



**CONVENTION CONTRACTORS INC.**

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POV / MATERIAL HANDLING  
MOVE IT YOURSELF

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**DISCOUNT DEADLINE:  
FEBRUARY 11, 2014**

## POV / Material Handling

### Move It Yourself Options

The term MOVE IT YOURSELF is defined as a freight shipment that can be brought into the exhibit area by company personnel, in a truck or vehicle that does not exceed 16 feet in length. Please be aware that most rental trucks i.e. Ryder, Budget are in excess of 16 feet. If your vehicle exceeds the 16 foot limit you will be directed to the dock for Material Handling Services to be performed by EXPO Convention Contractors, Inc. and charged to you accordingly.

The unloading must be performed without the use of freight moving equipment i.e. forklift, pallet jacks or other freight moving equipment. POV/MOVE IT YOURSELF freight must be on wheels or fit onto your own small two or four wheel dolly.

If mechanical means are necessary you will be required to order Material Handling Services from EXPO Convention Contractors, Inc. No privately owned or contracted forklifts, pallet jacks or other freight moving equipment will be allowed into the Convention Center.

POV/MOVE IT YOURSELF required a minimum of two company employees with the vehicle at the designated ramp at the Miami Beach Convention Center - one of the employees must remain with the vehicle at all times. You will receive a MOVE IT YOURSELF LOADING PERMIT when you check into your designated area. You will be allowed a maximum of 20 minutes starting at the time your permit is issued at the loading ramp. **NO HAND CARRIED OR FREIGHT MATERIALS WILL BE ALLOWED THROUGH THE LOBBIES.**

These regulations are made for the benefit and safety of exhibitors to eliminate confusion at the freight entrances prior to and following the show. POV/MOVE IT YOURSELF operations will be between the hours of 8:00am and 5:00pm each move in day. POV/MOVE IT YOURSELF freight will be unloaded on the designated ramps only - no dock space will be provided - **NO EXCEPTIONS.**

Any unattended vehicle will be towed at the owner's expense! EXPO Convention Contractors, Inc. is responsible for all matters in the dock area. This includes, but not limited to such items as assignment of dock space and assignments of labor for loading and unloading of all materials and equipment requiring pallet jacks, forklift services or any other freight moving equipment.