



## POV-Self Unloading & Loading

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### **Music City Center Rule Regarding Move-in & Move-Out:**

Under no circumstances shall anyone attempt to move-in or out any exhibit materials, etc. through the main entrance areas of the facility. All equipment and freight will be loaded/unloaded at the loading dock area.

### **What is considered a POV- Privately Owned Vehicle?**

Privately owned class 1 or 2 vehicles include: automobiles, pick-up trucks, passenger vans, SUVs, taxis, and limos.

### **What is NOT considered a POV?**

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

### **Who can load and/or unload a POV?**

Exhibitors and full-time employees of exhibiting companies may hand carry their own materials into the convention center. General contractors, represented labor, I&D companies and EAC's (Exhibitor appointed contractors) are **NOT** allowed to load/unload POVs.

### **Can I use a cart or pallet jack?**

You may use your own two-wheel dolly.

The use or rental of flat trucks, pallet jacks or other mechanical equipment is **NOT** permitted.

### **Cart Service:**

Freeman offers cart service for POVs that includes:

Unloading and delivery of exhibit materials from the dock to the booth.

Storage of empty containers during show hours and return of crates/containers at the end of the show.

Delivery of exhibit materials/containers from booth to the dock and the loading of materials into POV.

Cart Rate: \$148.25 per trip\*.

\*To use this service, you must complete the Freeman cart service form.

### **How much time is allowed to load/unload?**

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

This is only a loading/unloading area. This is **NOT** a parking area while you assemble your booth.

### **Freeman controls access to the loading docks.**

To provide a safe and orderly move in and out, Freeman will control access to the loading docks.

All contracted carriers will be loaded/unloaded by Freeman.

Freeman has the responsibility of receiving and handling all exhibit materials and crates, **except for** items Exhibitors hand carry.

### **Directions to the POV area:**

POV Exhibitors will turn right off Korean Veterans Blvd and check in at the guard shack. The entryway is located on the Korean Veterans Blvd side of the Music City Center. POVs will be directed up the ramp to the POV load in/out area by the MCC staff. Keep in mind, you may have to wait depending on the number of POVs at the time.