PRIVately OWNED VEHICLE (POV)
FLAT CART UNLOADING SERVICE

Submission Deadline: Friday, December 28, 2018

Company Name: ________________________________ Booth: _____

If you require assistance to move your materials into or out of the Convention Center, Hargrove is offering a special service for delivering exhibit materials in privately owned vehicles (POVs) directly to show site on the days of exhibitor setup.

- This service does not apply to rental vehicles, step vans, box trucks, trailers or any commercial carrier.
- Applicable vehicles: car, pickup truck, minivan or sports utility vehicle
- Advance payment required; please submit this form along with the Payment Form

A flat cart load is defined as:
- Items that will safely fit on the 3’ x 5’ surface of a flat cart – stacked no higher than the top of the cart’s push handle,
- A maximum load of 200 pounds per cart, and
- A shipment that can be unloaded within 15 minutes.

POV Flat Cart Unloading Service Rate:
$230 per cartload, round trip

POV Flat Cart Unloading Service available:
Saturday, January 6 – 9:30 AM to 4:00 PM
Sunday, January 7 – 9:30 AM to 12:00 Noon

Upon arrival at the Walter E. Washington Convention Center, check in with the Dock Master to receive a POV Dock Permit and directions to the proper loading dock. All POVs will be unloaded on a first-come, first-served basis. Vehicles must be removed from the dock area within 15 minutes after arrival. Unattended vehicles will be towed at the owner’s expense.

NOTE: You must fill out a Material Handling Agreement at the close of the show before reloading. All items leaving the exhibit hall must have a completed Material Handling Agreement. Forms are available at the Hargrove Service Center and must be returned to the service desk for validation.

To order POV Flat Cart Unloading Service, complete this form and return it with applicable payment to Hargrove by Friday, December 28.

I will arrive on:
☐ Saturday, January 12 at _________ AM / PM
☐ Sunday, January 13 at _________ AM / PM

My vehicle is a:  ☐ Car  ☐ Van  ☐ Pickup  ☐ Sport/Utility Vehicle  Color: _______________

I will also require outbound service:  ☐ Yes  ☐ No

Contact Name: ________________________________ Phone: ____________________________
Email: ________________________________________