
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, Freeman, 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 Freeman for a cost of \$75.00 one-way. 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.

- 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, 3/27	10:00 am – 4:00 pm	All POVs must be unloaded and removed by 4:30 pm
Monday, 3/28	8:00 am – 5:00 pm	All POVs must be unloaded and removed by 5:30 pm
Tuesday, 3/29	<i>NO POV or Self Unloading on Tuesday.</i>	

All vehicles on Tuesday will be unloaded by Freeman 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, 3/31	2:31 pm – 8:00 pm	All POVs must be loaded and removed by 8:30 pm
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To Participate: Deadline to request a POV dock pass: March 18, 2022.

Request your dock pass: <https://www.surveymonkey.com/r/98MNTPR>

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.



POV & CART SERVICE

Freeman will provide Cart Service for your event. Cart Service is a feature for Privately Owned Vehicles (POVs) that meet the requirements below.

DEFINITION OF PRIVATELY OWNED VEHICLE:

Privately Owned Vehicles are defined as cars, pick-up trucks, vans and other trucks primarily designed for passenger use, not cargo or freight. Vehicles that do not qualify for this service, or that have material that requires mechanical assistance to unload, will be directed to the Freeman Marshalling Yard.

Workers equipped with a flat cart scooter will assist exhibitors with unloading. Each cart will handle a load approximately 3' wide x 4' long x 3' high. Freight must not exceed 300 lbs. For safety reasons, it will be the judgment of the freight supervisor if the load can go higher than 3 feet. Cart Service includes storage of empty cardboard/product boxes at no additional charge. Empty stickers for your cartons and cases will be provided for this service.

RATES:

This service is available at a rate of \$75.00 One-Way.

DIRECTIONS:

- To receive this service, proceed directly to the facility and check in at the designated POV Check-In area for staging, checking in, processing paperwork and determining if vehicles are qualified for Cart Service. There will be signage posted to direct you.
- Two people must be with the vehicle - one to accompany the product to the booth and one to remove the vehicle from the area.
- The determination of Cart Service versus Material Handling will be made at the discretion of Freeman management. Any disputes will be handled at the time of unloading.

AVAILABILITY:

Cart Service will be available on the following dates and times:

Move In:

Sunday, 3/27 10:00 am-4:00 pm All POVs must be unloaded and removed by 4:30 pm

Monday, 3/28 8:00 am-5:00 pm All POVs must be unloaded and removed by 5:30 pm

Tuesday, 3/29 **NO POV or Self Unloading on Tuesday**

All vehicles on Tuesday will be unloaded by Freeman 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, 3/31 2:31 pm – 9:00 pm All POVs must be loaded and removed by 8:30 pm

* Please visit the Freeman Service Center to complete and/or submit an Outbound Material Handling Agreement.

Please note: We anticipate that during peak periods, wait time can exceed 2-3 hours.

VEHICLES THAT QUALIFY:



Sedan



SUV



Pickup



Van

VEHICLES THAT DO NOT QUALIFY:



Trailer



Commercial Van



Rentals



Bobtail



Stakebed