



# Techno Security & Digital Forensics Conference

## Move-In/Move-Out Instructions

June 4 - 6, 2024 | Wilmington Convention Center | Wilmington, NC

### Move In

Monday, June 3: 8:00am – 12:00pm (By Request and Show Management Approval)  
Monday, June 3: 12:00pm – 6:30pm  
Tuesday, June 4: 8:00am – 1:30pm

### Move Out

Thursday, June 6: 3:31 pm - 6:00 pm

**Move-in and move-out through the Convention Center’s main entrances is strictly limited to hand-carried items.** Dollies, flat-beds, pallet jacks or anything mechanical are prohibited unless entered through the loading dock and taken to its destination via the back of the Convention Center. Passenger elevators are designed for passenger use only and may not be used for freight.

### Loading Dock/Freight Pick Up Address

Exhibitors must use the loading dock and drive on ramp which is accessible from the northeast side of the Convention Center via Nutt Street. [Click here for the Convention Center map.](#)

Wilmington Convention Center  
515 Nutt Street  
Wilmington, NC 28401

### Personally Owned Vehicles (POV)

Exhibitors may self-unload/load items from a POV. This includes a car, minivan, passenger van, SUV, pick up, taxi, Uber and Lift. Exhibitors may use the circle in front of the building (located at 10 Convention Center Drive) to unload/load hand carried items. Vehicles must be moved to the parking location once items are unloaded. POV’s are encouraged and can also use the loading dock and drive on ramp located at 515 Nutt Street. Please note as blocking traffic on Nutt Street is not permitted, you must use the loading dock or drive on ramp.

Cartload service is provided at the Nutt Street dock and drive on ramp area for exhibitors in need of assistance in unloading and transporting materials to/from booth space. Cartload service includes the labor and dolly.

### **POV Service Unloading**

POV Service is complimentary and covered by show management. One worker equipped with a flat cart will assist those exhibitors who qualify for POV Service with unloading and delivery of goods to the exhibitor's booth. POV Service is for exhibitors requiring minimum assistance to facilitate the move-in/out process. Skidded or palletized items do not qualify. The maximum weight is 400 pounds per trip. **Exhibitors who have extensive unloading requirements should be aware that if they exceed the material handling weight included with the sponsor level for shipments to advance and/or show site, will be billed by Show Management for the overage at \$1.00 per lb.**

FERN WILL NOT BE RESPONSIBLE FOR ANY DAMAGES. Exhibitors are required to carry all-risk floater insurance covering their product and exhibit materials against damage, loss and other hazards. The coverage should start when the product and exhibit material leave the exhibitor's place of business and end when it is returned to the exhibitor's facility after the show.

POV Service will be available from the loading dock. Exhibitors should identify themselves as exhibitors requiring POV service to security personnel. Exhibitors will then be directed to the specially designated area. This service DOES NOT include rental trucks or company trucks.

### **POV Service Unloading**

If exhibitors unloaded their own vehicle, a Bill of Lading is not required. POV's cannot be left unattended in the designated POV loading areas. Once an exhibit is packed and ready to be loaded, an exhibitor should retrieve their vehicle, and proceed to the designated loading area where instructions will be provided by Fern or Security personnel.

### **Return of Empties**

Before exhibitor's empty containers can be returned, for safety reasons, security will ensure all attendees are off the exhibit floor. Once security provides clearance, Fern personnel will begin rolling up the aisle carpet. After the carpet is rolled up, the empty containers will be distributed. Please note, it may take up to two hours to return the empty containers after the show. It is important to **keep all aisles clear** so the crews can return the empty containers without unnecessary delays.

### **Outbound Shipping**

All exhibitors using a common carrier must fill out a Fern Bill of Lading (BOL), which may be picked up at the service desk once the booth is packed. Any open balances with Fern must be paid in full to receive the BOL. Once your exhibit materials have been packed and labeled, leave your shipment in your booth. However, please return the document to the Fern Exhibitor Service Desk. This is the process to communicate to Fern that your shipment is ready to be picked up from your booth space. Fern will not accept forms prior to the show's closing. Please make sure your name and mobile number are legible on the document. Exhibitors should verify with their carriers the pick-up time (by 6:00 pm on Thursday, June 6th) and the pick-up address: Wilmington Convention Center (Loading Dock), 515 Nutt Street, Wilmington, NC 28401. In the event your carrier fails to show, your shipment will be redirected through Fern's transportation company, and applicable fees will apply.

### **Show Carrier**

Fern Transportation is the official show carrier. You may choose an alternate carrier; however, the exhibitor is responsible for making the arrangements for pick up. Carriers must check in by 6:00 pm on Thursday, June 6th. Fern will make final arrangements for re-routing exhibitor materials remaining on the exhibit floor.

**Small Package Carriers (FedEx, UPS, etc.)**

Per move-out regulations, small package carriers such as UPS or FedEx may not pick up at the facility. For exhibitors shipping via small package carriers, we suggest that exhibitors bring their items to a direct UPS or FedEx drop off location or a hotel business center. Exhibitors taking small packages to drop off locations do not need to complete a Bill of Lading with Fern.

**Closest Small Package Carrier Locations**

FedEx Drop Box – Distance .5 mi

313 Walnut St, Wilmington, NC 28401

Located in Downtown Executive Center

800-463-3339

FedEx Drop Box – Distance .5 mi

115 N 3rd St, Wilmington, NC 28401

Located outside at the back of the building

800-463-3339

FedEx Shipping Center – Distance 3.3 mi

1106 N 23rd St

Wilmington, NC 28405

800-463-3339

Sat: 9:30am – 5:00pm

Sun: CLOSED

Mon – Fri: 9:00am – 6:30pm

The UPS Store – Distance .3 mi.

310 N Front Street, Wilmington, NC 28401

Located across from the Cotton Exchange

910-762-2150

Mon – Fri: 8:30am – 7:00pm

Sat: 9:00am – 3:00pm

Sun: 12:00pm – 5:00pm

UPS Access Point Location – 3.3 mi

3302 Market St, Wilmington, NC 28403

910-772-0686

Sat: 8:00am – 6:00pm

Sun: 10:00am – 6:00pm

Mon – Fri: 9am – 9:00pm