



### **Hand Carry Policy – McCormick Place Convention Center**

- Exhibitors are allowed to hand carry or use a 2-wheel airline style cart for move in through the front of the exhibit hall.

### **Cartload Services (Privately Owned Vehicles) – McCormick Place Convention Center Dock Area**

- **Cartload Services** -- Exhibitors may use cartload service at the dock, \$70.80 for 1 trip, 1 way, limited to 200 lbs. maximum. You will find the order form for Cartload service under Forms and Brochures / Material Handling.
- **Automobile and Small Utility Vehicle (ASUV) Program** – Exhibitors may also unload/reload at the dock area as long as you have two people (one to unload/reload and one to stay with vehicle) without hiring labor. You are allowed to use your own 2-wheel or 4-wheel carts, NO pallet jacks, Vehicle must be unloaded or reloaded within a 20-minute period. Check-in for exhibitors will take place at the Marshalling Yard Office on Moe Drive; off 31<sup>st</sup> Street where drivers will receive an ASUV Pass and will be directed to the designated ASUV dock in the correct exhibit booth building.

### **Exhibitor Booth Setup**

- Exhibitors using their own full-time staff may perform work in a booth of any size. They can work within the booth using their own ladders or hand tools, cordless tools, power tools and other tools designated by McCormick Place/SMG.