

Surf Expo Show Management, in conjunction with Shepard Exposition Service (SES) Freight Personnel, will be monitoring the unloading/loading of exhibit materials from personally owned vehicles such as cars, pickup trucks and mini-vans. This will allow all exhibitors the opportunity to unload quickly and safely.

Exhibit Hall Move-In Hours:

Tuesday, January 24 8 am – 6 pm **POV doors will be closed at 6 pm. The hall will remain open for set-up for exhibitors already in the hall until 8 pm.**

Wednesday, January 25 8 am – 6 pm **POV doors will be closed at 6 pm. The hall will remain open for set-up for exhibitors already in the hall until 8 pm.**

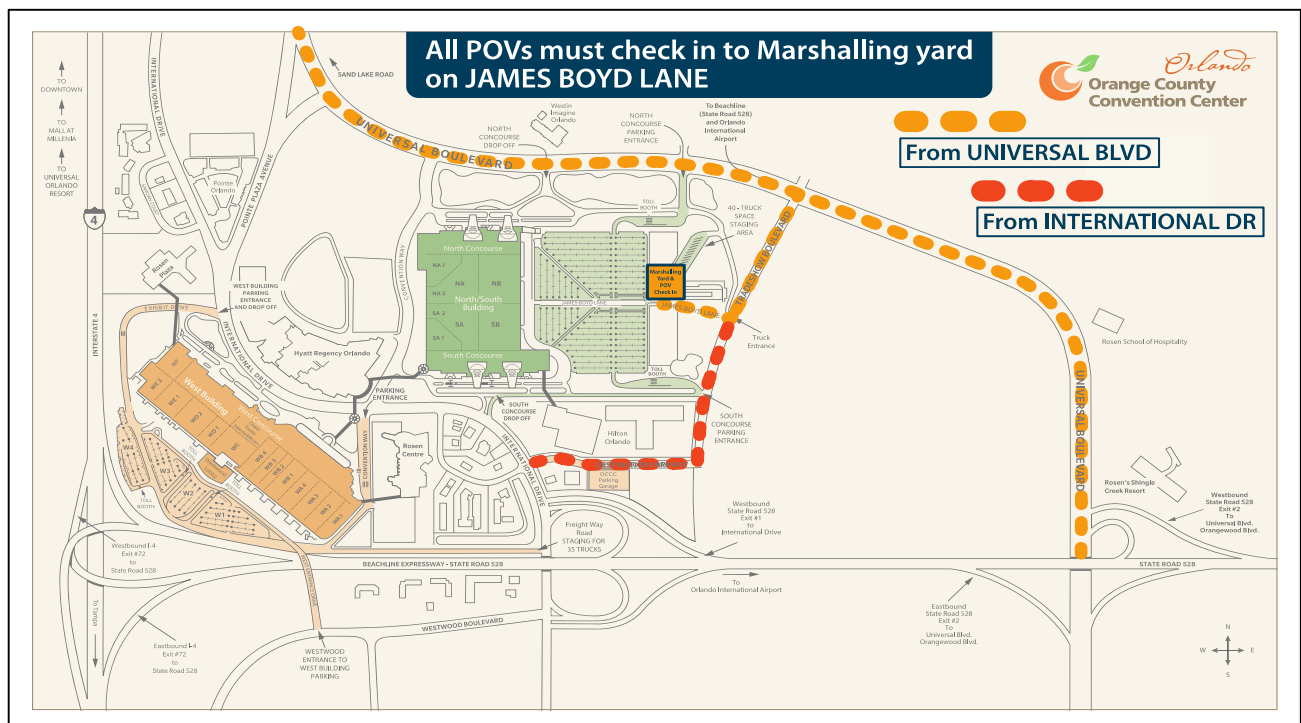
POV Check-In Hours:

Tuesday, January 24 8 am – 5 pm

Wednesday, January 25 8 am – 5 pm

POV Move-In Procedure (refer to map below)

1. **The driver of each vehicle must check in at the POV sign in trailer located in “Truck lot 1” to gain access to the appropriate unloading area.** Please do not go directly to the loading dock or side(s) of building. You will only be directed back to POV check-in.
2. The following information will be required to check-in: name, cell phone number, company name, booth number, vehicle make, model, color and license plate number, estimated number of pieces to be unloaded, estimated time needed to unload and remove vehicle from unload area.
3. State whether you will be utilizing SES cartload services or if you will be unloading your vehicle by (a) hand carrying materials or (b) waiting for dock space to hand cart your materials.
4. You will be issued a color POV window card with instructions and directions to the designated line or unloading area for your booth. **(EXHIBITORS WITHOUT THE CORRECT WINDOW CARD WILL NOT BE PERMITTED INTO THE POV UNLOAD AREAS)**
5. Upon arrival at the unload area Shepard staff will direct you to where you will unload. Your arrival time will be marked on your window card, your vehicle must be moved out of the unloading area within 30 minutes of arrival. If you remain on property after your vehicle is unloaded you must park in the exhibitor parking area.
6. Upon entering the POV doors and loading dock area, be sure to obtain a wristband to gain access to the halls. You will need to go to one of the main registration areas located on the South and North Concourses to pick-up your exhibitor badge.





Personally Owned Vehicles (POV) Move-Out Procedure

January 26-28, 2017 • Orange County Convention Center, Orlando, FL – North A/South A Halls

Exhibit Hall Move-Out Hours

Saturday, January 28	4 pm – 6 pm (Do not line vehicles up for dock access before 3pm)
Sunday, January 29	8 am – 6 pm
Monday, January 30	8 am – 12 pm (All carriers must be checked in by 10am on 1/30/2017)

- **Do not breakdown before 4 pm on Saturday, January 28, 2017.** Be courteous to your buyers and fellow exhibitors
- **Follow same procedure as move-in to gain access to loading dock if needed.**
- **You must remain with your vehicle while it is parked in the marshaling line.**
- No POV exhibitors will be permitted access to the POV doors or the loading dock during the period immediately following close of show. At approximately 4:30 pm, POV exhibitors will be guided to the most convenient loading area.