

## Unloading/Loading Instructions

Unloading will be on a first come, first served basis.

- Set up will be on Friday, March 4th, beginning about 1:00 PM and ending at 10:00 PM.
- Everyone must leave the gym at 10:00 PM on Friday. You may re-enter the gym before the general public on Saturday, March 5th at about 7:00 AM and on Sunday, March 6th at about 8:00 AM.
- **DO NOT LINE UP ON THE ROAD OR IN THE DRIVE WAY LEADING TO THE LOADING DOCK.**

There are two options for unloading as follows:

1. **MINIMAL EQUIPMENT:** If you have minimal equipment to unload, and it will fit through a normal width door, please consider using the south entrance to the building. It will be quicker and easier for you if you use this method and avoid the loading dock delays and congestion. There is parking available near the south door, but be aware of the restricted spaces (outlined in red) and handicapped parking spaces. The campus police will issue you a ticket if you use the restricted spaces before 5:00 PM and the handicapped spaces at any time. There is no parking at anytime in the cul-de-sac between buildings M, R and A. Use the ramp to the south doors and the elevator on your right after you get in the building to get to the lower level.

2. **EXTENSIVE EQUIPMENT:** If you have a lot to unload and need to use the loading dock, enter the campus using the west entrance from Roselle Road. There you will see signs directing you to the **Train Show Staging Area** designated as P-Lot 12. There will be someone to assist you starting at 12:00 noon. Do not arrive earlier. You will be issued a number as you arrive at the staging area. The dock doors should open about 1:00 PM. As unloading begins you will be directed when to pull into the driveway leading to the loading dock. As soon as you have unloaded, remove your vehicle from the loading dock and proceed to the exhibitor parking lot designated as P-Lot 12.

Loading.

- Tear down will start on Sunday **after** 5:00 PM. Please do not start tearing down before 5:00 PM. It is not fair to attendees who have paid an admission fee to not be able to see a fully functioning exhibit. You will have until 8:30 PM to remove your display. Everyone must leave the gym at 8:30 PM. You are responsible for clearing and cleaning your exhibit area before you leave.
- Loading on Sunday night will take place in an orderly fashion. Take down and move your display/exhibit to the loading doors and then get your vehicle. Again, line up in the exhibitor parking lot designated as P-Lot 12. You will be directed from there when to pull up to the loading dock doors to load. After you have loaded, please pull away from the doors and out of the driveway.

*Please share these instructions with anyone in your group who needs to unload or load a vehicle.*