

# 2020 MOVE-IN PROCEDURES



**CARPET & LIGHT INSTALLATION** – Those exhibitors that need extra time for the installation of carpet and lighting prior to booth set-up and vehicle move-in will have access to their booth locations according to the following schedule:

<b>North Wing, East Hall, South Wing</b>	<b>8 AM - Sunday, March 22, 2020</b>
<b>West Wing, Pavilion, Broadbent</b>	<b>8 AM - Tuesday, March 24, 2020</b>

**VEHICLE MOVE-IN & BOOTH SET-UP** – The color-coded move-in schedule on the following page represents the window of opportunity to have a vehicle positioned in your booth and the earliest that you can begin your booth set-up. To determine your move-in window, locate your booth on the floor plan and reference the color coded move-in time. Please note, you may begin set-up according to the schedule, but should maintain a path through your booth to accommodate those who begin their set-up/vehicle move-in closer to the end of the allotted window.

All booths, regardless of location must be completely installed by Thursday morning at 9 AM. There is a very small window for last minute booth touch-ups on Thursday morning from 8 AM-9 AM. Only exhibitors with the appropriate badge credentials will be allowed onto the show floor prior to the opening of the show at 10 AM. Exhibitors with smaller booths and no equipment may delay their set-up, provided the booth set-up is completed on time.

**It is of utmost importance that any exhibitor intending to display large equipment (truck, trailer, etc.) in their booth adheres to the color coded move-in schedule.** If your equipment arrives late or is not in suitable condition to be moved onto the show floor by the end of your move-in window, you will be subject to delayed installation, equipment being left out of the show, additional expense, and inconvenience for you and the companies scheduled to move-in after you. When your equipment is ready to be positioned, please have your on-site coordinator check in as follows:

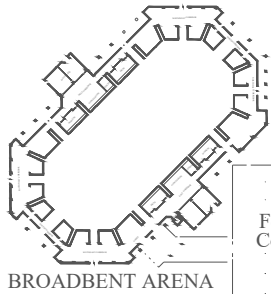
<b>Booth Location</b>	<b>Check-In Location</b>
North Wing, East Hall, South Wing	East Hall Genesis Service Desk
West Wing, Pavilion, Broadbent	West Hall Genesis Service Desk

For those shipping their materials, we recommend that all shipments be delivered to KEC several days prior to your scheduled move-in time to ensure that your shipment is received and delivered to your booth prior to your scheduled move-in. You should instruct your carrier to have their driver report to the marshalling yard located across Phillips Lane in the Prestonia Lot (Address: 978 Phillips Lane, Louisville, KY 40209). They will then be directed to the appropriate open dock to be unloaded. For additional info on shipping/freight handling, please reference the Exhibitor Services Kit.

North Wing Lobby exhibitors may only bring their materials through marked exterior doors. Heavier items and those requiring the use of a dolly or hand cart must be brought in through an overhead door in the South Wing or East Hall.

**IF YOU HAVE ANY QUESTIONS REGARDING THE ABOVE MOVE-IN PROCEDURES OR START TIMES, PLEASE CONTACT GENESIS EXPOSITION SERVICES AT (502) 266-5101.**

