

Motorcycle Rolling Fee: includes labor to spot motorcycles from unloading area to your booth & return (exhibitor must supervise). This service is optional. Motorcycles/small trailers can be self-unloaded and brought to your booth.

Vehicle Spotting Fee: Includes labor to spot automobiles, trucks and all other large vehicles from unloading area to your booth & return (exhibitor must supervise). It must be driven by the exhibitor or towed to the booth under Shepard supervision. If the exhibitor is not present the Spotting fee will not apply and Material Handling rates will be charged. The same procedure will be used for loading during the move-out. Any vehicle that requires additional labor other than a single spotter or over length is greater than 24' will incur additional labor charges (see Labor Order form for rates).

Step 1.

If you have a vehicle, make sure it is shown on the official floorplan by alerting Customer Service or your Event Management.

Step 2.

Contact Customer Service to schedule your move in and out. Vehicle placement must be supervised by the exhibitor.

Important Rules and Regulations

- Battery Cables must be disconnected.
- Gas Cap must either be taped shut or have a lockable gas cap.
- Must contain less than 1/4 tank of gas.
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

All vehicles must be removed no later than:
Saturday, January 22, 2022 | 12:00PM

Any vehicles left after that time are subject to removal by towing or other means. Exhibitors are responsible for all removal charges.

CODE	ITEM	QTY	RATE	TOTAL
35106	Motorized Unit/Vehicle Spotting		\$145.00	
35372	Motorcycle Rolling fee		\$40.00	
35373	ATV/Small Vehicle Rolling fee		\$50.00	

** Additional fees may apply if mobile spot cannot be driven into place and must be assisted. If your vehicle is lifted off flat beds or other trailers using Shepard equipment, you will incur charges for the lift and drivers.
 UNCRATED VEHICLES WILL NOT BE ACCEPTED AT ANY LOCATION OTHER THAN THE GREATER COLUMBUS CONVENTION CENTER.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ _____

No refunds or exchanges once service has been rendered. Cancellations must be received in writing 48 hours prior to first day of exhibitor move in. Additional fees may apply if mobile spot cannot be driven into place and must be assisted or if scheduled mobile spot time is missed.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

PERSONALLY OPERATED VEHICLE (POV) UNLOADING INFORMATION

Shepard Exposition Services has the responsibility of receiving and handling all the exhibit materials and empty crates that come in via over the road carriers. It is Shepard's responsibility to manage the docks and schedule vehicles for the smooth and efficient move-in and move out of the exhibition. Shepard will not be responsible for any materials they do not handle. You may not move in items through the front doors of the convention center.

A POV is an exhibitor who can unload their booth materials from a car, a mini van, a passenger van, or a pickup truck by hand carrying their boxes. Dollies and hand carts are not permitted. **All POV exhibitors are required to check in to the Marshaling Yard.**

At the Marshaling Yard, you will provide:

- Your Name
- Cell Phone Number
- Company Name
- Booth Number
- Have you ordered Cart Service?

(see Cart Service form for rates)

When it is your turn to unload, you will receive a text directing you to drive to the docks. You will be directed to the appropriate dock upon arrival. You will have 30 minutes to hand carry your items to your booth. After unloading you will remove your vehicle from the loading area to the parking lot.

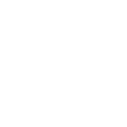


The types of vehicles shown to the left are considered POVs and will be allowed to unload/load in the designated POV ramp area after checking in at the marshaling yard.



✓ **ALLOWED POVs INCLUDE:**

- Passenger Automobile
- Mini Van
- SUV
- Pick-up Truck



The types of vehicles shown to the left are considered rental trucks and trailers and will not be allowed access to the dock spaces to self unload/load. Vehicles like shown at the left will be unloaded by dock personnel and not by exhibitors. **NOT**

ALLOWED IN THE DOCK AREA:

- ✗ Trailers of any kind
- ✗ No Step Van/Box Truck



Exhibitors may not operate or utilize any type of powered and mechanical equipment. See examples to the left of equipment that can and cannot be used.

✓ **ALLOWED:**

- Hand Carried Boxes



NOT ALLOWED:

- ✗ Pallet Jacks
- ✗ 2-wheel carts or dollies

