



2023 Move In & Move Out Instructions

IMPORTANT to Review Entire Document

Exhibitor Installation Dates/Times:

Monday, March 20th 8:00am – 6:00pm

Tuesday, March 21st 8:00am – 1:00pm

The Baltimore Convention Center requires all Exhibitors, EACs, and Contractors to enter during move in and exit for move out through Public Safety.

Any exhibitors bringing in any exhibit materials during move in & move out, must enter, and exit the building through the back of the Convention Center via Charles Street.

How to get your exhibit materials to NFMT:

Shipping Your Materials Advance to Warehouse or Show Site:

To ship your materials to NFMT you have two options:

1. [Advance to Warehouse](#)

Freeman will start accepting freight February 20, 2023.

Shipments must arrive on or before March 13, 2023.

Shipments arriving after March 13th will incur an additional fee.

*Advantage to shipping to warehouse is that your shipment will be at your booth when you arrive to set up your booth.

2. [Direct to Show Site](#)

Cannot be delivered before March 20, 2023

Keep in mind that depending on the carrier you use; you may have to wait for your shipment to arrive.

If You will be delivering or bringing your exhibit materials & not shipping them:

NOTE! The Baltimore Convention Center rules state, public passenger elevators and escalators may NOT be used to transport equipment and booth materials in rolling cases, on carts, etc.

This means the Pratt Street Entrance will not be used for move-in or move out. During move in/out, all Exhibitors, EACs, and Contractors will need to enter/exit the building through the back of the building. The entrance off of Charles St.

All bags, cartons, cases are subject to inspection.

Two Types of Exhibitor Delivers & Pricing

Self-Unload or Material Handling

1. Self-Unload Program:

You must meet all of the following requirements to qualify.

POVs (privately owned vehicles) that can self-unload & load.

- POV (Privately Owned Vehicles) are defined as cars, pick-up trucks, vans and other trucks primarily designed for passenger use, not cargo or freight.
- You can unload without mechanical assistance.
- 1 person can deliver your materials to your booth in one load within 20 minutes.
- Your materials do not weigh over 300 lbs.
- 1 person needs to stay with the vehicle while the other delivers the materials to the booth.

Cart Service:

NFMT has arranged with Freeman & the union to have a couple of workers at the self-unload area. They will be available to assist exhibitors and be equipped with a cart to deliver exhibitor materials to their booth. Typically cart loads cannot exceed 3ft. high. Normally Freeman would charge a cart load fee for this service but **NFMT is covering this cost providing it is done during posted hours, you meet all the requirements and you request a dock pass.**

Deliver Your Own Materials to Your Booth:

If 1 person can hand carry or roll your materials to your booth within 1 trip and within 20 minutes, you may take your own materials to your booth.

Must be during posted hours, and you meet all the requirements and you request a dock pass. Any vehicles that are taking longer than 20 minutes will be asked to exit the POV area or will be towed.

Keep in mind wait times will vary for the self-unload area.

Where do I go for POV access?

During the posted days and times, proceed directly to the facility. You will enter the dock area via the Charles Street entrance. Check in at the designated POV Check-In area for staging, processing paperwork and confirming if you qualify for self-unloading/cart service.

If you do not meet the requirements above you will be directed to the Freeman material handling marshalling area and material handling charges will apply.

2. Material Handling:

Delivering booth and exhibit materials in a company vehicle or a vehicle that does NOT qualify for the POV-self unload/load program, material handling charges will apply.

Just because you or a company representative delivers your booth & exhibit materials in a company vehicle or a privately owned vehicle, it does NOT mean that it qualifies for the self-unload/load program.

If you meet any of the below you will be re-directed to the material handling marshalling area.

- The vehicle is not an approved POV (Privately Owned Vehicles) – see examples below.
- You need mechanical assistance to unload.
- Your materials weigh over 300 lbs.
- You deliver your materials after posted hours.

For example, if you deliver your materials in one of the vehicles that do not qualify listed below. In 2022 a company brought their materials in a F550 (or another brand equivalent) but that type of vehicle is meant for cargo or freight, so material handling applied.

[Request Your Dock Pass – Deadline March 10, 2023](#)

VEHICLES THAT QUALIFY:



Sedan



SUV



Pickup



Van

VEHICLES THAT DO NOT QUALIFY:



Trailer



Commercial Van



Rentals



Bobtail



Stakebed



Exhibitor Move Out

Exhibitors Must Exit Through Public Safety

Pratt St. Elevators & Escalators will not be running during move out.

Exhibitor Move Out:

Exhibitor Dismantle Dates/Times:

Thursday, March 23 rd	2:31pm – 9:00pm
Friday, March 24 th	8:00am – 10:00am

NOTE!

