



Load-in, Load-out:

DUKE ENERGY CONVENTION CENTER

525 Elm Street • Cincinnati

A Skywalk connects the 2nd floor of the Millennium Hotel to the 1st floor of the Convention Center.

The entrance to the skywalk is next to the Glow Hospitality Room and a short distance from the Grand Ballroom where all of the Glow's activities will be held.

There are two options to unload your exhibits:

- 1 Use the loading dock at the Convention Center.
- 2 Transport your exhibit items from the Hotel via the skywalk on the 2nd floor. It is not required for exhibits to be unloaded at the Convention Center Dock. Please use the option that best suits your needs.

LOAD-IN

Sunday, August 19: 12–5pm

Monday, August 20: 8am–5pm

Tuesday, August 21: 8am–5pm

Wednesday, August 22: 8am–12pm

- 1 Wait for the Security Officer to assign a dock space.
- 2 Unload equipment/items onto the dock.
- 3 Remove your vehicle from the dock.
- 4 Once your vehicle is removed from the dock, take the items to your space.
- 5 Do not leave your vehicle unattended.
- 6 Unattended vehicles will be towed at owner's expense.

LOAD-OUT

Saturday, August 25: 12–5pm

Sunday, August 26: 8am–6pm

- 1 All items must be on the dock, ready to load, prior to your vehicle being admitted to the dock.
- 2 Inform the Security Officer that you are ready to load. They will assign you a dock space.
- 3 Load items.
- 4 Remove your vehicle from the dock.
- 5 Do not leave your vehicle unattended.
- 6 Unattended vehicles will be towed at owner's expense.

If you are concerned about leaving your items on the dock, we recommend bringing a partner on load-in/out days.

ADDITIONAL LOAD-IN/OUT INFORMATION

- Parking meters will be bagged along the 6th Street side of the Convention Center (where the loading dock is) for temporary parking for loading and unloading only. This area is not for all-day parking.
- To access the skywalk (1st floor) from the Museum, Blow Mold, and White Christmas display rooms (2nd floor), do not use the freight elevator, instead use a separate elevator located just outside of the display rooms.
- Bring a dolly or cart if you need one—there are none available at the Convention Center and Millennium Hotel luggage carts can not be used for moving materials into the Convention Center.

To minimize long wait times, please notify the Chair overseeing the area you will be displaying in of your intended load-in and load-out times—no later than Sunday, August 12.



SECURITY

AT THE DUKE ENERGY CENTER

24-hour Security Guard at the Museum Room, Museum Room Tree Display, and Blow Mold Room to serve only the Golden Glow

Security Guard at the loading dock during load-in and load-out hours to guard items at the dock while your car is being moved and parked

24-hour security at the loading dock's entrance

24-hour Building Security Guards at each of the two entrances