



ROCKY MOUNTAIN
DENTAL CONVENTION

Move-in/Move-out Instructions

Exhibitor Move-in Instructions

Exhibitors with materials or crates to unload may begin arriving at the Colorado Convention Center Welton Street driveway lower loading ramp for Hall "C" at 8:00 a.m. on Wednesday, January 20, 2010. Exhibitors need to form two (2) lanes of traffic, keeping the third lane open. The dock master will direct movement and access to the upper ramp and dock. No vehicle will be allowed on the dock prior to 8:00 a.m.

The lower ramp dock master will only permit exhibitors entrance to the upper dock for unloading if there are two (2) or more persons in the vehicle. The driver and passenger(s) may unload their materials but one passenger must remain with the items while the driver returns to the street for parking. The passenger(s) may begin carting materials to their assigned booth location.

THERE IS NO PARKING ON THE RAMP!

Unattended vehicles will be ticketed and quickly towed at the owner's expense.

Union dock rules allow exhibitors to hand-carry materials in and out of the Convention Center facilities. Exhibitors may use only a lightweight luggage dolly for hand-carried materials.

Full-time employees of an exhibiting company may install and dismantle their own and respective company displays provided such work could be completed in less than sixty minutes without the use of mechanized tools.

Any materials requiring the use of material handling equipment including dollies and forklifts or any outside or additional labor required for installation and dismantling or decorating MUST be performed by members of The Denver Theatrical Stage Employees Union Local 7, which can be arranged through Freeman.

If you plan to hand-carry your materials to your booth by entering the Convention Center through the main doors, you must be registered and in possession of your exhibitor name badge. You will not be granted entrance to the Expo Hall without your exhibitor name badge.

Move-in will end at 7:30 p.m. on Wednesday, January 20. All exhibitors must leave the Expo Hall by 8:00 p.m.

-OVER-

Exhibitor Move-out Instructions

Packing of equipment, materials, or the exhibit is prohibited until 2:00 p.m. on Saturday, January 23. Companies that begin to pack their exhibit prior to 2:00 p.m. may risk losing their exhibit booth for the 2011 Rocky Mountain Dental Convention.

Beginning at 2:00 p.m., exhibitors with packing materials or crates may use their vehicles to retrieve these materials, bring them up to the dock, drop them off and re-park their vehicles on the street. Exhibitors must have at least two (2) persons in the vehicle before permission will be granted to enter the upper dock area.

When all of the booth contents have been packed or crated, the exhibitor may stage them in the dock area unless prior arrangements have been made with Freeman. The dock master will issue a dock pass **ONLY** when all materials are staged.

Once a dock pass is received, the driver may get their vehicle and return to the Welton Street driveway. Do not leave your vehicle unattended in the driveway. **Unattended vehicles will be ticketed and quickly towed at the owner's expense.**

As with move-in, exhibitors need to form two (2) lanes of traffic in the driveway, keeping the third lane open. The lower dock master will allow exhibitors access to the upper dock with a dock pass as soon as space becomes available. Once on the upper dock, exhibitors need to load their vehicle as quickly as possible and immediately leave the dock area.

Again, no vehicle will be allowed on the dock for move-out without a dock pass. If you meet the lower ramp dock master without a dock pass, you will be asked to park your vehicle on the street, get a pass, and then get back in line.

REMEMBER: Absolutely no parking is allowed on the dock, in the fire lanes, or on the driveway. Unattended vehicles will be towed at the owner's expense.

The Metropolitan Denver Dental Society, Freeman Services and convention security appreciate your cooperation and patience during move-in and move-out.