



# 2024 CABDA EXPO

## Load-In / Load-Out Schedule and Procedures Schaumburg Convention Center



### Tuesday, February 6th, 2023

***Load-in begins at 8am. Load-in must be completed by 5pm. Setup can continue in the hall until 7pm, but the loading dock is its own fiefdom and has its own rules and regulations. So, if you're running late, let us know and we'll do our best to get you unloaded and inside by 5pm, before the dock master starts charging mini-bar rates.***

- When you arrive, booths with pipe and drape will already be set up and Island Booths will be marked off. Our Badge Printers should be operational by 8 AM, but if you arrive and for some reason we cannot print badges yet, proceed with your set up and we'll get it sorted out. If you ordered a badge scanner, please see our representative from ATS at the registration counter. If you didn't order one ahead of time, they usually bring a handful of extras, but supply is not unlimited!
- There are THREE large loading doors on the East Side (back side) of the Convention Center. Doors

ONE and TWO are for self-carry and self-unloading. Trucks and trailers can be unloaded through either door. Vehicles may only pull into the Loading Docks to unload, but vehicles must be moved prior to setting up your booth. You may leave your items in the staging area while you move your vehicle.

- Loading Door THREE is for assisted unloading, drayage, and common carrier direct deliveries (Fees Apply).
- If you have a special load-in requirement or request, please contact Expo Staff prior to load-in. (Skyjacking/Forklift/Drayage). We'll get the right people on it.
- If you have not backed into a loading dock before, please don't use this as your learning experience! Let someone help!
- Exhibitors may also use the interior main entrance doors to hand load small items at any time during load-in. However out of concern for the carpeted areas, handcarts, dollies, and heavy freight cannot use the front doors. A limited amount of hand carts and furniture dollies will be available for use. Please look for the ones marked CABDA or cleverly decorated with CABDA decals. Please do not use personal pallet jacks...We had one go through the drywall once and they have never let me hear the end of it.
- If you shipped items to our advance warehouse, the boxes/crates/pallets should already be at your booth...Or in the process of being brought to your booth. If they are missing, it is possible the labels fell off, or our people misread the booth number. We'll find them...The folks in the back at the Exhibitor Services counter will assist with tracking them down.
- If you ordered furniture, or power, or carpet...It should already be there or in the process of being installed delivered. If it is missing, the Exhibitor Services people in the back of the hall will track it down and make it right.
- Please do NOT try hooking up your own power! I'm not talking about plugging into an outlet or a power strip. That's totally fine...But the power boxes in the floor are industrial grade and require an electrician with special power connectors to run the power to your booth. If you try to open and mess with the floor power boxes, it will not only kill you...but it hurt the whole time!
- There will be an Exhibitor Services Counter in the rear of the hall that can track down boxes, furniture, lost children, missing power cables, and deal with just about anything! They can also help with last minute orders for Carpet, Furniture, etc. But it is cheaper to do it now!
- Please refrain from blocking aisles, exit-doors, and loading doors during move-in. Please be cordial and neighborly...Everyone wants to get done! Confine all fistfights to the Thunderdome we construct on the loading dock.

- Trash and leftover packing/shipping materials are unavoidable, but please help to keep it near the trash cans and/or dumpsters. Disposable packing materials should be thrown into the dumpster near the loading dock.
- Storage area for empty freight boxes and shipping/packing materials is limited and needs to be prearranged with our show decorator. Please plan to keep these in your truck/trailer if possible. Empty crates and pallets that were shipped in advance and received by our contractor will be stored during the event and returned to your booth on Thursday after the show closes.
- Expo Staff will be on hand to assist with last minute needs (tables, chairs, etc.) and to remove any unwanted items from your booth (ie: side-rails, pipe and drape, vagrant sales reps). Expo Staff is not able to assist with individual booth setup, but we will do what we can to help!
- If staging a vehicle in the hall, please make sure all dirt/debris is removed prior to pulling into the building. Please alert expo staff, and then drive to the ramp closest to your booth. Source One staff will help stage the vehicle and direct aisle traffic while your vehicle is being staged. This is a lot easier in the Morning when fewer exhibits are in the way! Or event the day before...but we will get it done!
- The Show Decorator will have a Service Desk set up in hall for last minute needs or similar world ending emergencies. We will have a first aid kit available at registration for cardboard related injuries. Please take care when using box cutters, knives, and scissors.
- **Be mindful of Fire Lanes and Hydrants.** Signage is clear and you will be ticketed/towed. Do not use emergency exits for loading-in or out. They are wired, and even if the alarm doesn't sound, fire control is notified, and it is a hassle to turn off the alarms.
- Our Exhibitors' Reception with appetizers and drinks will take place at 5PM in the Exhibit Hall. All booth personnel are welcome!

## **Wednesday, February 8<sup>th</sup>**

- The CABDA Expo will open to exhibitors at 8AM for additional booth setup and final touches prior to the opening of the Expo. Pallet jacks are not available, and the large loading doors will remain closed. But you may hand carry booth items and use hand carts and dollies.
- The CABDA Networking Breakfast will be open starting at 9am on both days of the show. You are more than welcome to attend. But please don't be the guy that steals a whole tray of bagels and takes them to their booth. We know who you are!
- The CABDA Expo is open to attendees from 10AM-5PM on Wednesday, and 10AM-4PM on Thursday.

## Miscellaneous

- For security reasons, large items (bicycles/wheels/trailers/etc.) will not be allowed to leave the show floor during show hours prior to load-out without a removal tag. If you plan on leaving with a bike or some large item is leaving with a retailer, Expo Staff will provide you with numbered tags upon request. Also, security has been instructed to stop large items at the door unless the person is wearing an EXHIBITOR Badge. So, if you are selling display models to a local dealer or borrowed a dealer's bikes for display, please see CABDA Staff at registration for removal tags.
- All aisles in the Convention Center are 10 feet wide.
- For Exhibitors with office rentals, please see Expo Staff after your booth on the floor is set-up.
- CONVENTION CENTER doors will be locked and alarmed after show hours and security will patrol the building overnight. Please do not leave your coat/jacket/phone/medication in your booth, getting back in after they have secured the hall is a pain. Doors will be unlocked, and the hall will be open for Exhibitors only at 8AM on Wednesday morning and 8AM on Thursday morning.

## LOAD-OUT PROCEDURES

**Thursday FEB 9th – Load-out begins at 4pm and must be completed by 10pm (It has never in history taken longer than 4 hours, but please don't try to break any records...be safe and be calm!)**

- Again, if your booth equipment/merchandise is leaving the show with a retailer, please obtain tags from CABDA. Non-tagged bikes and large items will be stopped at the door to combat potential theft. If you're planning a giveaway or booth contest prize, just let us know so we can prevent confusion and public embarrassment with the security folks.
- Expo Staff and our dockmaster will coordinate vehicle staging at the loading doors.
- The Loading Dock and Loading doors are NOT OPEN UNTIL 4PM.
- If you shipped boxes to our advance warehouse, the empties will be brought to your booth beginning at 4pm. We have to clear the attendees out of the hall before we can bring out the forklifts and pallet jacks to deliver these empty crates back to you.
- Please refrain from breaking down your displays until the end of the event...for safety and security, we need to get the attendees out first.
- Please have your booth materials broken down and packed PRIOR to moving your vehicle to the loading doors.
- As with the load-in, please help us keep trash and leftover materials to a minimum. Trash cans will be provided. All large disposable/abandoned materials must be taken outside to the dumpsters.
- Please be courteous of others. There are more people and things than there are loading doors and ramps. Everybody wants to leave. Smile. Breathe. It's almost time to sleep...Drive safe!