



AUTOMOBILE AND SMALL UTILITY VEHICLE (ASUV) – REGISTRATION, MOVE-IN AND MOVE-OUT INFORMATION

Registration

- Click on this link www.truticket.com/mc_eventparking_1.aspx or go to the McCormick Place website under the Exhibitor Parking tab to register for ASUV services.
- Choose one of three options; Parking only, Parking with ASUV and ASUV only.
- Navigate through the registration process; parking process requires payment via credit card, ASUV registration is complimentary.
- At conclusion of ASUV registration, Exhibitor is sent separate ASUV check-in passes via email for Move-In and Move-Out.
- The Check-in pass includes instructions regarding where and how to check-in as well as the Move-In and Move-Out dates ASUV services are provided.

Move-In / Check-In Process

- Exhibitor brings check-in pass labeled “MOVE-IN ONLY” to truck marshalling yard at 31st Street (Lot B).
- McCormick Place Traffic reviews vehicle and Exhibitor loading personnel (at least two people in vehicle) for adherence to check-in policies.
- All Exhibitors are checked against the show’s Exhibitor list.
- If all criteria are met, the check-in pass is exchanged for the dock access pass.
- Dock access pass includes identical information as the check-in pass plus directions and location of the appropriate dock.
- McCormick Place Traffic contacts dock for availability and sends the appropriate number of Exhibitors to the dock in the order in which they arrived.

Self Unloading/Loading Process

- Exhibitor follows appropriate signage and arrives at ramp checkpoint with dock access pass.
- The McCormick Place Security ramp guard reviews dock access pass.
- A Teamster will greet the Exhibitor at the dock, confirm the load will not require a mechanized carrier and monitor the 20 minute unload/load time requirement.
- Show management personnel (typically a show security guard) will allow Exhibitor access to show floor.
- Exhibitor is allowed to park and unload/load at appropriate dock for 20 minutes. At least one person must stay with the vehicle at all times.
- At conclusion of unloading/loading process, Teamster will retain dock access pass.

Move-Out / Check-In Process

- Exhibitor must obtain a "MERCHANDISE REMOVAL PASS" from show management.
- Exhibitor brings check-in pass labeled "MOVE-OUT ONLY" to truck marshalling yard at 31st Street.
- McCormick Place Traffic reviews vehicle and Exhibitor loading personnel for adherence to check-in policies.
- All Exhibitors are checked against the show's Exhibitor list.
- If all criteria are met, the check-in pass is exchanged for dock access pass.
- Dock access pass includes identical information as the check-in pass plus directions and location of the appropriate dock.
- McCormick Place Traffic contacts dock for availability and sends the appropriate number of Exhibitors to the dock in the order in which they arrived.
- Exhibitor will follow the same unloading/loading procedures as above.
- Exhibitor must check in with Show Management personnel (typically a show security guard) at the dock door with merchandise removal pass to remove merchandise.
- Show Management personnel will retain Merchandise Removal Pass.
- At conclusion of loading/unloading process, Teamster will retain dock access pass.