All exhibitors moving out with rolling fiber cases, carts, wagons, etc. must exit the expo hall through Public Safety. You will exit out hall E along the back of the building.

The Baltimore Convention Center will be shut down the elevators and escalators in the Pratt St. lobby and only the elevator will be used for ADA purposes.

Any exhibitor trying to move out through the Pratt Street expo hall entrance with rolling cases, carts, wagons, etc. will be re-directed to the back of hall E to go through Public Safety.

If You will be walking out with your exhibit materials:

If you are rolling out your materials in a fiber case, a wagon, or cart:

- You will exit the expo hall through the hall E exit doors along the dock side of the building.
- You will need to exit the Convention Center via the Public Safety Entrance off of Charles Street (next to the Sheraton & Morton's Steakhouse)
All bags, cartons, cases are subject to inspection.

If you Need parking during move out:

The Hyatt Regency, 300 Light Street and the Sheraton 100 Conway Street have public parking garages. You can reserve parking via Spot Hero or Park Whiz.

If You will need a cab, Uber or Lyft when you leave the building:

- There will be a lot of traffic outside of the building, have the driver pick you up at either the Hyatt back entrance on Charles Street or the Sheraton on Charles Street.

Moving out with a POV or Company Vehicle:

POV Self Loading Hours:

Thursday March 23 rd	2:31pm -8:30pm
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If You moved in with a POV and were able to unload your own vehicle:

Once you have dismantled your booth and you are completely packed, you will need to stop by the POV desk to obtain a dock pass. Once you have your dock pass, proceed to the loading dock area located off of Charles Street (by the Sheraton & Morton's Steakhouse). Once at the dock area you will be directed on where to park by Freeman & Security personnel.

- You must still be using a vehicle that qualifies as a POV.
- You can hand load your vehicle without mechanical assistance.
- You can load your vehicle in 20 minutes.
- Your booth materials weigh under 300 lbs.

If you are moving out with a vehicle that does NOT qualify for the POV-self-loading program.

- Your vehicle does not qualify as a POV (see examples).
- You need mechanical help to load your vehicle.
- Your booth materials weigh over 300 lbs.
- You paid material handling for move in, which includes material handling outbound.

You will need an MHA- Material Handling Agreement from the Freeman service desk.

Once your booth is dismantled and completely packed, return the MHA to the Freeman service desk.

Once Freeman receives the MHA, you will be given the "gold" copy of the MHA which will be your loading dock pass.

Retrieve your vehicle and proceed to the loading dock loading dock area located off of Charles Street (by the Sheraton & Morton's Steakhouse). Once at the dock area you will be directed on where to park by Freeman & Security personnel.

Completed POV MHAs will NOT be accepted until 2:31 pm, Thursday, March 23.

Shipping Your Booth Materials Via a Trucking Company. FedEx or UPS.

SHIPPING: All exhibitors must fill out a Material Handling Agreement if shipping materials, via a carrier, out of the convention center. A Freeman Customer Service Representative will pass out an MHA before the close of the expo. (Any open balances with Freeman must be paid in full to receive this form). Once the MHA is filled out and all exhibit space materials are packed up, please return the MHA to the Freeman Customer Service desk. **Completed MHAs will not be accepted at the Freeman service desk until the close of the show at 2:31pm Thursday, March 31st.**

DO NOT LEAVE BILL OF LADING IN BOOTH!

CARRIERS:

Freeman Transportation is the official show carrier; however, you may choose to use an alternate carrier. If you use an alternate carrier, you are responsible for making arrangement for the pickup.

All freight must be called for by 8:00 am on Friday, March 24. If freight is not called for by 8:00am then it will be shipped by a carrier selected by Freeman at the Exhibitor's expense.

***PLEASE NOTE:** Carriers must check in at the marshaling yard before proceeding to the convention center docks. The marshaling yard is located at the:

TA Truck Stop

**5501 O'Donnell St. Cut Off
Baltimore, MD 21224**

FedEx & UPS:

If you want to have FedEx or UPS pick up your shipment here at the Convention Center, you will need to arrange the pickup with FedEx or UPS for 9am on Friday, March 24, 2023.

You will need to fill out a Material Handling Agreement. Once the MHA is filled out and all exhibit space materials are packed up, please return the MHA to the Freeman Customer Service desk.

Freeman will pick up your materials at your booth and hold them until Friday, March 24 at 9am for FedEx or UPS.

If FedEx or UPS does not pick up your shipment, by 9am your boxes will be rerouted utilizing Freeman Transportation.

If you prefer to take your packages yourself to a local FedEx location the closest to the Convention Center is located at: [11 S Charles St, Baltimore, MD 21201](https://www.fedex.com/locations/us/maryland/baltimore/11-s-charles-st)

NFM&T Event Space - Halls E, F, & Swing

