



## **AUTOMOBILE AND SMALL UTILITY VEHICLE (ASUV) SHOW MANAGEMENT**

Licensee must provide access for exhibitors to unload and load materials from automobiles and small utility vehicles. Designated areas have been determined where exhibitors may do this loading and unloading. Exhibitors may use non-motorized hand trucks and dollies. Licensee must designate one day during move in and one day during move out to accommodate any exhibitors that may be unloading and loading materials in accordance with the ASUV Policy.

### **SHOW MANAGEMENT RESPONSIBILITY**

- Licensee needs to establish the times and dates for their ASUV program.
- Licensee must provide personnel at the ASUV areas (inside the exhibit hall) to assist the exhibitors with check-in/out (including booth location, checking credentials and approving merchandise removal).
- Ask you Event Manager about the document that should be included in the Exhibitor Services Manual regarding the Licensee posted hours.

### **DETERMINING ASUV HOURS**

- McCormick Place will manage the ASUV program for the Licensee. The staffing will include (1) traffic aid per event and (1) teamster per designated ASUV area. This labor will be billed to the licensee at the prevailing rates.
- The minimum hours for move-in can be scheduled for 5 1/2 hours. The teamster and traffic aide will always be scheduled for 1/2 hour past the end of the posted times. This time is for clearing the docks of any last vehicles, collecting of signs and documentation. The licensee will be billed at prevailing rates for the ASUV posted hours and the 1/2 hour.
- If two days are scheduled for ASUV on the move-in, then 3 1/2 hours posted times each day are allowed. The licensee will be charged for 4 hours each day.
- The minimum hours for move-out can be scheduled for 3 1/2 hours. The teamster and traffic aide will be scheduled for 1/2 hour past the end of the post times. This time is for clearing the docs of any last vehicles, collecting of signs and documentation. The licensee will be billed at prevailing rates for the ASUV posted hours and the 1/2 hour.
- Per the teamster's contract if they work more than 4 hours (Monday-Friday) they then must be paid 6 hours. If a licensee schedules the ASUV hours between 4-5 1/2 hours they will be billed for 6 teamster hours. Saturday and Sunday work for teamsters is billed at prevailing rates with a minimum of 4 hours. The traffic aides will be billed for actual hours worked.

## IMPORTANT INFORMATION FOR THE EXHIBITOR

- The following types of vehicles are permissible to be loaded and unloaded by Exhibitors and their employees: automobiles, pick-up trucks, mini-vans, full-size extended vans, and sport utility vehicles. This does not include multiple axle vehicles, flatbed trucks, box vans or trailers.
- Exhibitor Employee is defined as any person who has been employed by exhibitor as a full-time employee for a minimum of 6 months before the show's opening date.
- ASUV available times and dates will be posted to the McCormick Place website under the exhibitor section. To learn more about the program, click <http://mccormickplace.com/exhibitors/asuv.php>.

## EXHIBITOR CHECK-IN PROCESS:

- Check-in for exhibitors will take place at the Marshalling Yard Office (3050 S. Moe Drive) where drivers will receive an ASUV Pass and will be directed to the designated ASUV dock in the correct exhibit booth building. They will not be allowed access to the dock without a Dock Pass.
- McCormick Place Traffic Aid reviews that there are at least two people in the vehicle and are in a permissible vehicle.
- All Exhibitors are checked against the show's Exhibitor list.
- If all criteria are met, a dock pass will be issued.
- Dock access pass includes the exhibitor name and phone number plus directions and location of the appropriate dock.
- McCormick Place Traffic Aid contacts dock for availability and sends the appropriate number of Exhibitors to the dock in the order in which they arrived.

## SELF-UNLOADING/LOADING PROCESS:

- Exhibitor follows appropriate signage and arrives at ramp checkpoint with dock access pass.
- McCormick Place Security ramp guard reviews dock access pass.
- A Teamster will greet the Exhibitor at the dock, confirm the load will not require a mechanized carrier and monitor the 20-minute unload/load time requirement.
- Show management personnel (typically a show security guard) will allow Exhibitor access to show floor.
- Exhibitor is allowed to park and unload/load at appropriate dock for 20 minutes. At least one person must stay with the vehicle at all times.
- At the conclusion of the unloading/loading process, the Teamster will retain dock access pass.

## EXHIBITOR MOVE-OUT / CHECK-IN PROCESS

- Exhibitor checks in at the Marshalling Yard Office (3050 S. Moe Drive) to receive the dock pass.
- McCormick Place Traffic Aid reviews that the exhibitor is in a permissible vehicle and confirms additional staff will be at the dock for loading.
- All Exhibitors are checked against the show's Exhibitor list.
- If all criteria are met, a dock access pass will be issued.

- Dock access pass includes exhibitor name and phone number plus directions and location of the appropriate dock.
- McCormick Place Traffic contacts dock for availability and sends the appropriate number of Exhibitors to the dock in the order in which they arrived.
- Exhibitor will follow the same unloading/loading procedures as above.
- Exhibitor must check in with Show Management personnel (typically a show security guard) at the dock door with merchandise removal pass to remove merchandise.
- At the conclusion of the loading/unloading process, the Teamster will retain the dock access pass.