Move-In: 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 main doors of the facility.

Move-Out: 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 area is the only major access to load in and out of the exhibit hall. Unless your exhibit materials can be hand-carried or transported on small cart or dolly with non-marking tires through the front of the facility, you should use the loading dock area to unload. Please follow all listed policies & procedures (as seen in the "Rules & Regulations" section in this manual) when loading in and out of the building.

EXHIBITOR UNLOADING AT LOADING DOCK AREA
Any Exhibitor or Exhibitor Appointed Contractor (EAC) must request a Dock Pass if they wish to access the loading dock area. Information on how to request dock passes can be found on page FL-01 in the "Freight & Labor" section in this manual. Exhibitors planning to unload themselves at the loading dock area will need to select a specific target delivery date and time. If you do not have a dock pass, you will not be allowed access to the dock area to unload. All dock pass requests must be submitted by March 2 (if online) and February 21 (if via paper form).

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 in the "Freight & Labor" section in this manual.

EMERGENCY CONTACTS
( FOR MOVE-IN ONLY)
Dawn Renz Faris • 608.444.9481
VP of Exposition & Business Development
- OR -
Ryan Pettersen • 608.669.7300
Supplier/Exhibitor Services Specialist

DAYLIGHT SAVING TIME
Daylight Saving Time will occur on Sunday, March 8 at 2:00 a.m. During spring DST, clocks are set forward one hour.
Remember to set your clocks accordingly so you do not miss your target delivery time (if you are unloading freight on Sunday). 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 5:00 p.m. on Sunday.

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