

## POV/ Self Unloading & Loading

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### **Minneapolis Convention Center Rule Regarding Moving In & Out:**

Public passenger elevators and escalators may NOT be used to transport equipment or exhibit materials. The MCC has an "open dock" policy. This policy allows individual exhibitors the right to handle their own freight, if they desire to do so. All full-time employees of any exhibiting firm shall be allowed to unload, install and dismantle the exhibits of the exhibiting company.

**Event Management, Freeman, the Minneapolis 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 \$56.70. each way straight time rate, and \$85.05. 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 booth to drop them off.

- x This is only a loading/unloading area. It is **not** a parking area while you assemble your booth. 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, October 22 8:00 am – 4:00 pm

All POVs must be unloaded and removed by 4:30 pm

Monday, October 23 11:30 am – 12:00 pm

All POVs must be unloaded and removed by 12:00 pm

**Move Out:**

Wed., October 25 2:00 pm – 7:00 pm

All POVs must be loaded and removed by 7:30 pm