

**Please see the  
"Rules & Regulations"  
section for additional  
details regarding  
Move-In & Move-Out  
procedures at the Expo**

<b>Move-In:</b>	Saturday, March 10	8:00 a.m. - 4:00 p.m.
	Sunday, March 11	10:00 a.m. - 5:00 p.m.
	Monday, March 12	7:00 a.m. - 10:00 a.m.*

\* Important note: Absolutely no move-in through the loading docks will be allowed on Monday morning. Any exhibitor planning to move in on Monday morning should have only light items that can be carried in by hand through the main/front doors of the facility. **Again, freight WILL NOT BE ALLOWED after Sunday.**

<b>Move-Out:</b>	Wednesday, March 14	3:00 p.m. - 8:00 p.m.
	Thursday, March 15	8:00 a.m. - 12:00 p.m.

Any freight left in the building after 12:00 p.m. on Thursday, March 15 will be sent out by the contractor's preferred carrier at the exhibitor's expense.

### FRONTIER AIRLINES CENTER DOCK POLICIES & PROCEDURES

The Frontier Airlines Center's third floor loading dock is the only major access to load in and out of the facility. Please follow all listed policies & procedures (located in entirety within the Rules & Regulations section in this manual) when loading in and out of the building.

### EXHIBITOR UNLOADING AT LOADING DOCK

Any Exhibitor or Exhibitor Appointed Contractor (EAC) must complete a DOCK PASS REQUEST FORM (found within the "Freight/Labor" section in this manual) if they wish to access the loading docks. All dock pass requests must be returned to Ryan Pettersen at the Wisconsin Restaurant Association by **February 10, 2012**. Exhibitors planning to unload themselves at the loading docks will be assigned a specific target delivery date and time. That time and date will be sent to exhibitors prior to the show. If you do not have a dock pass, you will not be allowed on the docks to unload.

### VALLEY EXPO & DISPLAYS UNLOADING

Valley Expo & Displays must unload any freight coming in on a common carrier, van line, air freight company, UPS or FedEx. Your company will be charged the appropriate drayage fees. Valley Expo & Displays must unload any exhibitor freight brought in by an Exhibitor Appointed Contractor (EAC). Exhibitors may also hire Valley Expo & Displays to unload their vehicles. Additional information and forms for Valley Expo & Displays unloading can be found within the "Freight/Labor" section in this manual.

### EMERGENCY CONTACTS... FOR MOVE-IN ONLY

**Dawn Renz Faris** • 608.444.9481  
Exposition Director

-OR-

**Ryan Pettersen** • 608.669.7300  
Wisconsin Restaurateur Advertising Director  
& Supplier Services Specialist

### DAYLIGHT SAVING TIME

Daylight Savings Time will occur on **Sunday, March 11, 2012 at 2:00 a.m.** During spring DST, clocks are set forward one hour.

Remember to set your clocks accordingly so that you do not miss your target delivery time for unloading freight. If you miss your target move-in, you may be re-directed to a separate staging area. As a reminder, all freight must be unloaded by Sunday, March 11, 2012 at 5:00 p.m.

***For more information on the Expo's Move-In and Move-Out policies and procedures, please see the "Rules & Regulations" section in this manual.***