

POV/ Self Unloading & Loading

Request Dock Pass by March 8, 2019

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 \$41.80 each way straight time rate, and \$62.70 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 24 10:00 am – 4:00 pm All POVs must be unloaded and removed by 4:30 pm

Monday, March 25 8:00 am – 5:30 pm All POVs must be unloaded and removed by 6:00 pm

Tuesday, March 26 *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 28 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 8th.

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/SBZC9RZ>

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.

