

Loading Dock Access During Move-In & Move-Out

The MCCA Transportation Department controls access to the South parking lot. From the South lot, the MCCA Public Safety Department, in conjunction with the General Service Contractor controls access into the loading docks. Vehicles may access the loading dock via south gate.

- There will be NO loading dock access before obtaining a check-in card at the Marshalling Yard. Freeman and Public Safety will determine the times that they will allow vehicles to enter the Loading Dock. On the last day of the Seafood Expo (Tuesday 3/17) The MCCA Transportation Department will allow all day access to the marshalling yard, for exhibitor move-out vehicles. Please see the list of strongly encouraged vehicles that will be accommodated in the marshalling yard.
- Any vehicle (including POVs) wanting to access the loading dock area to unload during move-in and re-load during move-out must first proceed to the marshalling yard (see below for details).
- NOTE: To qualify as a POV ("do-it-yourself" vehicle), exhibitors must meet ALL of the criteria listed under the 'POV Criteria' section below.
- Any vehicle not needing access to the loading docks during move-in or move-out may park in the South Parking Lot and walk to the BCEC (see below for details).

Marshalling Yard Procedure (In affect for both move-in and move-out)

- The Marshalling Yard is located at the BCEC at the South Parking Lot. There are two entrances to the South Parking Lot: one entrance is for Outside Carriers for the marshalling yard, and the other entrance is for POVs for the marshalling yard and general parking.
- There will be TWO lines formed at the Marshalling Yard. One line for POVs and one line for outside carriers.
- Once in line, obtain a numbered check-in card from the Freeman representative.
- Vehicles will be sent to the loading dock in number-order. Vehicles in the POV line will be sent over to the BCEC as POV dock space becomes available. Vehicles in the outside carrier line will be sent over to the BCEC as outside carrier dock space becomes available. Make sure you are in the correct line.
- The Public Safety will check you in at the entrance to the loading dock and Freeman will direct you toward the open dock space.
- After unloading you must move your vehicle away from the docks. POVs have 20 minutes to unload and may not leave their vehicle at the docks during booth set-up. POVs left unattended will be towed away at the exhibitor's expense. POVs may park at the South Parking Lot adjacent to the BCEC after unloading at the dock and then return to the BCEC for booth set-up.

POV Criteria

POV stands for Personally Owned Vehicle. These are typically “do-it-yourself” exhibitors who need access to the loading dock during move-in and move-out.

- POV exhibitors must follow the Marshalling Yard Procedure noted above.
- A POV must be a company owned truck or rental vehicle, or a car, van or truck owned by personnel of the exhibiting company.
- POVs MUST be 24’ in length or less to use POV designated docks. Vehicles larger than this are considered truck carriers and MUST be unloaded by union labor at the exhibitor’s cost. Please see the “Preferred & Acceptable Vehicle Diagram” for further clarification.
- The unloading of a POV must be performed by bonafide, full-time employees of the exhibiting company.
- Employees of the exhibiting company must use their own hand-operated, non-motorized equipment, which they have provided: two-wheeled hand trucks and four-wheeled flat trucks are permitted.
- The use of fork trucks, pallet jacks, lift gates or any other mechanical equipment is NOT permitted by anyone other than the official Material Handling Contractor (Union Labor).
- POV exhibitors have a total of 20 minutes to unload during move-in and must remove their vehicle from the dock before setting up their booth. Unattended vehicles will be towed away at the exhibitor’s expense.
- POV exhibitors must also follow the Marshalling Yard procedures during move-out to access the docks.
- Please read the ‘Union Jurisdiction Regulations’ document found in this section of the manual for additional details.

POV Unloading & South Lot Parking Information

- Currently exhibitor parking passes are offered in 3 varieties for South Lot POV Parking:
 - Move-in and move-out days only
 - Event days only
 - Move-in, event & move-out (this pass comes with a 1 day discount on parking rates)
- Passes are only available for single-spaced vehicles. Trucks 16’ or smaller are considered acceptable to park in one single-space.
- Passes are non-transferable
- Passes entitle driver to in-and-out privileges in the South parking lot
- Passes guarantee exhibitor parking in the South lot (i.e. they will not be sent to overflow parking).
- Passes are available as part of exhibitor online ordering through the BCEC, and are picked up from the attendant booth in the South lot.

- Oversized POV's (Trucks larger than 16', cars with trailers, straight jobs, or any other vehicle that takes up more than one space) will be allowed into the South lot for move-in and move-out as long as space is available. They may not be allowed into the lot on show days (other than on the last day because of move-out) to keep space available for attendee parking. For this reason, exhibitors are strongly encouraged to use the smallest vehicle possible to accommodate their needs in order to ensure that there is space for all exhibitors on the last day of the event.
- There is no overnight parking in the South lot.
- Exhibitors may walk via a paved walkway to the exhibit hall through the Loading Dock area.
- It takes approximately 5 -7 minutes to walk from the South Parking Lot to Hall C.
- **PLEASE NOTE:** Parking at the BCEC South lot (\$25 per car, \$50 for oversized vehicles) is expected to be busy. Please allow enough time for your commute. While parking is expected to fit into the South lot, in the event that the lot fills please follow the direction of the parking attendants to the overflow parking locations. Please note that the BCEC does not control the cost of parking at the privately owned overflow parking lots, and it may be more expensive than the BCEC. Lots are selected for the amount of space available as well as their proximity to the BCEC.
It is recommended that you first go to the South Parking Lot at the BCEC. Once this lot is full, vehicles will be re-directed to the Lot On D or the Channel Street Garage on West 1st Street. Only if vehicles are directed from the BCEC to overflow parking at the Channel Center Garage, will a shuttle service to the BCEC be provided. Please follow the directions on the portable variable message signs posted throughout the area as they will direct you to the Lot On D or Channel Center Garage. Maps with directions to the Lot on D or Channel Center Garage will also be given to attendees parking offsite.

Hand Carry Policy

- No parking is allowed at the lobby entrance of the BCEC; unattended vehicles will be towed at the exhibitor's expense.
- Nothing may be "wheeled" through the lobby of the BCEC. Exhibitors with luggage carts, rolling exhibit cases, dollies, etc. must walk to the exhibit hall through the loading docks. THIS INCLUDES DURING MOVE-OUT.
- Exhibitors able to easily hand-carry one item by themselves may walk through the lobby entrance.