

## IMPORTANT

<b>Move-In:</b>	Saturday, March 7	8:00 a.m. - 4:00 p.m.
	Sunday, March 8	10:00 a.m. - 5:00 p.m.
	Monday, March 9	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 or on a very small cart or dolly with non-marking tires through the maint doors of the facility.

<b>Move-Out:</b>	Wednesday, March 11	3:00 p.m. - 8:00 p.m.
	Thursday, March 12	8:00 a.m. - 12:00 p.m.

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

## WISCONSIN CENTER DOCK POLICIES & PROCEDURES

The Wisconsin Center's third floor loading dock is the only major access to load in and out of the facility. In order to make this area run as smoothly as possible at all times, we ask that you follow all listed policies & procedures when loading in and out of the building. 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 must request a specific target delivery date and time prior to the show. **EVERY EXHIBITOR AND EAC REQUIRING DOCK ACCESS MUST REQUEST A DOCK PASS** no later than **February 21st** (if submitting a paper form) or **March 2nd** (if submitting the request online).

To easily submit a dock pass request online, visit:

[www.wirerestaurant.org/expo/exhibit/prep/dock](http://www.wirerestaurant.org/expo/exhibit/prep/dock)

Dock Passes play a crucial role in ensuring that the overall move-in process runs smoothly. If you miss your target move-in, you may be re-directed to a separate staging area. See page FL-01 in the "Freight & Labor" section in this manual for detailed instructions on how to request dock passes.

## VALLEY EXPO & DISPLAYS UNLOADING

Exhibitors may 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.

As noted above, 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 also unload any exhibitor freight brought in by an EAC.

## LOCATION OF LOADING DOCK

The helical ramp leading to the third floor exhibit hall and its adjacent 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 northbound lanes on 6<sup>th</sup> Street when entering the ramp to the loading dock area. A loading dock attendant will meet you at the entry to check your identification (dock pass) before your entry is approved.

**PLEASE NOTE** — You must be pre-approved to enter the loading dock area. A dock pass will be required for entry. **Please complete a “Dock Pass Request Form”** to obtain a dock pass prior to move-in. See page FL-01 in the “Freight & Labor” section in this manual for detailed instructions on how to request dock passes. Dock passes allow you to bypass the staging area and go directly to the convention center.

## FREIGHT - INBOUND & OUTBOUND

The Wisconsin Center will not accept any direct shipments of equipment or materials into the building prior to Saturday, March 7. All outbound freight must be coordinated through Valley Expo & Displays.

## EXHIBITOR SETUP & DISMANTLE

Each exhibitor may unload their own private vehicle(s). They may also transport their equipment to their booth and set it up. Vehicles may remain in the loading dock area for a maximum of 30 minutes. **The only forklifts and motorized pallet jacks permitted are those owned and operated by Valley Expo & Displays.**

**PLEASE NOTE** — Show management (Wisconsin Restaurant Association) will have a limited number of complimentary carts available for exhibitors to transport their equipment from the loading dock area 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.

## 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 6, 2020. 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. If using an Exhibitor Appointed Contractor, please refer to the additional instructions, information and forms for EACs included in the “Freight & Labor” section in this manual.

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

Exhibitors with hand-carried items or two-wheel dollies may use the entrance on the corner of 6<sup>th</sup> St. and Wisconsin Ave. 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 at the entrance, 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 the “General Expo Information” section in this manual which identify parking facilities nearby.

**LARGE AND/OR HEAVY WHEELED CARTS ARE NOT ALLOWED THROUGH THE MAIN ENTRANCES OF THE WISCONSIN CENTER. YOU MUST USE THE FREIGHT ELEVATORS WITH ALL LARGE CARTS.**