

**2025 Move In & Move Out Instructions**

**IMPORTANT to Review Entire  
Document**

**Exhibitor Installation Dates/Times:**

Monday, March 24<sup>th</sup> 8:00am – 5:00pm

Tuesday, March 25<sup>th</sup> 8:00am – 10:00am

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 (by Public Safety).

**Shipping Your Materials Advance to Warehouse or Show Site:**

To ship your materials to CBC you have two options:

**1. Advance to Warehouse**

Freeman will start accepting freight February 24, 2025.

Shipments must arrive on or before March 17, 2025. Shipments arriving after March 17<sup>th</sup> 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 24, 2025.

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

**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 and EACs will need to enter/exit the building through the entrance at the back of the building off Charles St.

All bags, cartons, and cases are subject to inspection.

**You will be walking in with your exhibit materials:**

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

- You will need to enter the Convention Center via the Public Safety Entrance off Charles Street (next to the Sheraton & Morton's Steakhouse)
- Guards will direct you to the CBC exhibit halls (E, F & Swing)

- Do **NOT** enter the Pratt St. Entrance with exhibit materials, the guards will re-direct you to the Public Safety entrance.

### **Need parking during move in and 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.

### **You will arrive via a cab, Uber or Lyft:**

- Have the driver drop you off at the dock entrance off Charles Street (next to the Sheraton & Morton's Steakhouse)
- You will need to enter the Convention Center via the Public Safety Entrance
- Guards will direct you to the CBC exhibit hall (G).

### **Delivering your booth & exhibit materials – Dock Access**

Exhibitors are allowed to deliver their own booth and exhibit materials to the Convention Center and will be given access to the dock area during the following hours.

Monday, March 24<sup>th</sup> 8:00am – 4:00pm

Tuesday, March 25<sup>th</sup> 8:00am – 10:00am\*

\*If you arrive after 10:00 am, you will be directed to the material handling area and material handling fees apply.

### **Note! There are two types of exhibitor deliveries and pricing.**

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

**You must meet all the following requirements to qualify.**

- 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.

We will have workers equipped with a flat cart or pallets that will be available to assist exhibitors to deliver their materials to their booth (only if they qualify based on above). Normally Freeman would charge a cart load fee for this service. CBC is covering this cost providing it is done during posted hours, you meet **all** the requirements, and you request a dock pass.

[Click here](#) to request a dock pass by March 10, 2025.

Why do we require a dock pass?

By having exhibitors request a dock pass, this will help us inform Freeman to properly staff move in/out.

[REQUEST A DOCK PASS BY MARCH 10, 2025](#)

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 area and material handling charges will apply.*

**2. Delivering booth and exhibit materials in a company vehicle or a vehicle that does NOT qualify for the POV-self unload/load program and 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 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. total.
- You deliver your materials after posted hours.

For example, if you deliver your materials in one of the vehicles that do not qualify list below or a F550 (or another brand equivalent)

**VEHICLES THAT QUALIFY:**



Sedan



SUV



Pickup



Van

**VEHICLES THAT DO NOT QUALIFY:**



Trailer



Commercial Van



Rentals



Bobtail



Stakebed



## **Exhibitor Move Out:**

### **Exhibitor Dismantle Dates/Times:**

Wednesday, March 26th

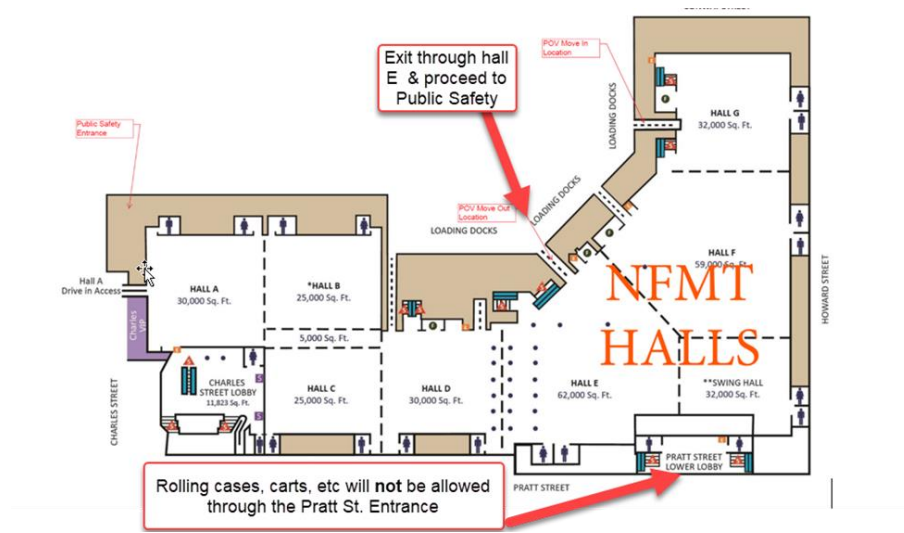
3:31pm – 9:00pm

### **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 shut down the elevators and escalators in the Pratt St. lobby at the close of the show 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.



### **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 Charles Street (next to the Sheraton & Morton's Steakhouse)

**All bags, cartons, and cases are subject to inspection.**

### **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.

**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:

Wednesday, March 26<sup>th</sup>

3:31pm -8:30pm

**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 Charles Street (by the Sheraton & Morton's Steakhouse). Once at the dock area you will be directed 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.

**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. total.
- You paid for material handling for the 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. Freeman will provide instructions for accessing the dock.

***Completed POV MHA's will NOT be accepted until 3:31 pm, Wednesday, March 26.***

**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 MHA will not be accepted at the Freeman service desk until the close of the show at 3:31pm Wednesday, March 26<sup>th</sup>.**

**DO NOT LEAVE the 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 arrangements for the pickup.

All freight must be called for by 5:00 pm on Wednesday, March 26. If freight is not called for by 5:00pm 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 28, 2025.

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 28 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](#)