

# Important Exhibitor **Move-In/Out** **REQUIREMENTS**

Thank you, this event could not take place without your participation. The following requirements should make move-in and move-out activities run smoothly.

## **Move-In Day:**

## **SVSU Ryder Center**

Thursday, September 28, 2023 74000 Bay Rd. | University Center, MI 48710

### **MOVE-IN TIMES**

**Exhibitors with Heavy Equipment & Vehicles 8:00 - 10:00 AM**  
Remaining exhibitors will move-in according to assigned schedule

Venue personnel and event staff will direct you where to go.

Crews will be setting up tables and chairs for the morning load-in exhibitors as soon as vehicles are placed. Remaining tables and chairs, signage, and pipe and drape will be set-up between 10:00 AM - 1:00 PM.

**Exhibits must be moved in and set up on September 28.**

### **EXHIBIT VEHICLE DRIVE-IN ACCESS/UNLOADING AREA**

All exhibitors and exhibit vehicles will use the loading area entrance located on the east side of the Ryder Center. This area will access the floor for the exhibit vehicles and will be used for active unloading of exhibits by other exhibitors. A forklift with operator will be available for larger pieces needing to be moved from trucks for those who've requested it in their exhibitor form. Since this area will be a very active loading zone, once exhibit materials have been off-loaded from personal/company non-exhibit vehicles, they need to be moved to the parking area on the north side of the venue.

- Bring cart if needed for move-in.



### **EXHIBIT VEHICLE PLACEMENT**

Vehicles cannot enter the venue without the assistance of event personnel to open overhead doors and guide them to their locations. Exhibitors with one or more display vehicles are required to adhere to the following:

- Batteries must be disconnected/hood up
- Vehicles must have less than 1/8 of a tank of gasoline
- Gas caps must be locked or taped shut

**Indoor exhibit vehicles must be in place by 10 AM on Sept 28th**  
**No exceptions.**

- Vehicles will not be allowed to run during event.
- Vehicles must be unlocked, with keys available overnight to allow for inspection.

### EMERGENCY EQUIPMENT AND EXITS

Any type of emergency equipment, entrances or exits must not be blocked or obstructed under any circumstances.

### LUNCH

Boxed lunches will be available 11 AM - 1 PM on the second floor of the Field House accessible from the exhibit floor and up the stairs. Beverages will also be available in the Hospitality Area. Bottled water will be available to exhibitors and volunteers on the main floor in each sector.

### MOVE-OUT ACTIVITIES

Exhibit tear-down and move-out will begin as soon as the final groups of students exit the venue, no later than 2:45 PM. We expect move-out to be completed by 6:00 PM. Please follow these guidelines for a smooth process:

- Event staff will clear student groups from the venue and signal when load-out can begin
- They will direct hand-carried and carted exhibits out ground level exits.
- The Bus Drop Off Zone on the north side of the building near the main entrance will become a Loading Area for Exhibitors beginning at
- 2:45 PM for hand-carried and carted exhibits to load-out.
- Forklift with operator will be available per the same guidelines as the day before.
- Exhibit floor vehicles must remain in their position until event staff direct you to drive to the exit safely.
- Please follow directions of event staff and parking personnel throughout the process.

### DRESS APPROPRIATELY

We all know that Michigan weather is unpredictable so September 29 could be sunny and balmy - or cold and snowy. Roll-up and exit doors will be open throughout the loading and unloading process so be sure to dress warmly if the forecast shows dipping temps. Comfortable shoes are also important to make it through the day as you will be standing and walking on hard surfaces during our informative, engaging, and long day.

### VENUE RULES

Any type of emergency equipment, entrances or exits must not be blocked or obstructed under any circumstances.

- Glitter, confetti, and candles are not permitted in the venue.
- Drones and other flying devices are not permitted on campus (except with prior approval for this event).
- Liquids, food, and flame should be used or consumed off the basketball floor area.
- Trash receptacles will be provided throughout the venue. Exhibitors can deposit larger trash and/or recycling (ie broken down cardboard boxes, etc) in the trash and recycling area located outside in the loading area.

There will be an army of volunteers stationed throughout the venue to help direct you if you're lost, connect you with the person who can answer a question, or aid you with any situation that occurs throughout the day. Industry Sector Representatives are stationed within each sector and have radio contact to event supervisors and security.

### CONTACTS (PRIOR TO MOVE-IN DAY)

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