

For exhibiting companies arranging their own shuttle bus or limousine transportation to McCormick Place, the following rules apply:

- Use of private buses and limousines must be coordinated in advance through Exhibit Management. Please direct all questions or requests for transportation access to Meghan Leahy at 703-654-6929 or [meghan.leahy@spargoinc.com](mailto:meghan.leahy@spargoinc.com).
- Private shuttle bus/limo transportation is authorized for company employees only—**exhibitors cannot take Annual Meeting or Clinical Lab Expo attendees offsite during the Meeting and Expo.** An attendee badge, Expo Only badge, or exhibitor badge must be worn while on convention center premises.
- **Buses may drop off before 9:00 AM and pick up between noon and 2:00 PM, and again after 5:00 PM. Buses cannot drop off or pick up, between 9:00 AM and 12:00 PM or between 2:00 PM and 5:00 PM.**
- Buses cannot stand and wait at the convention center. There is limited space available so each vehicle will be permitted only 15 minutes for passengers to board or disembark. Slots will be assigned on a first-come, first served basis.
- An authorization placard will be provided for each approved vehicle and must be displayed in the front window. Vehicles without placards will not be allowed to access designated drop off/pick up areas.
- Private shuttles cannot use the official ADLM shuttle stops at McCormick Place. If approved, driving instructions will be provided to the drop-off/pickup point, at McCormick Place.
- Police officers will enforce these rules. Shuttles and other vehicles must comply with these rules, or they will be denied access to the facility and other serious sanctions may apply.

Special transportation services are available through ETS, the official supplier of transportation for ADLM. Please complete the information below and email to [Meghan Leahy](mailto:Meghan Leahy).

Please list each day you will require the use of a private bus or limousine.

Exhibiting Company:	Booth #:	
Requested by:	Email:	Phone:
Date of Shuttle Use:	Number of Guests:	
Drop Off Time:	Pick Up Time:	
Bus Company:	Bus Company Contact:	
Vehicle Type:	Number of Vehicles being used:	