

ACC SERVICE YARD & LOADING DOCKS

All move-in and move-out of exhibits by personally-owned vehicles (POV's), delivery companies and carriers <u>must</u> be through the Austin Convention Center (ACC) Service Yard and the designated loading docks, freight elevators and freight doors.

DIRECTIONS AND MAP

Austin Convention Center Service Yard and Loading Docks are located on Red River Street (between Cesar Chavez and Third Street)

Directions to ACC Service Yard & Loading Docks from I-35 North or South

From I-35 North

- Go South on I-35
- Take Exit 234A toward 1st Street / Holly Street
- Turn right onto E 1st Street. / Cesar Chavez Street E.
- Turn right onto Red River
- Entrance Gate to the Service Yard and loading docks will be on your left

From I-35 South

- Go North on I-35
- Take Exit 234B toward 2nd-4th Streets. / 1st Street. / Cesar Chavez
- Stay straight
- Turn left onto E. 1st Street / Cesar Chavez Street E
- Turn right onto Red River
- Entrance Gate to the Service Yard and loading docks will be on your left





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ACC SERVICE YARD ENTRY RULES

- ID or credentials are required to enter at the services entrance of the ACCD all persons entering must check in with ACCD Security.
- No possession or use of alcohol or illegal substances is allowed.
- All containers, packages and vehicles are subject to inspection.
- The unlicensed possession of weapons by persons on ACCD property is a felony.
- Children under 17 are prohibited from ACCD service yards and Exhibit Halls during move in/out.
- The ACCD service yard is closed during show hours except for ACCD business. Due to safety and security, exhibitors and attendees are prohibited from using the service yard entrances and exits while the show is in progress.
- No animals other than trained service dogs or with prior ACCD approval allowed.
- All pedestrians must use the pedestrian gate when entering the service yard.
- No speeding or reckless use of vehicles, forklifts, carts or equipment. Clients, service contractors and exhibitors must comply with all federal, state and municipal fire codes that apply to a place of public assembly, as well as Occupational Safety and Health Association (OSHA) regulations.

Questions? Please contact Austin Convention Center Security Control at (512) 404-4111.

PROCEDURE AT SERVICE YARD FOR POV'S (PERSONALLY OWNED VEHICLES*)

- * Privately Owned Vehicles are defined as cars, pick-up trucks and vans primarily designed for passenger use. These are typically "do-it-yourself" exhibitors
 - Check in with ACCD Security at the Service Yard entrance gate.
 - Provide ID or credentials and relay the name of your event to ACCD Security.
 - Once in line check in with the Freeman representative and obtain a loading dock pass to enter the yard.
 - Vehicles will be sent to the loading dock in number-order as a dock space becomes available.
 - Freeman will direct you toward the open dock space.
 - ACCD Security will check you in at the entrance to the loading dock.
 - Wristbands will be issued by ACCD Security allowing to the Service Yard areas and facility for load-in/out.
 - After unloading you must move your vehicle away from the docks. NOTE: PARKING <u>IS NOT</u> ALLOWED IN THE SERVICE YARD.

MATERIAL HANDLING AT THE LOADING DOCKS BY POV'S

Exhibitors will be allowed to perform their own material handling (transfer of exhibit materials from point of arrival to exhibit location) at the loading docks provided the following is met:

- Must be a full-time employee of the exhibiting company.
- Vehicles being unloaded must be owned or leased and operated by a full-time employee of the exhibiting company.
- Exhibitors may use only 2-wheeled dollies that the exhibitors themselves have provided.
- The use of all pallet jacks, forklifts or other motorized or mechanical equipment is not permitted.

IF THE ABOVE CRITERIA IS NOT MET, labor will be required for delivering your materials to your booth from the dock. Labor can be hired through Freeman.