

Rochester Riverside Convention Center

Move-In & Move-Out Procedures

Move-In

1. During the stated move-in hours of your event, the Loading Dock will be available to unload exhibit material. No one is permitted on the Loading Dock outside the stated hours of the event move-in without permission from the Operations Department.
2. The Loading Dock is located on South Avenue off of Main Street. When unloading, pull into the dock area when there is space available. Unload your materials onto the dock and immediately move your vehicle to the appropriately assigned area.
3. There is material handling equipment available on the Loading Dock to assist you with large quantities of material.
4. After your vehicle is parked, proceed to locate your booth and return the material handling equipment to the dock immediately.

Move-Out

1. Tear down your exhibit FIRST.
2. Once your exhibit has been packed and is ready to be moved out, obtain material handling equipment to assist you.
3. Load up and move all equipment onto the Loading Dock. Unload materials and return the material handling equipment immediately.
4. Retrieve your vehicle and return to the Loading Dock to load your materials.
5. No vehicle is permitted into the Loading Dock area unless all materials are unloaded onto the Dock first.

Remember

1. No vehicle will be allowed to park in the Loading Dock area!!!
2. Parking on South Avenue is not allowed. The Convention Center is not responsible for City issued parking tickets.
3. No material handling equipment is allowed on the exhibit floor while the show is open to the public, unless it is part of your display.
4. No vehicle will be allowed on the exhibit floor until all electrical equipment has been removed and permission is secured by Convention Center Management.

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