exhibit space to drop them off.

- x This is only a loading/unloading area. It is **not** a parking area while you assemble your exhibit space. If you run over your allotted 20 minutes, you will be charged \$100.00. For every additional 30 minutes you will be charged an additional \$100.00.

POV Hours of Operation:

Move In:

Sunday, March 18 10:00 am – 4:00 pm All POVs must be unloaded and removed by 4:30 pm

Monday, March 19 8:00 am – 5:30 pm All POVs must be unloaded and removed by 6:00 pm

Tuesday, March 20 *NO POV or Self Unloading on Tuesday.*

All vehicles on Tuesday will be unloaded by Shepard and normal material handling charges will apply.

Due to the limited amount of space for the POV operation, wait times to access the POV area may be longer on Monday.

Move Out:

Thursday, March 22 2:30 pm – 8:00 pm All POVs must be loaded and removed by 8:30 pm

To Participate: Deadline to request a POV dock pass: March 2nd.

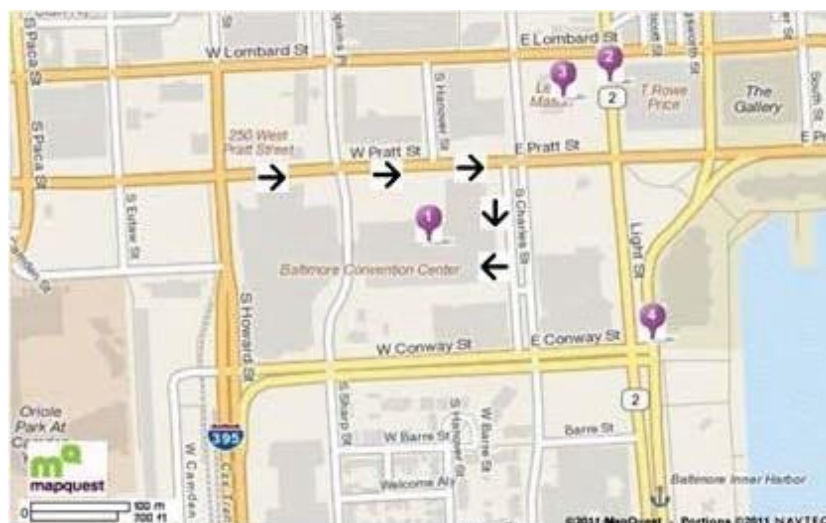
You must submit your request for a POV dock pass. The link to the request form can be found at <https://www.surveymonkey.com/r/TQBY5YF>

After receiving your request, NFMT Event Management will e-mail you a dock pass.

- x You will need to present your pass to access the POV area.
- x The pass will need to be displayed in the window of the POV.

Location of the POV area:

The entrance to the POV area is located at the loading dock entrance off of Charles Street. There will be personnel stationed at the entrance to assist in directing POVs and checking for the proper POV dock pass.





NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

March 20 - 22, 2018

Event Code: M103040318

Connect With Us!

email baltimore@shepardes.com
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 Columbia, MD 21046

Cartload Service

Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location.

If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.

No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.

All items must fit on flat bed cart (approximately 3'x4' in size) and weigh less than 200 pounds. If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.

Your vehicle must unload on the receiving dock of the exhibit hall. Shepard personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.

Code	# of Trips	Item	Rate	Total
35151		k to Booth ST	40.00	
35152		Booth to Dock ST	40.00	
35153		Dock to Booth OT	60.00	
35154		Booth to Dock OT	60.00	



Cartload Service includes one laborer, one cart, one trip per rate listed above

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
 OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM
 DT - Double-time: All other hours and holidays

Total Estimate: \$ _____
 NA Tax*: \$ _____
 Amount Due: \$ _____

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Rental items found and in use in your booth are subject to "Standard" pricing.

Company Name: _____

BOOTH: _____

Contact Name

Contact Email Address



Card Holder Signature