

# MOVE-IN PROCEDURES



## MOVE-IN DAYS & TIMES

Saturday, December 2	No Move-in Available
Sunday, December 3	8 a.m. – 5 p.m. Machinery Row (targeted appointment only!)
Monday, December 4	8 a.m. – 5 p.m. Machinery Row (targeted appointment only!) and Green Hall
Tuesday, December 5	8 a.m. – 5 p.m. Machinery Row (targeted appointment only!) and Green Hall, Yellow Hall, and Lucas Oil Stadium
Wednesday, December 6	8 a.m. – 5 p.m. All Areas

## STEP #1: UPON ARRIVAL

### • SELF-UNLOAD:

1. Drive to marshaling yard entrance on McCarty Street, Gate 10.
2. Once checked in, you will be given instructions on what lane to stage your vehicle until it's your turn to drive over to the Convention Center to unload.
3. Please note - Exhibit materials must be hand carried or "rolled" into the ICC to avoid drayage fees.
4. Absolutely no parking will be allowed along the backwall of the loading docks. Any cars parked in this area will be towed at the exhibitor's expense.

### • EXHIBITORS REQUIRING SERVICES BY FERN:

1. Please follow self-unload directions listed above.
2. Once checked in, please inform marshaling yard personnel you will need assistance from the Fern Company to unload. You will be given instructions to stage in the pink ICC dock lane, then once a dock space opens you will be sent to ICC docks and a Fern representative will be there at the dock to assist you.
3. Fern Company drayage fee will apply.

### • COMMERCIAL FREIGHT:

1. Commercial marshaling yard is designated for all over-the-road common carriers (YRC, UPS, FedEx, etc.)
2. Drive to the commercial marshaling yard off Ray Street.
3. Location - 602 W. Ray Street, Indianapolis, Indiana 46225

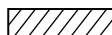
## STEP #2: DETERMINE CLOSEST UNLOADING AREA TO YOUR EXHIBIT SPACE

**Pink** : Convention Center Loading Docks

**Green** : Convention Center Tarmac

**Yellow** : Flat Parking Lots

**Blue** : South Street

 : Off Street Unloading

**\*PLEASE NOTE - EXHIBITORS UTILIZING THE YELLOW AREAS WILL NEED TO CLEAR A RAILROAD BRIDGE HEIGHT OF 10' 11".**

## SELF-UNLOAD ON MARYLAND STREET—YOU CAN BYPASS MARSHALING YARD CHECK IN

Exhibitors who do not need to use Convention Center loading docks or flat lot parking lots may choose to self-unload by pulling up to the Convention Center curb lane on Maryland Street.

- No move-in passes are needed.
- First-come first-served as space is available.
- Exhibit materials must be carried or "rolled."