

## IMPORTANT

<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 Third Floor Loading Dock is the only major access to load in and out of the facility. We ask that you follow all listed policies & procedures when loading in and out of the building, in order to make this area run as smoothly as possible at all times. Thank you in advance for your cooperation.

## EXHIBITOR UNLOADING - LOADING DOCKS

Exhibitors are allowed to unload their own freight provided they use (1) a privately-owned vehicle such as a car, van, SUV, pick-up truck or smaller rented truck (i.e. U-Haul, Ryder, etc.) or (2) a company-owned vehicle such as a flatbed or cube truck.

***All other trucks will be unloaded by Valley Expo & Displays and drayage charges will be incurred. ALL Exhibitor Appointed Contractor (EAC) trucks must be unloaded by Valley Expo & Displays.***

Exhibitors planning to unload themselves will be assigned a specific target delivery date and time prior to the show. **EACH EXHIBITOR AND EAC MUST COMPLETE A DOCK PASS REQUEST FORM** and return it to the Wisconsin Restaurant Association no later than **February 10, 2012**. There are two ways to request a dock pass:

- (1) Easily submit your dock pass request online by visiting [www.wirestaurant.org/expo/exhibit/forms/dock\\_form.cfm](http://www.wirestaurant.org/expo/exhibit/forms/dock_form.cfm)
- (2) Submit a hard-copy form by fax or mail. Dock Pass Request forms are found in two places in this manual:  
Within the "Freight/Labor" section and following the Move-in/Move-out Procedures in this section.

Dock passes and assigned times will be sent to exhibitors prior to the show. If you miss your target move-in, you may be re-directed to a separate staging area.

## VALLEY EXPO & DISPLAYS UNLOADING

Valley Expo & Displays must unload any freight coming in on a common carrier, van line, air freight company, UPS or Federal Express and your company will be charged the appropriate drayage fees. **Valley Expo & Displays must unload any exhibitor freight brought in by an EAC.**

Exhibitors may also hire Valley Expo & Displays to unload their vehicles. Additional information and forms can be found under the "Freight/Labor" section in this manual. Vehicles scheduled to be unloaded by Valley Expo & Displays will receive preference.

## **LOCATION OF LOADING DOCK**

The helical ramp leading to the third floor exhibit hall and the loading dock area is located on the West Side of the building on 6<sup>th</sup> Street. It is preferred that you use the North bound lanes on 6<sup>th</sup> when entering the loading area. A loading dock attendant will meet you at the entry to the loading ramp to check your identification (dock pass) before your entry is approved.

**PLEASE NOTE** — You must be pre-approved to enter the loading dock. A Dock Pass will be required for dock entry. Please **complete the “Dock Pass Request Form”** to obtain a dock pass prior to move-in. Dock Pass requests can be completed online or a hard-copy form can be found within the “Freight/ Labor” section of this manual. Dock passes allow you to bypass the staging area and go directly to the convention center.

## **FREIGHT - INBOUND & OUTBOUND**

The Frontier Airlines Center will not accept any direct shipments of equipment or materials into the building prior to Saturday, March 10. All outbound freight must be coordinated through Valley Expo & Displays.

## **EXHIBITOR SETUP & DISMANTLE**

Each exhibitor may unload their own vehicle upon entry into the dock area. Exhibitors may also transport their equipment to their booth and set it up. **Only forklifts and pallet jacks owned and operated by Valley Expo & Displays will be permitted.**

## **EXHIBITOR APPOINTED CONTRACTORS (EAC)**

Exhibitors using the services of an outside company (EAC) for exhibit set-up and dismantle must return written notification to both the Wisconsin Restaurant Association and to Valley Expo & Displays by February 9, 2012. All notices must include a certificate of insurance from the outside company naming show management (Wisconsin Restaurant Association) and Valley Expo & Displays as additional insureds. Notices received after this deadline are subject to show management’s discretion. Refer to Exhibitor-Appointed Contractor (EAC) instructions and information included therein (see “Freight/Labor” section).

**PLEASE NOTE** — WRA will have a limited number of complimentary carts available for exhibitors to transport their equipment from the loading dock into the exhibit hall. WRA expects that carts will be quickly unloaded and returned to the dock for others to use. The exhibitor is responsible for any damage or injury that occurs while using these carts.

## **POLICY FOR HAND-CARRIED AND ITEMS MOVED ON 2-WHEELED DOLLIES**

Exhibitors with hand carried items or two-wheel dollies may use the 6<sup>th</sup> and Wisconsin entrance as an alternative loading and unloading location. Use of this entrance is solely restricted to those companies with hand carried items or two-wheel dollies. Upon entering the rotunda area, please take the Freight Elevators up to the 3<sup>rd</sup> floor as directed. You will be in the southwest corner of the exhibit hall. This elevator is only accessible during scheduled move-in and move-out times (it will not be in operation during show hours).

Be aware that parking around the perimeter of the building is limited. Please consult maps in this manual that identify parking ramps nearby (see “General Information” section).

**HAND CARTS ARE NOT ALLOWED THROUGH THE MAIN ENTRANCE OF THE EXHIBIT HALL. YOU MUST USE THE FREIGHT ELEVATORS WITH ALL HAND CARTS.**