**FOR INFORMATION ON THE MARSHALLING YARD CALL THE KEC TELEPHONE HOTLINE (502) 367-5009**

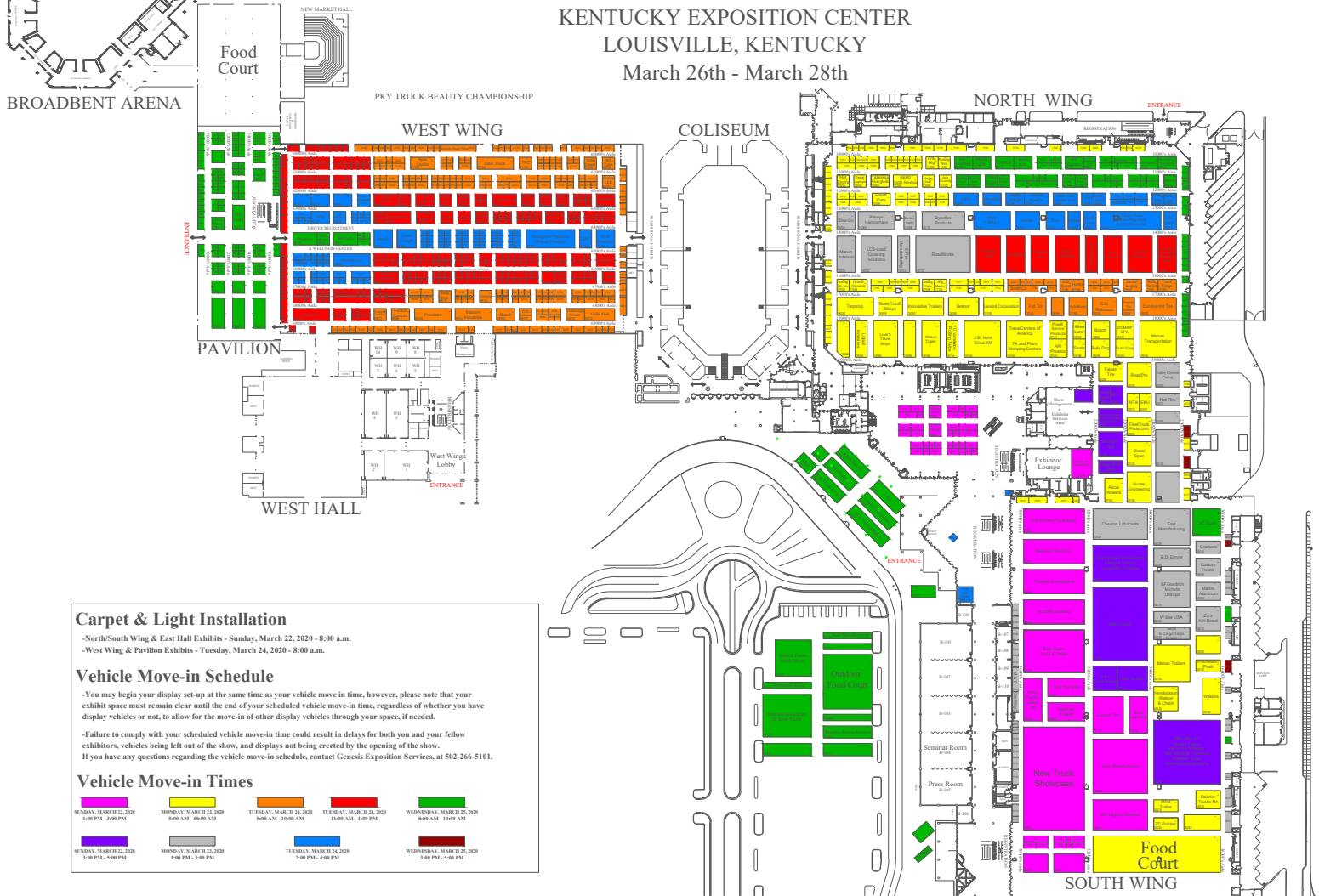


# 2020 MID-AMERICA TRUCKING SHOW

## KENTUCKY EXPOSITION CENTER

### LOUISVILLE, KENTUCKY

March 26th - March 28th



### Carpet & Light Installation

- North-South Wing & East Hall Exhibits - Sunday, March 22, 2020 - 8:00 a.m.
- West Wing & Pavilion Exhibits - Tuesday, March 24, 2020 - 8:00 a.m.

### Vehicle Move-in Schedule

-You may begin your display set-up at the same time as your vehicle move-in time, however, please note that your exhibit space must remain clear until the end of your scheduled vehicle move-in time, regardless of whether you have display vehicles or not, to allow for the move-in of other display vehicles through your space, if needed.

-Failure to comply with your scheduled vehicle move-in time could result in delays for both you and your fellow exhibitors, vehicles being left out of the show, and displays not being erected by the opening of the show.

If you have any questions regarding the vehicle move-in schedule, contact Genesis Exposition Services, at 502-266-5101.

### Vehicle Move-in Times

 SUNDAY, MARCH 22, 2020 5:00 PM - 5:00 PM	 MONDAY, MARCH 23, 2020 8:00 AM - 10:00 AM	 TUESDAY, MARCH 24, 2020 8:00 AM - 10:00 AM	 TUESDAY, MARCH 24, 2020 11:00 AM - 1:00 PM	 WEDNESDAY, MARCH 25, 2020 8:00 AM - 10:00 AM
 SUNDAY, MARCH 22, 2020 2:00 PM - 5:00 PM	 MONDAY, MARCH 23, 2020 1:00 PM - 2:00 PM	 TUESDAY, MARCH 24, 2020 2:00 PM - 4:00 PM	 WEDNESDAY, MARCH 25, 2020 2:00 PM - 5:00 PM	