

SCHEDULE ONE

Installation/Move-In – Halls D & E

ELECTRICAL

Exhibitors: Halls D&E

DRIVER CHECK-IN	UNLOAD	INSTALL
n/a	n/a	Friday, January 16th 8:00 AM – 4:00 PM

CARPET / FLOOR COVERING / TRUSS

Exhibitors: Halls D&E

DRIVER CHECK-IN	UNLOAD	INSTALL
Friday, January 16th 8:00 AM – 1:00 PM	Friday, January 16th 1:00PM – 5:00PM	Friday, January 16th 5:00 PM – 8:00 AM

EXHIBIT MATERIALS & DISPLAYS

Exhibitors: KIA, Chevrolet, Ford, Hyundai

DRIVER CHECK-IN	UNLOAD
Saturday, January 17th 5:00AM – 8:00 AM	Saturday, January 17th 8:00 AM – 12:00PM

Exhibitors: Toyota, Honda, GMC/Buick

DRIVER CHECK-IN	UNLOAD
Saturday, January 17 th 8:00AM – 11:00AM	Saturday, January 17 th 12:00 PM – 4:00 PM

NOTE: *No freight will be delivered to booth spaces where truss is not raised.*

If your exhibit requires truss work, please contact Hargrove to discuss your installation schedule.

Call Hargrove's Auto Show Exhibitor Help Line at 301-731-2523

or send an email to exhibitorservices@hargroveinc.com.

SCHEDULE TWO

Installation/Move-In – Halls A & B

ELECTRICAL

Exhibitors: *Halls A&B*

DRIVER CHECK-IN	UNLOAD	INSTALL
n/a	n/a	Monday, January 19 th 6:00 AM – 10:00 AM

CARPET / FLOOR COVERING / TRUSS

Exhibitors: Stellantis, Volvo, Subaru, Polestar, Volkswagen

DRIVER CHECK-IN	UNLOAD	INSTALL
Monday, January 19 th 5:00 AM – 8:00 AM	Monday, January 19 th 8:00 AM – 10:00 AM	Monday, January 19 th 10:00 AM – 2:00 PM

EXHIBIT MATERIALS & DISPLAYS

Exhibitors: Stellantis, Volvo, Subaru, Polestar, Volkswagen

DRIVER CHECK-IN	UNLOAD
Monday, January 19 th 8:00AM – 2:00 PM	Monday, January 19 th 2:00 PM – 6:00 PM

NOTE: *No freight will be delivered to booth spaces where truss is not raised.*

If your exhibit requires truss work, please contact Hargrove to discuss your installation schedule.

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SCHEDULE THREE

Vehicle Only Move-In – All Halls

Fuel in tanks must NOT EXCEED ¼-tank or five (5) gallons, whichever is less. All vehicle fuel gauges will be checked by security to insure that they meet the fire regulations before the vehicle can enter the Convention Center. Vehicles not meeting these guidelines will be turned away!

VEHICLE MOVE-IN ONLY	
Exhibitors: All Exhibitors	
DRIVER CHECK-IN	UNLOAD
Wednesday, January 21 8:00 AM – 8:00 PM	Wednesday, January 21 12:00 PM – 11:59 PM

EARLY VEHICLE MOVE-IN	
<p style="color: red; text-align: center;">Exhibitors requesting an earlier vehicle move in must request such from Hargrove by Friday, January 16th.</p> <p>NOTE: No vehicles can be moved in until all empty crates are removed from the exhibit space. An early delivery of vehicles MUST be scheduled in advance with Hargrove.</p>	
DRIVER CHECK-IN	UNLOAD
TBD by Hargrove	TBD by Hargrove

Once your vehicles are in place, please be sure that: ALL vehicle batteries are disconnected and cable ends are taped, ALL vehicles must have either a locking gas caps or gas caps sealed with tape, and ALL exit doors and fire safety equipment are not be blocked or obstructed.

Also, Show Management requires a key for each vehicle and/or a description of the location where you will be storing your vehicle keys after show hours. During show hours, keys should be kept by a responsible person in the display for removal of vehicles in the event of an emergency.

SCHEDULE FOUR

Accessory Booths & Advance Technology Displays

DIRECT RECEIVING & MOVE-IN:
(Marshaling Yard check-in is not required for unloading & loading)

Wednesday, January 21 8:00 AM – 5:00 PM

MOVE-OUT DATES & TIMES

NOTE: EXHIBITORS ARE REQUIRED TO MAINTAIN INTACT EXHIBITS
UNTIL THE SHOW IS OFFICIALLY CLOSED!

Sunday, February 1 – 6:00 PM to Midnight
ALL VEHICLES ***MUST*** BE REMOVED FROM
THE EXHIBIT HALLS AT THIS TIME! *

* This will avoid damage to vehicles by forklifts that will be returning display crates to your exhibit areas during the night.

MOVE-OUT SCHEDULE (See below)

Vehicle Move-Out: Sunday, February 1 – 6:00 PM to Midnight

Pre-Approved Expedited Empty Return Service: Sunday, February 1 – 9:00 PM to 2:00 AM

Halls A/B/C
(Stellantis, Volvo, Subaru, Polestar,
Volkswagen)

Dismantling & Move-Out: Monday, February 2 at 6:00 AM
thru
Monday, February 2 at 6:00 PM

Outside Carrier Check-In: Monday, February 2 at 4:00 PM

Bills of Lading to Hargrove Service Center: Monday, February 2 at 6:00 PM

Final Clean-Up/Move-Out Ends: Monday, February 2 at 11:59 PM

Halls D/E
(Toyota, KIA, Chevrolet, Ford, Hyundai,
Honda, GMC/Buick)

Dismantling & Move-Out: Monday, February 2 at 8:00 AM
thru
Tuesday, February 3 at 1:00 PM

Outside Carrier Check-In: Tuesday, February 3 at 10:00 AM

Bills of Lading to Hargrove Service Center: Tuesday, February 3 at 12:00 PM

Final Clean-up / Move-out Ends: Tuesday, February 3 at 6:00 PM

