

## **Exhibitor Service Manual**



Show Dates: October 10-13, 2025

Discount deadline: September 29, 2025

# Self-Unload/POV Service Information & Rates

POV SERVICE is a feature for exhibitors using a Personally Owned Vehicle (POV) that meets the requirements below.

#### POV's (Personally Owned Vehicles) are defined as:

Cars, pick-up trucks, vans and other trucks primarily designed for passenger use, not cargo or freight. Vehicles that do not qualify for this service or that have material that requires mechanical assistance to unload, will be directed to the Marshalling Yard and will be charged as material handling by weight

Vehicles that Qualify (Product Only) -

Sedan







Sprinter Van

Vehicles that DO NOT QUALIFY: (Showcases and Booth Build Items are Material Handling)

Trailer

Commercial Van

Rental Truck



Flatbed/Stakebed











#### Rates:

Straight time - \$99.00 per one way trip. (Monday - Friday, 8:00am - 4:30pm) Overtime - \$131.50 per one way trip. (Monday - Friday, before 8:00am, after 4:30pm, weekends and holidays) One worker equipped with a flat cart will assist those exhibitors who qualify for POV Service with unloading & delivery of goods to your booth.

POV SERVICE is aimed at those exhibitors requiring minimum assistance to facilitate the move-in/out process for them, skidded or palletized items do not qualify, maximum weight 400 pounds per trip.

Exhibitors who have extensive unloading requirements can use the material handling services. Arrangements for this service can be made in advance, see Material Handling Form, or on-site at the EXPO CCI Service Desk. Empty storage service will only be available to Exhibitors who utilize the complete material handling service. Exhibitors who do not use these services will be charged on a per carton rate to handle their empties.

EXPO CCI WILL NOT BE RESPONSIBLE FOR ANY DAMAGES. Exhibitors are required to carry all-risk floater insurance covering their product and exhibit materials against damage, loss and other hazards. The coverage should start when the product and exhibit material leaves your place of business and end when it is returned to your facility after the show. POV Service will be available from the loading dock. Please instruct your personnel to identify themselves as exhibitors requiring POV service to security personnel. They will be directed to the specially designated area. This service DOES NOT include rental trucks or company trucks.

Exhibitor:

Booth #

Date and time:

# of trips:

Please return along with payment policy via email to info@expocci.com or via fax 305-751-1298.

### **NEED ANYTHING?**

Phone: 305-751-1234 | Fax: 305-751-1298