



**September 13-14, 2011  
Navy Pier, Chicago, IL**

## **MOVE-IN/OUT SCHEDULE**

### **Move-In**

You must check in at Registration before you will be permitted to move-in. Overtime rates for labor and freight apply between the hours of 4:30pm – 8:00am Monday through Friday and all day Saturday, Sunday and Holidays.

**Targeted Vehicle Move-In:** Vehicles will be moving in between the hours of 8:00am – 5:00pm\*, on Monday, September 12, 2011.

\*Please refer to the targeted move-in schedule in the Shepard portion of the service kit.

All other booth freight may be moved-in between the hours of 10:00am – 5:00pm\*, on Monday, September 12, 2011.

\*Please refer to the targeted move-in schedule in the Shepard portion of the service kit.

### ***Remember these vehicle safety requirements:***

1. Vehicles must contain no more than 1/8 tank of fuel.
2. Fuel tanks must be locked or sealed.
3. Ignition keys must be left with Show Management for emergency purposes.
4. Batteries must be disconnected and terminals taped with electrical tape.
5. Please leave an emergency contact number and name on the dashboard in a visible location.
6. Please be aware that a **\$150 vehicle spotting fee** will be charged for each vehicle displayed.

### **MOVE-OUT**

General move-out begins at 2:00pm and ends at 7:00pm on Wednesday, September 14, 2011. The hall must be completely cleared at this time. Exhibitors will be held liable for any handling and/or storage charges resulting from failure to remove their exhibit from the exposition center within the allocated times.

**OVERTIME-LABOR RATES ARE IN EFFECT AFTER 4:30PM ON WEEKDAYS.**



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## **IMPORTANT DISPLAY RULES & REGULATIONS (Please Read!)**

**BACK WALLS:** Exhibitors displaying in a standard 10x10 booth configuration have a maximum height restriction of 8' high for the back wall, and a maximum height of 4' high in the front exhibit space area. Items displayed which are taller than 4' must be placed in the back 5' of the exhibit area (which is towards the back wall). These height restrictions are designed to avoid blocking and or obstructing the sightline of your neighbor.

**PERIMETER BOOTH:** Exhibitors located in booths located on the perimeter of the exhibit hall, are permitted to a back wall with a maximum height of 12' since another exhibitor is not located directly behind them. Items displayed which are taller than 4' must be placed in the back 5' of the exhibit area (which is towards the back wall). These height restrictions are designed to avoid blocking and or obstructing the sightline of your neighbor.

**VEHICLE PLACEMENT:** Exhibitors placing large vehicles within their booth space must place **all vehicles at least 5ft in** from the perimeter edge of your booth. We ask that you refrain from creating a 'walled-in' area as your booth display. These restrictions are designed to avoid blocking and or obstructing the sightline of your neighbor.

### **Remember these vehicle safety requirements:**

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2. Fuel tanks must be locked or sealed.
3. Ignition keys must be left with Show Management for emergency purposes.
4. Batteries must be disconnected and terminals taped with electrical tape.
5. Please leave an emergency contact number and name on the dashboard in a visible location.
6. Please be aware that a **\$150 vehicle spotting fee** will be charged for each vehicle.

**SHOW COLORS:** The show colors for BusCon 2011 will be Blue and White. Standard booth configurations will have 8' high Blue and White back-drapes and 3' high Blue side-drapes. **The show carpet will be Blue color and is FREE for exhibitors.**

**BANNER HANGING:** All banners must be shipped to the Advance Warehouse with hanging instructions. If you do not ship your banner to the Advance Warehouse, we cannot guarantee the hanging of your banner, as banners will be hung prior to vehicle move-in Monday, September 12, 2011 from 8:00-8:30am.

**BUS WASHING:** The official bus washer will be on hand Monday, September 12<sup>th</sup>, by special order to prep show vehicles. You **MUST** reserve your detailing time in advance (see Shepard Vehicle Wash form). Exhibitors displaying vehicles are scheduled to move in between the hours of 8:00am – 10:00am, Monday, September 12. Vehicles will be staged in the Marshalling yard on Monday, September 11, and then called up to be detailed at Navy Pier, beginning at 6:00am Monday, September 12.